

SUGAR CREEK TOWNSHIP

Agenda for September 8, 2020, public records meeting.

1. **Call the meeting to order.**
2. **Review public records retention policy.**
 - a. Review previous work.
 - b. Review the township's retention policy.
 - c. Discuss the disposal of documents we can destroy following our policy.
 - d. If the board desires to dispose of documents. Move forward with a resolution to identify the records to be disposed of and establish a list of disposed of records.
3. **Discuss a time and place to review documents.**
4. **Adjourn the meeting.**