



CITY CLERK  
GLOUCESTER, MA

2020 JAN -6 AM 8:33

## City of Gloucester

### Records Management Advisory Board

Agenda  
January 14, 2020  
2-3:30 PM

Location: Gloucester City Archives  
City Hall  
9 Dale Avenue  
Gloucester, MA

1. Approval of minutes from the December 10, 2019 Minutes
2. Report from Board members on Action Items
  - a. Shredder scheduling for the city
  - b. Scheduling of RMAB meetings so that a representative from the City Clerk's Office is available to attend
  - c. Response of James Pope to invitation to attend.
  - d. Status of "question bank" for departments to determine ways the RMAB can assist/support organized records retention/indexing.
3. Planning for steps to complete information gathering.
4. Establishment of meeting times for the future

Next regular meeting of the Board: February 11, 2020 2 PM

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.