



# City of Jackson

**TO: Mayor and Board of Aldermen, City Administrator, Assistant City Administrator, and City Attorney**

**FROM: Liza Walker, City Clerk/Treasurer**

**DATE: July 20, 2023**

**SUBJECT: Motion for the Disposal of Records**

**MOTION FOR AGENDA ON AUGUST 7, 2023:**

**Motion to record in the minutes, the disposal of City records which have met their retention life and destroyed in compliance with the guidelines according to the Missouri Secretary of State's Record Retention Schedule, under RSMo 109.230(4). The following records were disposed of by bulk shredding on July 19, 2023, by The Shred Truck:**

**RECORD DESCRIPTION:**

**INCLUSIVE DATE**

Accounts Payable Check Copies	2017-2019
Accounts Payable Invoices	2017-2019
Accounts Payable Reports	2017-2019
Accounts Receivable Paid Invoices	2017-2019
Accounts Receivable Records – Library (closed)	1961-1969
Asphalt Maintenance Program	1984-1989 & 2002-2006
Bank Deposit Tickets	2017-2019
Bank Statements & Records	2017-2019
Bank Depository Agreements & Securities Pledged	2017-2019
Building Plans	2017
Business Licenses	2017-2020
Check Deposit Register	2017-2019
City Treasurer's Monthly Reports	2017-2019
Collector's Batch Lists	2017-2019
Collector's Daily Reconciliation Postings & Reports	2017-2019
Credit Card Receipts	2017-2019

Drainage Complaints	2005
EEOC Report	1981
Female Employee Report	2017
Fuel Tickets, Transfer and Work Tickets	2017
G/L Posting Journal	2017-2019
General Correspondence – Library (closed)	1961-1975
Invoices-Misc.	2017-2019
Inventory Sheets	2017-2019
Investment Allocation Worksheets	2017-2019
Joint Sealing	2000-2002
MIRMA Files	2017
Missouri One Call Locates	2013-2017
Missouri Taxes Received	2017
MODES & Reports for CFS & Multiple Work Sites	2017
Monthly Journal Entries/Computer Worksheets	2017-2019
Paid Invoices	2017-2019
Park Foundation Summaries	2017-2019
Payroll Deductions and 941s	2017
Payroll Monthly Reports	2017
Payroll Reports, Taxes, Drug Testing, Insurance W/Hs	2017
Payroll-Sick Time, Garnishments, COBRA	2017
Public Information Requests	2017-2019
Public Notice Records	2017-2019
Purchase Orders	2017-2019
Receipts – Building Permits, Park and Franchises	2017-2019
Returned Checks	2019-2021
Sales Tax Quarterly Reports	2017-2019
Stormwater Complaints	1997 & 2008-2016
Street Maintenance Projects	2001-2011
Swimming Pool Receipts	2017-2019
Utility Applications	2017-2019
Utility Bill Postal Statements	2017-2019
Utility Bill Stubs	2017-2020
Utility Work Orders	2017-2019
W-2s & W-3s and 1095Cs & 1094Cs	2017
Water Sold	2017-2019
Williams Creek Water Crossing Repair	2009
Workmen's Compensation	2017
W & L Deposit Account - Refunds	2017-2019