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RECORDS COMMISSION MEETING OCTOBER 21, 2010

Mr. Kay called the meeting to order at 8:13 p.m.
Roll Call: Mr. Kay present, Ms. Bodette present.

The purpose of the meeting was to organize the Records Commission for Washington Township.

It was unanimously approved to name Becky Bodette as Secretary and Ken Kay as Chairman of the Washington Township Records Commission.

Discussion of need for records disposal.

Motion: Approve records commission forms RC-1, RC-2 and RC-3.

Mr. Kay moved, Ms. Bodette seconded.

Roll Call: Ms. Bodette yes, Mr. Kay yes.

There being no further business the meeting was adjourned at 8:15 p.m.




