



June 2, 2022

**Meeting Notice
Records Commission
June 7, 2022**

Notice is hereby given that the Records Commission of the Village of Whitehouse will meet on Tuesday, June 7, 2022, at 6:00 P.M. The meeting will take place in the Administration Training Room, Village Hall, 6925 Providence Street, Whitehouse, Ohio.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Review and Approval of the June 1, 2021 Meeting Minutes
- IV. Appoint Chairman of 2022 Records Commission
- V. Review Retention List
- VI. Additions to Record Retention Schedule
 - A. Add Webcheck services to retention list
- VII. Consider Other Business as Appropriate Under the Village Charter
- VIII. Adjourn

Jordan D. Daugherty, CPA
Village Administrator

Records Commission
Minutes of June 1, 2021

The meeting was called to order at 6:01 p.m. by Chairman Mark McDonough.

Members present: Jordan Daugherty, Mark McDonough, Fred Ortner and Kevin Heban. Others present: Jennifer Herman.

Motion by Jordan Daugherty, seconded by Fred Ortner to approve the minutes of the June 2, 2020, meeting as presented. Motion was carried by a voice vote.

Motion by Kevin Heban, seconded by Jordan Daugherty 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 stated that Josh Hartbarger would like to add an item to the retention list, being the retention of DVR/Network Video Recordings: 30 days, or until overwritten, whichever occurs first. Motion by Jordan Daugherty, seconded by Kevin Heban to approve the addition to the retention list. Motion was carried by a voice vote.

Mark McDonough asked for any other business.

Commission decided that the next scheduled Records Commission meeting would be June 7, 2022, at 6:00 p.m.

Motion by Fred Ortner, seconded by Kevin Heban to adjourn the meeting. Motion carried and the meeting adjourned at 6:05 p.m.

Respectfully submitted,

Jennifer Herman
Zoning Clerk

Destruction Date	Year Created	Title	Dept.	RC-3 Necessary (Y/N)
		Administration		
By 12/31/2022	2019	Shelterhouse Reservation Forms	ADM	N
By 12/31/2022	2019	Contrator Registration Forms	ADM	N
By 12/31/2022	2006	Agreements	ADM	N
By 12/31/2022	2019	Bids Unsuccessful	ADM	N
By 12/31/2022	2006	Contracts	ADM	N
By 12/31/2022	2016	Expired Tax Abatements Enterprise Zone & CRA's Files Non-Executed	ADM	N
By 12/31/2022	2019	General Correspondence	ADM	N
By 12/31/2022	2018	Issue II Applications Unsuccessful	ADM	N
By 12/31/2022	2019	Request for Proposals	ADM	N
By 12/31/2022	Past the life of purchase	Vehicle & Equipment Purchase	ADM	N
By 12/31/2022		Council		
By 12/31/2022	2011	Agenda Packages for Council	COU	N
By 12/31/2022	2019	Files & Correspondence	COU	N
By 12/31/2022	2016	Legal Notices	COU	N
By 12/31/2022	2018	Liquor License Approval	COU	N
By 12/31/2022	2020	Liquor License Denied	COU	N
By 12/31/2022	2011	Meeting Notices	COU	N
By 12/31/2022	2016	Petitions	COU	N
By 12/31/2022	2019	Proclamations	COU	N
By 12/31/2022	2011	Public Hearing Notices	COU	N
By 12/31/2022	2018	Speeches/Presentations	COU	N
By 12/31/2022	2016	Subject & Administrative Files	COU	N
By 12/31/2022		Finance		
By 12/31/2022	2018	All purchase orders	FIN	N
By 12/31/2022	2018	Water Stubs	FIN	N
By 12/31/2022	2015	1099 Forms & Transmittals	FIN	N
By 12/31/2022	2019	Accident Reports (Employees)	FIN	N
By 12/31/2022	2020	Applications for Employment	FIN	N
By 12/31/2022	2016	Applications for Water Service	FIN	N
By 12/31/2022	2020	Accounts Receivable Invoices	FIN	N
By 12/31/2022	2016	Annual Appropriation Ordinances (Copies & Workpapers)	FIN	N
By 12/31/2022	2014	Annual Certificate of Estimated Resources	FIN	N
By 12/31/2022	2016	Annual Employee Leave Use/Balances	FIN	N
By 12/31/2022	2016	Annual Report of Auditor of State	FIN	N
By 12/31/2022	2016	Audit Reports/Auditor of State	FIN	N
By 12/31/2022	2018	Balance Sheets/FIN/UTYX	FIN	N
By 12/31/2022	2016	Bank Statements & Deposit Receipts/Cancelled Checks	FIN	N
By 12/31/2022	2018	Bi-Weekly Payroll Detail Check Register	FIN	N
By 12/31/2022	2018	Check Register	FIN	N

By 12/31/2022	2015	Contracts & Agreements	FIN	N
By 12/31/2022	2016	December 31 Whole System Back Up Tapes	FIN	N
By 12/31/2022	2019	Employee Earnings Worksheets/data input	FIN	N
By 12/31/2022	2015	Employee Quarterly Earning City Tax Report	FIN	N
By 12/31/2022	2015	Employee Quarterly Federal Tax Return	FIN	N
By 12/31/2022	2014	Encumbrance & Expenditure Journal	FIN	N
By 12/31/2022	2015	Federal & State W-2 Form Transmittal	FIN	N
By 12/31/2022	2018	Finance Month End Back Up Tapes	FIN	N
By 12/31/2022	2018	Finance Year End Back up Tapes	FIN	N
By 12/31/2022	2001 (Expired)	Fire Contract (Provide Fire protection to Township)	FIN	N
By 12/31/2022	2019	General Files or Correspondence	FIN	N
By 12/31/2022	2018 (Grant Expiration)	Grants & Loans	FIN	N
By 12/31/2022	2016 (Resolved)	Grievance Hearing Report	FIN	N
By 12/31/2022	2016	Insurance Claims	FIN	N
By 12/31/2022	2018	Monthly Collection Report-Water/Sewer	FIN	N
By 12/31/2022	2018	Overtime Reports & Records	FIN	N
By 12/31/2022	2019	Pay-in Orders	FIN	N
By 12/31/2022	2018	Payroll Detail Check Register	FIN	N
By 12/31/2022	2018	Payroll Sheets	FIN	N
By 12/31/2022	2018	Payroll Year End Back Up Tapes	FIN	N
By 12/31/2022	2019	Payroll Year End Reports	FIN	N
By 12/31/2022	2019	Petty Cash Record	FIN	N
By 12/31/2022	2015	Proof of Publication	FIN	N
By 12/31/2022	2015	Rate Schedules	FIN	N
By 12/31/2022	2019	Receipt Books	FIN	N
By 12/31/2022	2019	Reports to Bureau of Employment Services	FIN	N
By 12/31/2022	2018	Requisitions	FIN	N
By 12/31/2022	2018	Retirement Reports (PERS, Police, & Fire)	FIN	N
By 12/31/2022	2011	Settlement Sheet or Tax Distribution from City Aud	FIN	N
By 12/31/2022	2020 (Expired)	Solicitor or Peddler Permits	FIN	N
By 12/31/2022	2018	Survey of Local Government	FIN	N
By 12/31/2022	2011	Tax Appeals Real Estate	FIN	N
By 12/31/2022	2018	Tax Settlement Reports	FIN	N
By 12/31/2022	2019	Time Slips	FIN	N
By 12/31/2022	2015	Transmittal of Wages & Tax Statement Ohio Tax	FIN	N
By 12/31/2022	2019	Voided Checks	FIN	N
By 12/31/2022	2018	Vouchers	FIN	N
By 12/31/2022	2015	W-2 Forms	FIN	N
By 12/31/2022	2018	Water Usage Reports	FIN	N
By 12/31/2022	2018	Water/sewer Meter Book Cards	FIN	N
By 12/31/2022	2015	Withholding Payments	FIN	N
By 12/31/2022		Fire		

By 12/31/2022	2018	All purchase orders	FIR	N
By 12/31/2022	2020	Accident Files	FIR	N
By 12/31/2022	Life of Equip	Air Quality Reports	FIR	N
By 12/31/2022	Life of Equip	Apparatus Checks	FIR	N
By 12/31/2022	Until Equip is out of service	Bids for Equipment (Successful)	FIR	N
By 12/31/2022	2018/2020	Bids for Equipment (Unsuccessful)	FIR	N
By 12/31/2022	Life of Equip	Facepiece/POSI Checks	FIR	N
By 12/31/2022	2017 (grant close date)	FEMA Grants (Awarded)	FIR	N
By 12/31/2022	2016	FEMA Grants (Not Awarded)	FIR	N
By 12/31/2022	2017	Firework Permit	FIR	N
By 12/31/2022	2019 (grant close date)	Grants (Awarded)	FIR	N
By 12/31/2022	2018	Grants (Not Awarded)	FIR	N
By 12/31/2022	Life of Equip	Hose Testing	FIR	N
By 12/31/2022	2019	Inspection Checklist	FIR	N
By 12/31/2022	2011 (Final Settlement)	Insurance Claim Files	FIR	N
By 12/31/2022	Life of Equip	Ladder Testing	FIR	N
By 12/31/2022	2019	Misc. Correspondence	FIR	N
By 12/31/2022	2016	Non-Emergency/Public Service Reports	FIR	N
By 12/31/2022	2019	Safety Council Correspondence	FIR	N
By 12/31/2022	2020	Safety Council Programs Attended	FIR	N
By 12/31/2022	2020	Safety Council Programs Offered	FIR	N
By 12/31/2022	2011	Safety Meeting Agendas	FIR	N
By 12/31/2022	2019	Safety Meeting Attendance Records	FIR	N
By 12/31/2022	2020	Safety Newsletters	FIR	N
By 12/31/2022	2019	Tent Permit Applications	FIR	N
By 12/31/2022	Life of Vehicle	Truck Mileage Records	FIR	N
By 12/31/2022	Life of Vehicle	Truck Repair Records	FIR	N
By 12/31/2022	2020	Video Loan Request	FIR	N
By 12/31/2022	2019	Work Schedule (part-time)	FIR	N
By 12/31/2022		Police		
By 12/31/2022	2018	All purchase orders	POL	N
By 12/31/2022	2011	Accident Reports	POL	N
By 12/31/2022	2001	Activity Log	POL	N

By 12/31/2022		Background Requests for Other Law Enforcement Agencies	POL	N
By 12/31/2022	2014	Bicycle License Register	POL	N
By 12/31/2022	2019	General Correspondence	POL	N
By 12/31/2022	2001	Criminal Prosecutions	POL	N
By 12/31/2022		In-Car Police Video Evidentiary	POL	N
By 12/31/2022		In-Car Police Video Non-Evidentiary	POL	N
By 12/31/2022	2019	Parking Tickets	POL	N
By 12/31/2022		Police Body Cam Videos Evidentiary	POL	N
By 12/31/2022		Police Body Cam Videos Non-Evidentiary	POL	N
By 12/31/2022	2019	Police Shift Schedules	POL	N
By 12/31/2022	1996/2016	Property Room Log and Records	POL	N
By 12/31/2022		Social Media (Facebook, Twitter, etc)	POL	N
By 12/31/2022	2011	Traffic Citations	POL	N
By 12/31/2022		Public Works		
By 12/31/2022	2011	Analytical Data/Chemical Analysis/Monitoring	PW	N
By 12/31/2022	2011	Bacterial Analysis Records	PW	N
By 12/31/2022	2011	Daily Chlorination Report	PW	N
By 12/31/2022	2015	Daily Laboratory Testing Records	PW	N
By 12/31/2022	2016	Daily Meter Repair Sheets	PW	N
By 12/31/2022	2018	Day Books	PW	N
By 12/31/2022	2011	Distribution System Bacteriological Sampling Records	PW	N
By 12/31/2022	Life of Equip	Equipment Maintenance Records	PW	N
By 12/31/2022	2016	Flow Charts	PW	N
By 12/31/2022	2019	General Correspondence	PW	N
By 12/31/2022	2016	Laboratory Resting Records	PW	N
By 12/31/2022	2017	Meter Books	PW	N
By 12/31/2022	2018	Meter Test Records	PW	N
By 12/31/2022	1991	Monthly Laboratory Testing Summary Reports	PW	N
By 12/31/2022	2011	Operating Logs	PW	N
By 12/31/2022	2016	Rainfall Statistics	PW	N
By 12/31/2022	2011	Record of Chemical Analysis	PW	N
By 12/31/2022	2016	Sewer Testing Records	PW	N
By 12/31/2022	2018	Shut Off List	PW	N
By 12/31/2022	2016	Utility Permits (Electric, Bell Pole Location)	PW	N
By 12/31/2022	Until Sold	Vehicle Maintenance Records	PW	N
By 12/31/2022	2011	Well Field Daily Books	PW	N
By 12/31/2022	2011 (Capped)	Well Maintenance and Field Logs	PW	N
By 12/31/2022		Tax		
By 12/31/2022	2014	Tax Returns	TAX	N
By 12/31/2022	2016	Daily Cash Sheets	TAX	N
By 12/31/2022	2014	Detail Cash Receipts	TAX	N
By 12/31/2022	2019	General Correspondence	TAX	N
By 12/31/2022	2016	Inactive Accounts	TAX	N

By 12/31/2022	2014	Income Tax Batch Transaction Listing-Daily	TAX	N
By 12/31/2022	2014	Income Tax Cash Receipts - Daily	TAX	N
By 12/31/2022	2018	Reconciliation Sheets	TAX	N
By 12/31/2022	2014	Reconciliations-Withholding & W-2's	TAX	N
By 12/31/2022	2014	Refund Records	TAX	N
By 12/31/2022	2014	Tax Audits & Prosecutions	TAX	N
By 12/31/2022	2014	Tax Balance Due Reports (Periodic As Needed)	TAX	N
By 12/31/2022	2015	Uncollectable Income Tax Accounts	TAX	N
By 12/31/2022	2014	Withholding Quarterly Payments	TAX	N
By 12/31/2022	2014	Withholding Records	TAX	N