

Munson Township Records Commission
Wednesday, May 24, 2017

The Records Commission met on Wednesday, May 24, 2017 at 1:05pm.

Present: Irene McMullen (Trustee Chairman), Judy Toth (Fiscal Officer), Paula Friebertshauser (Office Manager).

The Commission approved the minutes of January 18, 2017.

The Commission approved modifications to the retention schedule for correspondence, prevailing wage, and telephone records and signed the amended RC-2. Mrs. Friebertshauser will forward the document to the Ohio Historical Society for their approval.

The meeting was adjourned at 1:15pm.

Irene McMullen Chairman Judy Toth Fiscal Officer