

BRUNSWICK HILLS TOWNSHIP TRUSTEES
Special Meeting – Records Commission
March 22, 2022

The Brunswick Hills Township Records Commission met in Special Session on Tuesday, March 22, 2022 at 6:45 pm. This meeting was held at the Brunswick Hills Township Town Hall.

PRESENT

Christina Kusnerak, Trustee Chairperson and Katherine Esber, Fiscal Officer

Fiscal Officer Esber called the meeting to order at 6:45 pm.

Trustee Kusnerak noted there are records that can be disposed of following the Records Retention/Destruction Resolution Schedule. There are no RC3 reporting requirements.

2013 – 2016 Department Budgets
2013 – 2-14 Bank Recs & Receipts
2015 – 2016 Bank Recs & Deposits
2016 Invoices, Payment Listings, Payroll (periodics)
2016 – 2017 Payment Listings, Payroll (periodics)
2017 – 2018 Deposits

Fiscal Officer Esber approved to records to be disposed of.

The meeting adjourned at 6:46 pm

Christina Kusnerak, Trustee Chair

Trica Murphy, Trustee Vice Chair

John Witthuhn, Trustee

Katherine Esber, TFO