

RECORD OF PROCEEDINGS

1399

Minutes of

Clearcreek Township Records Commission

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held May 30, 2006
(YEAR)

The Clearcreek Township Records Commission met on May 30, 2006 at 1:00 p.m. in a called session with the following members present: Mr. Wade and Mr. Dalton.

Robert W. Schultz, Robert W. Schultz & Associates, presented to the Records Commission the updates to the Township's Record Retention & Disposition procedures. After a brief discussion Mr. Dalton moved to accept the revised Record Retention & Disposition (RC-2) and to send them to the State Auditor for their approval. The motion was seconded by Mr. Wade and upon roll call the vote was as follows: Mr. Wade-yea; Mr. Dalton-yea.

The Board was advised that the Certificate of Records Disposal for 2006 will be submitted to the Auditor of State.

Mr. Wade moved to appoint Alexandra S. Lovelace as secretary for the Records Commission. The motion was seconded by Mr. Dalton and upon roll call the motion was as follows: Mr. Wade-yea; Mr. Dalton-yea.

With no further business Mr. Dalton moved for adjournment, seconded by Mr. Wade and upon roll call the vote was as follows: Mr. Dalton-yea; Mr. Wade-yea.

James A. Dalton

**Ed Wade, Chairman
Clearcreek Township Trustee**

James A. Dalton

**James A. Dalton
Clearcreek Township Fiscal Officer**