

**FAIRFIELD TOWNSHIP RECORDS COMMISSION
MEETING, DECEMBER 13, 2022**

The Fairfield Township Trustees held a Records Commission Meeting Tuesday, December 13, 2022 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 6:45 PM.

ROLL CALL

Mrs. Hartkemeyer	Present
Ms. Schultz	Present

Ms. Schultz – The review of our current retention plan has not changed. I did have records destroyed according to our current retention policy. Those are attached.

Mrs. Hartkemeyer - I think we need to look at a policy when an employee or trustee does not use township email for public records request. I think we need to define our process that our staff would have to use in order to obtain those public records and then we need to make sure the employees choosing to do that would be aware of the retention timelines for that as well.

Ms. Schultz - Also inform employees about keeping texts. Texts are being requested for public records.

Mr. Barbieri, Law Director – Our email retention policy is the emails can be deleted when there is no longer administrative value. We can always retrieve emails and texts. Yes, I will definitely work on that policy.

Ms. Schultz - We can inform employees just as a reminder.

Motion made by Ms. Schultz, second by Mrs. Hartkemeyer to adjourn at 6:48 PM.
All in favor.

Minutes submitted by:

Shelly Schultz, Fiscal Officer

Shannon Hartkemeyer, Trustee Vice Chairperson