



Consent Item

RE: Notice of Destruction of Records

Department/Program: Administration

Explanation: A list of records kept during the normal course of business is presented to the Board as they have reached their retention date.

Recommendation: Staff requests the Board's approval to destroy these records which have been kept per the Missouri Secretary of State - State Archives - Local General Records Retention Schedule (August 2016).

Submitted By: Denise Keller

Date: June 14, 2021

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”:

- 2020 accounts payable vouchers and invoices – excluding court - paper (scanned files retained)
- 2020 cash receipts – excluding court - paper (scanned files retained)
- 2020 accounts receivable files – paper (scanned files retained)
- 2019 budget preparation records – paper
- 2020 escrow receipts and vouchers – paper (scanned files retained)

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

- 2019 monthly bank reconciliations- other* – paper (scanned files retained)
- 2019 Investment statements (matured investments) – paper
- 2019 Check Registers – other* – paper (scanned files retained)

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

- 04/01/2018 – 03/31/2019 contractor licenses – paper (scanned files retained)

The following records must be retained for a period of 3 years after completion:

- 2009 – 2017 Sunshine Law Requests

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

- 2017 payroll time sheets – paper (scanned files retained)
- 2017 Public notices – 6-month Revenue/Expenditure Statements
- 2017 Public notices – Budget Public Hearing

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

- 2015 monthly and end-of-year journal entries – paper (scanned files retained)
- 2015 accounts payable registers - paper (scanned files retained)
- 2015 audit work papers

The following records must be retained through “completion of audit” and superseded.

- 2020 Disposed Fixed Assets records – paper (scanned files retained)

DATE OF DESTRUCTION:

To be destroyed June 15, 2021, following approval by the Board of Aldermen at its June 14, 2021 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 (5 yr), Bail Bond (5 yr), TDD (10 y), and Special Allocations (10 yr) 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:

2019 NSF checks and files – paper

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

2019(January) – 2019 (December) Credit Card Receipts

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

04/01/2018 – 03/31/2019 business licenses – paper (scanned files retained)

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

2016-2017 Grants (Missouri Highway Safety, Rockwood Alcohol Compliance, OCTDEF)

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

2017 Cancelled Pointe Debit Contracts – paper (scanned files retained)

DATE OF DESTRUCTION:

To be destroyed June 15, 2021, following approval by the Board of Aldermen at its June 14, 2021 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.