

RECORD OF PROCEEDINGS
BOWLING GREEN TOWNSHIP
BOARD OF TRUSTEES

- 1 -

Held: December 23, 2010

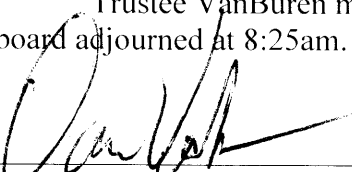
Bowling Green Township Records Commission opened the meeting at 8am with roll call. President Daniel VanBuren and Fiscal Officer Jennie Duval were present.

VISITORS: None

Records commission discussed the way the records are currently being stored. The fiscal officer has purchased 6 totes and has started better organizing the records. Fiscal officer also suggested moving the records to a different area of the attic so they can be accessed more easily and they will be better protected.

The records retention policy has discussed. A couple of the items have been changed and one was deleted.

Trustee VanBuren made a motion to adjourn the meeting. With business complete the board adjourned at 8:25am.



Daniel VanBuren-President



Jennie Duval-Fiscal Officer