

RECORD OF PROCEEDINGS

MINUTES OF JACKSON TOWNSHIP RECORDS COMMISSION MEETING

MAY 26, 2020

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

Hawke called the meeting to order.

ATTACHMENT 05/26/20 A

Hawke moved and Gonzalez seconded a motion to approve the minutes of the May 28, 2019 Records Commission meeting. **2-0 yes**

ATTACHMENT 05/26/20 B

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

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

ATTACHMENT 05/26/20 C

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. Police Department **2-0 yes**

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

Todd Hawke

Randy Gonzalez