

ISLAND CREEK TOWNSHIP
SPECIAL MEETING
RECORDS COMMISSION
SEPTEMBER 13, 2022

Sam Grafton, Trustee and chairman, called the records commission meeting to order. Darla VanFossen, Fiscal Officer, and records manager explained that the retention schedule was updated in March. We had requested a one-time disposal of obsolete records, in July and the request was approved by the Ohio History Connection and the Auditor of State. Margaret Hanlin ask to see the one-time disposal request.

Mr. Brockway ask about putting them on a CD, this would be very time consuming and expensive. The records now aren't as bad as they used to be prior to the UAN System.

Once we get on a schedule, some records can be kept at the Township Office.

Margaret also requested reports of what funds are received monthly, and what bills are paid.

There being no further business regarding the Records Commission, the meeting was adjourned.

CHAIRMAN

FISCAL OFFICER