

RECORD OF PROCEEDINGS

MINUTES OF JACKSON TOWNSHIP RECORDS COMMISSION MEETING

MAY 24, 2016

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

Hawke called the Records Commission meeting to order at the Jackson Township Hall.

ATTACHMENT 05/24/16 A

Hawke moved and Gonzalez seconded a motion to approve the minutes of the April 28, 2015 Records Commission meeting. **2-0 yes**

ATTACHMENT 05/24/16 B

Hawke moved and Gonzalez seconded a motion to approve the RC-2 Records Retention Schedule (Additions/Amendments/Deletions) for the following departments.

1. Fire Department
2. Fiscal Office
3. Zoning Department **2-0 yes**

ATTACHMENT 05/24/16 C

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

1. Administration Department
2. Fiscal Office
3. Zoning Department **2-0 yes**

ATTACHMENT 05/24/16 D

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

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