

Arthur Township Daily Log Policy

1. This log is to be used by the Clerk, and the Building/Zoning Official.
2. The Daily Log will be kept in the Town Hall and is to be signed by all citizens and board members who enter the hall.
3. This log will be kept inside the entry door for all visitors to see.
4. It will be the responsibility of the Clerk and the Building/Zoning Official to make sure everyone signs in.
5. On the outside of the entry door will be a sign stating all visitors must sign in.
6. The Daily Log book will list the following information: month, day & year, time in and out, name and purpose of business.