

Munson Township Records Commission
Tuesday, March 10, 2020

The Records Commission met on Tuesday, March 10, 2020 at 9am.

Present: Irene McMullen (Trustee Chairman), Judy Toth (Fiscal Officer), Paula Friebertshauser (Office Manager), and Todd Ray (Fiscal Officer-elect).

The Commission approved the minutes of May 24, 2017.

The Commission reviewed and approved the Internal Disposal of Records No RC-3 Required for 2018 and 2019 (two pages), which was prepared by Mrs. Friebertshauser.

Mrs. Toth advised that she was organizing, labeling and filing the fiscal records. The Commission reviewed accumulated banking and investment records and agreed they could be put on an Internal Disposal of Records Form and disposed of. Mrs. Toth will retain some of the older records for historical value.

The meeting was adjourned at 9:20am.

 Chairman  Fiscal Officer