

## Records Commission

The functions of the commission are to provide rules for retention and disposal of records of the City of Englewood and to review applications for one-time disposal of obsolete records and schedules or records retention and disposition submitted by City offices. The commission may dispose of records pursuant to the Records Retention schedule and may review or revise previously approved schedules. The commission will meet at least once every six months at the Government Center. Records Commission meetings shall be held at 10:00 a.m. on the 4<sup>th</sup> Monday in April and October, or as needed.