

ISLAND CREEK TOWNSHIP

JULY 11, 2023

RECORDS COMMISSION MEETING

The Board of Trustees of Island Creek Township held a Records Commission Meeting with Roll Call as follows:

Sam Grafton: Present

Ralph (Bub) Grimm: Present

Brian Applegarth: Here

Along with the Fiscal Officer and Attorney Jeff Brown.

The Fiscal Officer explain the reason for the meeting was to update the Retention Schedule, and during a recent Audit it was discovered that the Fiscal Officer was not appointed to be the Records Manager/Custodian.

Bub moved to appoint the Fiscal Officer as the Records Manager/Custodian and to update the policy stating so and to provide the Records Manager/Custodian, the Fiscal Officer with the policy. Brian second.

All in favor.

The Townships policy's will be updated.

There being no further Business regarding the Records Commission brought to the Board, Bub moved to adjourn, Brian second. All in favor.