

**Record Retention Committee**

**October 11, 2013**

**9:00 AM**

**90 Washington Street, Hartford  
3<sup>rd</sup> Floor Conference Room**

- 1. Welcome**
- 2. Approve minutes from January 18, 2013 meeting**
- 3. Record Retention Schedule update**
- 4. Next steps**
- 5. Adjourn**