MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

I. CALL TO ORDER

II. DATE OF NEXT MEETING (January 15, 2020, 10:00am – Conf. Room 12)

III. APPROVAL OF MINUTES (October 16, 2019)

IV. DIRECTOR’S REPORT

V. NEW BUSINESS
   1. Improving records retention compliance discussion – Meaghan Fukunaga
   2. Use of State Seal – Chandler Lighty

VI. RECORDS RETENTION AND DISPOSITION SCHEDULE(S) (Action Needed)
   1. Revenue, Tax Administration
   2. Transportation, Assets Management
   3. Transportation, Research and Development

VII. OLD BUSINESS
    H drive policy update – Meaghan Fukunaga

VIII. MEETING ADJOURNMENT