

RECORD OF PROCEEDINGS

339

Minutes Records Commission Meeting Meetings

Held July 26, Year 2017

The Fairfield Township Records Commission held a Meeting Wednesday, July 26, 2017, at the Administration Building, 6032 Morris Road, Hamilton, OH 45011. Meeting was called to order by Mrs. Berding, Board President, at 5:20 PM.

ROLL CALL

Mrs. Berding Present
Mrs. Bock Present

Ms. Bock stated that Mrs. Vonderhaar, Township Administrator was also present. At this time we are maintaining most of our records at Access an offsite quality controlled secure location. We are following our retention schedule and having documents destroyed per that time line. We do have some boxes that when switched from Cintas to Access did not show on the inventory sheets. We are going to go to Access and have the boxes pulled and log what is in each of those boxes and if any of those can be destroyed have that completed at the same time.

Mrs. Vonderhaar explained the process of moving storage to Cintas. The Fiscal Office holds the retention schedule.

Mrs. Berding asked if we ever pull records from Access.

Mrs. Vonderhaar stated yes, mostly zoning.

Mrs. Bock explained we have many records that we are to keep permanently, such as Personnel, Bid Contacts, EMS & Fire Reports, Police Reports and Lawsuits. We are to hold at least one Records Commission Meeting per year.

Mrs. Bock presented the minutes from the meeting and asked for approval.

Motion made by Mrs. Berding, second by Mrs. Bock to approve these minutes as submitted.

ROLL CALL VOTE

Mrs. Berding Yes
Mrs. Bock Yes

Motion made by Mrs. Berding, second by Mrs. Bock to adjourn at 5:27 PM
All in favor.

Minutes submitted by:

Nancy A. Bock
Nancy A. Bock, Fiscal Officer

Susan Berding
Susan Berding, Board President

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