



**THE CITY OF NORTON
RECORDS COMMISSION MEETING
Wednesday, January 23rd, 2019, @ 11:00 a.m.
City Hall Conference Room**

The Records Commission convened in the Conference Room at City Hall and the meeting was called to order at 11:17 a.m.

ROLL CALL:

PRESENT: Mayor, Mike Zita
Director of Finance, Ron Messner
Law Director, Justin Markey
Member/ RC Secretary /RC Archivist, Janice Back

ABSENT: None

OLD BUSINESS:

- A Progress Report for 2018 was presented to the members (attached).

NEW BUSINESS:

- The "RC3-2019 was presented at today's meeting. The members agreed that everything is in order. The RC3-2019 was signed and disposition can begin on 3/1/19 (attached).

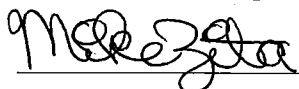
The next meeting will be in March of 2019. The Progress Report for 2018 is requesting that the members come ready to offer ideas to help promote progress.

CONSIDERATION OF THE MINUTES:

- The minutes from May 9th, 2018 were presented for approval.
- The minutes were approved and signed.

ADJOURNMENT:

- There being no further business, the meeting was adjourned at 11:24 a.m.



Records Commission Chair / Member



Records Commission / Member

12-4-19 Date Approved

Preliminary minutes submitted by Janice Back, RC Secretary / Archivist / Stenographer

Meeting Minutes are not verbatim.

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