

**BRUNSWICK HILLS TOWNSHIP TRUSTEES  
SPECIAL MEETING  
JANUARY 23, 2018**

The Brunswick Hills Township Records Commission met in special session on Tuesday, January 23, 2018 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Michael Esber and Fiscal Officer Katherine Esber were present.

Esber called the meeting to order at 6:15 PM and noted the meeting was properly advertised.

Fiscal Officer Esber stated there were no updates to the current records retention and for the sake of the audience went through the list of retention periods to give a flavor of what the holding times are for various items per the ORC.

**ADJOURN:**

6:21 PM, Esber moved to adjourn. Esber seconded. All voted yes. Motion carried.

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Michael Esber, Chair Trustee

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Katherine Esber, Fiscal Officer