



## 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:** Megan Freeman

**Date:** August 12, 2024

## 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”:*

- 2023 accounts payable vouchers and invoices – excluding court - paper (scanned files retained)
- 2023 cash receipts – excluding court - paper (scanned files retained)
- 2023 accounts receivable files – paper (scanned files retained)
- 2022 budget preparation records – paper
- 2023 escrow receipts and vouchers – paper (scanned files retained)

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

- 2022 monthly bank reconciliations- other\* – paper (scanned files retained)
- 2022 Investment statements (matured investments) – paper
- 2022 Check Registers – other\* – paper (scanned files retained)

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

- 04/01/2021 – 03/31/2022 contractor licenses – paper (scanned files retained)

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

- 2020 Sunshine Law Requests

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

- 2020 payroll time sheets – paper (scanned files retained)
- 2020 Public notices – 6-month Revenue/Expenditure Statements
- 2020 Public notices – Budget Public Hearing

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

- 2018 monthly and end-of-year journal entries – paper (scanned files retained)
- 2018 monthly bank reconciliations- General and Bail Bond – paper (scanned files retained)
- 2018 accounts payable registers - paper (scanned files retained)
- 2018 audit work papers
- 2018 Administration printing bids Accepted (Rejected also)

*The following records must be retained through “completion of audit” and superseded.*

- 2021 Disposed Fixed Assets records – paper (scanned files retained)

### DATE OF DESTRUCTION:

To be destroyed August 13, 2024, following approval by the Board of Aldermen at its August 12, 2024 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, 2021.

## DESTRUCTION REQUESTS:

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

2022 NSF checks and files – paper

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

2022 (January) – 2021 (December) Credit Card Receipts

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

04/01/2021 – 03/31/2022 business licenses – paper (scanned files retained)

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

2019-2020 Grants (Missouri Highway Safety, Rockwood Alcohol Compliance, OCTDEF)

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

2019 Cancelled Pointe Debit Contracts – paper (scanned files retained)  
07/01/2018 - 06/30/2019 liquor licenses – paper (scanned files retained)

## DATE OF DESTRUCTION:

To be destroyed August 13, 2024, following approval by the Board of Aldermen at its August 12, 2024 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.