

**Westmoreland County  
Records Improvement Committee  
January 11, 2021**

**AGENDA**

1. Call to Order
2. Opportunity for Public Comment

**Under Section 10.1(a) of the Sunshine Act:**

**“ . . . the board or council of a political subdivision . . . shall provide a reasonable opportunity at each advertised regular meeting and advertised special meeting for residents of the political subdivision . . . or for taxpayers of the political subdivision . . . to comment on matters of concern, official action or deliberation which are or may be before the board or council prior to taking official action. The board or council has the option to accept all public comment at the beginning of the meeting.”**

**[This comment period may be deferred to the next public meeting of the board if there is insufficient time to hear such comments.]**

3. Approval of the meeting Minutes from the last meeting July 6, 2020
4. Election of Officers for 2021
5. Balance of the Records Improvement Fund account
6. Old Business
  - Document Storage