

**AREA-WIDE RECORDS MANAGEMENT SYSTEM (ARMS)  
POLICY BOARD**

**NOTICE OF MEETING**

**DATE:** November 16, 2017

**TIME:** 3:30 PM

**LOCATION:** 400 S. Vine St., Executive Conference Room

Those wishing to attend should dial 128 on the phone located next to the 2<sup>nd</sup> floor security door.

**A G E N D A**

1. Call to Order and Roll Call
2. Additions to the Agenda
3. Approval of Minutes of Previous Meeting: August 17, 2017.
4. Public Input
5. Staff Report
  - RMS Procurement
  - eCitations – update
  - Development update
6. Reports of committees and officers.
7. Unfinished business.
8. New business.
  - ARMS Annual Report
9. Adjournment.