



May 29, 2026

Meeting Notice
Records Commission
June 2, 2026

Notice is hereby given that the Records Commission of the Village of Whitehouse will meet on Tuesday, June 2, 2026, 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 17, 2025 Meeting Minutes
- IV. Appoint Chairman of 2026 Records Commission
- V. Review Retention List
- VI. Additions to Record Retention Schedule
 - A. General Reservation Forms
- VII. Consider Other Business as Appropriate Under the Village Charter
- VIII. Adjourn

Jordan D. Daugherty, CPA
Village Administrator

Records Commission
Minutes of June 17, 2025

The meeting was called to order at 6:02 p.m. by Chairman Allan Baer.

Members present: Jordan Daugherty, Allan Baer, and Kevin Heban. Absent was Amy Schultz.
Others present: Joshua Hartbarger, Jennifer Herman and Kelsea Blaskis

Motion by Kevin Heban, seconded by Jordan Daugherty to approve the minutes of the June 4, 2024, meeting as presented. Motion passed 3-0.

Motion by Jordan Daugherty, seconded by Kevin Heban to appoint Allan Baer as Chairperson of the Records Commission for 2025. 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 records retention list. There were none.

Allan asked for any other business. He said that Ohio police departments are still waiting on a state ruling regarding body worn camera footage and how long that needs to be kept. Commission decided that the next scheduled Records Commission meeting would be June 2, 2026, at 6:00 p.m.

Motion by Allan, seconded by Jordan to adjourn the meeting. Motion carried and the meeting adjourned at 6:11 p.m.

Respectfully submitted,

Jennifer Herman
Zoning Clerk

Destruction Date	Year Created	Title	Dept.	RC-3 Necessary (Y/N)
		Administration		
By 12/31/2026	2023	Shelterhouse Reservation Forms	ADM	N
By 12/31/2026	2023	Contrator Registration Forms	ADM	N
By 12/31/2026	2010	Agreements	ADM	N
By 12/31/2026	2023	Bids Unsuccessful	ADM	N
By 12/31/2026	2010	Contracts	ADM	N
By 12/31/2026	2020	Expired Tax Abatements Enterprise Zone & CRA's Files Non-Executed	ADM	N
By 12/31/2026	2023	General Correspondence	ADM	N
By 12/31/2026	2022	Issue II Applications Unsuccessful	ADM	N
By 12/31/2026	2023	Request for Proposals	ADM	N
By 12/31/2026	Past the life of purchase	Vehicle & Equipment Purchase	ADM	N
By 12/31/2026		Council		
By 12/31/2026	2015	Agenda Packages for Council	COU	N
By 12/31/2026	2023	Files & Correspondence	COU	N
By 12/31/2026	2020	Legal Notices	COU	N
By 12/31/2026	2022	Liquor License Approval	COU	N
By 12/31/2026	2024	Liquor License Denied	COU	N
By 12/31/2026	2015	Meeting Notices	COU	N
By 12/31/2026	2020	Petitions	COU	N
By 12/31/2026	2023	Proclamations	COU	N
By 12/31/2026	2015	Public Hearing Notices	COU	N
By 12/31/2026	2022	Speeches/Presentations	COU	N
By 12/31/2026	2020	Subject & Administrative Files	COU	N
By 12/31/2026		Finance		
By 12/31/2026	2022	All purchase orders	FIN	N
By 12/31/2026	2022	Water Stubs	FIN	N
By 12/31/2026	2019	1099 Forms & Transmittals	FIN	N
By 12/31/2026	2023	Accident Reports (Employees)	FIN	N
By 12/31/2026	2024	Applications for Employment	FIN	N
By 12/31/2026	2020	Applications for Water Service	FIN	N
By 12/31/2026	2024	Accounts Receivable Invoices	FIN	N
By 12/31/2026	2020	Annual Appropriation Ordinances (Copies & Workpapers)	FIN	N
By 12/31/2026	2018	Annual Certificate of Estimated Resources	FIN	N
By 12/31/2026	2020	Annual Employee Leave Use/Balances	FIN	N
By 12/31/2026	2020	Annual Report of Auditor of State	FIN	N
By 12/31/2026	2020	Audit Reports/Auditor of State	FIN	N
By 12/31/2026	2022	Balance Sheets/FIN/UTYX	FIN	N
By 12/31/2026	2020	Bank Statements & Deposit Receipts/Cancelled Checks	FIN	N
By 12/31/2026	2022	Bi-Weekly Payroll Detail Check Register	FIN	N
By 12/31/2026	2022	Check Register	FIN	N

By 12/31/2026	2019	Contracts & Agreements	FIN	N
	2024	Credit Card Receipts for utility payments	FIN	N
By 12/31/2026	2020	December 31 Whole System Back Up Tapes	FIN	N
By 12/31/2026	2023	Employee Earnings Worksheets/data input	FIN	N
By 12/31/2026	2019	Employee Quarterly Earning City Tax Report	FIN	N
By 12/31/2026	2019	Employee Quarterly Federal Tax Return	FIN	N
By 12/31/2026	2018	Encumbrance & Expenditure Journal	FIN	N
By 12/31/2026	2019	Federal & State W-2 Form Transmittal	FIN	N
By 12/31/2026	2022	Finance Month End Back Up Tapes	FIN	N
By 12/31/2026	2022	Finance Year End Back up Tapes	FIN	N
By 12/31/2026	2005 (Expired)	Fire Contract (Provide Fire protection to Township)	FIN	N
By 12/31/2026	2023	General Files or Correspondence	FIN	N
By 12/31/2026	2022 (Grant Expired)	Grants & Loans	FIN	N
By 12/31/2026	2020 (Resolved)	Grievance Hearing Report	FIN	N
By 12/31/2026	2020	Insurance Claims	FIN	N
By 12/31/2026	2022	Monthly Collection Report-Water/Sewer	FIN	N
By 12/31/2026	2022	Overtime Reports & Records	FIN	N
By 12/31/2026	2023	Pay-in Orders	FIN	N
By 12/31/2026	2022	Payroll Detail Check Register	FIN	N
By 12/31/2026	2022	Payroll Sheets	FIN	N
By 12/31/2026	2022	Payroll Year End Back Up Tapes	FIN	N
By 12/31/2026	2023	Payroll Year End Reports	FIN	N
By 12/31/2026	2023	Petty Cash Record	FIN	N
By 12/31/2026	2019	Proof of Publication	FIN	N
By 12/31/2026	2019	Rate Schedules	FIN	N
By 12/31/2026	2023	Receipt Books	FIN	N
By 12/31/2026	2023	Reports to Bureau of Employment Services	FIN	N
By 12/31/2026	2022	Requisitions	FIN	N
By 12/31/2026	2022	Retirement Reports (PERS, Police, & Fire)	FIN	N
By 12/31/2026	2015	Settlement Sheet or Tax Distribution from City Aud	FIN	N
By 12/31/2026	2024 (Expired)	Solicitor or Peddler Permits	FIN	N
By 12/31/2026	2022	Survey of Local Government	FIN	N
By 12/31/2026	2015	Tax Appeals Real Estate	FIN	N
By 12/31/2026	2022	Tax Settlement Reports	FIN	N
By 12/31/2026	2023	Time Slips	FIN	N
By 12/31/2026	2019	Transmittal of Wages & Tax Statement Ohio Tax	FIN	N
By 12/31/2026	2023	Voided Checks	FIN	N
By 12/31/2026	2022	Vouchers	FIN	N
By 12/31/2026	2019	W-2 Forms	FIN	N
By 12/31/2026	2022	Water Usage Reports	FIN	N
By 12/31/2026	2022	Water/sewer Meter Book Cards	FIN	N
By 12/31/2026	2019	Withholding Payments	FIN	N

By 12/31/2026		Fire		
By 12/31/2026	2022	All purchase orders	FIR	N
By 12/31/2026	2024	Accident Files	FIR	N
By 12/31/2026	Life of Equip	Air Quality Reports	FIR	N
By 12/31/2026	Life of Equip	Apparatus Checks	FIR	N
By 12/31/2026	Until Equip is out of service	Bids for Equipment (Successful)	FIR	N
By 12/31/2026	2022/2024	Bids for Equipment (Unsuccessful)	FIR	N
By 12/31/2026	Life of Equip	Facepiece/POSI Checks	FIR	N
By 12/31/2026	2021 (grant close date)	FEMA Grants (Awarded)	FIR	N
By 12/31/2026	2020	FEMA Grants (Not Awarded)	FIR	N
By 12/31/2026	2021	Firework Permit	FIR	N
By 12/31/2026	2023 (grant close date)	Grants (Awarded)	FIR	N
By 12/31/2026	2022	Grants (Not Awarded)	FIR	N
By 12/31/2026	Life of Equip	Hose Testing	FIR	N
By 12/31/2026	2023	Inspection Checklist	FIR	N
By 12/31/2026	2015 (Final Settlement)	Insurance Claim Files	FIR	N
By 12/31/2026	Life of Equip	Ladder Testing	FIR	N
By 12/31/2026	2023	Misc. Correspondence	FIR	N
By 12/31/2026	2020	Non-Emergency/Public Service Reports	FIR	N
By 12/31/2026	2023	Safety Council Correspondence	FIR	N
By 12/31/2026	2024	Safety Council Programs Attended	FIR	N
By 12/31/2026	2024	Safety Council Programs Offered	FIR	N
By 12/31/2026	2015	Safety Meeting Agendas	FIR	N
By 12/31/2026	2023	Safety Meeting Attendance Records	FIR	N
By 12/31/2026	2024	Safety Newsletters	FIR	N
By 12/31/2026	2023	Tent Permit Applications	FIR	N
By 12/31/2026	Life of Vehicle	Truck Mileage Records	FIR	N
By 12/31/2026	Life of Vehicle	Truck Repair Records	FIR	N
By 12/31/2026	2024	Video Loan Request	FIR	N
By 12/31/2026	2023	Work Schedule (part-time)	FIR	N
By 12/31/2026		Police		
By 12/31/2026	2022	All purchase orders	POL	N
By 12/31/2026	2015	Accident Reports	POL	N
By 12/31/2026	2005	Activity Log	POL	N

By 12/31/2026		Background Requests for Other Law Enforcement Agencies	POL	N
By 12/31/2026	2018	Bicycle License Register	POL	N
By 12/31/2026	2023	General Correspondence	POL	N
By 12/31/2026	2005	Criminal Prosecutions	POL	N
By 12/31/2026		In-Car Police Video Evidentiary	POL	N
By 12/31/2026		In-Car Police Video Non-Evidentiary	POL	N
By 12/31/2026	2023	Parking Tickets	POL	N
By 12/31/2026		Police Body Cam Videos Evidentiary	POL	N
By 12/31/2026		Police Body Cam Videos Non-Evidentiary	POL	N
By 12/31/2026	2023	Police Shift Schedules	POL	N
By 12/31/2026	2000/2020	Property Room Log and Records	POL	N
By 12/31/2026		Social Media (Facebook, Twitter,etc)	POL	N
By 12/31/2026	2015	Traffic Citations	POL	N
By 12/31/2026		Public Works		
By 12/31/2026	2015	Analytical Data/Chemical Analysis/Monitoring	PW	N
By 12/31/2026	2015	Bacterial Analysis Records	PW	N
By 12/31/2026	2015	Daily Chlorination Report	PW	N
By 12/31/2026	2019	Daily Laboratory Testing Records	PW	N
By 12/31/2026	2020	Daily Meter Repair Sheets	PW	N
By 12/31/2026	2022	Day Books	PW	N
By 12/31/2026	2015	Distribution System Bacteriological Sampling Records	PW	N
By 12/31/2026	Life of Equip	Equipment Maintenance Records	PW	N
By 12/31/2026	2020	Flow Charts	PW	N
By 12/31/2026	2023	General Correspondence	PW	N
By 12/31/2026	2020	Laboratory Testing Records	PW	N
By 12/31/2026	2021	Meter Books	PW	N
By 12/31/2026	2022	Meter Test Records	PW	N
By 12/31/2026	1995	Monthly Laboratory Testing Summary Reports	PW	N
By 12/31/2026	2015	Operating Logs	PW	N
By 12/31/2026	2020	Rainfall Statistics	PW	N
By 12/31/2026	2015	Record of Chemical Analysis	PW	N
By 12/31/2026	2020	Sewer Testing Records	PW	N
By 12/31/2026	2022	Shut Off List	PW	N
By 12/31/2026	2020	Utility Permits (Electric, Bell Pole Location)	PW	N
By 12/31/2026	Until Sold	Vehicle Maintenance Records	PW	N
By 12/31/2026	2015	Well Field Daily Books	PW	N
By 12/31/2026	2015 (Capped)	Well Maintenance and Field Logs	PW	N
By 12/31/2026		Tax		
By 12/31/2026	2018	Tax Returns	TAX	N
By 12/31/2026	2020	Daily Cash Sheets	TAX	N
By 12/31/2026	2018	Detail Cash Receipts	TAX	N
By 12/31/2026	2023	General Correspondence	TAX	N
By 12/31/2026	2020	Inactive Accounts	TAX	N

By 12/31/2026	2018	Income Tax Batch Transaction Listing-Daily	TAX	N
By 12/31/2026	2018	Income Tax Cash Receipts - Daily	TAX	N
By 12/31/2026	2022	Reconciliation Sheets	TAX	N
By 12/31/2026	2018	Reconciliations-Withholding & W-2's	TAX	N
By 12/31/2026	2018	Refund Records	TAX	N
By 12/31/2026	2018	Tax Audits & Prosecutions	TAX	N
By 12/31/2026	2018	Tax Balance Due Reports (Periodic As Needed)	TAX	N
By 12/31/2026	2019	Uncollectable Income Tax Accounts	TAX	N
By 12/31/2026	2018	Withholding Quarterly Payments	TAX	N
By 12/31/2026	2018	Withholding Records	TAX	N