



## Consent Item

**Subject:** 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 surpassed 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 Records Retention Schedule (August 2021).

**Submitted By:** Denise Keller

**Date:** 8/8/2023

## NOTICE OF DESTRUCTION OF RECORDS

Per the Missouri Secretary of State – State Archives – Local General Records Retention Schedule, August, 2021.

### DESTRUCTION REQUESTS:

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

- 2022 accounts payable vouchers and invoices – excluding court - paper (scanned files retained)
- 2022 cash receipts – excluding court - paper (scanned files retained)
- 2022 accounts receivable files – paper (scanned files retained)
- 2021 budget preparation records – paper
- 2022 escrow receipts and vouchers – paper (scanned files retained)

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

- 2021 monthly bank reconciliations- other\* – paper (scanned files retained)
- 2021 Investment statements (matured investments) – paper
- 2021 Check Registers – other\* – paper (scanned files retained)

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

- 04/01/2020 – 03/31/2021 contractor licenses – paper (scanned files retained)

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

- 2019 Sunshine Law Requests

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

- 2019 payroll time sheets – paper (scanned files retained)
- 2019 Public notices – 6-month Revenue/Expenditure Statements
- 2019 Public notices – Budget Public Hearing

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

- 2017 monthly and end-of-year journal entries – paper (scanned files retained)
- 2017 accounts payable registers - paper (scanned files retained)
- 2017 audit work papers
- 1991-2017 Administration printing bids Accepted (Rejected also)

*The following records must be retained through “completion of audit” and superseded.*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 August 15, 2023, following approval by the Board of Aldermen at its August 14, 2023 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 yr), 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, 2021.

## DESTRUCTION REQUESTS:

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

2021 NSF checks and files – paper

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

2021 (January) – 2021 (December) Credit Card Receipts

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

04/01/2020 – 03/31/2021 business licenses – paper (scanned files retained)

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

2018-2019 Grants (Missouri Highway Safety, Rockwood Alcohol Compliance, OCTDEF)

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

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

07/01/2015 - 06/30/2017 liquor licenses – paper (scanned files retained)

## DATE OF DESTRUCTION:

To be destroyed August 15, 2023, following approval by the Board of Aldermen at its August 14, 2023 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.