

# 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” plus 1 year:*

2014-2017 NSF checks and files – paper

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

1980 – 03/31/2016 business licenses – paper (scanned files retained)

*The following records must be retained for a period of 3 years*

2012-2014 Cancelled Pointe Debit Contracts – paper (scanned files retained)

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

2012 (Jan-Nov) payroll registers – 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.

## METHOD OF DESTRUCTION:

Shred NSFs (Cancelled checks include Account Numbers and Signatures.)  
Shred Business Licenses (May contain proprietary information on gross receipts.)  
Shred Pointe Debit Contracts (Personal banking Information may be present on form.)  
Shred Payroll Register. (Personal Information present.)

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

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