

Minutes Records Commission Meeting Meetings

Held August 29 2018, Year

The Fairfield Township Records Commission held a Meeting Wednesday, August 29, 2018, at the Administration Building, 6032 Morris Road, Hamilton, OH 45011. Meeting was called to order by Mrs. Berding, Board President, at 6:00 PM.

ROLL CALL

Mrs. Berding	Present
Ms. Schultz	Present

Ms. Schultz stated that last year Ms. Bock had stated there were some boxes that were moved from Cintas to Access that were not properly labeled. Ms. Schultz confirmed that the FO has now labeled those boxes and that all boxes are properly labeled and stored at Access. Ms. Schultz also stated that all boxes have been retained/destroyed up to date with the retention policy.

Motion made by Mrs. Berding, second by Ms. Schultz to adjourn at 6:01 PM
All in favor.

Minutes submitted by:

Shelly Schultz
Shelly Schultz, Fiscal Officer

Susan Berding
Susan Berding, Board President