

WRT 2013 - 04 RESOLUTION

Public Records Policy

WHEREAS, the State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Townships authorizes townships to adopt policies regarding public records; and,

WHEREAS, the Board of White River Township, Johnson County, Indiana now wishes to adopt a public records policy for the township;

NOW THEREFORE, BE IT RESOLVED, that the White River Township Board hereby adopts the following travel policies and procedures for reimbursement of such travel expenses.

1 Copying Charges

White river township hereby adopts a fee for copying documents of: (1) ten cents (\$0.10) per page for copies that are not color copies; and twenty-five cents (\$0.25) per page for color copies.

2. Records Retention

A. Public Records Go With the Office

The Township shall maintain as township records all documents evidencing the official acts of the Township, including but not limited to as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records that are maintained for audit to provide supporting information for the validity and accountability of monies disbursed. Such records are the property of the Township and upon completion of service of a township official or employee such records shall be delivered to the successors in office.

B. Minimum Time Periods for Preserving Records.

(1) Retained permanently

All minutes due to their historical value and their value in determining titles of property, appointments, etc. are permanent records.

Ledgers of Receipts and Disbursements are permanent financial records.

Bond Records, as evidence of indebtedness and payment.

(2) Retained for Longer Periods Than Three (3) Years

All contracts, claims and paid warrants for minimum of six (6) years due to statute of limitations in civil actions. [IC 34-1-2-1 and IC 34-1-2-2]

(3) Retained for Three (3) Years.

All other public records should be retained for at least three (3) years. Any records subject to audit by the State board of Accounts must be retained through the audit period.

(4) Records Destruction.

The governing board is charged with the duty to preserve, keep, maintain, or file all the official records of the political subdivision pursuant to IC 5-15-1-1. The final decision as to the destruction or disposition of such records rests with the Johnson County public records commission established pursuant to IC 5-15-6-1.

C. Definition of Public Record

A public record is defined as all documentation of the informational, communicative or decision making processes of the political subdivision in connection with the transaction of public business or governmental functions, which documentation is created, received, retained, maintained, or filed by the political subdivision as evidence of its activities or because of the information value of the data in the documentation, and which is generated on paper or paper substitutes; photographic or chemically based media; magnetic or machine readable media; or any other materials, regardless of form or characteristics. [IC 5-15-5.1-1]

Adopted this 17 day of December, 2013.

VOTING YES:

VOTING NO:

Gregory A. Rambolt
Margaret M. Jones
Paul Ball

ATTEST:

Mark Messick

Mark Messick, White River Township Trustee