

**CITY OF DELAWARE
RECORDS COMMISSION
CITY OF DELAWARE
CITY HALL
1 SOUTH SANDUSKY STREET
COUNCIL CHAMBERS**

AGENDA

2:00 PM

MARCH 10, 2026

Live streaming of meeting will be available under "Events" at www.cityofdelawareoh.gov

- 1. ROLL CALL**
- 2. PUBLIC COMMENT**

ATTEND AN OPEN MEETING: Open meetings are held in City Hall Council Chambers. Sign in forms to speak are available at the door. Name and address are required for public comment. Comments are limited to 3 minutes.

EMAIL, LETTER, PETITION: Emails, letters, and petitions received to the Council Clerk by 10 a.m. the date of the meeting will be presented to members and submitted into the record. These items will not be read aloud during the meeting but will be available on the website following the meeting at the end of the next business day. Name and address are required. Send to councilclerk@cityofdelawareoh.gov. PLEASE NOTE SUBMISSION TIME.

- 3. APPROVAL OF MOTION SUMMARY**

Approval of the Motion Summary of the Records Commission meeting held on March 4, 2025, as recorded and transcribed.

- 4. ELECTION OF CHAIR AND VICE-CHAIR**
- 5. REVIEW AND DISCUSSION**

- a. Review of the proposed changes to the current schedules of retention and disposition for the Public Works Department.
- b. Review of the proposed changes to the current schedules of retention and disposition for the Finance Department-Finance Division.
- c. Review of the proposed changes to the current schedules of retention and disposition for the Finance Department-Income Tax Division
- d. Review of the proposed changes to the current schedules of retention and disposition for the Finance Department-Utility Billing Division
- e. Review of the proposed changes to the current schedules of retention and disposition for the Fire Department.

- f. Review of the proposed changes to the current schedules of retention and disposition for the Department of Administrative Services.

6. **MEMBER COMMENTS**

7. **NEXT MEETING DATE:** To be established

8. **ADJOURNMENT**