

NOTICE OF DESTRUCTION OF RECORDS

Per the Missouri Secretary of State – State Archives – Local General Records Retention Schedule, August, 2016.

DESTRUCTION REQUESTS:

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

- 2014-2017 accounts payable vouchers and invoices – excluding court - paper (scanned files retained)
- 2014-2017 cash receipts – excluding court - paper (scanned files retained)
- 2014-2017 accounts receivable files – paper (scanned files retained)
- 2015-2017 budget preparation records – paper
- 2014-2017 escrow receipts and vouchers – paper (scanned files retained)

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

- 2014-2016 monthly bank reconciliations- other* – paper (scanned files retained)
- 2015-2016 Investment statements (matured investments) – paper
- 2015-2016 Vehicle Usage Logs – paper
- 2014-2016 Check Registers – other* – paper (scanned files retained)

The following records must be retained for a period of 2 years after expiration:

- 04/01/2011 – 03/31/2016 contractor licenses – paper (scanned files retained)

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

- 2014 payroll time sheets – paper (scanned files retained)
- 2014 Public notices – 6-month Revenue/Expenditure Statements
- 2014 Public notices – Budget Public Hearing

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

- 2012 monthly and end-of-year journal entries – paper (scanned files retained)
- 2012 accounts payable registers - paper (scanned files retained)
- 2008-2012 audit work papers

The following records must be retained through “completion of audit” and superseded.

- 1980-2017 Disposed Fixed Assets records – paper (scanned files retained)

DATE OF DESTRUCTION:

To be destroyed August 28, 2018, following approval by the Board of Aldermen at its August 27, 2018 meeting.

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

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: _____.

* Other excludes General, Bail Bond, TDD, and Special Allocations accounts.