



SHAKER HEIGHTS

Records Commission Shaker Heights City Hall, Council Chambers Tuesday, December 30, 2025, 10:30 a.m.

This meeting will be held in-person at City Hall, Council Chambers, with an option to attend virtually, pursuant to Chapters 113 and 115 of the Codified Ordinances and Resolution No. 22-29.

Join Zoom Meeting

<https://us06web.zoom.us/j/88583018443?pwd=YlX3xCx7isWTwZpRLewrdYGum4QjdD.1>

Meeting ID: 885 8301 8443

Passcode: 410483

Or join by phone: Dial: +1 360 209 5623 US, or 833 928 4610 US Toll Free or
877 853 5257 US Toll Free

Closed captioning is available but Zoom attendees must turn on this feature in their Zoom settings.

1. Introduction of Members and Attendees
2. Approval of Minutes - October 4, 2024

Documents:

[100425MEETINGMINUTES.PDF](#)

3. Approval of Records Retention Schedule - Council

Documents:

[2025 COUNCIL - RECORD RETENTION SCHEDULE.PDF](#)

4. Law Department Updates
5. Questions and Concerns from Records Administrators for City Departments
6. Other Issues
7. Adjourn

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.

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

