

RESOLUTION R3-18

A RESOLUTION AUTHORIZING THE DISPOSAL OF PUBLIC RECORDS

Whereas The Village of Covington Records Retention Board has reviewed the records attached hereto as set forth in Ohio Revised Code Chapter 149, and recommend that the attached records be destroyed and disposed of in a proper manner.

NOW THEREFORE, BE IT RESOLVED by the Legislative Authority of the Village of Covington, State of Ohio, that:

SECTION 1: The records attached hereto as Exhibit A. be destroyed and disposed of in a proper manner by the Village Administrator and/or Chief of Police.

SECTION 2: this Resolution shall take effect and be in force from and after the earliest period allowed by law.

APPROVED January 29, 2018:

  
Edward L. McCord, Mayor

  
R. Scott Tobias, President of Council

  
Brenda Carroll, Clerk\Fiscal Officer



The Covington Records Retention Committee met on Wednesday, January, 24, 2018 at 9:00 AM to review the proposed document destruction list. After reviewing the proposed list attached as Exhibit A, the committee approved the destruction of the listed documents at the earliest date possible.

Motion Doug Minnich Second Frank Patrizio

Vote to approve the destruction of the documents in Exhibit A. All Ayes

Edward L. McCord, Mayor

Brenda Carroll, Clerk/Fiscal Officer

Frank Patrizio, Village Solicitor

Doug Minnich, Member at large

Documents Destroyed on \_\_\_\_\_/2018 Verification person \_\_\_\_\_

## Exhibit A

Toter #1 3009-7 YRS 3001-3 YRS 3013 2 YRS	Arrest records/ traffic arrest records 1989 and 1992 to include accident reports and misc. monthly paperwork Bicycle registrations Building check sheets and monthly paperwork/ Building check sheets
Toter #2 3009-7 YRS 3001-3 YRS 3013 2 YRS	Arrest records/ traffic arrest records 1990 and 1996 to include accident reports and misc. monthly paperwork Name cards/ Building check sheets
Toter #3 3009-7 YRS 3001-3 YRS 3013 2 YRS	Arrest records/ traffic arrest records 1990, 1994, 1996 to include accident reports and misc. monthly paperwork 1992 citations Name cards/ Building check sheets
Toter #4 3009-7 YRS 3001-3 YRS 3013 2 YRS	Arrest records/ traffic arrest records 1990,1992, 1996, 1993 to include accident reports and misc. monthly paperwork/ Building check sheets
Toter #5 3009-7 YRS 3001-3 YRS 3013 2 YRS	Arrest records/ traffic arrest records 1995, 1996, to include accident reports and misc. monthly paperwork / Building check sheets
Toter #6 3009-7 YRS 3001-3 YRS 3013 2 YRS	Arrest records/ traffic arrest records 1987,1991,1993 to include accident reports and misc. monthly paperwork 1988 citations/ Building check sheets
Toter #7 3009-7 YRS 3001-3 YRS 3013 2 YRS	Arrest records/ traffic arrest records 1997, 2007 to include accident reports and misc. monthly paperwork Name cards/ Building check sheets
Toter #8 3009-7 YRS 3001-3 YRS 3013 2 YRS	Arrest records/ traffic arrest records 1998, 2004 to include accident reports and misc. monthly paperwork / Building check sheets
Toter #9 3009-7 YRS 3001-3 YRS 3013 2 YRS	Arrest records/ traffic arrest records 1988, 1993, 1997 to include accident reports and misc. monthly paperwork/ Building check sheets
Toter #10 3009-7 YRS 3001-3 YRS 3013 2 YRS	Arrest records/ traffic arrest records 1992, 1995, 1996, to include accident reports and misc. monthly paperwork 1992 card files/ Building check sheets
Toter #11 3009-7 YRS 3001-3 YRS 3013 2 YRS	Arrest records/ traffic arrest records 1989, 1991, 1992, 1993 to include accident reports and misc. monthly paperwork/ Building check sheets

## Exhibit A

<b>Toter #12</b> <b>3001-3 YRS</b> <b>3013 2 YRS</b>	<b>Dispatch cards 2000 (3018 -7)</b> <b>Accidents 2001/ Building check sheets</b>
<b>Toter #13</b> <b>3009-7 YRS</b> <b>3004-3 YRS</b> <b>3013 2 YRS</b>	<b>Arrest records/ traffic arrest records 2008 to include accident reports and misc. monthly paperwork</b> <b>Datamaster Records 1997-2011</b> <b>Index cards 2006-2013 1999 monthly paperwork/ Building check sheets</b>
<b>Toter #14</b> <b>3009-7 YRS</b> <b>3001-3 YRS</b> <b>3013 2 YRS</b>	<b>Arrest records/ traffic arrest records 2006 to include accident reports and misc. monthly paperwork</b> <b>Voided citations/ Building check sheets</b>
<b>Toter #15</b> <b>3009-7 YRS</b> <b>3001-3 YRS</b> <b>3013 2 YRS</b>	<b>Arrest records/ traffic arrest records 2006 to include accident reports and misc. monthly paperwork</b> <b>Name cards/ Building check sheets</b>
<b>Toter #16</b> <b>3009-7 YRS</b> <b>3001-3 YRS</b> <b>3013 2 YRS</b>	<b>Arrest records/ traffic arrest records 1999, 2001, 2005, 2013 (3001 – 3)to include accident reports and misc. monthly paperwork.</b> <b>Name cards/ Building check sheets</b>
<b>Toter #17</b> <b>3009-7 YRS</b> <b>3001-3 YRS</b> <b>3013 2 YRS</b>	<b>Arrest records/ traffic arrest records 2001, 2003, 2004 to include accident reports and misc. monthly paperwork</b> <b>Name cards/ Building check sheets</b>
<b>Toter #18</b> <b>3009-7 YRS</b> <b>3001-3 YRS</b> <b>3013 2 YRS</b>	<b>Arrest records/ traffic arrest records 2002, 2004 to include accident reports and misc. monthly paperwork</b> <b>Name cards/ Building check sheets</b> <b>Old Radar Paper work 2014 Building check sheets/ Name cards</b> <b>Personnel files/ FTO manuals</b>
<b>Toter #19</b> <b>3009-7 YRS</b> <b>3001-3 YRS</b> <b>3013 2 YRS</b>	<b>2013, 2014 monthly paperwork (3054 -No time limit)</b> <b>to include accident reports and misc. monthly paperwork</b> <b>Evidence tags (3001-3)</b>
<b>Toter #20</b> <b>3009-7 YRS</b> <b>3001-3 YRS</b> <b>3013 2 YRS</b>	<b>Arrest records/ traffic arrest records 1996 to include accident reports and misc. monthly paperwork</b> <b>Name cards/ Building check sheets</b>

# **RECORDS RETENTION DESTRUCTION RECORD** **January 2018**

<u>Item #</u>	<u>Description</u>	<u>Document Date</u>	<u>Destruction Date</u>	<u>Verification</u>
1	Financial Vouchers (6211=10YRS)	2003		
2	Financial Vouchers (6211=10YRS)	Jan-Jun 1998		
3	Financial Vouchers (6211=10YRS)	Jul-Dec 1998		
4	Financial Vouchers (6211=10YRS)	Jul-Dec 2001		
5	Financial Vouchers (6211=10YRS)	2002		
6	Financial Vouchers (6211=10YRS)	Jan-Jun 1992		
7	Financial Vouchers (6211=10YRS)	Jan-Jun 1993		
8	Financial Vouchers (6211=10YRS)	Jul-Dec 1997		
9	Financial Vouchers (6211=10YRS)	Jul-Dec 1996		
10	Financial Vouchers (6211=10YRS)	Jan-Jun 1985		
11	Financial Vouchers (6211=10YRS)	2007		
12	Financial Vouchers (6211=10YRS)	Jan-Jun 1996		
13	Financial Vouchers (6211=10YRS)	Jul-Dec 1987		
14	Financial Vouchers (6211=10YRS)	Jul-Dec 1993		
15	Financial Vouchers (6211=10YRS)	2001		
16	Utility Payment Stubs (7007=3 YRS)	2007		
17	Financial Vouchers (6211=10YRS)	Jan-Jun 2003		

Item #	Description	Document Date	Destruction Date	Verification
18	Financial Vouchers (6211=10YRS)	Jan-Jun 1987		
19	Utility Payment Stubs (7007=3 YRS)	1994		
20	Utility Payment Stubs (7007=3 YRS)	2006		
21	Financial Vouchers (6211=10YRS)	Jan-Jun 1999		
22	Financial Vouchers (6211=10YRS)	Jan-Jun 1995		
23	Financial Vouchers (6211=10YRS)	Jan-Jun 1994		
24	Financial Vouchers (6211=10YRS)	Jul-Dec 1995		
25	Financial Vouchers (6211=10YRS)	Jul-Dec 1998		
26	Utility Payment Stubs (7007=3 YRS)	Jun-Dec 2013		
27	Financial Vouchers (6211=10YRS)	Jul-Dec 1999		
28	Financial Vouchers (6211=10YRS)	Jul-Dec 2000		
29	Financial Vouchers (6211=10YRS)	Jul-Dec 1986		
30	Financial Vouchers (6211=10YRS)	Jul-Dec 1988		
31	Financial Vouchers (6211=10YRS)	Jul-Dec 2003		
32	Financial Vouchers (6211=10YRS)	Jan-Jun 2005		
33	Financial Vouchers (6211=10YRS)	Jan-Jun 1997		
34	Financial Vouchers (6211=10YRS)	Jan-Jun 2001		
35	Financial Vouchers (6211=10YRS)	Jul-Dec 2004		
36	Financial Vouchers (6211=10YRS)	2004		
37	Financial Vouchers (6211=10YRS)	2004		
38	Financial Vouchers (6211=10YRS)	Jul-Dec 2005		

Item #	Description	Document		Destruction		Verification
		Date		Date		
39	Financial Vouchers (6211=10YRS)	Jul-Dec 2002				
40	Utility Payment Stubs (7007=3 YRS)	Jul-Dec 2008				
41	Financial Vouchers (6211=10YRS)	2002				
42	Financial Vouchers (6211=10YRS)	Jan-Jun 2000				
43	Utility Payment Stubs (7007=3 YRS)	2007				
44	Financial Vouchers (6211=10YRS)	Jul-Dec 1994				
45	Utility Payment Stubs (7007=3 YRS)	1992				
46	Financial Vouchers (6211=10YRS)	Jul-Dec 1992				
47	Utility Payment Stubs (7007=3 YRS)	2013				
48	Utility Payment Stubs (7007 = 3 YRS)	Jan-Jun 2014				
49	Utility Miscellaneous	2010-2012				