

**Minutes of Records Commission Meeting April 27, 2009**

**9:50am Meeting called to order by:** Bob Mack

**Roll call:** Bob Mack, Shirley Haar and Bob Schultz

Bob Schultz presented the commission copies of the new Record Retention Schedules for the departments and asked the board to approve them. **Bob Mack made a motion to approve the new schedules. Shirley Haar seconded the motion. All Yes, Motion carried.**

Bob Schultz then told Shirley Haar to mail signed copies to the Historical Society and to give all the Department heads and himself signed copies of the schedules. Bob Schultz will now work on making R-3's for all the departments. After the R-3's have been completed and approved by the Historical Society and the County Auditor; the Township can start purging obsolete records. Bob Schultz recommended this time having a company come in and shred them on-site.

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

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Shirley a. Haar –Fiscal Officer

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Bob Mack – Chairman