

RECORD OF PROCEEDINGS

MINUTES OF JACKSON TOWNSHIP RECORDS COMMISSION MEETING

MAY 22, 2018

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

Hawke called the meeting to order.

ATTACHMENT 05/22/18 A

Hawke moved and Gonzalez seconded a motion to approve the minutes of the May 23, 2017 Records Commission meeting. **2-0 yes**

ATTACHMENT 05/22/18 B

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

1. Zoning Department **2-0 yes**

ATTACHMENT 05/22/18 C

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

1. Fiscal Department
2. Zoning Department **2-0 yes**

ATTACHMENT 05/22/18 D

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

1. Public Works Department – Central Maintenance Division
2. Fire Department
3. Fiscal Office
4. Public Works Department – Highway Division
5. Public Works Department – Park Division
6. Zoning Department **2-0 yes**

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

Todd Hawke

Randy Gonzalez