

RECORD OF PROCEEDINGS

MINUTES OF JACKSON TOWNSHIP RECORDS COMMISSION MEETING

MAY 23, 2017

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

Hawke called the meeting to order at 5:39.

ATTACHMENT 05/23/17 A

Hawke moved and Gonzalez seconded a motion to approve the minutes of the May 24, 2016 Records Commission meeting. **2-0 yes**

ATTACHMENT 05/23/17 B

Hawke moved and Gonzalez seconded a motion to approve the following RC-2 Records Retention Schedules (Additions/Amendments/Deletions):

1. Central Maintenance
2. Park and Receptions Division
3. Fiscal Department

2-0 yes

ATTACHMENT 05/23/17 C

Hawke moved and Gonzalez seconded a motion to approve the following RC-3 Certificate of Records Disposal:

1. Administration Department
2. Fiscal Department
3. Zoning Department

2-0 yes

ATTACHMENT 05/23/17 D

Hawke moved and Gonzalez seconded a motion to approve the following RC-3 Internal – Certificates of Records Disposal:

1. Administration Department
2. Public Works Department – Central Maintenance Division
3. Fire Department
4. Fiscal Office
5. Public Works Department – Highway Division
6. Public Works Department – Park Division
7. Zoning Department

2-0 yes

Hawke moved and Gonzalez seconded a motion to adjourn.

2-0 yes

Todd Hawke

Randy Gonzalez