

## 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”:*

- 2018-2019 accounts payable vouchers and invoices – excluding court - paper (scanned files retained)
- 2018-2019 cash receipts – excluding court - paper (scanned files retained)
- 2018-2019 accounts receivable files – paper (scanned files retained)
- 2018 budget preparation records – paper
- 2018-2019 escrow receipts and vouchers – paper (scanned files retained)

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

- 2017-2018 monthly bank reconciliations- other\* – paper (scanned files retained)
- 2017-2018 Investment statements (matured investments) – paper
- 2017-2018 Check Registers – other\* – paper (scanned files retained)

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

- 04/01/2016 – 03/31/2018 contractor licenses – paper (scanned files retained)

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

- 2015-2016 payroll time sheets – paper (scanned files retained)
- 2015-2016 Public notices – 6-month Revenue/Expenditure Statements
- 2015-2016 Public notices – Budget Public Hearing

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

- 2013-2014 monthly and end-of-year journal entries – paper (scanned files retained)
- 2013-2014 accounts payable registers - paper (scanned files retained)
- 2013-2014 audit work papers

*The following records must be retained through “completion of audit” and superseded.*

- 2018-2019 Disposed Fixed Assets records – paper (scanned files retained)

### DATE OF DESTRUCTION:

To be destroyed June 23, 2020, following approval by the Board of Aldermen at its June 22, 2020 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.

# 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:*

2018 NSF checks and files – paper

*The following records must be retained for a period of 18 months:*

2017(August) – 2018 (December) Credit Card Receipts

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

04/01/2016 – 03/31/2018 business licenses – paper (scanned files retained)

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

2015-2016 Cancelled Pointe Debit Contracts – paper (scanned files retained)

## **DATE OF DESTRUCTION:**

To be destroyed June 30, 2020, following approval by the Board of Aldermen at its June 22, 2020 meeting.

## **METHOD OF DESTRUCTION:**

Shred NSFs (Cancelled checks include Account Numbers and Signatures.)

Shred Credit Card Receipts (Contains minimal information)

Shred Business Licenses (May contain proprietary information on gross receipts.)

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.