

Minutes of Records Commission Meeting May 10, 2010

10:40am Meeting called to order by: Craig LaHote

Roll call: Craig LaHote and Shirley Haar

Haar presented the commission copies of the new Record Retention Schedule (RC-2) for the Police departments and asked the board to approve them. **Craig LaHote made a motion to approve the new schedule. Shirley Haar seconded the motion. All Yes, Motion carried.**

Shirley Haar will mail the signed copy to the Historical Society and to give the Department head signed copies of the schedule. Haar also had the department Heads sign the new R-3's. Haar will mail the R- 3 for approval by the Historical Society; the Township can start purging obsolete records after their approval.

Craig LaHote made a motion to adjourn and Shirley Haar seconded it. All Yes, Motion carried.

Shirley a. Haar –Fiscal Officer

Craig LaHote – Chairman