

**MINUTES OF THE LIBRARY RECORDS COMMISSION COMMITTEE
SCIOTO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
May 21, 2024**

The Library Records Commission Committee of the Scioto County Public Library met in an official commission meeting on this date at 12:00 p.m. to discuss and review the list of public records to be disposed of in accordance with the approved Public Records Policy and Records Retention Schedule. The following commission members were present: Mrs. Jennifer Schackart, Ms. Joan Roberts, Ms. Ruthann Brush, and Travis McNeilan. The following commission members were absent: Dr. Charles Kemp, Mr. Ryan Salmons, Mrs. Kara Tieman, and Mrs. Tamela Morton. Mrs. Jennifer Schackart called the meeting to order. Representing the library were Paige Williams, Director; Linda Berry, Deputy Director; Travis McNeilan, Fiscal Officer; Keely Woloschek, Deputy Fiscal Officer; and Katie Williams, Marketing Manager. The following visitors were present: Joseph Horsley.

- 1) *Review Records Disposal Log* – Administration assembled a list of library records that have met their required retention period per the Record Retention Policy and Schedule (RC-2) that was approved by both the Ohio History Connection and Auditor of State's Office. This list on the Records Disposal Log was presented to review and discuss.

The committee reviewed and recommends to the full board that the records listed in the following Records Disposal Log, which have met their retention period, be disposed of via shredding:

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RECORDS DISPOSAL LOG

Local Government Entity: Scioto County Public Library
 Contact Person: Travis McNeilan, Fiscal Officer or Paige Williams, Director
 Telephone Number: 740-333-0000 or 740-333-3890
 Location of Records: Main Branch in Portsmouth in Admin Suite
 Address: 1220 Galina Street, Portsmouth, Ohio, 45662
 County: Scioto

DATE ADDED TO DISPOSAL LIST	REVIEWED AND ADDED FOR DISPOSAL BY	DEPARTMENT OF RECORDS	RECORD SERIES TITLE FROM RETENTION SCHEDULE	CURRENT RETENTION PERIOD PER APPROVED SCHEDULE	DATES YEAR 5 ON RECORDS	RETENTION PERIOD MET: (Y/N)	DETAILED DESCRIPTION OF RECORDS	TYPE OF MEDIA
5/7/2024	Travis McNeilan	Fiscal Office	Bank Deposit Receipts	Until Audited	2007-2013	YES	Miscellaneous Returned "Pink" Bank Deposit Slips and Hand Written Cash Deposit Logs from as early as 2007 to as late as 2013.	Paper
5/7/2024	Travis McNeilan	Fiscal Office	Encumbrance and Expenditure Journal Check Registers Purchase Orders Accounting Records not specified	5 years provided audited 4 years provided audited 2 years provided audited 5 years provided audited	December 2016	YES	December 2016 Purchase Orders, Paid Invoices - debit memos, and check registers. 2016 cancelled voided checks as of 12/31/16	Paper
5/7/2024	Travis McNeilan	Fiscal Office	Encumbrance and Expenditure Journal Check Registers Purchase Orders Accounting Records not specified	5 years provided audited 4 years provided audited 2 years provided audited 5 years provided audited	July 2016 through November 2016	YES	July 2016 through November 2016 Purchase Orders, Paid Invoices - Debit Memos, and Check Registers	Paper
5/7/2024	Travis McNeilan	Fiscal Office	Encumbrance and Expenditure Journal Check Registers Purchase Orders Accounting Records not specified	5 years provided audited 4 years provided audited 2 years provided audited 5 years provided audited	January 2016 through June 2016	YES	January 2016 through June 2016 Paid Invoices - Debit Memos, and Check Registers	Paper
5/7/2024	Travis McNeilan	Fiscal Office	Encumbrance and Expenditure Journal Check Registers Purchase Orders Accounting Records not specified	5 years provided audited 4 years provided audited 2 years provided audited 5 years provided audited	July 2010 through December 2010	YES	July 2010 through December 2010 Paid Invoices - Debit Memos, and Check Registers	Paper
5/7/2024	Travis McNeilan	Fiscal Office	Encumbrance and Expenditure Journal Check Registers Purchase Orders Accounting Records not specified	5 years provided audited 4 years provided audited 2 years provided audited 5 years provided audited	January 2010 through July 2010	YES	July 2010 through December 2010 Paid Invoices - Debit Memos, and Check Registers	Paper
5/7/2024	Travis McNeilan	Fiscal Office	Bank Deposit Receipts Receipt Books	Until Audited Until Audited	February 2019 through December 2019	YES	February 2019 through December 2019 Receipts with Bank Deposit Slips and supporting documentation.	Paper
5/7/2024	Travis McNeilan	Fiscal Office	Bank Deposit Receipts Receipt Books	Until Audited Until Audited	January 2020 through December 2020	YES	January 2020 through December 2020 Receipts with Bank Deposit Slips and supporting documentation.	Paper
5/7/2024	Travis McNeilan	Fiscal Office	Accounting Records not specified	5 years provided audited	2007-2008	YES	Audit Trail Reports for Revenues and Expenses for 2007 and 2008	Paper

5/8/2024	Travis McNeelan	Fiscal Office	Purchase Orders	2 years provided audited	2007	YES	2007 Book of purchase orders and purchase order activity reports	Paper
5/8/2024	Travis McNeelan	Fiscal Office	Bank Deposit Receipts Receipt Books	Unml Audited Unml Audited	January 2010 through January 2019	YES	January 2019 through February 2019 Receipts with Bank Deposit Slips and supporting documentation.	Paper
5/8/2024	Travis McNeelan	Fiscal Office	Bank Deposit Receipts Receipt Books	Unml Audited Unml Audited	January 2021 through September 2022	YES	January 2021 through September 2022 Receipts with Bank Deposit Slips and supporting documentation.	Paper
5/8/2024	Travis McNeelan	Fiscal Office	Bank Statements	4 years provided audited	January 2007 through December 2009	YES	January 2007 through December 2009 Bank Statements and Reconciliations with supporting documentation for the following bank accounts: Fifth Third Bank and Escrow, Star Ohio, US Bank, Ohio River Bank, and Certificate of Deposit - Besco	Paper
5/8/2024	Travis McNeelan	Fiscal Office	Bank Statements	4 years provided audited	January 2010 through December 2012	YES	January 2010 through December 2012 Bank Statements and Reconciliations with supporting documentation for the following bank accounts: Fifth Third Bank and Escrow, Star Ohio, US Bank, Ohio River Bank, and Certificate of Deposit - Besco	Paper
5/8/2024	Travis McNeelan	Fiscal Office	Bank Statements	4 years provided audited	January 2013 through December 2014	YES	January 2013 through December 2014 Bank Statements and Reconciliations with supporting documentation for the following bank accounts: Fifth Third Bank and Escrow, Star Ohio, US Bank, Ohio River Bank, and Certificate of Deposit - Besco	Paper
5/8/2024	Travis McNeelan	Fiscal Office	Board Agenda Pkgs & Audio Recordings	3 years	January 1994 through November 2012	YES	Board Meeting Agendas from as early as January 1994 to as late as November 2012	Paper

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RECORDS DISPOSAL LOG

Local Government Entry: Scioto County Public Library
 Contact Person: Travis McNeelan, Fiscal Officer or Patye Williams, Director
 Telephone Number: 740-353-0060 or 740-353-3990
 Location of Records: Main Branch in Portsmouth in Admin Suite
 Address: 1220 Gallia Street, Portsmouth, Ohio, 43061
 County: Scioto

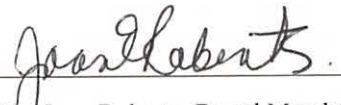
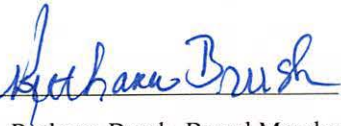
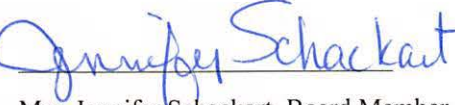
DATE ADDED TO DISPOSAL LIST	REVIEWED AND ADDED FOR DISPOSAL BY	DEPARTMENT OF RECORDS	RECORD SERIES TITLE FROM RETENTION SCHEDULE	CURRENT RETENTION PERIOD PER APPROVED SCHEDULE	DATES YEAR 5 ON RECORDS	RETENTION PERIOD MET: (Y/N)	DETAILED DESCRIPTION OF RECORDS	TYPE OF MEDIA
5/8/2024	Travis McNeelan	Fiscal Office	Employee Handbooks	Unml superseded	1975 through 2015	YES	Personnel Manuals and Board By-Laws with dated the earliest at 1975 to the latest at 2015. All have been superseded by more current Personnel Manuals and Board By-Laws	Paper
5/8/2024	Travis McNeelan	Fiscal Office	Purchase Orders	2 years provided audited	2011 through 2015	YES	Purchase Orders with corresponding encumbrance report copies along with requests for POs for 2011 through 2015.	Paper
5/8/2024	Travis McNeelan	Fiscal Office	Bank Statements	4 years provided audited	2006 through 2014	YES	Check Images from the Bank Statements for the US Bank Account from 2006 to 2014.	Paper
5/8/2024	Travis McNeelan	Fiscal Office	Bank Statements	4 years provided audited	2017 through 2018	YES	January 2017 through December 2018 Bank Statements and Reconciliations with supporting documentation for the following bank accounts: Fifth Third Bank, Star Ohio, Star Plus, US Bank, US Bank HFA, WestBanco - Besco, Perry Cash.	Paper
5/8/2024	Travis McNeelan	Fiscal Office	Purchase Orders	2 years provided audited	2011 through 2014	YES	Purchase Order REQUESTS with supporting documentation and corresponding copies of encumbrance report for all of 2011 through 2014.	Paper
5/10/2024	Travis McNeelan	Fiscal Office	Vouchers with Invoices	5 years provided audited	January 2011 through December 2015	YES	Vouchers with Invoices from January 2011 starting with Check # 21002 through December 2015 ending with Check # 25295.	Paper
5/8/2024	Linda Berry	Human Resources	Employee handbooks	Unml Superseded	2001.08.09.12.15	YES	Personnel manuals from 2001-2015	Paper
5/8/2024	Linda Berry	Human Resources	Job descriptions	Unml Superseded	2002, 2012, 2013	YES	Job description and analysis from years noted	Paper
5/8/2024	Linda Berry	Human Resources	Personnel Files	6 years after termination	1985-2017	YES	Personnel files from 1985-2017	Paper
5/8/2024	Linda Berry	Human Resources	I-9 Immigration forms	3 years after DOH or 1 year after termination of employment, whichever is later	1995-2021	YES	I-95 forms for former staff 1995-2021	Paper
5/9/2024	Linda Berry	Human Resources	Personnel files	6 years after termination	1995-2014	YES	Rewards and Recognition forms	Paper
5/9/2024	Linda Berry	Human Resources	Injury incident reports	5 years provided no pending action	1997-2012	YES	Accident and incident report forms from 1997-2012	Paper

5/9/2024	Linda Berry	Human Resources	Personnel files	6 years after termination	2001-2011, 2015, 2016, 2017	YES	Old insurance forms from the years listed	Paper
5/9/2024	Linda Berry	Human Resources	Personnel files	6 years after termination	1998-2016	YES	SERB Annual Reports (State Employment Relations Board)	Paper
5/10/2024	Linda Berry	Human Resources	Time Sheets	4 years provided audited	2002-2019	YES	In-service information and sign in sheets	Paper
5/10/2024	Linda Berry	Human Resources	Transient Material	Discretionary; retain until no longer of administrative value	2012-2023	YES	Doctor's excuses notes	Paper
5/10/2024	Keely Woloschak	Fiscal Office	Receipt Books	Unit audited	2010-2015	Yes	Mobile Services Fine Reports (no cash tendered, but has waive slips attached with patron names and items checked out)	Paper
5/10/2024	Keely Woloschak	Fiscal Office	Time Sheets	4 years provided audited	1998-1999	Yes	Police Logs of times they checked different departments in the building while on duty for security	Paper
5/10/2024	Keely Woloschak	Fiscal Office	Committee Reports	One year	2004	Yes	Centennial Celebration Committee Meeting agendas, plans, and notes	Paper
5/13/2024	Keely Woloschak	Fiscal Office	Committee Reports	One year	2007	Yes	Strategic Planning Committee Meeting agenda and notes from 2007	Paper
5/13/2024	Keely	Fiscal Office	Time Sheets	4 years provided audited	2001-2002	Yes	Spreadsheet of employees' vacation, sick, and personal day balances usage from 2001-2002	Paper
5/13/2024	Travis McNeilan	Fiscal Office	Vouchers with Invoices	5 years provided audited	1995 through 1998	YES	Miscellaneous Vouchers with Invoices primarily for US Bank from 1995 through 1998	Paper

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There being no further business, on motion duly made and seconded, adjournment was taken at 12:04 p.m.

Approved this 18th day of June, 2024.

Ms. Joan Roberts, Board Member Ms. Ruthann Brush, Board Member Mrs. Jennifer Schackart, Board Member



Travis McNeilan, Fiscal Officer