RESOLUTION 2014-6

AGENDA ITEM

TO: Mayor and City Council

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

DATE: March 13, 2014

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 2014-6

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 17th day of March 2014.

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Mayor Dennis M. Clark

ATTEST:

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City Clerk

EXHIBIT A
Records Destruction List

File Name	Creation	Retention	Discard	Retention Schedule
Lower Level Vault				
Business Licenses	2010-2011	2	2014	**GS 055**
Accounts Payable Posting Journals	2008	5	2014	**GS 007**
Accounts Payable	2008	5	2014	**GS 007**
Dog Tag receipts	1993-2008	5	2014	**0105**
Utility bill stubs	2008	5	2014	**GS 011**
Paid Taxes	2007	6	2014	**0753**
Month End Reports G/L	2007	5	2014	**0703**
Utility billing journals	07-08	5	2014	**GS 007**
Utility bill registers	2008	5	2014	**GS 007**
County Tax Registers	2007	6	2014	**0753**
Payroll Reports	2008	5	2014	**GS 068**
Property Tax Reports – Real and Personal	2007	6	2014	**GS 007**
Customer Deposit Reports	2007-2008	5	2014	
Municipal Court Monthly Reports	2003-2006	5	2013	
Cigarette Tax	2007	5	2013	
Personal and Real Estate Tax reports	2008	5	2014	**GS 007**
General Ledger Posting Reports	2007-2008	5	2014	**0703**
Cash Control Reports	2007-08	5	2014	**0703**
Quarterly 941 Reconciliation	2007-2008	5	2014	**0703**
Section 125 Payroll Reports/hand controls	2007-2008	5	2014	**0703**
Investment Activity	2007-2008	5	2014	
Daily Tally Sheets	2007	5	2013	**GS 011**
Employment Applications	2010	2	2013	**GS 062**
Employment Applications – City Mgr	2008	2	2011	**GS 062**
Miscellaneous Receipts	2001-2002 & 2006-07	5	2013	**GS 007**
Miscellaneous Bill	2005-08	5	2014	**GS 007**
Daily & Desktop Planners – City Mgr			2014	
Police Department Schedule	2008	5	2014	**GS 072**
Missouri One Call Locate Requests	2008	5	2014	**1614**
Monthly Worksheets	2007-2008	5	2014	**GS 006**
Credit/Debit Reports/Receipts	2007-2008	5	2014	
Rural Water Meter Readings	1992-2006	6	2013	
Trial Balance Reports	1998-2000	5	2006	**GS 006**
Vehicle Inspections	2010	3	2014	**GS 067**
Building Moving Permit	2005	7	2013	**0217**
Website Request Tracker Module requests	2010 & prior	3	2014	

Bid Files				
Water Plant – Carbon Feeder	2003	10	2014	**GS 055**
Water Plant – 2003 ½ Ton 4x4	2003	10	2014	**GS 055**
Public Works – bumper hitch trailer	2003	10	2014	**GS 055**
Skid Steer Loader	2002	10	2013	**GS 055**
Police Car	2002	10	2013	**GS 055**
Police Car	2003	10	2014	**GS 055**
Fire Department 4x4 1 Ton Truck	2003	10	2014	**GS 055**
Fire Department used truck	2003	10	2014	**GS 055**
Fire Department 1 ½ Ton Truck	2003	10	2014	**GS 055**
Janitorial Bids for City Hall	2003	10	2014	**GS 055**
Dog Pound Improvements	2002	10	2013	**GS 055**
Concrete Pad – Safe Haven	2001	10	2013	**GS 055**
Sidewalks/Curb & Gutter	2001	10	2012	**GS 055**
Sidewalks/Curb & Gutter	2002	10	2013	**GS 055**
Sidewalks/Curb & Gutter	2003	10	2014	**GS 055**
Sidewalk Repair	2001	10	2012	**GS 055**
Asphalt Overlay	2001	10	2012	**GS 055**
Asphalt Overlay	2002	10	2013	**GS 055**
Asphalt Overlay	2003	10	2014	**GS 055**
Griffin Road Extension & Water line	2001	10	2012	**GS 055**
West Street Curb & Gutter	2002	10	2013	**GS 055**
Eighth Street Replacement	2003	10	2014	**GS 055**
Solid Waste	2002	10	2013	**GS 055**
Eighth Street Sanitary Sewer	2002	10	2013	**GS 055**
Ensign Trace – Utility Relocation	2002	10	2013	**GS 055**
Cemetery – Grave open & close	2002	10	2013	**GS 055**
Airport – T-Hangar Taxiway Improvement	2003	10	2014	**GS 055**
Valleybrook Subdivision – infrastructure	2000	10	2011	**GS 055**
City Items – Bid For Sale *				
*Meridian Phone System	2002	10	2013	**GS 055**
*Fire Department 1985 Dodge	2003	10	2014	**GS 055**
*Chevy Pick-up 1987	2003	10	2014	**GS 055**
*Police Department – 1994 Ford Taurus	2003	10	2014	**GS 055**
Legal				
Miscellaneous Property Damage files	2006-2008	5	2014	**GS 058**
Alliance Water Resources – Tractor overturned	2003	10	2014	**GS 058**
Cameron Housing Authority – sewer back-up	1997	10	2008	**GS 058**
James Boyle vs. City (Police chase)	1991	22	2014	**GS 058**
Linda Eads vs. Norris & Sons (trash collector)	1991	22	2014	**GS 058**
Electrical Outage – damage to property	1992	22	2014	**GS 058**
Police Grider/Smith car accident	2002	10	2013	**GS 058**
Waggoner vs. Waggoner	1990	22	2012	**GS 058**

Alpha Files				
Alliance Water Resources – Reports	2005, 2006, 2007	5	2013	**1304**
Animal Control Reports	2007	5	2013	
Audit Work Papers	2008	5	2014	
Census Program – LUCA	2000	10	2011	
Court Reports	2007 & 2008	5	2013	
Demolition – Building Moving	2010	3	2014	**0207**
Faxes	2010	3	2014	**GS 049**
Financial Disclosures	2008	5	2014	**0714**
Fireworks Permits	2011	2	2014	**GS 050**
Ford Fleet – Police Cars	2007	5	2013	
Mediacom Correspondence	2008	5	2014	**GS 012**
Parade/Street Closings	2011	2	2014	
Spectra Communications			2014	**GS 012**
Street Safety Committee Request	2010	3	2014	
Surveys – completed by City	2007 & 2008	5	2014	**GS 012**
Correspondence – inter-office	2009, 2010, 2011 & 2012	1	2014	**GS 012**
Correspondence – Misc. Thank You's	2012 & Prior	1	2014	**GS 012**
Requests for Information	2008	5	2014	**GS 066**
Contract Files				
Community Action Partnership –EOC vendor agreement	2002 & 2003	10	2014	**GS 060**
LIHEAP (energy assistance) agreement	2002 & 2003	10	2014	**GS 060**
Farmers State Bank – Fire Truck lease purchase	1997	10	2008	**GS 060**
Farmers State Bank – 2000 Navistar International Fire Truck	2000	10	2011	**GS 060**
Fire Protection District – Fire Truck replacement	2003	10	2014	**GS 060**
Herzog – Bob F. Griffin Road Improvements	2003	10	2014	**GS 060**
LLEBG Grant	2001, 2002, 2003	10	2014	**GS 060**
Marsh Espy & Riggs – Audit contract	1993-1995 & 1996-1999 & 2000-2002	10	2014	**GS 060**
Maximus – David M. Griffith & Associates consulting agreement	2003	10	2014	**GS 060**
Metro Asphalt – Street Improvement	2001	10	2012	**GS 060**
Midland Engineers – Griffin Rd Water main ext.	2001	10	2012	**GS 060**
Missouri Division of Tourism	2001	10	2012	**GS 060**
RAMS General Contracting – curb & gutter	2003	10	2014	**GS 060**
RAMS General Contracting – Eighth Street Repairs	2003	10	2014	**GS 060**
RAMS General Contracting – Sidewalk program	2003	10	2014	**GS 060**
Snyder & Associates – Airport Taxiway	2003	10	2014	**GS 060**

Snyder & Associates – Airport Overlay	2003	10	2014	**GS 060**
Tax Files				
2007 Delinquent Personal & Real Estate Taxes	2007	6	2014	**0745**
Mortgage Company Tax Requests	2008, 2009, 2010	3	2014	
Local Use Tax	2005, 2006, 2007	6	2014	**GS 011**
Personnel Drawer				
Work Comp Claim – Richard Bashor – meningitis exposure	2003	10	2014	**1110**
Work Comp – Jason Eddins – shoulder	2002	10	2013	**1110**
Work Comp Claim – Barry Koechner – back strain	2003	10	2014	**1110**
Work Comp Claim – David Nelson – right leg	2003	10	2014	**1110**
Work Comp Claim – Charles Powell – back strain	2003	10	2014	**1110**
Work Comp Claim – Ralph Robeson – eye	2003	10	2014	**1110**
Work Comp Claim – Billy Treece – hernia	2002	10	2014	**1110**
Work Comp Claim – Kathy Turner – cut finger & dog bite	2003	10	2014	**1110**
Work Comp Claim - John Tyrrell – back injury	2003	10	2014	**1110**

Exhibit B

LOCAL RECORDS PROGRAM

DISPOSITION LIST

OFFICE: Cameron Police Records

DATE: 03-06-2014

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
Racial Profiling Slips	2012
Case Files (see attached)	2008
Case Files (older cases re-evaluated)	1994 – 2002

Shellie Blades 3/6/14

Shellie Blades, Records Clerk

Rick Bashor, Chief of Police

Cameron Police Department records that are available for destruction include the 2008 case files numbered 2008-0001 to 2008-1313. 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.

2008-	Reason	2008-	Reason	2008-	Reason	2008-	Reason
0009	E	0282	E	0540	E	0868	E
0014	E	0296	E	0554	E	0871	E
0022	J	0298	E	0566	E	0886	E
0023	J	0302	E	0580	E	0892	E
0024	E	0306	E	0592	E	0897	F
0025	E	0311	E	0616	E	0905	E
0026	E	0324	F	0624	H	0913	E
0029	E	0325	E	0647	E	0916	E
0030	E	0333	E	0655	F	0926	E
0035	E	0338	F	0659	E	0929	E
0043	E	0339	F	0664	E	0944	E
0069	E	0347	F	0672	F	0947	E
0105	F	0355	E	0677	E	0964	E
0137	E	0363	E	0679	J	0968	E
0138	E	0388	F	0685	E	0969	E
0144	E	0395	E	0716	J	0984	E
0157	E	0396	E	0724	E	0985	E
0160	F	0398	E	0726	E	0992	E
0173	F	0404	E	0729	E	1000	E
0181	E	0410	E	0735	E	1009	E
0187	J	0411	E	0752	E	1014	E
0188	E	0442	F	0753	E	1036	E
0198	E	0443	F	0756	E	1037	E
0199	E	0446	E	0770	E	1046	E
0205	E	0447	F	0771	E	1049	E
0219	E	0448	E	0780	E	1055	E
0231	F	0465	E	0785	E	1059	E
0251	E	0481	E	0802	E	1096	E
0255	F	0485	E	0819	E	1109	J
0258	E	0486	E	0821	E	1114	E
0259	F	0488	E	0825	E	1115	E
0260	F	0495	E	0829	E	1126	E
0267	E	0507	E	0839	E	1132	E
0268	E	0511	E	0840	E	1143	E
0271	E	0512	J	0851	E	1152	E
0278	F	0517	E	0862	F	1153	E
0279	F	0536	E	0863	E	1154	E

1179	E
1190	E
1196	E
1201	E
1203	E
1204	E
1268	E
1277	E
1278	J
1285	E
1293	E
1296	J
1305	J

E – Held for Evidence
F – Class A Felony
Permanent Retention
J – Sex Crimes with a Juvenile victim must be retained 30 years after juvenile reaches age 18
O – Open Case
H – Historical Value

Other Records eligible for destruction:

2012 Racial Profiling Slips

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 case files listed will be destroyed with the individual files listed as the exceptions to be retained and returned to storage.

1994 Case Files: Destroy All ***Except:***

1994-0095	F (Rape / Juvenile)
1994-0119	H (Attempt Suicide by Law Enforcement)
1994-0163	H (Drugs / Armed Criminal Action)
1994-0219	F (Assault)
1994-0448	F (Sexual Assault)
1994-0541	H (Drug Possession)

1995 Case Files: Destroy All ***Except:***

1995-0055	F (Drug Trafficking)
1995-0447	F (Sexual Assault)
1995-0520	F (Controlled Drug Buy)
1995-0570	F (Assault / Weapon)
1995-0626	J (Sexual Assault / Juvenile) 2039
1995-0697	H (Tampering)
1995-0752	F (Manslaughter)
1995-0931	F (Kidnap / Sexual Assault)
1995-0994	F (Deliver/Conceal Narcotics)

1996 Case Files: Destroy All ***Except:***

1996-0095	F (Rape)
1996-0210	H (Drugs / Weapons / Assault)
1996-0260	F (Rape / Juvenile)
1996-0337	H (Manuf Explosives / School)
1996-0402	F (Rape)
1996-0653	F (Drug Charges)
1996-0912	F (Rape / Abduction)
1996-0985	F (Murder)
1996-1005	H (Fire Investigation)

1997 Case Files: Destroy All ***Except:***

1997-0230	F (Homicide)
1997-0485	J (Child Molestation)
1997-0660	F (Aggravated Assault)
1997-0709	F (Manuf Controlled Substance)
1997-0824	F (Homicide)
1997-0835	F (Sexual Misconduct)
1997-0854	F (Rape / Juvenile)

		1997-0910	F (Drug Distribution)
		1997-0964	F (Assault)
1998 Case Files:	Destroy All ***Except:***		
		1998-0031	F (Rape)
1998 Case Files continued		1998-0101	F (Drug Distribution)
		1998-0372	F (Drug Distribution)
		1998-0491	F (Rape / Juvenile)
		1998-0492	F (Rape / Juvenile)
		1998-0548	F (Rape / Juvenile)
		1998-0727	F (Manuf Controlled Substance)
		1998-0854	F (Rape)
		1998-0926	F (Sexual Abuse)
		1998-0943	J (Sexual Assault / Juvenile) 2033
		1998-0998	J (Sexual Assault) 2035
1999 Case Files:	Destroy All ***Except:***		
		1999-0018	H (Intelligence Report)
		1999-0032	F (Drug Distribution)
		1999-0096	H (Abandoned Newborn)
		1999-0119	F (Drug Distribution)
		1999-0133	J (Sexual Assault / Juvenile) 2033
		1999-0148	F (Drugs)
		1999-0180	F (Rape)
		1999-0269	F (Drug Distribution)
		1999-0321	J (Statutory Sodomy) 2041
		1999-0354	F (Armed Robbery)
		1999-0366	F (Drug Distribution)
		1999-0381	F (Drugs)
		1999-0416	J (Child Molestation) 2043
		1999-0469	F (Rape / Assault Knife)
		1999-0474	F (Armed Robbery)
		1999-0478	F (Rape / Juvenile) 2034
		1999-0721	H (Death Investigation)
		1999-0722	F (Kidnapping)
		1999-0761	H (Death Investigation)
		1999-0767	F (Child Abuse)
		1999-0807	H (Domestic Assault)
		1999-0808	H (Domestic Assault)
		1999-0813	F (Assault / Weapon)
		1999-0859	E (Escape / Aiding Escape)
		1999-0918	J (Sexual Misconduct) 2046
		1999-0931	H (Death Investigation)
2000 Case Files:	Destroy All ***Except:***		
		2000-0022	F (Rape/Abduction)
		2000-0102	F (Rape)

	2000-0123	F (Assault/Weapon)
	2000-0136	H (Embezzlement)
	2000-0141	F (Assault/Weapon)
	2000-0183	F (Manuf Controlled Substance)
	2000-0229	F (Forcible Sodomy)
	2000-0351	H (Drug Case/MSHP)
	2000-0379	F (Kidnapping/Stolen Vehicle)
	2000-0520	F (Aggravated Assault)
2000 Case Files (continued)	2000-0523	F (Rape)
	2000-0832	F (Assault/Weapon)
	2000-0883	J (Statutory Rape) 2032
	2000-0905	H (Murder 2nd Degree)
	2000-0917	F (Manuf Controlled Substance)
2001 Case Files:	Destroy All ***Except:***	
	2001-0114	F (Rape)
	2001-0125	F (Statutory Rape)
	2001-0130	F (Statutory Rape)
	2001-0196	F (Sexual Assault)
	2001-0543	J (Rape/Sodomy) 2044
	2001-0575	F (Rape)
	2001-0649	J (Child Molestation) 2033
	2001-0749	F (Assault/Firearm)
	2001-0751	F (Assault/Knife)
	2001-0809	E (Burglary)
	2001-0829	F (Rape)
	2001-0973	H (Child Fatality)
	2001-1009	E (Burglary)
2002 Case Files:	Destroy All ***Except:***	
	2002-0179	F (Child Endangerment)
	2002-0184	F (Car Bombing)
	2002-0258	H (Death Investigation)
	2002-0319	J (Child Molestation) 2048
	2002-0361	F (Aggravated Assault)
	2002-0431	F (Rape)
	2002-0511	F (Manuf Drugs)
	2002-0541	J (Rape) 2033
	2002-0651	H (Aiding a Felon)
	2002-0730	H (Kidnapping/Felonious Restraint)
	2002-0752	H (Aiding a Felon)
	2002-0799	F (Death Investigation)
	2002-0938	H (Homicide)
	2002-1051	F (Assault)
	2002-1143	F (Assault)
	2002-1181	H (Assisted Suicide/Homicide)

2002-1196 F (Assault)

*The 1990 case files were reviewed for records destruction in 2013. Since then, case file 1990-0134 for felony assault was discovered misfiled. This case file will be sent to long-term storage and placed with the 1990 case files which were reviewed last year.