

Whitehouse

June 12, 2025

Meeting Notice
Records Commission
June 17, 2025

Notice is hereby given that the Records Commission of the Village of Whitehouse will meet on Tuesday, June 17, 2025, 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 June 4, 2024, Meeting Minutes
- IV. Appoint Chairman of 2025 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 4, 2024

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

Members present: Jordan Daugherty, Allan Baer, Amy Schultz, and Kevin Heban. Others present: Mayor Bingham, Joshua Hartbarger and Jennifer Herman.

Motion by Jordan Daugherty, seconded by Kevin Heban to approve the minutes of the June 6, 2023, meeting as presented. Motion passed 4-0.

Motion by Jordan Daugherty, seconded by Kevin Heban to appoint Allan Baer as Chairperson of the Records Commission for 2024. Motion passed 4-0.

The Commission reviewed the items on the retention list. Kevin made a motion to accept the current retention schedule, seconded by Jordan. Motion passed 4-0

Next item of business were any additions to the record retention list. The first item being added is the credit card receipts from utility payments. Jordan suggested they be kept for 2 years or until the last audit cycle. The next two items are Council audio files and audio/video meeting recordings. After a brief discussion, the committee decided they should be kept for 2 years. Jennifer will take care of getting that added to the retention list and submitting it to the State Archives of Ohio office. Motion by Kevin, seconded by Jordan to approve the additions to the retention list. Motion passed 4-0.

Allan asked for any other business. Commission decided that the next scheduled Records Commission meeting would be June 3, 2025, at 6:00 p.m. Motion by Kevin, seconded by Jordan. Motion passed unanimously.

Motion by Kevin, seconded by Amy to adjourn the meeting. Motion carried and the meeting adjourned at 6:12 p.m.

Respectfully submitted,

Jennifer Herman
Zoning Clerk

Destruction Date	Year Created	Title	Dept.	RC-3 Necessary (Y/N)
		Administration		
By 12/31/2025	2022	Shelterhouse Reservation Forms	ADM	N
By 12/31/2025	2022	Contrator Registration Forms	ADM	N
By 12/31/2025	2009	Agreements	ADM	N
By 12/31/2025	2022	Bids Unsuccessful	ADM	N
By 12/31/2025	2009	Contracts	ADM	N
By 12/31/2025	2019	Expired Tax Abatements Enterprise Zone & CRA's Files Non-Executed	ADM	N
By 12/31/2025	2022	General Correspondence	ADM	N
By 12/31/2025	2021	Issue II Applications Unsuccessful	ADM	N
By 12/31/2025	2022	Request for Proposals	ADM	N
By 12/31/2025	Past the life of purchase	Vehicle & Equipment Purchase	ADM	N
By 12/31/2025		Council		
By 12/31/2025	2014	Agenda Packages for Council	COU	N
By 12/31/2025	2022	Files & Correspondence	COU	N
By 12/31/2025	2019	Legal Notices	COU	N
By 12/31/2025	2021	Liquor License Approval	COU	N
By 12/31/2025	2023	Liquor License Denied	COU	N
By 12/31/2025	2014	Meeting Notices	COU	N
By 12/31/2025	2019	Petitions	COU	N
By 12/31/2025	2022	Proclamations	COU	N
By 12/31/2025	2014	Public Hearing Notices	COU	N
By 12/31/2025	2021	Speeches/Presentations	COU	N
By 12/31/2025	2019	Subject & Administrative Files	COU	N
By 12/31/2025		Finance		
By 12/31/2025	2021	All purchase orders	FIN	N
By 12/31/2025	2021	Water Stubs	FIN	N
By 12/31/2025	2018	1099 Forms & Transmittals	FIN	N
By 12/31/2025	2022	Accident Reports (Employees)	FIN	N
By 12/31/2025	2023	Applications for Employment	FIN	N
By 12/31/2025	2019	Applications for Water Service	FIN	N
By 12/31/2025	2023	Accounts Receivable Invoices	FIN	N
By 12/31/2025	2019	Annual Appropriation Ordinances (Copies & Workpapers)	FIN	N
By 12/31/2025	2017	Annual Certificate of Estimated Resources	FIN	N
By 12/31/2025	2019	Annual Employee Leave Use/Balances	FIN	N
By 12/31/2025	2019	Annual Report of Auditor of State	FIN	N
By 12/31/2025	2019	Audit Reports/Auditor of State	FIN	N
By 12/31/2025	2021	Balance Sheets/FIN/UTYX	FIN	N
By 12/31/2025	2019	Bank Statements & Deposit Receipts/Cancelled Checks	FIN	N
By 12/31/2025	2021	Bi-Weekly Payroll Detail Check Register	FIN	N
By 12/31/2025	2021	Check Register	FIN	N

By 12/31/2025	2018	Contracts & Agreements	FIN	N
By 12/31/2025	2019	December 31 Whole System Back Up Tapes	FIN	N
By 12/31/2025	2022	Employee Earnings Worksheets/data input	FIN	N
By 12/31/2025	2018	Employee Quarterly Earning City Tax Report	FIN	N
By 12/31/2025	2018	Employee Quarterly Federal Tax Return	FIN	N
By 12/31/2025	2017	Encumbrance & Expenditure Journal	FIN	N
By 12/31/2025	2018	Federal & State W-2 Form Transmittal	FIN	N
By 12/31/2025	2021	Finance Month End Back Up Tapes	FIN	N
By 12/31/2025	2021	Finance Year End Back up Tapes	FIN	N
By 12/31/2025	2004 (Expired)	Fire Contract (Provide Fire protection to Township)	FIN	N
By 12/31/2025	2022	General Files or Correspondence	FIN	N
By 12/31/2025	2021 (Grant Expired)	Grants & Loans	FIN	N
By 12/31/2025	2019 (Resolved)	Grievance Hearing Report	FIN	N
By 12/31/2025	2019	Insurance Claims	FIN	N
By 12/31/2025	2021	Monthly Collection Report-Water/Sewer	FIN	N
By 12/31/2025	2021	Overtime Reports & Records	FIN	N
By 12/31/2025	2022	Pay-in Orders	FIN	N
By 12/31/2025	2021	Payroll Detail Check Register	FIN	N
By 12/31/2025	2021	Payroll Sheets	FIN	N
By 12/31/2025	2021	Payroll Year End Back Up Tapes	FIN	N
By 12/31/2025	2022	Payroll Year End Reports	FIN	N
By 12/31/2025	2022	Petty Cash Record	FIN	N
By 12/31/2025	2018	Proof of Publication	FIN	N
By 12/31/2025	2018	Rate Schedules	FIN	N
By 12/31/2025	2022	Receipt Books	FIN	N
By 12/31/2025	2022	Reports to Bureau of Employment Services	FIN	N
By 12/31/2025	2021	Requisitions	FIN	N
By 12/31/2025	2021	Retirement Reports (PERS, Police, & Fire)	FIN	N
By 12/31/2025	2014	Settlement Sheet or Tax Distribution from City Aud	FIN	N
By 12/31/2025	2023 (Expired)	Solicitor or Peddler Permits	FIN	N
By 12/31/2025	2021	Survey of Local Government	FIN	N
By 12/31/2025	2014	Tax Appeals Real Estate	FIN	N
By 12/31/2025	2021	Tax Settlement Reports	FIN	N
By 12/31/2025	2022	Time Slips	FIN	N
By 12/31/2025	2018	Transmittal of Wages & Tax Statement Ohio Tax	FIN	N
By 12/31/2025	2022	Voided Checks	FIN	N
By 12/31/2025	2021	Vouchers	FIN	N
By 12/31/2025	2018	W-2 Forms	FIN	N
By 12/31/2025	2021	Water Usage Reports	FIN	N
By 12/31/2025	2021	Water/sewer Meter Book Cards	FIN	N
By 12/31/2025	2018	Withholding Payments	FIN	N
By 12/31/2025		Fire		

By 12/31/2025	2021	All purchase orders	FIR	N
By 12/31/2025	2023	Accident Files	FIR	N
By 12/31/2025	Life of Equip	Air Quality Reports	FIR	N
By 12/31/2025	Life of Equip	Apparatus Checks	FIR	N
By 12/31/2025	Until Equip is out of service	Bids for Equipment (Successful)	FIR	N
By 12/31/2025	2021/2023	Bids for Equipment (Unsuccessful)	FIR	N
By 12/31/2025	Life of Equip	Facepiece/POSI Checks	FIR	N
By 12/31/2025	2020 (grant close date)	FEMA Grants (Awarded)	FIR	N
By 12/31/2025	2019	FEMA Grants (Not Awarded)	FIR	N
By 12/31/2025	2020	Firework Permit	FIR	N
By 12/31/2025	2022 (grant close date)	Grants (Awarded)	FIR	N
By 12/31/2025	2021	Grants (Not Awarded)	FIR	N
By 12/31/2025	Life of Equip	Hose Testing	FIR	N
By 12/31/2025	2022	Inspection Checklist	FIR	N
By 12/31/2025	2014 (Final Settlement)	Insurance Claim Files	FIR	N
By 12/31/2025	Life of Equip	Ladder Testing	FIR	N
By 12/31/2025	2022	Misc. Correspondence	FIR	N
By 12/31/2025	2019	Non-Emergency/Public Service Reports	FIR	N
By 12/31/2025	2022	Safety Council Correspondence	FIR	N
By 12/31/2025	2023	Safety Council Programs Attended	FIR	N
By 12/31/2025	2023	Safety Council Programs Offered	FIR	N
By 12/31/2025	2014	Safety Meeting Agendas	FIR	N
By 12/31/2025	2022	Safety Meeting Attendance Records	FIR	N
By 12/31/2025	2023	Safety Newsletters	FIR	N
By 12/31/2025	2022	Tent Permit Applications	FIR	N
By 12/31/2025	Life of Vehicle	Truck Mileage Records	FIR	N
By 12/31/2025	Life of Vehicle	Truck Repair Records	FIR	N
By 12/31/2025	2023	Video Loan Request	FIR	N
By 12/31/2025	2022	Work Schedule (part-time)	FIR	N
By 12/31/2025		Police		
By 12/31/2025	2021	All purchase orders	POL	N
By 12/31/2025	2014	Accident Reports	POL	N
By 12/31/2025	2004	Activity Log	POL	N

By 12/31/2025		Background Requests for Other Law Enforcement Agencies	POL	N
By 12/31/2025	2017	Bicycle License Register	POL	N
By 12/31/2025	2022	General Correspondence	POL	N
By 12/31/2025	2004	Criminal Prosecutions	POL	N
By 12/31/2025		In-Car Police Video Evidentiary	POL	N
By 12/31/2025		In-Car Police Video Non-Evidentiary	POL	N
By 12/31/2025	2022	Parking Tickets	POL	N
By 12/31/2025		Police Body Cam Videos Evidentiary	POL	N
By 12/31/2025		Police Body Cam Videos Non-Evidentiary	POL	N
By 12/31/2025	2022	Police Shift Schedules	POL	N
By 12/31/2025	1999/2019	Property Room Log and Records	POL	N
By 12/31/2025		Social Media (Facebook, Twitter, etc)	POL	N
By 12/31/2025	2014	Traffic Citations	POL	N
By 12/31/2025		Public Works		
By 12/31/2025	2014	Analytical Data/Chemical Analysis/Monitoring	PW	N
By 12/31/2025	2014	Bacterial Analysis Records	PW	N
By 12/31/2025	2014	Daily Chlorination Report	PW	N
By 12/31/2025	2018	Daily Laboratory Testing Records	PW	N
By 12/31/2025	2019	Daily Meter Repair Sheets	PW	N
By 12/31/2025	2021	Day Books	PW	N
By 12/31/2025	2014	Distribution System Bacteriological Sampling Records	PW	N
By 12/31/2025	Life of Equip	Equipment Maintenance Records	PW	N
By 12/31/2025	2019	Flow Charts	PW	N
By 12/31/2025	2022	General Correspondence	PW	N
By 12/31/2025	2019	Laboratory Testing Records	PW	N
By 12/31/2025	2020	Meter Books	PW	N
By 12/31/2025	2021	Meter Test Records	PW	N
By 12/31/2025	1994	Monthly Laboratory Testing Summary Reports	PW	N
By 12/31/2025	2014	Operating Logs	PW	N
By 12/31/2025	2019	Rainfall Statistics	PW	N
By 12/31/2025	2014	Record of Chemical Analysis	PW	N
By 12/31/2025	2019	Sewer Testing Records	PW	N
By 12/31/2025	2021	Shut Off List	PW	N
By 12/31/2025	2019	Utility Permits (Electric, Bell Pole Location)	PW	N
By 12/31/2025	Until Sold	Vehicle Maintenance Records	PW	N
By 12/31/2025	2014	Well Field Daily Books	PW	N
By 12/31/2025	2014 (Capped)	Well Maintenance and Field Logs	PW	N
By 12/31/2025		Tax		
By 12/31/2025	2017	Tax Returns	TAX	N
By 12/31/2025	2019	Daily Cash Sheets	TAX	N
By 12/31/2025	2017	Detail Cash Receipts	TAX	N
By 12/31/2025	2022	General Correspondence	TAX	N
By 12/31/2025	2019	Inactive Accounts	TAX	N

By 12/31/2025	2017	Income Tax Batch Transaction Listing-Daily	TAX	N
By 12/31/2025	2017	Income Tax Cash Receipts - Daily	TAX	N
By 12/31/2025	2021	Reconciliation Sheets	TAX	N
By 12/31/2025	2017	Reconciliations-Withholding & W-2's	TAX	N
By 12/31/2025	2017	Refund Records	TAX	N
By 12/31/2025	2017	Tax Audits & Prosecutions	TAX	N
By 12/31/2025	2017	Tax Balance Due Reports (Periodic As Needed)	TAX	N
By 12/31/2025	2018	Uncollectable Income Tax Accounts	TAX	N
By 12/31/2025	2017	Withholding Quarterly Payments	TAX	N
By 12/31/2025	2017	Withholding Records	TAX	N