



ARCHIVES & RECORDS COMMISSION
Meeting Agenda
April 2, 2009

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 July 22, 2008
4. NEW BUSINESS
 - a. Options for Email Message Retention & Archiving
 - b. Overview of Digitized Records and Placement on the Network
 - c. Approval of Revisions to the Records Retention Schedule
5. ADJOURNMENT