

RESOLUTION 2013-13

**A RESOLUTION FOR THE CITY OF CAMERON, CLINTON AND
DeKALB COUNTIES, MISSOURI ACCEPTING THE CITY CLERK'S
CERTIFICATION OF RECORDS DESTROYED**

WHEREAS, Resolution 2013-7, passed February 19, 2013, authorized the City Clerk to destroy certain records in accordance with applicable retention schedules; and

WHEREAS, records listed therein which are reflected on the attached certification have now been destroyed by shredding.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cameron, Clinton and DeKalb Counties, Missouri that the City Clerk's certifications attached hereto as Exhibit "A" and Exhibit "B" are accepted and filed, thereby becoming a permanent record of such destruction.

Passed and approved this 1st day of April, 2013.

Mayor Dennis M. Clark

ATTEST:

City 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 Receipts	2006-07	5	2013	GS 007
Sesquicentennial/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 DATE	INCLUSIVE
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_ (signature on File) Shellie Blades, Records Clerk Chief of Police	____LCS L. Corey Sloan,
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Records Destroyed by: Cintas

Name	March 28, 2013
Shredding 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	0512	E	1156	E
0042	E	0519	F / E	1159	E
0060	E	0522	E	1169	F
0063	F	0561	E	1197	J
0100	E	0569	E	1208	E
0104	E	0570	E	1230	E
0111	E	0574	E	1239	E
0125	E	0619	E	1269	E
0128	E	0623	E	1276	E
0131	E	0628	F / J	1289	E
0160	E	0637	E	1293	E
0164	E	0662	E	1331	E
0193	E	0686	J	1341	E
0206	J	0688	F / E	1348	E
0207	J	0700	E	1378	E
0200	E	0702	E	1379	E
0214	E	0707	E		
0215	E	0718	E		
0217	E	0736	E		
0218	E	0739	E		
0231	F	0754	F		
0232	E	0761	E		
0235	E	0769	E		
0274	E	0785	E		
0291	E	0787	E	E – Held for	
0298	E	0789	E	Evidence	
0305	E	0793	E		
0313	E	0797	F / E	F – Class A Felony	
0322	E	0860	E	Permanent	
0334	E	0861	E	Retention	
0338	E	0876	E		
0347	E	0885	E	J – Sex Crimes	
0348	E	0894	E	with a Juvenile	
0348	E	0896	E	victim must be	
0358	E	0897	E	retained 30 years	
0362	E	0899	F	after the juvenile	
0367	E	0903	E	reaches 18	
0368	E	0925	E		
0381	E	0927	E		
0394	E	0928	E		
0395	E	0961	E		
0430	E	0964	F / E		
0431	E	0966	E		
0433	E	0970	E		
0442	E	0976	E		
0455	E	0980	E		
0456	E	0987	E		
0474	E	1013	E		
0479	E	1016	E		
0482	E	1025	E		
0493	E	1053	E		
0499	E	1067	E		
0509	E	1120	E		
0510	E	1150	E		

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 <i>Except:</i> 75-073 Runaway Juvenile/disposition unknown 75-074 Runaway Juvenile/disposition unknown
1976-006	to	1976-306	Destroy All <i>Except:</i> 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 <i>Except:</i> 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 <i>Except:</i> 78-298 F (Robbery)
1979-008	to	1979-597	Destroy All <i>Except:</i> 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 <i>Except:</i> 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 <i>Except:</i> 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 <i>Except:</i> 82-009 F (Sexual Assault/Juvenile) 82-188 F (Assault/Serious Injury) 82-192 F (Homicide/Arson)
1983-001	to	1983-317	Destroy All <i>Except:</i> 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 <i>Except:</i>	
			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 <i>Except:</i>	
			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)