

Public Records Committee

Agenda for March 11, 2025

1:00pm CCAP Building Archives Room

- 1) Open Meeting
- 2) Take Roll and record attendance
- 3) Approve Agenda
- 4) Public Comments
- 5) Approve Minutes of Previous Meeting December 3, 2024
- 6) Discuss current Archive Room 1) Storage Space 2) Records Incoming
- 7) Discuss reaching out to the State Archives Development Program for assistance for training and direction on our County Archive Department
- 8) Review handouts on information from the State Archives Program, Grants for Local Archives, Proper Storage Conditions, Records Centers, Establishing Archives, Legal Issues
- 9) Discussion of Going Forward
- 10) Old Business – Chairman Toney delivered by email CTAS information links to Officials and Mayor (for his Departments) on Record Retention and Destruction
- 11) Adjourn