

RECORD OF PROCEEDINGS

331

Minutes

Records Commission Meeting Meetings

Held

November 22, 2019, Year

The Fairfield Township Records Commission held a Meeting Friday, November 22, 2019, at the Administration Building, 6032 Morris Road, Hamilton, OH 45011. Meeting was called to order by Ms. Schultz, Fiscal Officer, at 9:30 AM.

ROLL CALL

Mrs. Hartkemeyer	Present
Ms. Schultz	Present

Ms. Schultz stated all records are currently stored at Access. All boxes have been retained/destroyed up to date with the retention policy.

Motion made by Ms. Schultz, second by Mrs. Hartkemeyer to adjourn at 9:31 AM. All in favor.

Minutes submitted by:

Shelly Schultz
Shelly Schultz, Fiscal Officer

Shannon Hartkemeyer
Shannon Hartkemeyer, Board President