

RECORD OF PROCEEDINGS

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held September 22, 2009
(YEAR)

The Clearcreek Township Records Commission met on September 22, 2009 at 4:30 p.m. in a called session with the following members present: Mrs. Oda and Dr. McDonald.

Dr. McDonald moved to adopt the revised record commission rules. The motion was seconded by Mrs. Oda and upon roll call the vote was as follows: Dr. McDonald-yea; Mrs. Oda-yea.

Dr. McDonald moved to adopt the revised record management policy. The motion was seconded by Mrs. Oda and upon roll call the vote was as follows: Dr. McDonald-yea; Mrs. Oda-yea.

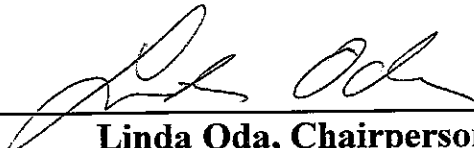
Dr. McDonald moved to adopt the revised e-mail policy. The motion was seconded by Mrs. Oda and upon roll call the vote was as follows: Dr. McDonald-yea; Mrs. Oda-yea.

Dr. McDonald moved to accept the revised versions of record retention and disposition (RC-2) forms from all departments. The motion was seconded by Mrs. Oda and upon roll call the vote was as follows: Dr. McDonald-yea; Mrs. Oda-yea.

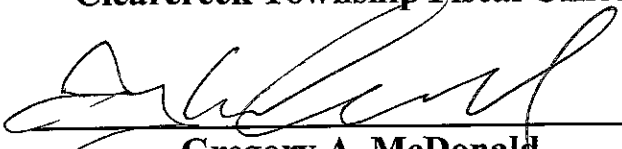
The disposal of records (RC-3) forms were presented from all departments by Robert Schultz, the Township's public administration consultant.

Mrs. Oda moved to appoint Julie A. Martin as the secretary for the Records Commission. The motion was seconded by Dr. McDonald and upon roll call the vote was as follows: Mrs. Oda-yea; Dr. McDonald-yea.

With no further business Mrs. Oda moved for adjournment, seconded by Dr. McDonald and upon roll call the vote was as follows: Mrs. Oda-yea; Dr. McDonald-yea.



Linda Oda, Chairperson
Clearcreek Township Fiscal Officer



Gregory A. McDonald
Clearcreek Township Trustee

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Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____, (YEAR)

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