

# 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":*

- 2010 accounts payable vouchers and invoices – paper (scanned files retained)
- 2010 cash receipts – paper (scanned files retained)
- 2010 accounts receivable files – paper (scanned files retained)
- 2010 monthly bank reconciliations – paper (scanned files retained)
- 2011 budget preparation records – paper (keep for 3 years)
- 2010 escrow receipts and vouchers – paper (scanned files retained)

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

- 2011 Investment statements (matured investments) – paper
- 2011 Vehicle Usage Logs – paper
- 2010 Check Registers – paper (scanned files retained)

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

- 2010 payroll time sheets – paper (scanned files retained)
- 2010 purchase orders and registers – paper (scanned files retained)
- 2010 Public notices – 6-month Revenue/Expenditure Statements
- 2010 Public notices – Budget Public Hearing

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

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

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

- 04/01/2007 – 03/31/2008 contractor licenses – paper (scanned files retained)

## DATE OF DESTRUCTION:

To be destroyed July 22, 2014 following approval by the Board of Aldermen at its July 21, 2014 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”:*

2010 bail bond receipts and vouchers – paper (scanned files retained)

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

2010 NSF checks and files – paper

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

2008 (Jan-Nov) payroll registers – paper (scanned files retained)

## DATE OF DESTRUCTION:

To be destroyed July 22, 2014, following approval by the Board of Aldermen at its July 21, 2014 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.