

**Draft**  
**Record Retention Task Force Meeting**  
**August 3, 2021**  
**7:00 P.M.**  
**Agenda – Virtual Meeting**

- 1. Approval of Minutes – Meeting of July 6, 2021**
- 2. Review and approve Final Draft Record Retention Policy**
- 3. Review Executive Summary**
- 4. Report by Stephen Oetken on status of inventory**
- 5. Schedule for Completing Our Work**
- 6. Schedule next meeting**
- 7. Adjournment**