



## HISTORIC TOWN OF EATONVILLE, FLORIDA

### REGULAR CRA MEETING

**JANUARY 19, 2023 AT 06:30 PM**

### Cover Sheet

**\*\*NOTE\*\*** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

**ITEM TITLE:**

Discuss TOECRA Records and Location

**COMMUNITY REDEVELOPMENT ACTION:**

<b>CRA DECISION</b>		<b>Department:</b> LEGISLATIVE
<b>CONSENT AGENDA</b>		<b>Exhibits:</b> <ul style="list-style-type: none"><li>N/A</li></ul>
<b>NEW BUSINESS</b>		
<b>ADMINISTRATIVE</b>		
<b>CRA DISCUSSION</b>	YES	

**REQUEST:** To discuss TOECRA Records and Location

**SUMMARY:** Records retention describes the methods and practices an organization will use to safeguard important records and maintain them for the required period of time until they need to be stored, redirected, or otherwise disposed of. It is important that records for the TOECRA are managed, filed properly, and available for accessibility when needed and requested through the Board of Directors and the public through a public record request.

Discussion of the TOECRA records and location is needed to determine the best practices to incorporate while managing current records, recovering other records as part of the retention records for the TOECRA.

**RECOMMENDATION:** For Board of Directors to discuss TOECRA Records and Location

**FISCAL & EFFICIENCY DATA:** N/A