

City of

Moberly!

Exhibit A

101 West Reed Street ■ Moberly, Missouri 65270-1551
Phone: (660) 263-4420
Fax: (660) 263-9398

Litigation Case Files: GS 058

City of Moberly, Missouri

(This form documents the destruction of Litigation Case Files Forms GS 058 in accordance with the State of Missouri Records Retention Schedule). Minimum Retention: 6 years after the case is disposed. August 24, 2004; Revised August 24, 2016

Description

Date Range

Correspondence General

OCA/Incident 2007010613

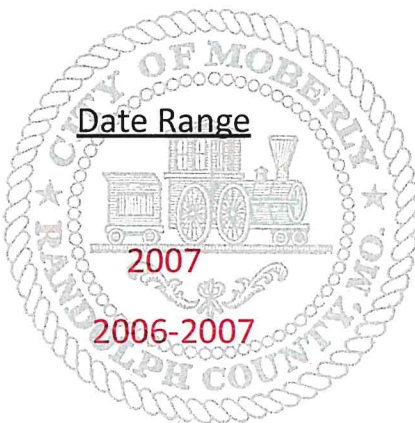
2007

54

Event 1997070681

2006-2007

29



Please see the following attachment for description detail.

Jackie Robinson, Administrative Assistant

Date of destruction

07-08-2024

GS 058*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Litigation Case Files**

Dispute Resolution/Arbitration File; Bankruptcy File

Documents judicial proceedings which involve local government offices.

Files include some or all of the following documents: affidavits, summons and complaints, responses, orders of dismissals, notice and general appeal, laws and regulations applying to a particular case, legal briefs, transcripts of proceedings, orders, court decisions, and related information.

6 years after the case is disposed. Microfilm optional.

Destroy securely.

Court records in this series are also available in the court having jurisdiction over the case. Consult the Office of State Courts Administrator (OSCA), Rule 8, for court records retention schedule.

August 24, 2004, Revised August 24, 2016

GS 059*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Legal Opinions**

Legal opinions (requested by local government); Attorney General opinions; legal reviews

Formal opinions rendered by government counsel. Documents the rationale for policy and maintains consistency in related issues.

Information usually includes date, office requesting opinion, and the text of the opinion.

Retain until superseded, or outdated. *

Destroy

*Counsel should review all legal records in this series before destruction for ongoing administrative, legal or policy value.

August 24, 2004; Revised August 25, 2015

GS 060*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Contracts, Leases, and Agreements**

Memorandum of Understanding

Official agreements enforceable by law to acquire services, equipment, or maintenance.

Documents the terms and conditions of agreements between local government(s), private companies, and individuals.

May include contracts, exhibits, bid documents, change orders and amendments, leases, agreements and significant related correspondence. Information in contracts usually includes contract number, certificate of required insurance, dates, terms, parties involved, period covered, and signatures. May also include leases, rental schedules, specifications, bids awarded and attached copies of payments, receipts, and other supporting papers used in managing the contract.

5 years after expiration *

Prevailing wage documentation – 1 Year after completion of contract

Destroy

Contracts, leases and agreements in effect are considered ESSENTIAL RECORDS (see introduction). Recommend duplicate copies be maintained in a secure location, accessible to authorized personnel in the event of an emergency. *Consult RSM0 516.110 for any exceptions. Prevailing wage, see 8 CSR 30-3.010

August 24, 2004; Revised August 28, 2012; Revised, August 24, 2017; Revised August 21, 2018