



City of Chardon

Chardon Municipal Center • 111 Water Street • Chardon, Ohio 44024-1201

M-E-M-O-R-A-N-D-U-M

www.chardon.cc

CITY COUNCIL

CITY MANAGER

440-286-2600

Fax: 440-286-2658

FINANCE

440-286-2470

Fax: 440-286-2658

Income Tax

440-286-2696

Fax: 440-279-0903

Water & Sewer Billing

440-286-2949

Fax: 440-286-2658

PARK & RECREATION

440-286-2630

Fax: 440-286-2658

POLICE

440-286-6123

Fax: 440-286-2680

PLANNING & ZONING

440-286-2654

Fax: 440-286-5541

PUBLIC SERVICE

440-286-2655

Fax: 440-286-5541

Division of Streets, Cemeteries & Parks

440-286-2656

Fax: 440-286-2681

Division of Water & Wastewater

440-286-2657

Fax: 440-286-7538

To: Records Commission
From: Randal B. Sharpe, Chairman
Date: January 23, 2025
Subject: Records Commission Meeting

The Records Commission of the City of Chardon has scheduled a meeting for **Thursday, January 30, 2025 at 2 PM.** The Commission will meet in Conference Room A of the Municipal Center.

Agenda

1. Call to Order
2. Approval of Minutes – December 17, 2024
3. Old Business
4. New Business
 - A. Discuss Email Archives and Retention
 - B. Consider Revisions to Police Department Records Retention Schedule
5. Any Other Business
6. Adjourn