



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP RECORDS COMMISSION** *Meeting*

5181 NORTHWEST PARKWAY, HILLIARD, OHIO

Held

June 19, 2012

The Records Commission meeting was called to order at 6:15 pm by Jamie Miles.

Roll Call - **Kate Cavanaugh, Township Administrator**
Larry Earman, Chairman - Board of Trustees
Bob Kaufman, Fire Chief
Jamie Miles, Fiscal Officer

PUBLIC PARTICIPATION - None

The positions of Township Administrator and Fire Chief were appointed to the Records Commission.

Kate Cavanaugh presented the proposed Norwich Township Records Retention Schedule for review. No changes to the schedule were made.

Motion by Jamie Miles, seconded by Larry Earman to adopt the Norwich Township Records Retention Scheduled as proposed.

VOTE

Cavanaugh – Yes

Earman – Yes

Kaufman – Yes

Miles – Yes

Motion passed - #RC120619.01

The records commission meeting of June 19, 2012 adjourned at 6:23 pm.

A handwritten signature in black ink, appearing to read "Jamie Miles", written over a horizontal line.

Jamie Miles, Fiscal Officer