

**Wayne Township Board of Trustees  
Special Meeting  
May 27, 2020**

**Call to Order:** Chairman, Jason Ritter at 6:45 p.m.

**Roll Call:** Jason Ritter, Sandra Borchers

**Guests:** None

**Prayer & Pledge:** Waived

Purpose – Jason Ritter and Sandra Borchers to go over Records Retention

- Jason Ritter stated that email addresses that have not been used in 2 years to be deleted from website.
- Jason Ritter stated that any old records that are being stored at the Edenton Fire Station that meet the Retention Schedule of Wayne Township disposal be completed as soon as possible. (ie: the records contain mold and mildew are unhealthy to go thru)
- Jason Ritter stated that any electronic media that meet our Township Records Retention Schedule be deleted.
- Meeting adjourned at 7:15 p.m.

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**Jason Ritter, Chairperson**

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**Sandra Borchers, Fiscal Officer**