

**Proposed MINUTES OF THE SPECIAL BOARD MEETING  
OF  
THE CHARTER TOWNSHIP OF CHESTERFIELD**

**October 17, 2013**

The meeting was called to order by Clerk Berry at 2:06 pm in the Charter Township of Chesterfield Municipal Offices at 47275 Sugarbush, Chesterfield, MI 48047.

Present: Clerk Berry, Treasurer Hartman  
Trustees: Anderson (Excused at 3:58 pm), Bell, Joseph (Arrived at 2:20 pm)  
Excused: Supervisor Lovelock, Trustee DeMuyndck  
Also Present: Deputy Clerk Wurmlinger

Motion by Hartman, supported by Anderson to appoint Clerk Berry Chairperson for the meeting.

Roll Call:

Ayes: Hartman, Anderson, Bell, Berry

Nays: None

Clerk Berry explained the purpose for the Special Meeting. As **TOWNSHIP CLERK'S** Custodian of township records she feels that the Clerk's Department **OPENING COMMENTS** needs a better way of securing permanent documents and managing all documents through their retention period.

Clerk Berry introduced Mr. Joseph D. Chin, Jr., State of Michigan **PRESENTATION BY MR.** Director for Strategic Initiatives and Records Management Services. **CHIN WITH BOARD** His presentation included the following items: **DISCUSSION**

- History and overview of State of Michigan record retention.
- Importance of local municipality's record retention.
- Laws and Standards for electronic records management.
- Legal foundation for record management and retention.
- Imaging and Microfilming Standards.
- Benefits to effective electronic management and retrieval.
- Estimated cost.

This meeting was strictly informative in nature and no board action was taken.

Motion by Hartman, seconded by Joseph to adjourn at 4:16pm.

**ADJOURNMENT**

Ayes: All

Nays: None

**MOTION CARRIED**

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Cindy Berry, Clerk

Linda Hartman, Treasurer