

CONSENT ITEM

RE: Destruction of Records

DEPARTMENT: Administration

PROGRAM: Finance

RECOMMENDATION: Staff recommends the approval of the destruction of records per the attached documents.

EXPLANATION: The City has adopted a Record Retention schedule which meets or exceeds the minimum standards prescribed by the Missouri Secretary of State's office. Per this schedule, the records detailed in the attached documents are due for destruction. With the Board's approval these records will be disposed of in the manner prescribed in each document.

SUBMITTED BY: Denise Keller

DATE: October 5, 2016

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”:

- 2012 accounts payable vouchers and invoices – paper (scanned files retained)
- 2012 cash receipts – paper (scanned files retained)
- 2012 accounts receivable files – paper (scanned files retained)
- 2012 monthly bank reconciliations – paper (scanned files retained)
- 2013 budget preparation records – paper (keep for 3 years)
- 2012 escrow receipts and vouchers – paper (scanned files retained)

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

- 2013 Investment statements (matured investments) – paper
- 2013 Vehicle Usage Logs – paper
- 2012 Check Registers – paper (scanned files retained)

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

- 2012 payroll time sheets – paper (scanned files retained)
- 2012 purchase orders and registers – paper (scanned files retained)
- 2012 Public notices – 6-month Revenue/Expenditure Statements
- 2012 Public notices – Budget Public Hearing

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

- 2010 monthly and end-of-year journal entries – paper (scanned files retained)
- 2010 accounts payable registers - paper (scanned files retained)

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

- 04/01/2009 – 03/31/2010 contractor licenses – paper (scanned files retained)

DATE OF DESTRUCTION:

To be destroyed October 11, 2016, following approval by the Board of Aldermen at its October 10, 2016 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”:

2012 bail bond receipts and vouchers – paper (scanned files retained)

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

2012 NSF checks and files – paper

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

2010 (Jan-Nov) payroll registers – paper (scanned files retained)

DATE OF DESTRUCTION:

To be destroyed October 11, 2016, following approval by the Board of Aldermen at its October 10, 2016 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.