



SHAKER HEIGHTS

Records Commission

DECEMBER 7, 2022 - 2:00 P.M.

**IN COUNCIL CHAMBERS AND
VIA ZOOM PURSUANT TO Chapters 113 and 115 of the Codified Ordinances (as
amended in Ordinance 22-28), and Resolution 22-29, enacted on March 22, 2022**

Join Zoom Meeting

<https://us06web.zoom.us/j/89633133038?pwd=eGxKTUhaU0RpM3JIY25VcWpvVnhRZz09>

Meeting ID: 896 3313 3038

Passcode: 135330

Or join by phone: Dial: +1 360 209 5623 US, or 877 853 5257 US Toll-free, or 888 475 4499 US
Toll-free,

or 833 548 0276 US Toll-free or 833 548 0282 US Toll-free

1. Introductions of Members and Attendees
2. Approval of Record Retention Schedules
 - a. All Departments
 - b. Council

Documents:

[RECORDS RETENTION SCHEDULES.PDF](#)

3. Discussion - NextRequest/CivicPlus Public Records Software Program
<HTTPS://NEXTREQUEST.WISTIA.COM/MEDIAS/O2BPYQ8GS6>
4. Law Department Updates
5. Questions and Concerns from Records Administrators for City Departments
6. Adjourn

The video of the meeting will be available the following day on the City's website.

*To request an accommodation for a person with a disability, call the City's ADA
Coordinator at 216-491-1440, or Ohio Relay Service at 711 for TTY users.*