



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: July 14, 2025

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”:

- 2024 accounts payable vouchers and invoices – excluding court - paper (scanned files retained)
- 2024 cash receipts – excluding court - paper (scanned files retained)
- 2024 accounts receivable files – paper (scanned files retained)
- 2023 budget preparation records – paper
- 2024 escrow receipts and vouchers – paper (scanned files retained)

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

- 2023 monthly bank reconciliations- other* – paper (scanned files retained)
- 2023 Investment statements (matured investments) – paper
- 2023 Check Registers – other* – paper (scanned files retained)

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

- 04/01/2022 – 03/31/2023 contractor licenses – paper (scanned files retained)

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

- 2021 Sunshine Law Requests

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

- 2021 payroll time sheets – paper (scanned files retained)
- 2021 Public notices – 6-month Revenue/Expenditure Statements
- 2021 Public notices – Budget Public Hearing

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

- 2019 monthly and end-of-year journal entries – paper (scanned files retained)
- 2019 monthly bank reconciliations- General and Bail Bond – paper (scanned files retained)
- 2019 Check Registers – General and Bail Bond – paper (scanned files retained)
- 2019 audit work papers
- 2019 Administration printing bids Accepted (Rejected also)

The following records must be retained through “completion of audit” and superseded.

- 2022 Disposed Fixed Assets records – paper (scanned files retained)

DATE OF DESTRUCTION:

To be destroyed July 15, 2025, following approval by the Board of Aldermen at its July 14, 2025 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:

2023 NSF checks and files – paper

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

2023 (January) – 2023 (December) Credit Card Receipts

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

04/01/2022 – 03/31/2023 business licenses – paper (scanned files retained)

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

2020-2021 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)

07/01/2019 - 06/30/2020 liquor licenses – paper (scanned files retained)

DATE OF DESTRUCTION:

To be destroyed July 15, 2025, following approval by the Board of Aldermen at its July 14, 2025 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.