

**BRIMFIELD TOWNSHIP BOARD OF TRUSTEES  
RECORDS RETENTION MEETING  
BRIMFIELD TOWN HALL**

The Brimfield Township Records Retention Committee met on July 5, 2007 members present were Trustees Mike Kostensky and Sue Fields also present was Clerical Assistant to the Township Trustees and Records Retention Officer, Nancy C. Rodd.

**Call to Order**

Records Retention Chairman, Sue Fields, Called the meeting to order at 2:55 PM.

RESOLUTION: #2007-288

RE: Approval of RC-3 Forms

WHEREAS: The Brimfield Township Records Retention Committee has reviewed the RC-3 forms presented by the Records Retention Officer. Therefore be it,

RESOLVED: The Brimfield Township Records Retention Committee shall recommend the destruction of said records as prescribed by the Ohio Historical Society guidelines. A copy will reside in the Records Retention Officer's office.

Records Commission Chairman Sue Fields moved to accept the above resolution on this 2<sup>nd</sup> Day of April, 2007. Committee Person Mike Kostensky seconded. Upon a role call vote:

Sue Fields	Aye	John C. Dalziel	Aye
Mike Kostensky	Aye	Motion Passed	

MOTION #2007-289

There being no further business to come before the Board at this meeting, Records Chairman Sue Fields moved to adjourn at 3:00 PM Member Mike Kostensky seconded. Upon a Role Call Vote.

Sue Fields	Aye	John C. Dalziel	Aye
Mike Kostensky	Aye	Motion Passed	

We, the Records Retention Commission of Brimfield Township, do hereby set our hands as approval of the foregoing as a true and accurate record of the proceedings.

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Mike Kostensky, Member

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Sue Fields, Chairman

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John C. Dalziel, Member