



**Utilities Commission
Commission Meeting**

Agenda

**July 16, 2026
2:00 PM**

CALL TO ORDER

MINUTES APPROVAL

Acceptance of February 25, 2026 Minutes

NEW BUSINESS

- Revision to Safety Service Records Retention Schedule (RC 2)
- Revision to Parks Records Retention Schedule (RC 2)
- Revision to Streets Records Retention Schedule (RC 2)
- Recommendation for Boards & Commissions Records Retention Schedule (RC 2)
- Discussion of City Inspector / Code Enforcement Retention Schedule (RC 2)
- Discussion of General Administrative Records and General Financial Records

OLD BUSINESS

- Engineering Department RC 2 – submitted to Ohio History Connection
- Public Utilities: Utility Billing RC 2 – submitted to Ohio History Connection

OTHER

- Next Records Commission meeting will be held on Dec. 3, 2026 at 1:00 p.m. at the Mount Vernon Municipal Center.

ADJOURN