



CITY CLERK
GLOUCESTER, MA
2019 JUL 31 AM 8:33

City of Gloucester
Records Management
Advisory Board

Agenda
August 20, 2019
3-5 PM

Location:
Gloucester City Hall
1st Floor Council Meeting Room
9 Dale Ave
Gloucester, MA

Initial Meeting of the Board

1. Call to order and evaluation of quorum requirements
2. Designation of Chair or Co-chairs
3. Designation of Secretary, responsible for Agendas/Minutes
4. Examination of Ordinances effecting the Committee and discussion of our vision of our purposes and how they might be best achieved.
5. Proposal of initial inventory of existing records being stored by the City – discussion of inventory details e.g. location, types of records etc. and how to manage inventory data.

Next regular meeting of the Board:

The listing of matters are those reasonably anticipated which may be discussed at the next meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.