

RECORD OF PROCEEDINGS

MINUTES OF JACKSON TOWNSHIP RECORDS COMMISSION MEETING

JUNE 8, 2021

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

Hawke called the meeting to order.

ATTACHMENT 06/08/21 A

Hawke moved and Gonzalez seconded a motion to approve the minutes of the May 26, 2020 Records Commission meeting. **2-0 yes**

ATTACHMENT 06/08/21 B

Hawke moved and Gonzalez seconded a motion to approve the minutes of the May 24, 2021 Records Commission meeting. **2-0 yes**

ATTACHMENT 06/08/21 C

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 06/08/21 D

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 06/08/21 E

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

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

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

Todd Hawke

Randy Gonzalez