

# RECORD OF PROCEEDINGS

Minutes of

DANBURY TOWNSHIP BOARD OF TRUSTEES RECORDS COMMISSION

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held \_\_\_\_\_

December 19,

20

24

The Annual Records Commission Meeting of the Danbury Township Board of Trustees was held at the Danbury Township Hall meeting room on December 19, 2024. The meeting was called to order at 6:14 pm by Mr. Hirt.

Roll call: Trustee Rozak, Trustee Dress and Trustee Hirt were present. Fiscal Officer, Brinkley Paul and Township Assistant, Lynne James were also present. There were no visitors in attendance.

Mr. Hirt asked for RC-3 forms. Ms. James stated there were no changes to report and ongoing maintenance continues.

Ms. James confirmed RC-2 requirements for all departments were updated and approved January 29, 2024.


Ms. James stated she has submitted an RC-3 to the Records Commission and they recommended having Audio of Meetings separated in the future, so they do not have to be submitted to the Commission to approve removal. Audio only needs to be saved for the current year and paper minutes are permanent. Ms. James will work with Ms. Dale to update this for 2025.

## Adjourn

There being no further comments, concerns or business before the Board regarding the Records Commission Meeting, Mr. Hirt motioned and Ms. Rozak seconded to adjourn at 6:16 pm; all eyes and motion carried.

  
Fiscal Officer



  
Danbury Township Board of Trustees

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