RESOLUTION 2015-7

AGENDA ITEM

TO: Mayor and City Council

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

DATE: March 12, 2015

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 2015-7

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 16th day of March 2015.

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Mayor Dennis M. Clark

ATTEST:

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City Clerk/Finance Clerk

EXHIBIT A
Records Destruction List

File Name	Creation	Retention	Discard	Retention Schedule
Lower Level Vault				
Accounts Payable Invoices	2008-2009	5	2015	**GS 007**
Accounts Payable Posting Journals	2008-2009	5	2015	**GS 007**
ACH transmittals and logs	2002-2006	5	2015	
ACH payments for utilities	2005-2009	5	2015	
Bank Statement checks	2003-2004		2015	
Bank Statements	2004-2011	5	2015	
Bank Statements CDBG	1998-2003		2015	
Bank Receipts	2008-2009	5	2015	
Business Licenses	2011-2012	2	2015	**GS 055**
Cigarette Tax	2008	6	2015	
Code Enforcement Records	2006-2009	5	2015	
Collection Agency Information	2008-2009	5	2015	
County Tax Registers	2008	6	2015	**0753**
Daily Tally Sheets	2008-2009	5	2015	**GS 011**
Dog Tag receipts	2009	5	2015	**0105**
General Ledger Journal Entries	2008-2009	5	2015	**0703**
General Ledger Revenue and Expense Reports	2004-2005	5	2011	
Miscellaneous Bill	2008-2009	5	2015	**GS 007**
Miscellaneous Receipts	2008-2009	5	2015	**GS 007**
Missouri One Call Locate Requests	2009	5	2015	**1614**
Month End Reports G/L	2008-2009	5	2015	**0703**
Paid Tax Reciepts	2007-2007	6	2015	**0753**
Payroll Reports	2009	5	2015	**GS 068**
Personal and Real Estate Tax reports	2008	6	2015	**GS 007**
Police Department Schedule/comp time logs	2009	5	2015	**GS 072**
Sewer Bond Certificates	1960			
Utility bill registers	2008-2009	5	2015	**GS 007**
Utility bill stubs	2009	5	2015	**GS 011**
Utility billing service orders	2008-2009	5	2015	**GS 007**
Utility billing totals only reports	2008-2009	5	2015	**GS 007**
Utility Billing shut-off (non-payment) reports	2006-2009	5	2015	
Bid Files				
Copy machine – Kyocera	2004	10	2015	**GS 055**
Ornamental Street Lights – 3rd Street	2004	10	2015	**GS 055**
Hwy 36 High Mast Lighting	2004	10	2015	**GS 055**
Wood Chipper – Electric Dept all rejected	2009	5	2015	**GS 055**
Bucket Truck – Electric Dept	2004	10	2015	**GS 055**

Excavator – Electric Dept	2004	10	2015	**GS 055**
Cable Terminator Stands – Electric Dept	2004	10	2015	**GS 055**
Galvanized Steel Structures	2004	10	2015	**GS 055**
Tanker Truck Lease – Fire Dept	2004	10	2015	**GS 055**
Tanker Truck – Fire Dept	2004	10	2015	**GS 055**
Wastewater Utility Service Truck – all rejected	2009	5	2015	**GS 055**
2- Backhoes – Water Dept & Public Works	2004	10	2015	**GS 055**
Ford F450 4x4 cab & chassis – Public Works	2004	10	2015	**GS 055**
Ford F250 Truck Water/Sewer	2004	10	2015	**GS 055**
H-R Consultants – pay grade restructure	2004	10	2015	**GS 055**
Collection Agency	2004	10	2015	**GS 055**
RFQ Airport Consultant – Airport Improvement Project	2004	10	2015	**GS 055**
Grindstone Reservoir Dam Modifications	2004	10	2015	**GS 055**
RFQ Odor Control – Sewer Plant	2004	10	2015	**GS 055**
Curb & Gutter – all rejected	2008	5	2015	**GS 055**
Sidewalk & curb/gutter	2004	10	2015	**GS 055**
Asphalt Overlay & change order #1	2004	10	2015	**GS 055**
Concrete – 8th Street (4 to 5 blocks)	2004	10	2015	**GS 055**
Water line 12in loop main	2004	10	2015	**GS 055**
Legal				
Traffic Accident – Snow/Blackburn	2005	5	2011	**GS 0052.1**
Library Theft – 4 DVD's	2009	5	2015	**GS 0052.1**
Vehicle damage – Kellie Benedict – cement culvert	2009	10	2015	**GS 058**
McCorkle Park – Property Damage – Vandalism	2009	5	2015	**GS 0052.1**
Property Damage – broken street lights	2009	5	2015	**GS 0052.1**
McCorkle Park – Fireman's Memorial – vandalism	2009	5	2015	**GS 0052.1**
Property damage – vehicle – Bridgette Ingersoll	2009	5	2015	**GS 0052.1**
Greg Pugh – property damage	2009	5	2015	**GS 0052.1**
Pam Simms – sewer back-up	2009	5	2015	**GS 0052.1**
Erin Chubick – patrol car damage at personal residence	2009	5	2015	**GS 0052.1**
Steaven Smith – patrol car damage – walnut fell on car	2009	5	2015	**GS 0052.1**
Terry Breshears – water heater batter back-up	2009	5	2015	**GS 0052.1**
Stolen Electricity – 1113 N. Pine	2009	5	2015	**GS 0052.1**
Stolen Electricity – 101 ½ E Third	2009	5	2015	**GS 0052.1**
Alpha Files				
Alliance Water Resources – Reports	2008	5	2014	**1304**
Budgetary Acknowledgement Forms	1999			
Dangerous Structure – 417 E. Second – David Reed	2009	5	2015	**0207**
Dangerous Structure – 517 N. Main – Kirk Burkhead	2008	5	2014	**0207**
Dangerous Structure – 602 N. Main – Waln/Ayers	2008	5	2014	**0207**

Dangerous Structure – 623 E. Third – Ott/McIntosh	2007	5	2013	**0207**
Faxes	2011	3	2015	**GS 049**
Financial Disclosures	2009	5	2015	**0714**
Fireworks Permits	2012	2	2015	**GS 050**
Job Postings	2012	2	2015	
Parade/Street Closings	2012	2	2015	
Spectra Communications			2014	**GS 012**
Street Safety Committee Request	2010	3	2014	
Surveys – completed by City	2009	5	2015	**GS 012**
Surplus Auction – City Equipment	2004	10	2015	
Correspondence – Misc. Outside sources	2009	5	2015	**GS 012**
Correspondence – Misc. Thank You's	2013	1	2015	**GS 012**
Requests for Information	2009	5	2015	**GS 066**
Certificates of Insurance City (outdated) – Midwest Public Risk				
Certificates of Insurance- other (outdated)	2013 & prior		2015	
Contract Files				
Allgeier Martin – Geographical Info (mapping)	1998	10	2015	**GS 060**
APAC – Asphalt Milling	2004	10	2015	**GS 060**
A.U. Construction	2004	10	2015	**GS 060**
Imaging Solutions – Sharp AR-C260M color copier	2004	10	2015	**GS 060**
Burke's Sanitation	2002	10	2015	**GS 060**
H & S Headstones	2004	10	2015	**GS 060**
Herzog – Street Overlay	2004	10	2015	**GS 060**
Herzog – Airport T-hangar taxiway pavement	2003	10	2015	**GS 060**
Ladicom – Sharp AR-335 copier	2003	10	2015	**GS 060**
RAMS General Contracting – Curb & Gutter	2004	10	2015	**GS 060**
Margie Chappel – Website Maintenance – Chamber of Commerce	1998	10	2015	**GS 060**
Park West, LLC	2003	10	2015	**GS 060**
Personnel Drawer				
Work Comp Claim – Ed Becker – car wreck	2004	10	2015	**1110**
Work Comp – Marty Gray – back injury	2004	10	2015	**1110**
Work Comp - Clyde Han – slip/fall back/neck injury	2004	10	2015	**1110**
Work Comp - Darrel Howell – (fire) slipped on ice – back injury	2004	10	2015	**1110**
Work Comp – Rob Lee – left knee injury	2004	10	2015	**1110**
Work Comp – Kelly Notch – (fire) right ankle sprain	2004	10	2015	**1110**
Work Comp – Shane Stevenson – collarbone	2004	10	2015	**1110**
Work Comp Claim – Kathy Turner – dog bite	2004	10	2015	**1110**

EXHIBIT B
CAMERON POLICE DEPARTMENT
RECORDS DESTRUCTION LIST

The records listed below will be destroyed as part of the annual records destruction resolution:

Year	Record Type	Retention Rule
1998	DWI Cases	POL 001
1999	DWI Cases	POL 001
2000	DWI Cases	POL 001
2001	DWI Cases	POL 001
2002	DWI Cases	POL 001
2003	DWI Cases	POL 001
2004	DWI Cases	POL 001
2005	DWI Cases	POL 001
2006	DWI Cases	POL 001
2006	Vehicle Accident Cases	POL 003
2005	Background Requests	GS 066
2004	Inmate Log	POL 006
1982	Expunged Arrest Record	POL 021
2012	Activity Reports to Newspaper	Non-Record
2011	Requests for Records	GS 066
2008	Work Schedules/Overtime Log	GS 068
2008	Background Requests	GS 066
2008	Requests for Records	GS 066
2008	Property Records (Lost/Found)	POL 002
2008	General Correspondence/Memos	GS 012
2009	Receipt Book	GS 008
2008	Patrol Car Gas Log	POL 008
2008	Case File Log	POL 008
2009	General Correspondence/Memos	GS 012
2009	Revenue Ledger	GS 008
2009	Property Records (Lost/Found)	POL 002
2009	Case File Log	POL 008
2009	Patrol Car Gas Log	POL 008
2009	Receipt Book	GS 008
2009	Background Requests	GS 066

In previous years, Police Department records were evaluated and sent to Long-Term Storage based on current record retention schedules and the nature of the report. For the 2015 Records Destruction Resolution, case files from 2003, 2004, and 2005 have been revisited and re-evaluated based on current retention schedules and policies.

2003 – ALL Police Department Records from 2003 will be destroyed with the exception of the case files listed below. The following case files are the only cases from 2003 which **will be returned to Long-Term Storage:**

2003- 0033 Kidnapping (F)
0052 Armed Robbery (F)
0072 Incest/Rape (F/J) Assist other agency
0091 Child Molestation (F/J) Assist other agency
0158 Sexual Abuse (F) Rape by current definition
0177 Assist NITRO Federal Charges
0196 Aggravated Domestic Assault (F)
0322 Suicide (C. Johnson)(H)
0334 Aggravated Assault/Weapon (F)
0462 Rape (F)
0468 Stolen Gun (M) Active MULES Entry
0488 Rape (F) Assist other Agency
0528 Child Molestation (F/J) Assist other Agency
0629 Rape (F)
0818 Armed Bank Robbery (F) Assist other Agency
0919 Rape (F)
1063 Distribute Marijuana near School (F)
1088 Aggravated Domestic Assault (F)
1128 Homicide (F)
1140 Suicide (A. Newton)(H) CRCC
1160 Manufacturing Meth (F)

2004 – ALL Police Department Records from 2004 will be destroyed with the exception of the case files listed below. The following case files are the only cases from 2004 which **will be returned to Long-Term Storage:**

2004- 0121 Conspiracy to Commit Murder (F)
0183 Suicide (D. Jones)(H)
0315 Death of Child (H)
0364 Aggravated Assault (F)
0377 Suicide (D. Jackson)(H)
0413 Stolen Gun (M) Active MULES Entry
0430 Incest (F/J)
0457 Drowning at City Reservoir (H)

0484 Suicide (M. Brown)(H)
0723 Rape (F)
2004- 0761 Aggravated Assault (F)
0915 Aggravated Domestic Assault (F)
0950 Sexual Misconduct (J)
0964 Rape (F)
1288 Rape (F)
1343 Murder/Kidnapping (F) Assist Other Agency

2005 – ALL Police Department Records from 2005 will be destroyed with the exception of the case files listed below. The following case files are the only cases from 2005 which **will be returned to Long-Term Storage:**

2005- 0048 Child Molestation (J)
0068 Missing Person (H)(Found Deceased)
0076 Rape (F/J)
0158 Rape (F/J)
0227 Aggravated Assault on Officer (F)
0245 Rape (F) Assist other Agency
0356 Statutory Rape (J)
0369 Suicide Attempt/Jump from 69 Overpass (H)
0521 Aggravated Domestic Assault (F)
0538 Child Molestation (F/J)
0639 Drug Case Federal Charges Filed
0734 Aggravated Assault (F)
0780 Death Investigation (H) WMCC/Federal Prosecutors
0878 Suicide (S. Wheeler)(H)
0977 Sexual Assault (F) Rape by current definitions
1043 Homicide (F)
1193 Child Pornography (F)

2009 - Case files from 2009 were evaluated for retention, destruction, and removal to long-term storage for the first time with the 2015 Records Destruction Resolution. Records are retained and moved to long-term storage for the following reasons: (F) class A felonies require permanent retention (POL 001); (J) sex crimes with a juvenile victim must be retained for 30 years after the victim reach 18 years of age (POL 001); (E) case files for which the Police Department still has evidence held; (M) case files which currently have an active MULES entry (ex: Stolen Gun); and (H) case files with historical significance. Most other case files must only be retained until disposition of the criminal court case, up to three years for other felonies if no charges are filed, or up to seven years for a felony traffic accident. **All 2009 case files will be destroyed except the case files listed below. The following case files are the only cases from 2009 which will be moved to Long-Term Storage**:

2009- 0026 (E)
0028 (E)

	0030	(E)	
	0043	(E)	
2009-	0056	(E)	
	0070	Child Death (H)	Assist Other Agency
	0071	(E)	
	0077	(E)	
	0081	(E)	
	0092	(E)	
	0093	(E)	
	0096	(E)	
	0099	(E)	
	0100	(E)	
	0116	(E)	
	0123	(E)	
	0132	(E)	
	0138	(E)	
	0141	Homicide (F)	Assist Other Agency
	0144	(E)	
	0147	Kidnapping (F)	
	0167	(E)	
	0175	(E)	
	0179	(E)	
	0182	(E)	
	0187	(E)	
	0194	(E)	
	0207	(E)	
	0208	(E)	
	0215	(E)	
	0221	Child Death (H)	
	0224	(E)	
	0235	(E)	
	0239	(E)	
	0240	(E)	
	0241	(E)	
	0248	(E)	
	0256	(E)	
	0264	(E)	
	0274	(E)	
	0305	(E)	
	0313	Assault on Law Enforcement (H)	
	0318	(E)	
	0319	(E)	
	0322	(E)	
	0325	(E)	

	0331	Child Abuse (F)
	0339	Homicide (F) Assist Other Agency
2009-	0340	(E)
	0364	(E)
	0380	(E)
	0381	(E)
	0398	(E)
	0408	Sexual Misconduct (J)
	0409	(E)
	0431	(E)
	0440	Child Abuse (F)
	0457	(E)
	0466	(E)
	0474	Distribute Drugs near School (F)(E)
	0478	Child Molestation (J)
	0496	(E)
	0497	(E)
	0505	(E)
	0509	(E)
	0516	(E)
	0517	(E)
	0527	Child Abuse (F)
	0528	Child Molestation (J)(E)
	0530	(E)
	0552	(E)
	0553	(E)
	0555	(E)
	0560	(E)
	0578	(E)
	0582	(E)
	0588	(E)
	0598	(E)
	0599	(E)
	0610	(E)
	0620	(E)
	0626	(E)
	0640	(E)
	0648	(E)
	0652	Aggravated Domestic Assault (F)
	0654	(E)
	0659	Death Investigation (H)(E) T. Pelton/Fell from 69 Overpass
	0688	(E)
	0689	Rape (F)
	0697	(E)

	0723	(E)	
	0724	(E)	
2009-	0730	Vehicle Accident (H)(E)	Patrol Vehicle/IB Fugate
	0738	(E)	
	0753	(E)	
	0758	(E)	
	0787	Aggravated Domestic Assault (F)	
	0788	(E)	
	0808	(E)	
	0852	(E)	
	0859	Kidnapping (F)(E)	
	0860	(E)	
	0861	(E)	
	0862	Suicide (J. Kimmel)(H)	
	0869	Aggravated Domestic Assault (F)	
	0875	(E)	
	0880	Child Enticement (J)	
	0886	(E)	
	0902	Child Abuse (F)	
	0904	Assault on Law Enforcement (H)(E)	Heath Henry
	0905	(E)	
	0906	Armed Robbery (F)	Assist Other Agency
	0911	(E)	
	0912	(E)	
	0925	(E)	
	0936	(E)	
	0969	(E)	
	0988	(E)	
	1003	(E)	
	1021	(E)	
	1023	(E)	
	1025	(E)	
	1030	Indecent Exposure (J)	
	1035	Aggravated Domestic Assault (F)(E)	
	1036	(E)	
	1064	(E)	
	1070	(E)	
	1072	(E)	
	1076	(E)	
	1098	(E)	
	1112	(E)	
	1114	(E)	
	1122	(E)	
	1135	(E)	

	1151	(E)	
	1152	(E)	
2009-	1159	(E)	
	1161	(E)	
	1190	(E)	
	1195	(E)	
	1200	(E)	
	1205	Stolen Gun (M)	Active MULES entry
	1208	Enticement of Child (F)(J)(E)	Assist Other Agency
	1209	(E)	
	1219	(E)	
	1223	(E)	
	1247	(E)	
	1248	(E)	
	1253	(E)	
	1260	(E)	
	1267	(E)	
	1272	Aggravated Domestic Assault (F)	
	1273	(E)	
	1294	Distribute Drugs near Gov't Housing (F)(E)	
	1298	Distribute Drugs near School (F)(E)	
	1299	(E)	
	1309	(E)	
	1329	Fatality Vehicle Accident (H)(E)	
	1336	(E)	
	1337	(E)	
	1338	(E)	
	1339	(E)	
	1349	(E)	
	1357	Child Abuse (F)	
	1361	(E)	
	1374	(E)	
	1376	(E)	
	1378	(E)	
	1387	(E)	
	1399	(E)	
	1403	(E)	
	1406	(E)	
	1407	(E)	
	1413	(E)	
	1416	Distribute Drugs near School (F)(E)	
	1418	(E)	
	1448	(E)	