

RECORD OF PROCEEDINGS

MINUTES OF JACKSON TOWNSHIP RECORDS COMMISSION MEETING

MAY 24, 2022

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

Hawke called the meeting to order at 5:26 p.m.

ATTACHMENT 05/24/22 A

Hawke moved and Gonzalez seconded a motion to approve the minutes of the June 8, 2021 Records Commission meeting.

2-0 yes

ATTACHMENT 05/24/22 B

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

1. Administration Department

2-0 yes

ATTACHMENT 05/24/22 C

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

1. Administration Department
2. Fiscal Department

2-0 yes

ATTACHMENT 05/24/22 D

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. Police Department

2-0 yes

Hawke moved and Gonzalez seconded a motion to adjourn.

2-0 yes

Todd Hawke

Randy Gonzalez