

Whitehouse

June 1, 2023

Meeting Notice
Records Commission
June 6, 2023

Notice is hereby given that the Records Commission of the Village of Whitehouse will meet on Tuesday, June 6, 2023, 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 7, 2022, Meeting Minutes
- IV. Appoint Chairman of 2023 Records Commission
- V. Review Retention List
- VI. Additions to Record Retention Schedule
 - A. Memorial Tree planting forms
 - B. Coronavirus Relief Fund Payment Records
- VII. Consider Other Business as Appropriate Under the Village Charter
- VIII. Adjourn

Jordan D. Daugherty, CPA
Village Administrator

Records Commission
Minutes of June 7, 2022

The meeting was called to order at 6:03 p.m. by Chairman Mark McDonough.

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

Motion by Kevin Heban, seconded by Fred Ortner to approve the minutes of the June 1, 2021, meeting as presented. Motion passed 4-0.

Motion by Jordan Daugherty, seconded by Kevin Heban to appoint Mark McDonough as Chairperson of the Records Commission for 2022. Motion passed 4-0.

The Commission reviewed the items on the retention list.

Next item of business were any additions to the record retention list. The Police Department provides Webcheck services and needs to add those records to the list. Motion by Jordan Daugherty, seconded by Kevin Heban to approve the addition to the retention list. Motion passed 4-0.

Mark McDonough asked for any other business.

Commission decided that the next scheduled Records Commission meeting would be June 6, 2023, at 6:00 p.m.

Motion by Fred Ortner, seconded by Kevin Heban to adjourn the meeting. Motion carried and the meeting adjourned at 6:09 p.m.

Respectfully submitted,

Jennifer Herman
Zoning Clerk

| Destruction Date | Year Created | Title | Dept. | RC-3 Necessary (Y/N) |
|------------------|---------------------------|---|-------|----------------------|
| | | Administration | | |
| By 12/31/2023 | 2020 | Shelterhouse Reservation Forms | ADM | N |
| By 12/31/2023 | 2020 | Contrator Registration Forms | ADM | N |
| By 12/31/2023 | 2007 | Agreements | ADM | N |
| By 12/31/2023 | 2020 | Bids Unsuccessful | ADM | N |
| By 12/31/2023 | 2007 | Contracts | ADM | N |
| By 12/31/2023 | 2017 | Expired Tax Abatements Enterprise Zone & CRA's Files Non-Executed | ADM | N |
| By 12/31/2023 | 2020 | General Correspondence | ADM | N |
| By 12/31/2023 | 2019 | Issue II Applications Unsuccessful | ADM | N |
| By 12/31/2023 | 2020 | Request for Proposals | ADM | N |
| By 12/31/2023 | Past the life of purchase | Vehicle & Equipment Purchase | ADM | N |
| By 12/31/2023 | | Council | | |
| By 12/31/2023 | 2012 | Agenda Packages for Council | COU | N |
| By 12/31/2023 | 2020 | Files & Correspondence | COU | N |
| By 12/31/2023 | 2017 | Legal Notices | COU | N |
| By 12/31/2023 | 2019 | Liquor License Approval | COU | N |
| By 12/31/2023 | 2021 | Liquor License Denied | COU | N |
| By 12/31/2023 | 2012 | Meeting Notices | COU | N |
| By 12/31/2023 | 2017 | Petitions | COU | N |
| By 12/31/2023 | 2020 | Proclamations | COU | N |
| By 12/31/2023 | 2012 | Public Hearing Notices | COU | N |
| By 12/31/2023 | 2019 | Speeches/Presentations | COU | N |
| By 12/31/2023 | 2017 | Subject & Administrative Files | COU | N |
| By 12/31/2023 | | Finance | | |
| By 12/31/2023 | 2019 | All purchase orders | FIN | N |
| By 12/31/2023 | 2019 | Water Stubs | FIN | N |
| By 12/31/2023 | 2016 | 1099 Forms & Transmittals | FIN | N |
| By 12/31/2023 | 2020 | Accident Reports (Employees) | FIN | N |
| By 12/31/2023 | 2021 | Applications for Employment | FIN | N |
| By 12/31/2023 | 2017 | Applications for Water Service | FIN | N |
| By 12/31/2023 | 2021 | Accounts Receivable Invoices | FIN | N |
| By 12/31/2023 | 2017 | Annual Appropriation Ordinances (Copies & Workpapers) | FIN | N |
| By 12/31/2023 | 2015 | Annual Certificate of Estimated Resources | FIN | N |
| By 12/31/2023 | 2017 | Annual Employee Leave Use/Balances | FIN | N |
| By 12/31/2023 | 2017 | Annual Report of Auditor of State | FIN | N |
| By 12/31/2023 | 2017 | Audit Reports/Auditor of State | FIN | N |
| By 12/31/2023 | 2019 | Balance Sheets/FIN/UTYX | FIN | N |
| By 12/31/2023 | 2017 | Bank Statements & Deposit Receipts/Cancelled Checks | FIN | N |
| By 12/31/2023 | 2019 | Bi-Weekly Payroll Detail Check Register | FIN | N |
| By 12/31/2023 | 2019 | Check Register | FIN | N |

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| By 12/31/2023 | 2016 | Contracts & Agreements | FIN | N |
| By 12/31/2023 | 2017 | December 31 Whole System Back Up Tapes | FIN | N |
| By 12/31/2023 | 2020 | Employee Earnings Worksheets/data input | FIN | N |
| By 12/31/2023 | 2016 | Employee Quarterly Earning City Tax Report | FIN | N |
| By 12/31/2023 | 2016 | Employee Quarterly Federal Tax Return | FIN | N |
| By 12/31/2023 | 2015 | Encumbrance & Expenditure Journal | FIN | N |
| By 12/31/2023 | 2016 | Federal & State W-2 Form Transmittal | FIN | N |
| By 12/31/2023 | 2019 | Finance Month End Back Up Tapes | FIN | N |
| By 12/31/2023 | 2019 | Finance Year End Back up Tapes | FIN | N |
| By 12/31/2023 | 2002 (Expired) | Fire Contract (Provide Fire protection to Township) | FIN | N |
| By 12/31/2023 | 2020 | General Files or Correspondence | FIN | N |
| By 12/31/2023 | 2019 (Grant Expired) | Grants & Loans | FIN | N |
| By 12/31/2023 | 2017 (Resolved) | Grievance Hearing Report | FIN | N |
| By 12/31/2023 | 2017 | Insurance Claims | FIN | N |
| By 12/31/2023 | 2019 | Monthly Collection Report-Water/Sewer | FIN | N |
| By 12/31/2023 | 2019 | Overtime Reports & Records | FIN | N |
| By 12/31/2023 | 2020 | Pay-in Orders | FIN | N |
| By 12/31/2023 | 2019 | Payroll Detail Check Register | FIN | N |
| By 12/31/2023 | 2019 | Payroll Sheets | FIN | N |
| By 12/31/2023 | 2019 | Payroll Year End Back Up Tapes | FIN | N |
| By 12/31/2023 | 2020 | Payroll Year End Reports | FIN | N |
| By 12/31/2023 | 2020 | Petty Cash Record | FIN | N |
| By 12/31/2023 | 2016 | Proof of Publication | FIN | N |
| By 12/31/2023 | 2016 | Rate Schedules | FIN | N |
| By 12/31/2023 | 2020 | Receipt Books | FIN | N |
| By 12/31/2023 | 2020 | Reports to Bureau of Employment Services | FIN | N |
| By 12/31/2023 | 2019 | Requisitions | FIN | N |
| By 12/31/2023 | 2019 | Retirement Reports (PERS, Police, & Fire) | FIN | N |
| By 12/31/2023 | 2012 | Settlement Sheet or Tax Distribution from City Aud | FIN | N |
| By 12/31/2023 | 2021 (Expired) | Solicitor or Peddler Permits | FIN | N |
| By 12/31/2023 | 2019 | Survey of Local Government | FIN | N |
| By 12/31/2023 | 2012 | Tax Appeals Real Estate | FIN | N |
| By 12/31/2023 | 2019 | Tax Settlement Reports | FIN | N |
| By 12/31/2023 | 2020 | Time Slips | FIN | N |
| By 12/31/2023 | 2016 | Transmittal of Wages & Tax Statement Ohio Tax | FIN | N |
| By 12/31/2023 | 2020 | Voided Checks | FIN | N |
| By 12/31/2023 | 2019 | Vouchers | FIN | N |
| By 12/31/2023 | 2016 | W-2 Forms | FIN | N |
| By 12/31/2023 | 2019 | Water Usage Reports | FIN | N |
| By 12/31/2023 | 2019 | Water/sewer Meter Book Cards | FIN | N |
| By 12/31/2023 | 2016 | Withholding Payments | FIN | N |
| By 12/31/2023 | | Fire | | |

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| By 12/31/2023 | 2019 | All purchase orders | FIR | N |
| By 12/31/2023 | 2021 | Accident Files | FIR | N |
| By 12/31/2023 | Life of Equip | Air Quality Reports | FIR | N |
| By 12/31/2023 | Life of Equip | Apparatus Checks | FIR | N |
| By 12/31/2023 | Until Equip is out of service | Bids for Equipment (Successful) | FIR | N |
| By 12/31/2023 | 2019/2021 | Bids for Equipment (Unsuccessful) | FIR | N |
| By 12/31/2023 | Life of Equip | Facepiece/POSI Checks | FIR | N |
| By 12/31/2023 | 2018 (grant close date) | FEMA Grants (Awarded) | FIR | N |
| By 12/31/2023 | 2017 | FEMA Grants (Not Awarded) | FIR | N |
| By 12/31/2023 | 2018 | Firework Permit | FIR | N |
| By 12/31/2023 | 2020 (grant close date) | Grants (Awarded) | FIR | N |
| By 12/31/2023 | 2019 | Grants (Not Awarded) | FIR | N |
| By 12/31/2023 | Life of Equip | Hose Testing | FIR | N |
| By 12/31/2023 | 2020 | Inspection Checklist | FIR | N |
| By 12/31/2023 | 2012 (Final Settlement) | Insurance Claim Files | FIR | N |
| By 12/31/2023 | Life of Equip | Ladder Testing | FIR | N |
| By 12/31/2023 | 2020 | Misc. Correspondence | FIR | N |
| By 12/31/2023 | 2017 | Non-Emergency/Public Service Reports | FIR | N |
| By 12/31/2023 | 2020 | Safety Council Correspondence | FIR | N |
| By 12/31/2023 | 2021 | Safety Council Programs Attended | FIR | N |
| By 12/31/2023 | 2021 | Safety Council Programs Offered | FIR | N |
| By 12/31/2023 | 2012 | Safety Meeting Agendas | FIR | N |
| By 12/31/2023 | 2020 | Safety Meeting Attendance Records | FIR | N |
| By 12/31/2023 | 2021 | Safety Newsletters | FIR | N |
| By 12/31/2023 | 2020 | Tent Permit Applications | FIR | N |
| By 12/31/2023 | Life of Vehicle | Truck Mileage Records | FIR | N |
| By 12/31/2023 | Life of Vehicle | Truck Repair Records | FIR | N |
| By 12/31/2023 | 2021 | Video Loan Request | FIR | N |
| By 12/31/2023 | 2020 | Work Schedule (part-time) | FIR | N |
| By 12/31/2023 | | Police | | |
| By 12/31/2023 | 2019 | All purchase orders | POL | N |
| By 12/31/2023 | 2012 | Accident Reports | POL | N |
| By 12/31/2023 | 2002 | Activity Log | POL | N |

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| By 12/31/2023 | | Background Requests for Other Law Enforcement Agencies | POL | N |
| By 12/31/2023 | 2015 | Bicycle License Register | POL | N |
| By 12/31/2023 | 2020 | General Correspondence | POL | N |
| By 12/31/2023 | 2002 | Criminal Prosecutions | POL | N |
| By 12/31/2023 | | In-Car Police Video Evidentiary | POL | N |
| By 12/31/2023 | | In-Car Police Video Non-Evidentiary | POL | N |
| By 12/31/2023 | 2020 | Parking Tickets | POL | N |
| By 12/31/2023 | | Police Body Cam Videos Evidentiary | POL | N |
| By 12/31/2023 | | Police Body Cam Videos Non-Evidentiary | POL | N |
| By 12/31/2023 | 2020 | Police Shift Schedules | POL | N |
| By 12/31/2023 | 1997/2017 | Property Room Log and Records | POL | N |
| By 12/31/2023 | | Social Media (Facebook, Twitter, etc) | POL | N |
| By 12/31/2023 | 2012 | Traffic Citations | POL | N |
| By 12/31/2023 | | Public Works | | |
| By 12/31/2023 | 2012 | Analytical Data/Chemical Analysis/Monitoring | PW | N |
| By 12/31/2023 | 2012 | Bacterial Analysis Records | PW | N |
| By 12/31/2023 | 2012 | Daily Chlorination Report | PW | N |
| By 12/31/2023 | 2016 | Daily Laboratory Testing Records | PW | N |
| By 12/31/2023 | 2017 | Daily Meter Repair Sheets | PW | N |
| By 12/31/2023 | 2019 | Day Books | PW | N |
| By 12/31/2023 | 2012 | Distribution System Bacteriological Sampling Records | PW | N |
| By 12/31/2023 | Life of Equip | Equipment Maintenance Records | PW | N |
| By 12/31/2023 | 2017 | Flow Charts | PW | N |
| By 12/31/2023 | 2020 | General Correspondence | PW | N |
| By 12/31/2023 | 2017 | Laboratory Testing Records | PW | N |
| By 12/31/2023 | 2018 | Meter Books | PW | N |
| By 12/31/2023 | 2019 | Meter Test Records | PW | N |
| By 12/31/2023 | 1992 | Monthly Laboratory Testing Summary Reports | PW | N |
| By 12/31/2023 | 2012 | Operating Logs | PW | N |
| By 12/31/2023 | 2017 | Rainfall Statistics | PW | N |
| By 12/31/2023 | 2012 | Record of Chemical Analysis | PW | N |
| By 12/31/2023 | 2017 | Sewer Testing Records | PW | N |
| By 12/31/2023 | 2019 | Shut Off List | PW | N |
| By 12/31/2023 | 2017 | Utility Permits (Electric, Bell Pole Location) | PW | N |
| By 12/31/2023 | Until Sold | Vehicle Maintenance Records | PW | N |
| By 12/31/2023 | 2012 | Well Field Daily Books | PW | N |
| By 12/31/2023 | 2012 (Capped) | Well Maintenance and Field Logs | PW | N |
| By 12/31/2023 | | Tax | | |
| By 12/31/2023 | 2015 | Tax Returns | TAX | N |
| By 12/31/2023 | 2017 | Daily Cash Sheets | TAX | N |
| By 12/31/2023 | 2015 | Detail Cash Receipts | TAX | N |
| By 12/31/2023 | 2020 | General Correspondence | TAX | N |
| By 12/31/2023 | 2017 | Inactive Accounts | TAX | N |

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|---------------|------|--|-----|---|
| By 12/31/2023 | 2015 | Income Tax Batch Transaction Listing-Daily | TAX | N |
| By 12/31/2023 | 2015 | Income Tax Cash Receipts - Daily | TAX | N |
| By 12/31/2023 | 2019 | Reconciliation Sheets | TAX | N |
| By 12/31/2023 | 2015 | Reconciliations-Withholding & W-2's | TAX | N |
| By 12/31/2023 | 2015 | Refund Records | TAX | N |
| By 12/31/2023 | 2015 | Tax Audits & Prosecutions | TAX | N |
| By 12/31/2023 | 2015 | Tax Balance Due Reports (Periodic As Needed) | TAX | N |
| By 12/31/2023 | 2016 | Uncollectable Income Tax Accounts | TAX | N |
| By 12/31/2023 | 2015 | Withholding Quarterly Payments | TAX | N |
| By 12/31/2023 | 2015 | Withholding Records | TAX | N |

