

**RECORD OF PROCEEDINGS**

**MINUTES OF JACKSON TOWNSHIP RECORDS COMMISSION MEETING**

**APRIL 23, 2013**

Present: James Walters, President, Board of Trustees  
Randy Gonzalez, Fiscal Officer

Fitzgerald reminded everyone that Walters and Gonzalez were the members of the Commission.

Walters called the meeting to order at the Jackson Township Hall.

Walters moved and Gonzalez seconded a motion to approve the minutes of the April 24, 2012 and August 28, 2012 Records Commission meetings. **2-0 yes**

**ATTACHMENT 04/23/13 A**

Walters moved and Gonzalez seconded a motion to approve the attached RC-3 Internal Certificate of Records Disposal forms for the following departments.

1. Administration Department
2. Fire Department
3. Fiscal Office
4. Public Works Department – Highway Division
5. Legal Department

**2-0 yes**

**ATTACHMENT 04/23/13 B**

Walters moved and Gonzalez seconded a motion to approve the attached RC-3 Ohio Historical Society Certificate of Records Disposal form for the Administration Department. **2-0 yes**

Walters moved and Gonzalez seconded a motion to adjourn. **2-0 yes**

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**James Walters**

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**Randy Gonzalez**