

Munson Township Records Commission
Tuesday, October 24, 2023
10am

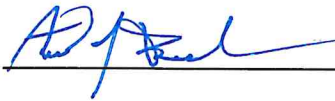
A meeting of the Records Commission was held on October 24, 2023 at 10am.
Present: Irene McMullen, Todd Ray, and Paula Friebertshauser.

Irene McMullen moved and Todd Ray seconded to approve the minutes of December 8, 2022, as presented. Motion carried, 2-0.

Office Manager Paula Friebertshauser presented an internal disposal of records. Irene McMullen moved and Todd Ray seconded to approve the 2023 list as submitted. Motion carried, 2-0.

An amendment to the Records Retention Schedule (RC-2) was amended to strike the Zoning Inspector's Log because it is for his reference only, not a public record. Irene McMullen moved and Todd Ray seconded that the Record Retention Schedule be amended per the attached revised RC-2. Motion carried, 2-0.

The meeting was adjourned at 10:05am.



Chairman



Fiscal Officer

**Internal Disposal of Records
(no RC-3 required)**

Schedule Number	Record Title & Description	Detailed Description	Date of Disposal
13-063	Receipts	Memorial Day Reimbursement receipts 2017 - prior	2/28/2023
13-031	Correspondence-A	CRWP routine correspondence 2019 & earlier	3/9/2023
13-043	Insurance Policies	Obsolete computer web domain/hosting paperwork OTARMA - 2018-20	4/12/2023
13-088	Zoning Inspector's Log	2005, 2006, 2007	8/3/2023
13-068	Receipt Books	ZI receipt books 2010-13 & 2008-10, 2015-17; Cemetery Receipts 2010-16	10/2/2023
			10/23/2023