

**CITY OF WILLOUGHBY**  
**RECORDS COMMISSION AGENDA (VIA ZOOM\*)**  
**TUESDAY, DECEMBER 15, 2020**

1. Approval of June 23, 2020 Minutes
2. Training Update
3. Application for One-Time Disposal of Obsolete Records (RC-1)
4. Updated Records Retention Schedules (RC-2)
5. Meeting Schedule

\*If you wish to listen or watch, download the Zoom App on your Smart Phone or Computer and enter the meeting ID number or go to <https://zoom.us/join> and enter the meeting ID number **848 3925 2913**. To listen only, please dial 1-312-626-6799 or 1-929-205-6099 and enter meeting ID number **848 3925 2913**.