

**RECORD OF PROCEEDINGS**  
**FAIRFIELD TOWNSHIP RECORDS COMMISSION MEETING FOR**  
**CALENDAR YEAR 2025**  
**MONDAY, DECEMBER 29, 2025, 5:15 PM**

The Fairfield Township Records Commission held a meeting Monday, December 29, 2025 at the Administration Building, 6032 Morris Road, Hamilton, OH 45011. Meeting was called to order by Ms. Schultz, Fiscal Officer, at 5:15 pm.

**ROLL CALL:** Fiscal Officer, Shelly Schultz

Trustee Chairperson, Michael Berding	Present
Fiscal Officer, Shelly Schultz	Present

**NEW BUSINESS**

**Motion** made by Mr. Berding, second by Ms. Schultz to adopt updated records RC-2 Form (Revised 5/2025).

**ROLL CALL**

Mr. Berding	Yes
Ms. Schultz	Yes

**ADJOURNMENT**

**Motion** made by Ms. Schultz second by Mr. Berding to adjourn at 5:16 PM  
All in favor.

Minutes submitted by:

  
\_\_\_\_\_  
Shelly Schultz, Fiscal Officer

  
\_\_\_\_\_  
Michael Berding, Trustee Chairperson