



City of Jackson

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

FROM: Angela Birk, City Clerk/Treasurer

DATE: July 17, 2024

SUBJECT: Motion for the Disposal of Records

MOTION FOR AGENDA ON AUGUST 5, 2024:

Motion to record in the minutes the disposal of City records which have met their retention life and were 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 17, 2024, by The Shred Truck:

<u>RECORD DESCRIPTION:</u>	<u>INCLUSIVE DATE</u>
1099s	2000 - 2020
Accounts Payable Check Copies	2020
Accounts Payable Invoices	2020
Accounts Payable Reports	2020
Accounts Receivable Paid Invoices	2020
Bank Deposit Tickets	2020
Bank Statements & Records	2020
Bank Depository Agreements & Securities Pledged	2020
Building Plans	2018
Check Deposit Register	2020
City Treasurer's Monthly Reports	2020
Collector's Batch Lists	2021
Collector's Daily Reconciliation Postings & Reports	2021
Credit Card Receipts	2020
Female Employee Report	2018

Fuel Tickets, Transfer and Work Tickets	2020
G/L Posting Journal	2020
Inventory Sheets	2020
Investment Allocation Worksheets	2020
MIRMA Files	2018
Missouri Taxes Received	2020
MODES & Reports for CFS & Multiple Work Sites	2018
Monthly Journal Entries/Computer Worksheets	2020
Paid Invoices	2020
Park Foundation Summaries	2020
Payroll Deductions and 941s	2018
Payroll Monthly Reports	2018
Payroll Reports, Taxes, Drug Testing, Insurance W/Hs	2018
Payroll-Sick Time, Garnishments, COBRA	2018
Public Information Requests	2020
Public Notice Records	2020
Purchase Orders	2020
Receipts – Building Permits, Park and Franchises	2020
Returned Checks	2020
Sales Tax Quarterly Reports	2020
Swimming Pool Receipts	2020
Utility Applications	2020
Utility Bill Postal Statements	2020
Utility Bill Stubs	2020
Utility Work Orders	2020
W-2s & W-3s and 1095Cs & 1094Cs	2018
Water Sold	2020
Workmen's Compensation	2018
W & L Deposit Account - Refunds	2020