

**BRUNSWICK HILLS TOWNSHIP
RECORDS COMMISSION
SPECIAL MEETING
February 13, 2024**

The Brunswick Hills Township Records Commission met in Special Session on Tuesday, February 13, 2024 at 6:45 PM for the purpose of discussing Records Retention/Disposal.

Trustee Chair Patrica Murphy and Fiscal Officer Katherine Esber present.

Chair Murphy called the meeting to order at 6:45 PM and noted the meeting was properly advertised.

Murphy asked if there were any records to be disposed of and Esber replied that there were none.

Murphy made a motion to re-adopt the Township Schedule of Records Retention and Disposition, which shall remain in effect. Esber seconded. Murphy – yes. Esber – yes. Motion carried.

Murphy moved to adjourn at 6:46 PM. Esber – seconded. Murphy – yes. Esber – yes. Motion carried.

Patrica Murphy, Trustee Chair

Katherine Esber, Fiscal Officer