

# CONWAY TOWNSHIP

## Policy No. 16

### Records Retention

#### I. PURPOSE

To adopt General Schedule #10 as the Township's Record Retention Schedule.

#### II. INFORMATION

The Township currently does not have an adopted Records Retention/Destruction Schedule.

General Schedule #10 was approved by the Michigan State Administrative Board in 1997 and most recently updated in 2014.

The Township has been following the guidelines in the Records Retention Schedule #10 for purging and destroying records.

I, Catherine Anderson, do hereby certify that this Record Retention Schedule was adopted at the regular meeting of the Conway Township Board on July 16, 2019.

---

Catherine Anderson, Clerk