

## Bowerston Village Council

Annual Records Committee Meeting

Tuesday, February 20, 2024

Attendance: Mayor Paula Beamer, Income Tax Administrator Janeen Scott, Fiscal Officer Jacquie Humphrey, Solicitor James J Ong and Village Resident Marie Harris.

A current list of boxed records was presented for the committee's review. Humphrey advised that this list was updated by herself and Scott and then verified by Council President, Juliet Humphrey, on February 15<sup>th</sup>.

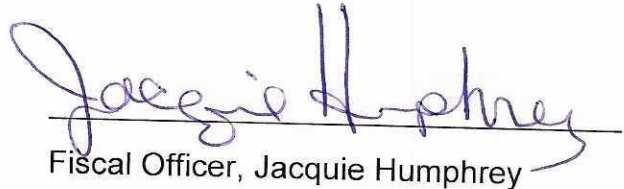
Harris made a motion to accept list, as presented, Beamer seconded the motion which carried unanimously.

Ong provided a Public Records Policy poster and Public Records request form and advised they be implemented.

Meeting was adjourned



Mayor, Paula Beamer




Fiscal Officer, Jacquie Humphrey

# WRITTEN ACKNOWLEDGEMENT OF RECORDS CUSTODIAN

Ohio Revised Code Section 149.43(E)(2) requires the public office to distribute the public records policy adopted by the public office to the employee or the public office who is the records custodian or records manager or otherwise has custody of the records of that office. The public office shall require that employee to acknowledge receipt of the copy of the public records policy.

Pursuant to such requirements of Ohio Revised Code Section 149.43(E)(2), now comes **PAULA BEAMER** and hereby acknowledges that she has received a copy of the Public Records Policy of the **Village of Bowerston**.

  
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Paula Beamer

Date: 2-20-2024

VILLAGE OF BOWERSTON  
 RECORDS LOG - 2023

Regular Accounting

CONTENTS	BOX NUMBER	Income Tax Contents	Box Number
2015 Accounting	1	2019	1-I
2016 Accounting	2	2015/2016	2-I
2017 AFR/Paid	3	2012/2013/2014	3-I
2017 Receipts/Tax filings	4	2017	4-I
2018 PO/Paid	5	2018	5-I
2018 Misc	6	2020	6-I
2019 Receipts/Tax filings	7	2021 Income Tax	7-I
2019 Payables/Misc	8		
2019-20 Audit/Extras	9		
2020 Accounting	10		
2021 Accounting	11		
2022 PO/Pay-ins	12		
2022 Bills/IRS/Misc	13		
2023 Receipts	14		
2021 Water & Sewer Daily Receipts	15		
2022 Water & Sewer Daily Receipts	16		
2023 Water & Sewer Daily Receipts	17		
2023 Accounts Payable & Payroll	18		
Verified By:			
<i>John Bayart</i> Council President	2/15/24		
Date	2/20/2024		
Governing Board:			