

# FAIRFIELD TOWNSHIP RECORDS COMMISSION MEETING, DECEMBER 12, 2023

The Fairfield Township Trustees held a Records Commission Meeting Tuesday, December 12, 2023 at the Administration Building, 6032 Morris Road, Hamilton, OH 45011, for the purpose of conducting Township business. Meeting was called to order by Shelly Schultz, Fiscal Officer at 6:15 PM.

## ROLL CALL

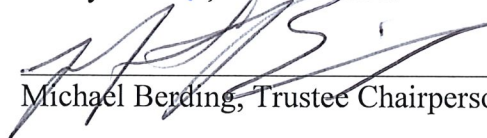
Mr. Berding	Present
Ms. Schultz	Present

**Ms. Schultz** – We do have a records retention policy that we follow. We are currently taking all of our paper records and scanning them. We got back 40 boxes from Access, which is the public storage that we had our records stored, and our new scanning software is scanning them. Currently we cannot destroy any records because we have to wait until they are scanned in. We get an update from them at least monthly and as soon as we get the records scanned we will get caught up with destroying them. Eventually we will be at a place where everything will be electronic, and we won't have to pay a storage fee. Electronic records retention is the same as before.

**Motion** made by Ms. Schultz, second by Mr. Berding at 6:18 PM.  
All in favor.

Minutes submitted by:

  
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Shelly Schultz, Fiscal Officer

  
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Michael Berding, Trustee Chairperson

