

RECORD OF PROCEEDINGS



BROWN TOWNSHIP RECORD RETENTION MEETING SESSION

Held: December 20, 2010

The Record Retention Committee of Brown Township convened in a special meeting session from 8:50 P.M. to 9:00 P.M. in the 2491 Walker Rd Hilliard, Ohio 43026.

Members:

Mr. Ron Williams Present.

Mrs. Barbara Bloxam Present.

The committee reviewed and discussed the current record retention schedule and agreed to update and remove unneeded records within the first quarter of 2011.

The committee accepted Dolores Breckenridge who is the current archivist for the Worthington Historical Society as a new member. Her experience with historical documents will be an asset to the committee. Dolores agreed to become a new member and will volunteer to assist with record retention processes.

With no further business, the meeting was adjourned.

Ronald Williams

Mr. Ron Williams, Chairman

Barb Bloxam

Mrs. Barb Bloxam, Fiscal Officer

All formal actions of the Trustees/ Fiscal Officer of Brown Township concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.