



May 31, 2019

Meeting Notice
Records Commission
June 4, 2019

Notice is hereby given that the Records Commission of the Village of Whitehouse will meet on Tuesday, June 4, 2019 at 5:00 P.M. The meeting will take place in the Administration Conference Room, Village Hall, 6925 Providence Street, Whitehouse, Ohio.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Review and Approval of the June 5, 2018 Meeting Minutes
- IV. Appoint Chairman of 2019 Records Commission
- V. Review Retention List
- VI. Additions to Record Retention Schedule
- VII. Consider Other Business as Appropriate Under the Village Charter
- VIII. Adjourn

Jordan D. Daugherty, CPA
Village Administrator

Records Commission
Minutes of June 5, 2018

The meeting was called to order at 5:04 p.m. by Kevin Heban.

Members present: Jordan Daugherty, Mark McDonough and Kevin Heban. Others present: Jill Gundy

Motion by Mark McDonough, seconded by Kevin Heban to approve the minutes of the June 6, 2017 meeting as presented. Motion was carried by a voice vote.

Motion by Jordan Daugherty, seconded by Kevin Heban to appoint Mark McDonough as Chairperson of the Records Commission. Motion was carried by a voice vote.

The Commission reviewed the items on the retention list. Mark McDonough would like to update the retention time for Police Body Cams Non-Evidentiary to 30 days rather than 90 days and also the same for In-Car Police Video Non-Evidentiary. Jill Gundy will process the paperwork to get it approved by the Ohio Historical Society.

Motion by Jordan Daugherty, seconded by Mark McDonough to approve the retention list. Motion was carried by a voice vote.

Jill Gundy gave a short explanation of a few items that need to be added to the retention schedule. The Fire Department will be adding Fit Testing and State Board of Pharmacy Medication Records to the retention schedule.

Motion by Jordan Daugherty, second by Kevin Heban to approve the new items being added to the retention schedule.

Mark McDonough asked for any other business.

Commission decided that the next scheduled Records Commission meeting would be June 4, 2019 at 5:00 p.m.

Motion by Jordan Daugherty, seconded by Mark McDonough to adjourn the meeting. Motion carried and the meeting adjourned at 5:13 p.m.

Respectfully submitted,

Jill Gundy
Account Clerk

Destruction Date	Year Created	Title	Dept.	RC-3 Necessary (Y/N)
		Administration		
By 12/31/2019	2016	Shelterhouse Reservation Forms	ADM	N
By 12/31/2019	2016	Contrator Registration Forms	ADM	N
By 12/31/2019	2003	Agreements	ADM	N
By 12/31/2019	2016	Bids Unsuccessful	ADM	N
By 12/31/2019	2003	Contracts	ADM	N
By 12/31/2019	2013	Expired Tax Abatements Enterprise Zone & CRA's Files Non-Executed	ADM	N
By 12/31/2019	2016	General Correspondence	ADM	N
By 12/31/2019	2015	Issue II Applications Unsuccessful	ADM	N
By 12/31/2019	2016	Request for Proposals	ADM	N
By 12/31/2019	Past the life of purchase	Vehicle & Equipment Purchase	ADM	N
		Council		
By 12/31/2019	2008	Agenda Packages for Council	COU	N
By 12/31/2019	2016	Files & Correspondence	COU	N
By 12/31/2019	2013	Legal Notices	COU	N
By 12/31/2019	2015	Liquor License Approval	COU	N
By 12/31/2019	2017	Liquor License Denied	COU	N
By 12/31/2019	2008	Meeting Notices	COU	N
By 12/31/2019	2013	Petitions	COU	N
By 12/31/2019	2016	Proclamations	COU	N
By 12/31/2019	2008	Public Hearing Notices	COU	N
By 12/31/2019	2015	Speeches/Presentations	COU	N
By 12/31/2019	2013	Subject & Administrative Files	COU	N
		Finance		
By 12/31/2019	2015	All purchase orders	FIN	N
By 12/31/2019	2015	Water Stubs	FIN	N
By 12/31/2019	2012	1099 Forms & Transmittals	FIN	N
By 12/31/2019	2016	Accident Reports (Employees)	FIN	N
By 12/31/2019	2017	Applications for Employment	FIN	N
By 12/31/2019	2013	Applications for Water Service	FIN	N
By 12/31/2019	2017	Accounts Receivable Invoices	FIN	N
By 12/31/2019	2013	Annual Appropriation Ordinances (Copies & Workpapers)	FIN	N
By 12/31/2019	2011	Annual Certificate of Estimated Resources	FIN	N
By 12/31/2019	2013	Annual Employee Leave Use/Balances	FIN	N
By 12/31/2019	2013	Annual Report of Auditor of State	FIN	N
By 12/31/2019	2013	Audit Reports/Auditor of State	FIN	N
By 12/31/2019	2015	Balance Sheets/FIN/UTYX	FIN	N
By 12/31/2019	2013	Bank Statements & Deposit Receipts/Cancelled Checks	FIN	N
By 12/31/2019	2015	Bi-Weekly Payroll Detail Check Register	FIN	N
By 12/31/2019	2015	Check Register	FIN	N

By 12/31/2019	2012	Contracts & Agreements	FIN	N
By 12/31/2019	2013	December 31 Whole System Back Up Tapes	FIN	N
By 12/31/2019	2016	Employee Earnings Worksheets/data input	FIN	N
By 12/31/2019	2012	Employee Quarterly Earning City Tax Report	FIN	N
By 12/31/2019	2012	Employee Quarterly Federal Tax Return	FIN	N
By 12/31/2019	2011	Encumbrance & Expenditure Journal	FIN	N
By 12/31/2019	2012	Federal & State W-2 Form Transmittal	FIN	N
By 12/31/2019	2015	Finance Month End Back Up Tapes	FIN	N
By 12/31/2019	2015	Finance Year End Back up Tapes	FIN	N
By 12/31/2019	1998 (Expired)	Fire Contract (Provide Fire protection to Township)	FIN	N
By 12/31/2019	2016	General Files or Correspondence	FIN	N
By 12/31/2019	2015 (Grant Expiration)	Grants & Loans	FIN	N
By 12/31/2019	2013 (Resolved)	Grievance Hearing Report	FIN	N
By 12/31/2019	2013	Insurance Claims	FIN	N
By 12/31/2019	2015	Monthly Collection Report-Water/Sewer	FIN	N
By 12/31/2019	2015	Overtime Reports & Records	FIN	N
By 12/31/2019	2016	Pay-in Orders	FIN	N
By 12/31/2019	2015	Payroll Detail Check Register	FIN	N
By 12/31/2019	2015	Payroll Sheets	FIN	N
By 12/31/2019	2015	Payroll Year End Back Up Tapes	FIN	N
By 12/31/2019	2016	Payroll Year End Reports	FIN	N
By 12/31/2019	2016	Petty Cash Record	FIN	N
By 12/31/2019	2012	Proof of Publication	FIN	N
By 12/31/2019	2012	Rate Schedules	FIN	N
By 12/31/2019	2016	Receipt Books	FIN	N
By 12/31/2019	2016	Reports to Bureau of Employment Services	FIN	N
By 12/31/2019	2015	Requisitions	FIN	N
By 12/31/2019	2015	Retirement Reports (PERS, Police, & Fire)	FIN	N
By 12/31/2019	2008	Settlement Sheet or Tax Distribution from City Aud	FIN	N
By 12/31/2019	2017 (Expired)	Solicitor or Peddler Permits	FIN	N
By 12/31/2019	2015	Survey of Local Government	FIN	N
By 12/31/2019	2008	Tax Appeals Real Estate	FIN	N
By 12/31/2019	2015	Tax Settlement Reports	FIN	N
By 12/31/2019	2016	Time Slips	FIN	N
By 12/31/2019	2012	Transmittal of Wages & Tax Statement Ohio Tax	FIN	N
By 12/31/2019	2016	Voided Checks	FIN	N
By 12/31/2019	2015	Vouchers	FIN	N
By 12/31/2019	2012	W-2 Forms	FIN	N
By 12/31/2019	2015	Water Usage Reports	FIN	N
By 12/31/2019	2015	Water/sewer Meter Book Cards	FIN	N
By 12/31/2019	2012	Withholding Payments	FIN	N
		Fire		

By 12/31/2019	2015	All purchase orders	FIR	N
By 12/31/2019	2017	Accident Files	FIR	N
By 12/31/2019	Life of Equip	Air Quality Reports	FIR	N
By 12/31/2019	Life of Equip	Apparatus Checks	FIR	N
By 12/31/2019	Until Equip is out of service	Bids for Equipment (Successful)	FIR	N
By 12/31/2019	2015/2017	Bids for Equipment (Unsuccessful)	FIR	N
By 12/31/2019	Life of Equip	Facepiece/POSI Checks	FIR	N
By 12/31/2019	2014 (grant close date)	FEMA Grants (Awarded)	FIR	N
By 12/31/2019	2013	FEMA Grants (Not Awarded)	FIR	N
By 12/31/2019	2014	Firework Permit	FIR	N
By 12/31/2019	2014 (grant close date)	Grants (Awarded)	FIR	N
By 12/31/2019	2015	Grants (Not Awarded)	FIR	N
By 12/31/2019	Life of Equip	Hose Testing	FIR	N
By 12/31/2019	2016	Inspection Checklist	FIR	N
By 12/31/2019	2008 (Final Settlement)	Insurance Claim Files	FIR	N
By 12/31/2019	Life of Equip	Ladder Testing	FIR	N
By 12/31/2019	2016	Misc. Correspondence	FIR	N
By 12/31/2019	2013	Non-Emergency/Public Service Reports	FIR	N
By 12/31/2019	2016	Safety Council Correspondence	FIR	N
By 12/31/2019	2017	Safety Council Programs Attended	FIR	N
By 12/31/2019	2017	Safety Council Programs Offered	FIR	N
By 12/31/2019	2008	Safety Meeting Agendas	FIR	N
By 12/31/2019	2016	Safety Meeting Attendance Records	FIR	N
By 12/31/2019	2017	Safety Newsletters	FIR	N
By 12/31/2019	2016	Tent Permit Applications	FIR	N
By 12/31/2019	Life of Vehicle	Truck Mileage Records	FIR	N
By 12/31/2019	Life of Vehicle	Truck Repair Records	FIR	N
By 12/31/2019	2017	Video Loan Request	FIR	N
By 12/31/2019	2016	Work Schedule (part-time)	FIR	N
		Police		
By 12/31/2019	2015	All purchase orders	POL	N
By 12/31/2019	2008	Accident Reports	POL	N
By 12/31/2019	1998	Activity Log	POL	N

By 12/31/2019		Background Requests for Other Law Enforcement Agencies	POL	N
By 12/31/2019	2011	Bicycle License Register	POL	N
By 12/31/2019	2016	General Correspondence	POL	N
By 12/31/2019	1998	Criminal Prosecutions	POL	N
By 12/31/2019		In-Car Police Video Evidentiary	POL	N
By 12/31/2019		In-Car Police Video Non-Evidentiary	POL	N
By 12/31/2019	2016	Parking Tickets	POL	N
By 12/31/2019		Police Body Cam Videos Evidentiary	POL	N
By 12/31/2019		Police Body Cam Videos Non-Evidentiary	POL	N
By 12/31/2019	2016	Police Shift Schedules	POL	N
By 12/31/2019	1993/2013	Property Room Log and Records	POL	N
By 12/31/2019		Social Media (Facebook, Twitter, etc)	POL	N
By 12/31/2019	2008	Traffic Citations	POL	N
		Public Works		
By 12/31/2019	2008	Analytical Data/Chemical Analysis/Monitoring	PW	N
By 12/31/2019	2008	Bacterial Analysis Records	PW	N
By 12/31/2019	2008	Daily Chlorination Report	PW	N
By 12/31/2019	2012	Daily Laboratory Testing Records	PW	N
By 12/31/2019	2015	Daily Meter Repair Sheets	PW	N
By 12/31/2019	2015	Day Books	PW	N
By 12/31/2019	2008	Distribution System Bacteriological Sampling Records	PW	N
By 12/31/2019	Life of Equip	Equipment Maintenance Records	PW	N
By 12/31/2019	2013	Flow Charts	PW	N
By 12/31/2019	2016	General Correspondence	PW	N
By 12/31/2019	2013	Laboratory Testing Records	PW	N
By 12/31/2019	2014	Meter Books	PW	N
By 12/31/2019	2015	Meter Test Records	PW	N
By 12/31/2019	1988	Monthly Laboratory Testing Summary Reports	PW	N
By 12/31/2019	2008	Operating Logs	PW	N
By 12/31/2019	2013	Rainfall Statistics	PW	N
By 12/31/2019	2008	Record of Chemical Analysis	PW	N
By 12/31/2019	2013	Sewer Testing Records	PW	N
By 12/31/2019	2015	Shut Off List	PW	N
By 12/31/2019	2013	Utility Permits (Electric, Bell Pole Location)	PW	N
By 12/31/2019	Until Sold	Vehicle Maintenance Records	PW	N
By 12/31/2019	2008	Well Field Daily Books	PW	N
By 12/31/2019	2008 (Capped)	Well Maintenance and Field Logs	PW	N
		Tax		
By 12/31/2019	2011	Tax Returns	TAX	N
By 12/31/2019	2013	Daily Cash Sheets	TAX	N
By 12/31/2019	2011	Detail Cash Receipts	TAX	N
By 12/31/2019	2016	General Correspondence	TAX	N
By 12/31/2019	2013	Inactive Accounts	TAX	N

By 12/31/2019	2011	Income Tax Batch Transaction Listing-Daily	TAX	N
By 12/31/2019	2011	Income Tax Cash Receipts - Daily	TAX	N
By 12/31/2019	2015	Reconciliation Sheets	TAX	N
By 12/31/2019	2011	Reconciliations-Withholding & W-2's	TAX	N
By 12/31/2019	2011	Refund Records	TAX	N
By 12/31/2019	2011	Tax Audits & Prosecutions	TAX	N
By 12/31/2019	2011	Tax Balance Due Reports (Periodic As Needed)	TAX	N
By 12/31/2019	2012	Uncollectable Income Tax Accounts	TAX	N
By 12/31/2019	2011	Withholding Quarterly Payments	TAX	N
By 12/31/2019	2011	Withholding Records	TAX	N