

NOTICE OF DESTRUCTION OF RECORDS

Per the Missouri Secretary of State – State Archives – Local General Records Retention Schedule, December, 2009.

DESTRUCTION REQUESTS:

The following records must be retained through "completion of audit":

2009 accounts payable vouchers and invoices – paper (scanned files retained)
2009 cash receipts – paper (scanned files retained)
2009 accounts receivable files – paper (scanned files retained)
2009 monthly bank reconciliations – paper (scanned files retained)
2010 budget preparation records – paper (keep for 3 years)
2009 escrow receipts and vouchers – paper (scanned files retained)

The following records must be retained through "completion of audit" plus 1 year:

2010 Investment statements (matured investments) – paper
2010 Vehicle Usage Logs – paper
2009 Check Registers – paper (scanned files retained)

The following records must be retained for a period of 3 years plus audit:

2009 payroll time sheets – paper (scanned files retained)
2009 purchase orders and registers – paper (scanned files retained)
2009 Public notices – 6-month Revenue/Expenditure Statements
2009 Public notices – Budget Public Hearing

The following records must be retained for a period of 5 years

2007 monthly and end-of-year journal entries – paper (scanned files retained)
2007 accounts payable registers - paper (scanned files retained)

The following records must be retained for a period of 5 years after inactive:

04/01/2006 – 03/31/2007 contractor licenses – paper (scanned files retained)

DATE OF DESTRUCTION:

To be destroyed June 18, 2013, following approval by the Board of Aldermen at its June 17, 2013 meeting.

METHOD OF DESTRUCTION:

Place in trash receptacle. (Any confidential material will be removed and shredded).

Approved by the Board of Aldermen and recorded in meeting minutes of:

_____.

- Destruction follows specifications prescribed by the State of Missouri Local Records Board.

NOTICE OF DESTRUCTION OF RECORDS

Per the Missouri Secretary of State – State Archives – Local General Records Retention Schedule, December, 2009.

DESTRUCTION REQUESTS:

The following records must be retained through "completion of audit":

2008 bail bond receipts and vouchers – paper (scanned files retained)
2009 bail bond receipts and vouchers – paper (scanned files retained)

The following records must be retained through "completion of audit" plus 1 year:

2008 NSF checks and files – paper
2009 NSF checks and files – paper

The following records must be retained for a period of 5 years

2006 (Jan-Nov) payroll registers – paper (scanned files retained)
2007 (Jan-Nov) payroll registers – paper (scanned files retained)

The following records must be retained for a period of 5 years after completion of contract:

2006 cancelled Pointe membership debit files – paper (scanned files retained)
2007 cancelled Pointe membership debit files – paper (scanned files retained)

DATE OF DESTRUCTION:

To be destroyed June 18, 2013, following approval by the Board of Aldermen at its June 17, 2013 meeting.

METHOD OF DESTRUCTION:

Shred Bail Bonds. (Personal Information may be present on Bond form.)
Shred NSFs (Cancelled checks include Account Numbers and Signatures.)
Shred Payroll Register. (Personal Information present.)
Shred Pointe Debit contracts (Personal banking Information may be present on form.)

Approved by the Board of Aldermen and recorded in meeting minutes of:

_____.

- Destruction follows specifications prescribed by the State of Missouri Local Records Board.

NOTICE OF DESTRUCTION OF RECORDS

RECORDS INCLUDED:

State Sales Tax CD's June 2011 – Dec 2012 (data copied to server and reports scanned)

DATE OF DESTRUCTION:

To be destroyed, following approval by the Board of Alderman at the meeting June 17, 2013.

METHOD OF DESTRUCTION:

Shred. (Contains sales Tax Data for Ballwin Businesses.)

Approved by the Board of Aldermen and recorded in the meeting minutes of:

- Destruction follows specifications prescribed by the State of Missouri Local Records Board.
- *Electronic copies maintained on City of Ballwin server.*