

Munson Township Records Commission
Wednesday, January 18, 2017

A meeting of the Records Commission was held on Wednesday, January 18, 2017 at 10am.

Present: Irene McMullen (Trustee Chairman), Judy Toth (Fiscal Officer), Paula Friebertshauser (Office Manager).

The Commission approved the minutes of December 11, 2014.

Mrs. Friebertshauser provided a list of the records that have been discarded according to the record retention schedule. The Township keeps an internal record of these files.

Prevailing Wage and Investment Records will be added to the RC-2 Schedule. Mrs. Friebertshauser will prepare the amended RC-2 to be submitted to the Ohio Historical Society.

The Commission briefly discussed employee records, which are required to be retained for 60 years. Mrs. Toth will consult the Ohio Historical Society for advice in preparing a list of specific documents that should be retained.

The Commission thanked Mrs. Friebertshauser for the extensive work she has done in reviewing the township files for retention and disposal.

The meeting was adjourned at 10:15am.

Irene McMullen Chairman Judy Toth Fiscal Officer