

Whitehouse

May 30, 2024

Meeting Notice
Records Commission
June 4, 2024

Notice is hereby given that the Records Commission of the Village of Whitehouse will meet on Tuesday, June 4, 2024, at 6:00 P.M. The meeting will take place in the Classroom, Village Hall, 6925 Providence Street, Whitehouse, Ohio.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Review and Approval of the June 6, 2023, Meeting Minutes
- IV. Appoint Chairman of 2024 Records Commission
- V. Review Retention List
- VI. Additions to Record Retention Schedule
 - A. Credit card receipts from utility payments
 - B. Council audio files
 - C. Audio/video meeting recordings
- VII. Consider Other Business as Appropriate Under the Village Charter
- VIII. Adjourn

Jordan D. Daugherty, CPA
Village Administrator

Records Commission
Minutes of June 6, 2023

The meeting was called to order at 6:00 p.m. by Chairman Allan Baer.

Members present: Jordan Daugherty, Allan Baer and Kevin Heban. Others present: Jennifer Herman. Absent: Fred Ortner

Motion by Kevin Heban, seconded by Jordan Daugherty to approve the minutes of the June 7, 2022, meeting as presented. Motion passed 3-0.

Motion by Kevin Heban, seconded by Jordan Daugherty to appoint Allan Baer as Chairperson of the Records Commission for 2023. Motion passed 3-0.

The Commission reviewed the items on the retention list. Kevin made a motion to accept the current retention schedule, seconded by Jordan. Motion passed 3-0

Next item of business were any additions to the record retention list. Should the Memorial Tree planting forms be added to the retention list. Kevin Heban said he would check to see if these were items that needed to be added or not. The Coronavirus Relief Fund Payment Records should be added to the retention list since it was suggested by the State. Jennifer will take care of getting that added to the retention list. Motion by Kevin, seconded by Allan to approve the addition to the retention list. Motion passed 3-0.

Allan asked for any other business. There were none.

Commission decided that the next scheduled Records Commission meeting would be June 4, 2024, at 6:00 p.m.

Motion by Jordan, seconded by Kevin to adjourn the meeting. Motion carried and the meeting adjourned at 6:10 p.m.

Respectfully submitted,

Jennifer Herman
Zoning Clerk

Destruction Date	Year Created	Title	Dept.	RC-3 Necessary (Y/N)
		Administration		
By 12/31/2024	2021	Shelterhouse Reservation Forms	ADM	N
By 12/31/2024	2021	Contrator Registration Forms	ADM	N
By 12/31/2024	2008	Agreements	ADM	N
By 12/31/2024	2021	Bids Unsuccessful	ADM	N
By 12/31/2024	2008	Contracts	ADM	N
By 12/31/2024	2018	Expired Tax Abatements Enterprise Zone & CRA's Files Non-Executed	ADM	N
By 12/31/2024	2021	General Correspondence	ADM	N
By 12/31/2024	2020	Issue II Applications Unsuccessful	ADM	N
By 12/31/2024	2021	Request for Proposals	ADM	N
By 12/31/2024	Past the life of purchase	Vehicle & Equipment Purchase	ADM	N
By 12/31/2024		Council		
By 12/31/2024	2013	Agenda Packages for Council	COU	N
By 12/31/2024	2021	Files & Correspondence	COU	N
By 12/31/2024	2018	Legal Notices	COU	N
By 12/31/2024	2020	Liquor License Approval	COU	N
By 12/31/2024	2022	Liquor License Denied	COU	N
By 12/31/2024	2013	Meeting Notices	COU	N
By 12/31/2024	2018	Petitions	COU	N
By 12/31/2024	2021	Proclamations	COU	N
By 12/31/2024	2013	Public Hearing Notices	COU	N
By 12/31/2024	2020	Speeches/Presentations	COU	N
By 12/31/2024	2018	Subject & Administrative Files	COU	N
By 12/31/2024		Finance		
By 12/31/2024	2020	All purchase orders	FIN	N
By 12/31/2024	2020	Water Stubs	FIN	N
By 12/31/2024	2017	1099 Forms & Transmittals	FIN	N
By 12/31/2024	2021	Accident Reports (Employees)	FIN	N
By 12/31/2024	2022	Applications for Employment	FIN	N
By 12/31/2024	2018	Applications for Water Service	FIN	N
By 12/31/2024	2022	Accounts Receivable Invoices	FIN	N
By 12/31/2024	2018	Annual Appropriation Ordinances (Copies & Workpapers)	FIN	N
By 12/31/2024	2016	Annual Certificate of Estimated Resources	FIN	N
By 12/31/2024	2018	Annual Employee Leave Use/Balances	FIN	N
By 12/31/2024	2018	Annual Report of Auditor of State	FIN	N
By 12/31/2024	2018	Audit Reports/Auditor of State	FIN	N
By 12/31/2024	2020	Balance Sheets/FIN/UTYX	FIN	N
By 12/31/2024	2018	Bank Statements & Deposit Receipts/Cancelled Checks	FIN	N
By 12/31/2024	2020	Bi-Weekly Payroll Detail Check Register	FIN	N
By 12/31/2024	2020	Check Register	FIN	N

By 12/31/2024	2017	Contracts & Agreements	FIN	N
By 12/31/2024	2018	December 31 Whole System Back Up Tapes	FIN	N
By 12/31/2024	2021	Employee Earnings Worksheets/data input	FIN	N
By 12/31/2024	2017	Employee Quarterly Earning City Tax Report	FIN	N
By 12/31/2024	2017	Employee Quarterly Federal Tax Return	FIN	N
By 12/31/2024	2016	Encumbrance & Expenditure Journal	FIN	N
By 12/31/2024	2017	Federal & State W-2 Form Transmittal	FIN	N
By 12/31/2024	2020	Finance Month End Back Up Tapes	FIN	N
By 12/31/2024	2020	Finance Year End Back up Tapes	FIN	N
By 12/31/2024	2003 (Expired)	Fire Contract (Provide Fire protection to Township)	FIN	N
By 12/31/2024	2021	General Files or Correspondence	FIN	N
By 12/31/2024	2020 (Grant Expired)	Grants & Loans	FIN	N
By 12/31/2024	2018 (Resolved)	Grievance Hearing Report	FIN	N
By 12/31/2024	2018	Insurance Claims	FIN	N
By 12/31/2024	2020	Monthly Collection Report-Water/Sewer	FIN	N
By 12/31/2024	2020	Overtime Reports & Records	FIN	N
By 12/31/2024	2021	Pay-in Orders	FIN	N
By 12/31/2024	2020	Payroll Detail Check Register	FIN	N
By 12/31/2024	2020	Payroll Sheets	FIN	N
By 12/31/2024	2020	Payroll Year End Back Up Tapes	FIN	N
By 12/31/2024	2021	Payroll Year End Reports	FIN	N
By 12/31/2024	2021	Petty Cash Record	FIN	N
By 12/31/2024	2017	Proof of Publication	FIN	N
By 12/31/2024	2017	Rate Schedules	FIN	N
By 12/31/2024	2021	Receipt Books	FIN	N
By 12/31/2024	2021	Reports to Bureau of Employment Services	FIN	N
By 12/31/2024	2020	Requisitions	FIN	N
By 12/31/2024	2020	Retirement Reports (PERS, Police, & Fire)	FIN	N
By 12/31/2024	2013	Settlement Sheet or Tax Distribution from City Aud	FIN	N
By 12/31/2024	2022 (Expired)	Solicitor or Peddler Permits	FIN	N
By 12/31/2024	2020	Survey of Local Government	FIN	N
By 12/31/2024	2013	Tax Appeals Real Estate	FIN	N
By 12/31/2024	2020	Tax Settlement Reports	FIN	N
By 12/31/2024	2021	Time Slips	FIN	N
By 12/31/2024	2017	Transmittal of Wages & Tax Statement Ohio Tax	FIN	N
By 12/31/2024	2021	Voided Checks	FIN	N
By 12/31/2024	2020	Vouchers	FIN	N
By 12/31/2024	2017	W-2 Forms	FIN	N
By 12/31/2024	2020	Water Usage Reports	FIN	N
By 12/31/2024	2020	Water/sewer Meter Book Cards	FIN	N
By 12/31/2024	2017	Withholding Payments	FIN	N
By 12/31/2024		Fire		

By 12/31/2024	2020	All purchase orders	FIR	N
By 12/31/2024	2022	Accident Files	FIR	N
By 12/31/2024	Life of Equip	Air Quality Reports	FIR	N
By 12/31/2024	Life of Equip	Apparatus Checks	FIR	N
By 12/31/2024	Until Equip is out of service	Bids for Equipment (Successful)	FIR	N
By 12/31/2024	2020/2022	Bids for Equipment (Unsuccessful)	FIR	N
By 12/31/2024	Life of Equip	Facepiece/POSI Checks	FIR	N
By 12/31/2024	2019 (grant close date)	FEMA Grants (Awarded)	FIR	N
By 12/31/2024	2018	FEMA Grants (Not Awarded)	FIR	N
By 12/31/2024	2019	Firework Permit	FIR	N
By 12/31/2024	2021 (grant close date)	Grants (Awarded)	FIR	N
By 12/31/2024	2020	Grants (Not Awarded)	FIR	N
By 12/31/2024	Life of Equip	Hose Testing	FIR	N
By 12/31/2024	2021	Inspection Checklist	FIR	N
By 12/31/2024	2013 (Final Settlement)	Insurance Claim Files	FIR	N
By 12/31/2024	Life of Equip	Ladder Testing	FIR	N
By 12/31/2024	2021	Misc. Correspondence	FIR	N
By 12/31/2024	2018	Non-Emergency/Public Service Reports	FIR	N
By 12/31/2024	2021	Safety Council Correspondence	FIR	N
By 12/31/2024	2022	Safety Council Programs Attended	FIR	N
By 12/31/2024	2022	Safety Council Programs Offered	FIR	N
By 12/31/2024	2013	Safety Meeting Agendas	FIR	N
By 12/31/2024	2021	Safety Meeting Attendance Records	FIR	N
By 12/31/2024	2022	Safety Newsletters	FIR	N
By 12/31/2024	2021	Tent Permit Applications	FIR	N
By 12/31/2024	Life of Vehicle	Truck Mileage Records	FIR	N
By 12/31/2024	Life of Vehicle	Truck Repair Records	FIR	N
By 12/31/2024	2022	Video Loan Request	FIR	N
By 12/31/2024	2021	Work Schedule (part-time)	FIR	N
By 12/31/2024		Police		
By 12/31/2024	2020	All purchase orders	POL	N
By 12/31/2024	2013	Accident Reports	POL	N
By 12/31/2024	2003	Activity Log	POL	N

By 12/31/2024		Background Requests for Other Law Enforcement Agencies	POL	N
By 12/31/2024	2016	Bicycle License Register	POL	N
By 12/31/2024	2021	General Correspondence	POL	N
By 12/31/2024	2003	Criminal Prosecutions	POL	N
By 12/31/2024		In-Car Police Video Evidentiary	POL	N
By 12/31/2024		In-Car Police Video Non-Evidentiary	POL	N
By 12/31/2024	2021	Parking Tickets	POL	N
By 12/31/2024		Police Body Cam Videos Evidentiary	POL	N
By 12/31/2024		Police Body Cam Videos Non-Evidentiary	POL	N
By 12/31/2024	2021	Police Shift Schedules	POL	N
By 12/31/2024	1998/2018	Property Room Log and Records	POL	N
By 12/31/2024		Social Media (Facebook, Twitter,etc)	POL	N
By 12/31/2024	2013	Traffic Citations	POL	N
By 12/31/2024		Public Works		
By 12/31/2024	2013	Analytical Data/Chemical Analysis/Monitoring	PW	N
By 12/31/2024	2013	Bacterial Analysis Records	PW	N
By 12/31/2024	2013	Daily Chlorination Report	PW	N
By 12/31/2024	2017	Daily Laboratory Testing Records	PW	N
By 12/31/2024	2018	Daily Meter Repair Sheets	PW	N
By 12/31/2024	2020	Day Books	PW	N
By 12/31/2024	2013	Distribution System Bacteriological Sampling Records	PW	N
By 12/31/2024	Life of Equip	Equipment Maintenance Records	PW	N
By 12/31/2024	2018	Flow Charts	PW	N
By 12/31/2024	2021	General Correspondence	PW	N
By 12/31/2024	2018	Laboratory Testing Records	PW	N
By 12/31/2024	2019	Meter Books	PW	N
By 12/31/2024	2020	Meter Test Records	PW	N
By 12/31/2024	1993	Monthly Laboratory Testing Summary Reports	PW	N
By 12/31/2024	2013	Operating Logs	PW	N
By 12/31/2024	2018	Rainfall Statistics	PW	N
By 12/31/2024	2013	Record of Chemical Analysis	PW	N
By 12/31/2024	2018	Sewer Testing Records	PW	N
By 12/31/2024	2020	Shut Off List	PW	N
By 12/31/2024	2018	Utility Permits (Electric, Bell Pole Location)	PW	N
By 12/31/2024	Until Sold	Vehicle Maintenance Records	PW	N
By 12/31/2024	2013	Well Field Daily Books	PW	N
By 12/31/2024	2013 (Capped)	Well Maintenance and Field Logs	PW	N
By 12/31/2024		Tax		
By 12/31/2024	2016	Tax Returns	TAX	N
By 12/31/2024	2018	Daily Cash Sheets	TAX	N
By 12/31/2024	2016	Detail Cash Receipts	TAX	N
By 12/31/2024	2021	General Correspondence	TAX	N
By 12/31/2024	2018	Inactive Accounts	TAX	N

By 12/31/2024	2016	Income Tax Batch Transaction Listing-Daily	TAX	N
By 12/31/2024	2016	Income Tax Cash Receipts - Daily	TAX	N
By 12/31/2024	2020	Reconciliation Sheets	TAX	N
By 12/31/2024	2016	Reconciliations-Withholding & W-2's	TAX	N
By 12/31/2024	2016	Refund Records	TAX	N
By 12/31/2024	2016	Tax Audits & Prosecutions	TAX	N
By 12/31/2024	2016	Tax Balance Due Reports (Periodic As Needed)	TAX	N
By 12/31/2024	2017	Uncollectable Income Tax Accounts	TAX	N
By 12/31/2024	2016	Withholding Quarterly Payments	TAX	N
By 12/31/2024	2016	Withholding Records	TAX	N