

# RECORD OF PROCEEDINGS

## MINUTES OF PERRY RECORDS COMMISSION

MEETING  
HELD NOVEMBER 22, 2021

PERRY TOWNSHIP RECORDS COMMISSION MET REGARDING AMENDMENT TO RC-2, PUBLIC MEETING BEGAN AT 4:30 BETWEEN FISCAL OFFICER AND CHAIRMAN NORM CAPPS.

LYNN HANSON PRESENT.

LAST RC-2 WAS APPROVED ON 4/25/2011. WE HAVE BEEN WORKING ON UPDATING THIS POLICY FOR MONTHS. NOT MANY CHANGES FROM PRIOR RC-2. ONCE RC-2 IS APPROVED WE CAN BEGIN CLEARING OUT OLD DATA. BY UPDATING THE RC-2 WE WILL NO LONGER HAVE TO ASK TO SHRED EACH TIME. THIS IS ONLY THE CASE IF HISTORICAL SOCIETY MARKS AS WE MUST GET APPROVAL FIRST.

TRUSTEES ALL REVIEWED POLICY AND APPROVED LAST MEETING. NORM CAPPS AND NATALIE SCOTT REVIEWED OUR PLAN TODAY AND WILL MOVE FORWARD WITH SIGNING RC-2 AND SUBMIT IT TO STATE HISTORICAL SOCIETY.

MEETING WAS ADJOURNED AT 4:50.