

Munson Township Records Commission
Monday, August 30, 2021

A meeting of the Records Commission was held Monday, August 30, 2021 at 9:00am.

Present: Andy Bushman (Trustee Chairman), Todd Ray (Fiscal Officer), Paula Friebertshauser (Office Manager).

The Commission approved the minutes of March 10, 2020.

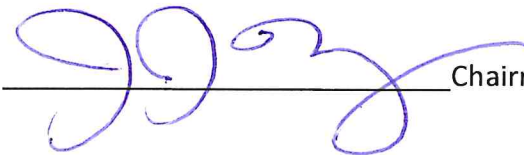
The Commission noted that office staff have been reviewing and disposing of records according to the record retention schedule. Mrs. Friebertshauser provided a list of the records that have been discarded according to the record retention schedule. The Township keeps an internal record of these files.

Mr. Ray noted that any records identified as "historical in nature" will be added to the archive list.

The Commission addressed the question of whether there are any suggestions for additions or changes to the records retention policy at this time. No suggestions were offered.

The Commission thanked Mrs. Friebertshauser for the ongoing, extensive work she has done in reviewing the township files for retention and disposal.

The meeting was adjourned at 9:07am.

 Chairman Todd R. Ray Fiscal Officer