

**FAIRFIELD TOWNSHIP RECORDS COMMISSION
MEETING FOR CALENDAR YEAR 2024
TUESDAY, DECEMBER 10, 2024
6:16 PM**

The Fairfield Township Trustees held a Records Commission Meeting Tuesday, December 10, 2024, 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 6:15 PM.

ROLL CALL

Mrs. Hartkemeyer, Present

Ms. Schultz – Just a recap of the current retention plan; for the past 2 years we have been scanning records to where we are now paperless. This is a list of the 210 boxes that our scanning company has. They do a group and then they bill us. Overall, they are doing well. As soon as it is scanned, the fiscal office can access it. Nothing has been destroyed for the past 2 years. They have agreed not to charge us storage and keep them until we are totally done and then they will destroy everything at once. This information is stored on the Cloud. I'll make sure that the company we use has a backup. Dianne is working on payroll files. She has gotten every employee file into ADP.

Motion made by Mrs. Hartkemeyer, second by Ms. Schultz at 6:18 PM.
All in favor.

Minutes submitted by:

Shelly Schultz, Fiscal Officer

Shannon Hartkemeyer, Trustee Chairperson