

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

RECORDS COMMISSION MEETING

Held OCTOBER 20, 2009 20

The Atwater Township Records Commission held their annual meeting on October 20th at 5:00 pm at the Atwater Town hall located at 1219 St Rt 183 Atwater Ohio.

ATTENDING

Those attending the meeting were Cindy Werab, Dan Derreberry, James Conley, Rebecca Bennett, Naomi Wise, Martha Bevard, and John Kovachic

CALL TO ORDER

James Conley called the meeting to order at 5:00pm. Roll call Cindy yes, Dan yes, Jim yes. Each member received a copy of the draft for a one time disposal request for their review.

Rebecca Bennett stated the purpose of the request and explained that this list was in compliance with the townships approved retention schedule she then read the list of documents being requested for disposal. She also stated that once the request is reviewed by the Ohio Historical Society State Archives Department and the Auditor of States Office they will send their decision back and the process will then begin the next step.

Motion by Jim second by Cindy to adjourn at 5:15pm Roll call Cindy yes, Dan yes, and Jim yes motion carried.






