



Public Records Commission
Wednesday, May 14, 2025
Agenda

Call to Order

Check for Quorum

Public Comment – Limited to Agenda Items

Approval of Minutes November 14, 2024

Agenda:

- Destruction Requests (Attached PRC Packet, Spring 2025)
- Destruction Notices (Attached Destruction Notice & Certification Forms)
- New form to request establishment of retention period (attached)
- Update on digitization initiative and records survey
- Collection Management Policy

Other Business

Next Meeting – Tentatively, November 12, 2025

Adjourn