

Custodians of Records Working Group quarterly meeting, Tuesday, Dec. 8, 2 p.m.

1. Welcome and intros (David Steinberg)
2. Metadata (Hank Heckel and/or City Attorney)
3. SOTF amendment proposal (Steinberg)
4. SOTF unresolved cases (Steinberg/Marianne Thompson/Heckel)
5. Anon text requests (Heckel and/or City Attorney)
6. SOTF openings (Heckel)
7. Index of Records (Bill Barnes)

Bonus item: NextRequest (Arlene Licudine-Barker) – Arlene would like to discuss the following items with anyone willing to stay on the call, whether they're currently using or considering using the NextRequest system for answering Sunshine requests.

- Single-sign-on on the NR sandbox portal
- NR Portal Document Retention Policy
- Rapid Review assessment
- NextRequest Customer Satisfaction Survey
- Multi-year contract to save money

**Additional Qualifications:** At all times, the Task Force shall include at least one member who shall be a member of the public who is physically handicapped. All members must have experience and/or demonstrated interest in the issues of citizen access and participation in local government.