

**WESTFIELD TOWNSHIP TRUSTEES
RECORDS COMMISSION MEETING
JANUARY 18, 2010
6:55 PM**

Chairman, Ronald Oiler called the records commission meeting to order at 6:55 pm.

ATTENDANCE: Trustees, Ronald Oiler, James Likley, Gary Harris, and Fiscal Officer, Martha Evans.

Fiscal Officer made the statement that she did not have anything to come before this board at this time. There are not any records that need to be disposed of at this time.

Trustee Likley asked if the records retention policy is still active and in place. Fiscal Officer answered, yes.

Trustee Likley also asked are there any changes to the records retention policy at this time. Fiscal Officer answered, no.

No further business to come before this board, **Trustee Likley moved to adjourn, seconded by Trustee Harris.**

Unanimous

Approved February 1, 2010

Trustee, James Likley

Trustee, Gary Harris

Trustee, Ronald Oiler

Fiscal Officer, Martha Evans