BRIMFIELD TOWNSHIP BOARD OF TRUSTEES
RECORDS RETENTION MEETING

Friday April 4, 2014
BRIMFIELD FISCAL OFFICE

The Brimfield Township Records Retention Committee met on Friday, April 4, 2014. Members present were Trustees Sue Fields and John Dalziel Fiscal Officer. Also present was Records Retention Officer Nancy C. Rodd.

Call to Order

Records Retention Chairman Sue Fields called the meeting to order at 9:00 AM.

RESOLUTION #2014-

Re: Approval of RC-3 Forms

WHEREAS: The Brimfield Township Records Retention Committee shall recommend the RC-3 forms presented by the Records Retention Officer, therefore be it,

RESOLVED: The Brimfield Township Records Retention Committee shall recommend the destruction of said records as prescribed by the Ohio Historical Society guidelines. A copy will reside in the Records Retention Officer's office.

Records Commission Chairman Sue Fields moved to accept the above resolution. John Dalziel second. Upon a role call vote:

Sue Fields – aye John Dalziel – aye
Motion passed

MOTION #2014-

There being no further business to come before the Board at this meeting Records Chairman Sue Fields moved to adjourn at 9:15 AM. Member John C. Dalziel seconded. Upon a Roll Call Vote:

Sue Fields – aye John Dalziel – aye
Motion passed

We, the Records Retention Commission of Brimfield Township do hereby set our hands as approval of the foregoing as a true and accurate record of the proceedings.

_____ _____
Sue Fields, Chairman John Dalziel, Member