RESOLUTION 2013-7

AGENDA ITEM

TO: Mayor and City Council

FROM: Barbara J. O'Connor, CMC, City Clerk/Finance Clerk

DATE: February 14, 2013

RE: Records Destruction

Issue: Each year records become available for destruction according to the Missouri Municipal Records Retention Manual. This Manual is made available to us by the Missouri Secretary of State's Office and is updated on an annual basis by the Missouri Local Records Board. This year, as in previous years, staff has located records that no longer possess administrative, legal, fiscal or historical significance and therefore are eligible for destruction. The process frees up space for current and future records as well as un-cluttering file cabinets, which will benefit in researching existing records. Once the destruction has taken place, you will receive a "Certifications of Records Destroyed" from me, thereby establishing a permanent list of the destroyed records. The Police Department has asked that their eligible records be destroyed according to the Records Retention Manual also.

Recommendation:
Staff recommends approval of this resolution for records destruction.

RESOLUTION 2013-7

A RESOLUTION AUTHORIZING THE CITY CLERK OF THE CITY OF CAMERON, CLINTON AND DeKALB COUNTIES, MISSOURI TO DESTROY CERTAIN RECORDS IN ACCORDANCE WITH APPLICABLE RETENTION SCHEDULES

WHEREAS, the 73rd General Assembly passed the law establishing Records Management and Archives Services as a division of the Office of Secretary of State; and

WHEREAS, Senate Bill No. 376 passed by the 76th General Assembly extended the Records Management Law to local governments of Missouri, which law gave the Secretary of State responsibility for implementation of the program; and

WHEREAS, the Missouri Local Records Board approved the first Municipal Records Manual in 1973, and which Manual has been amended from time to time as needed.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMERON, CLINTON AND DeKALB COUNTIES, MISSOURI, AS FOLLOWS:

Section 1. The City of Cameron adopts the Missouri Municipal Records Manual as set forth by the Secretary of State.

Section 2. The City Clerk, on recommendation of the appropriate Department Heads, is hereby authorized and directed to destroy the records listed on Exhibit "A" and Exhibit "B" attached hereto.

Section 3. On completion, the City Clerk is requested to provide the City Council certificates, attesting to the execution of this directive.

Passed and approved this 19th day of February 2013.

_____
Mayor Dennis M. Clark

ATTEST:

_____
City Clerk/Finance Clerk

EXHIBIT A
Records Destruction List

File Name	Creation	Retention	Discard	Retention Schedule
Lower Level Vault				
Business Licenses	2006	2	2009	**GS 055**
Accounts Payable Posting Journals	2007	5	2013	**GS 007**
Accounts Payable	2007	5	2013	**GS 007**
Dog Tag receipts	2003-04-05-07	5	2013	**0105**
Utility bill Stubs	2007	5	2013	**GS 011**
Credit Card Reports (city cards)	2007	5	2013	**GS 007**
Paid Taxes	2006	6	2013	**0753**
Month End Reports G/L	2007	5	2013	**GS 006**
Collection Agency List	2002-2007	5	2013	**GS 007**
Utility bill registers	2007	5	2013	**GS 007**
County Tax Registers	2006	6	2013	**0753**
Payroll Reports	2007	5	2013	**GS 068**
Property Tax Reports – Real and Personal	2006	6	2013	
Vision Insurance Rates	1999-2002			
Health Insurance Rates	1991-1994			
Life Insurance Rates	1989-1991			
Personal and Real Estate Tax reports	2005	5	2012	**GS 007**
General Ledger Posting Reports	2005-2006	5	2013	**0703**
Cash Control Reports	2006-07	5	2013	**0703**
Quarterly 941 Reconciliation	2006-2007	5	2013	**0703**
Insurance Schedules	2007	5	2013	
Investment Activity	2006-07	5	2013	
Daily Tally Sheets	2007	5	2013	**GS 011**
Employment Applications	2008-2010	2	2013	**GS 062**
Miscellaneous Reciepts	2006-07	5	2013	**GS 007**
Sesquicentenial/BBQ Contest transactions			2013	
Bid Files				
Copy Machine	2001	10	2012	**GS 055**
Data/Telephone Cabling System	2001	10	2012	**GS 055**
Miscellaneous Equipment for Sale	2000	10	2011	**GS 055**
Miscellaneous Equipment for Sale	2001	10	2012	**GS 055**
Demolition of House at 644 Park	2001	10	2012	**GS 055**
Airport T-Hangar Improvements	2001	10	2012	**GS 055**
Legal				
Cameron Co-op vs. City – Water main break damage	1989	22	2012	**GS 058**
Alpha Files				
ABCD Regional Planning	2005	5	2011	**GS 060**

Caboose	2001	10	2012	
Dangerous Building 728 E. Third - Evans	2005	5	2011	**0217**
DMG – Maximus	2000	10	2011	
Faxes 2008-2009	2008-2009	3	2013	**GS 049**
Financial Disclosures	2007	5	2013	**0714a**
Fireworks permits	2008-09-10	3	2013	
Hotel Tax 2002 -Failed	2002	10	2013	
Mediacom Correspondence	2006-2007	5	2013	**GS 049**
MHDC – Missouri Housing Development Commission	2006-2007	5	2013	**GS 060**
Open Enrollment information	2004-2005	5	2011	
Parade/Street Closure Requests	2009-2010	2	2013	
Postage Machine 1994	1994	10	2013	**GS 060**
Surveys – City responses	2006-2007	5	2013	
Vehicle Inspections	2007	3	2011	
Contract Files				
Al McKinley Inc. (Griffin Rd)	2002	10	2013	**GS 060**
APAC – Street Improvements	2002	10	2013	**GS 060**
Baldwin Maintenance	1992-1997	10	2013	**GS 060**
Band Contracts – Municipal Band	2001-2002	10	2013	**GS 060**
Copeland/Huskey – Water/Sewer line relocation – Ensign Trace	2002	10	2013	**GS 060**
Copeland Development – Griffin Rd	2001	10	2013	**GS 060**
Deffenbaugh Industries – Trash Collection	2001	10	2013	**GS 060**
Frank & Rose Hamer – lease for temporary City Hall	2001	10	2012	**GS 060**
Harbolt Construction – Curb & Gutter	2002	10	2013	**GS 060**
Howe Concrete Construction – Curb & Gutter	2001	10	2012	**GS 060**
Johhny on the Spot - Parks	2001	10	2012	**GS 060**
Tax Files				
2005 Delinquent Personal & Real Estate Taxes	2005	6	2012	**0745**
2006 Delinquent Personal & Real Estate Taxes	2006	6	2013	**0745**
Personnel Drawer				
Work Comp Claim – Rhonda Ahart - muscle	2001	10	2012	**1110**
Work Comp Claim – Richard Bashor – Hep C	2000	10	2011	**1110**
Work Comp Claim – Connie Bashford - knee	2002	10	2013	**1110**
Work Comp Claim – Ed Becker – Hep C	2000	10	2011	**1110**
Work Comp Claim – Ed Becker – Hep C	2001	10	2012	**1110**
Work Comp Claim – Judy Becker – shoulder	1998	10	2009	**1110**
Work Comp Claim – Judy Becker – Hep C	2000	10	2011	**1110**
Work Comp Claim – Judy Becker – hand	2000	10	2011	**1110**
Work Comp Claim – Richard Bennett – Hep C	2000	10	2011	**1110**
Work Comp Claim – Darrick Bruns – foot	1999	10	2010	**1110**
Work Comp Claim – Chris Colborn – Hep C	2001	10	2012	**1110**
Work Comp Claim – Don Fritz – Hep C	1999	10	2010	**1110**
Work Comp Claim – Martin Gray – Fire	1999	10	2010	**1110**
Work Comp Claim – Martin Gray – Assault	2001	10	2012	**1110**
Work Comp Claim – Martin Gray - Fire (rash)	2000	10	2011	**1110**

Work Comp Claim – Martin Gray – rt elbow	1998	10	2009	**1110**
Work Comp Claim – Jeremiah Grider – wreck	2002	10	2013	**1110**
Work Comp Claim – Brenda Grooms - foot	2002	10	2013	**1110**
Work Comp Claim – Clyde Han – raccoon bite	2002	10	2013	**1110**
Work Comp Claim – Troy Hermanson – hernia	2001	10	2012	**1110**
Work Comp Claim – Jon Hokanson – heat	2001	10	2012	**1110**
Work Comp Claim – Darrell Howell – wreck	2001	10	2012	**1110**
Work Comp Claim – Scott Klindt – eyes	2002	10	2013	**1110**
Work Comp Claim – Terry Lewis – knee	2000	10	2011	**1110**
Work Com p Claim – Sid Liechti – facial injury	1998	10	2009	**1110**
Work Comp Claim – Sid Liechti – broken finger	2001	10	2012	**1110**
Work Comp Claim – John McVicker Jr.- fire burn	2000	10	2011	**1110**
Work Comp Claim – Ronnie Milburn- foot	2000	10	2011	**1110**
Work Comp Claim – Ronnie Milburn- rt wrist	2002	10	2013	**1110**
Work Comp Claim – Shane Persell- eye	2000	10	2011	**1110**
Work Comp Claim – Corey Sloan – wreck	2001	10	2012	**1110**
Work Comp Claim – Bruce Snodgress – Hep C	1999	10	2010	**1110**
Work Comp Claim – Gerald Taylor – eye	2000	10	2011	**1110**
Work Comp Claim – Kathy Turner – dog bite	2002	10	2013	**1110**
Work Comp Claim – Michael Walser – fire (head)	1999	10	2010	**1110**

Exhibit B

LOCAL RECORDS PROGRAM

DISPOSITION LIST

OFFICE: Cameron Police Records

DATE: 02-11-2013

The following records have met their retention schedule and are recommended for disposal under RSMO 109.230 subsection 4. These records are to be destroyed. The Cameron Police Records Department requests that this action be recorded in the City Council minutes with the record series and inclusive dates.

RECORD SERIES TITLE	INCLUSIVE DATE
Miscellaneous Correspondence/Logs	2007
Requests for Reports/Criminal Histories	2007
Miscellaneous Reciepts	2007
Racial Profiling Slips	2011
Case Files (see attached list)	2007
Case Files (Older Cases Re-Evaluated) (see attached list)	1971-1993

___Shelly Blades (signature on file_
Shellie Blades, Records Clerk

___LCS (signature on File)
L. Corey Sloan, Chief of Police

Records Destroyed by: _____
Name

_____
Destruction Method Date

Shellie Blades
Cameron Police Department Records

Cameron Police Department records that are available for destruction include the 2007 case files numbered 2007-0001 to 2007-1382. These cases were found to be eligible for destruction *EXCEPT* for the following cases which are being stored permanently or until such time as they become eligible for destruction.

2007-

0021	E	0442	E	0897	E
0042	E	0455	E	0899	**F**
0060	E	0456	E	0903	E
0063	**F**	0474	E	0925	E
0100	E	0479	E	0927	E
0104	E	0482	E	0928	E
0111	E	0493	E	0961	E
0125	E	0499	E	0964	**F** / E
0128	E	0509	E	0966	E
0131	E	0510	E	0970	E
0160	E	0512	E	0976	E
0164	E	0519	**F** / E	0980	E
0193	E	0522	E	0987	E
0206	**J**	0561	E	1013	E
0207	**J**	0569	E	1016	E
0200	E	0570	E	1025	E
0214	E	0574	E	1053	E
0215	E	0619	E	1067	E
0217	E	0623	E	1120	E
0218	E	0628	**F / J**	1150	E
0231	**F**	0637	E	1156	E
0232	E	0662	E	1159	E
0235	E	0686	**J**	1169	**F**
0274	E	0688	**F** / E	1197	**J**
0291	E	0700	E	1208	E
0298	E	0702	E	1230	E
0305	E	0707	E	1239	E
0313	E	0718	E	1269	E
0322	E	0736	E	1276	E
0334	E	0739	E	1289	E
0338	E	0754	**F**	1293	E
0347	E	0761	E	1331	E
0348	E	0769	E	1341	E
0348	E	0785	E	1348	E
0358	E	0787	E	1378	E
0362	E	0789	E	1379	E
0367	E	0793	E		
0368	E	0797	**F** / E		
0381	E	0860	E		
0394	E	0861	E		
0395	E	0876	E		
0430	E	0885	E		
0431	E	0894	E		
0433	E	0896	E		

E – Held for Evidence

F – Class A Felony
Permanent Retention

J – Sex Crimes with a Juvenile victim must be retained 30 years after the juvenile reaches 18

Older Case Files Re-Evaluated for Records Retention:

The files listed below represent cases which were previously evaluated and saved based on records retention schedules at that time. The file ranges listed will be destroyed with the individual files listed as the exceptions to be retained and returned to storage.

1971			Destroy All	
1972			Destroy All	
1973			Destroy All	
1974			Destroy All	
1975-001	to	1975-176	Destroy All ***Except***:	
			75-073	Runaway Juvenile/disposition unknown
			75-074	Runaway Juvenile/disposition unknown
1976-006	to	1976-306	Destroy All ***Except:***	
			76-015	F (Homicide)
			76-219	F (Rape)
			76-123	F (Armed Robbery)
			76-251	F (Stolen Gun/Active Entry)
1977-009	to	1977-553	Destroy All ***Except:***	
			77-007	F (Homicide)
			77-015	F (Stolen Gun/Active Entry)
			77-240	F (Child Abuse)
			77-266	F (Armed Robbery)
1978-003	to	1978-637	Destroy All ***Except***:	
			78-298	F (Robbery)
1979-008	to	1979-597	Destroy All ***Except***:	
			79-205	F (Rape)
			79-456	F (Stolen Gun/Active Entry)
			79-466	F (Stolen Gun/Active Entry)
			79-521	F (Stolen Gun/Active Entry)
			79-537	F (Stolen Gun/Active Entry)
			79-585	F (Stolen Gun/Active Entry)
1980-001	to	1980-613	Destroy All ***Except:***	
			80-205	F (Sexual Assault/Juvenile)
			80-224	F (Armed Robbery)
			80-509	F (Sexual Abuse/Juvenile)
			80-515	F (Armed Robbery)
			80-568	F (Assault/Serious Injury)
1981-003	to	1981-433	Destroy All ***Except:***	
			81-021	F (Missing Person/disposition Unknown)
			81-067	F (Child Abuse)
			81-243	F (Sexual Assault)
			81-423	F (Assault/Serious Injury)

(OLDER CASES Continued)

1982-008	to	1982-365	Destroy All ***Except:***	
			82-009	F (Sexual Assault/Juvenile)
			82-188	F (Assault/Serious Injury)

			82-192	F (Homicide/Arson)
1983-001	to	1983-317	Destroy All ***Except:***	
			83-109	F (Stolen Gun/Active Entry)
			83-034	F (Assault/Serious Injury)
			83-072	F (Armed Robbery)
			83-142	F (Assault/Law Enforcement Officer)
			83-199	F (Rape)
1984-004	to	1984-340	Destroy All ***Except:***	
			84-128	F (Armed Robbery)
			84-338	F (Sexual Assault/Juvenile)
1985-001	to	1985-363	Destroy All ***Except:***	
			85-017	F (Stolen Gun/Active Entry)
			85-023	F (Rape)
			85-036	F (House Fire/Historical)
			85-159	F (Kidnapping/Assault)
			85-308	F (Sexual Assault/Juvenile)
1986-002	to	1986-362	Destroy All ***Except:***	
			86-092	F (Assault/Serious Injury)
			86-168	F (Sexual Assault/Juvenile)
			86-171	F (Sexual Assault)
			86-188	F (Assault/Law Enforcement Officer)
1987-001	to	1987-441	Destroy All ***Except:***	
			87-071	F (Sexual Assault/Juvenile)
			87-138	F (Child Abuse)
			87-188	F (Assault/Serious Injury)
			87-212	F (Sexual Abuse/Juvenile)
			87-214	F (Armed Robbery)
			87-221	F (Assault/Law Enforcement Officer)
			87-295	F (Assault/Serious Injury)
			87-296	F (Assault/Serious Injury)
			87-297	F (Assault/Serious Injury)
			87-298	F (Assault/Serious Injury)
			87-299	F (Assault/Serious Injury)
			87-307	F (Assault/Firearm)
			87-411	F (Stolen Gun/Active Entry)
			87-432	F (Sexual Abuse/Juvenile)
1988-002	to	1988-339	Destroy All ***Except:***	
			88-110	F (Assault/Firearm)
1989-011	to	1989-528	Destroy All ***Except:***	
			89-298	F (Assault/Knife)
			89-345	F (Rape)
			89-392	F (Rape/Kidnapping)

(OLDER CASES Continued)

1990-001	to	1990-602	Destroy All ***Except:***	
			90-067	F (Assault/Firearm)
			90-114	F (Assault/Serious Injury)

			90-132	F (Assault/Knife)
			90-224	F (Homicide)
			90-503	F (Assault/Law Enforcement Officer)
			90-580	F (Assault/Firearm)
1991-001	to	1991-678	Destroy All ***Except:***	
			91-066	F (Assault/Firearm)
			91-098	F (Armed Robbery)
			91-108	F (Conspiracy to Commit Murder)
			91-156	F (Assault/Law Enforcement Officer)
			91-220	F (Robbery)
			91-261	F (Rape)
			91-465	F (Rape)
			91-474	F (Rape)
			91-643	F (Assault/Firearm)
1992-004	to	1992-655	Destroy All ***Except:***	
			92-084	F (Armed Robbery)
			92-149	F (Assault/Serious Injury)
			92-262	F (Arson/Injury)
			92-304	F (Assault/Serious Injury)
			92-410	F (Child Molestation)
			92-516	F (Assault/Serious Injury)
			92-655	F (Armed Robbery)
1993-0047	to	1993-643	Destroy All ***Except:***	
			93-086	F (Stolen Gun/Active Entry)
			93-313	F (Child Abuse)
			93-430	F (Assault/Serious Injury)
			93-446	F (Assault/Serious Injury)
			93-479	F (Assault/Knife)
			93-506	F (Rape)
			93-589	F (Child Abuse)
			93-630	F (Conspiracy to Commit Murder)