

Danbury Township Record Commission Meeting Minutes

December 9, 2020

President John Paul Dress called the Dec 9, 2020 Record Commission meeting to order at 5:45 PM, with Mr Dress and Fiscal Officer Carolyn Adams in attendance. Also present, Susan Dress, fiscal office assistant.

There were no visitors in attendance.

A motion was made by Ms. Adams to approve the minutes from the Aug 12, 2020 meeting. It was seconded by Mr. Dress and all approved

Ms. Dress presented a form RC-2: Records Retention Schedule: adding the record series 20-F-CRF: Coronavirus Relief Fund Payment Records. The form was signed by Ms. Adams as Fiscal Officer, and certified by Mr. Dress, as Records Commission Chair. The completed document will be submitted to the Local Government Records Program by Ms. Dress.

Motion to adjourn was made by Ms. Adams, seconded by Mr. Dress, all voted aye.

Meeting was adjourned at 5:55 PM

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Fiscal Officer

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Records Commission Chair