

WILLOUGHBY HILLS RECORDS COMMISSION
35405 CHARDON ROAD
WILLOUGHBY HILLS, OH 44094

AGENDA

RECORDS COMMISSION MEETING
FRIDAY, FEBRUARY 12, 2021

Call to Order

Approval of minutes of 5/2/2019 Records Commission meeting

New Business

Discussion of need for revised RC-2's for all Departments with CARES Grant
Funding records (record retention as stated in the grant is five years)

Discussion of need for RC-2 from Fire Department (currently has NO RC-2)

Old Business

Public Portion

Meeting adjournment