



Records Commission

~Agenda~

<http://www.ci.moraine.oh.us/>

Clerk of Council
937-535-1005

June 30, 2026

10:00 AM

I. Call to Order

II. Approval of Minutes

- A. Records Commission Meeting Minutes - August 18, 2025

III. Business

- A. Review and Approval of RC-1 Form
B. Review and Approval of RC-2 Form
C. Review and Approval of RC-3 Forms
D. Discussion Regarding BZA and Planning Commission File Retention
E. Certified Public Records Training/Sunshine Laws Training

IV. Other Business

- A. Future topics for discussion: Standardized public request forms throughout the organization (electronic, hard copy, and ADA compliant); Public Records Request Software and Division Public Records Officers

V. Adjournment