

**RECORD OF PROCEEDINGS**

**MINUTES OF JACKSON TOWNSHIP RECORDS COMMISSION MEETING**

**APRIL 22, 2014**

Present: Todd Hawke, President, Board of Trustees  
Randy Gonzalez, Fiscal Officer

Gonzalez called the Records Commission meeting to order at 7:25 p.m. at the Jackson Township Hall.

**ATTACHMENT 04/22/14 A**

Gonzalez moved and Hawke seconded a motion to approve the attached forms:

RC-2 Records Retention Schedules (Additions/Amendments)

RC-3 Certificate of Records Disposal, and

RC-3 Internal – Certificates of Records Disposal.

**2-0 yes**

Gonzalez moved and Hawke seconded a motion to approve the minutes of the April 23, 2013 Records Commission meeting.

**2-0 yes**

Gonzalez moved and Hawke seconded a motion to adjourn.

**2-0 yes**

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**Todd Hawke**

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**Randy Gonzalez**