



## **ARCHIVES & RECORDS COMMISSION**

Meeting Agenda

July 22, 2008

TIME: 10:00 a.m.

LOCATION: Council Chambers  
Aurora City Hall

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
  - a. Meeting Minutes of September 20, 2007
4. NEW BUSINESS
  - a. Approval of Revised Records Retention Schedule
  - b. Approval of RC-2 Schedule of Records Retention and Disposition
  - c. Approval of RC-3 Certificate of Records Disposal
5. ADJOURNMENT