

Policy: Document Control

Date: August 27, 2015

PURPOSE

Becker Township recognizes that the control of Township Documents is necessary. This policy is to ensure that document control policies are true and consistent.

POLICY

1. All official documents for the township will be kept at the town hall, except building permit files which are stored at Becker City Hall.
2. No roads file may leave the town hall except under care of the clerk or town engineer. The file is to be returned as soon as possible.
3. Any file that is removed from the town hall, must be signed out. Only elected officials, town clerk, town treasurer or other designated township representative shall be in possession of original documents outside of the town hall except in cases of legal requirement. Documents should be photocopied or sent via electronic methods whenever possible.

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Reviewed by:

Kelli Bourgeois

Township Attorney

Kelli Bourgeois, Esq

Approved this 21st day of September, 2015.

Becker Town Board

absent

Gary Hammer, Chair

Joe Danielson

Joe Danielson

Brad Wilkening

Brad Wilkening

Brian Kolbinger

Brian Kolbinger, Vice Chair

Jamie Johnson

Jamie Johnson

ATTEST

Lucinda S. Messman

Lucinda Messman, Clerk

