

**RECORD OF PROCEEDINGS**

**MINUTES OF JACKSON TOWNSHIP RECORDS COMMISSION MEETING**

**MAY 28, 2019**

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

Hawke called the meeting to order.

**ATTACHMENT 05/28/19 A**

Hawke moved and Gonzalez seconded a motion to approve the minutes of the May 22, 2018 Records Commission meeting. **2-0 yes**

**ATTACHMENT 05/28/19 B**

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

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

**ATTACHMENT 05/28/19 C**

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

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

**ATTACHMENT 05/28/19 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**

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**Todd Hawke**

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**Randy Gonzalez**