

**BERWYN TOWNSHIP**  
**708 Community Mental Health Board**  
**P.O. Box 497, Berwyn, IL 60402-0497**

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**Records Disposal Meeting - Website**  
**AGENDA – November 17, 2018**

Location: Berwyn Public Health Building, 6600 W. 26<sup>th</sup> Street- Berwyn, Illinois 60402  
Date: Saturday, November 17, 2018 at 10:00 am.

1. Pledge of Allegiance.
2. Call to Order.
3. Open Forum (public to address the Board of Directors).
4. New Business
  - a. Public Storage Unit
  - b. Records Disposal Process  
Application – approved 6/11/2011  
Records Disposal Certificate
  - c. Goal of Committee  
Organize Records  
Permanent Records – locate & store correctly  
Disposable Records – how to label appropriately  
Complete Certificate  
Wait 60 Days
  - d. Assignments
  - e. Next Meeting.
5. Emerging Issues.
6. Adjournment.