

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.

Mayor Dennis M. Clark

ATTEST:

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 Receipts	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 – 3 rd 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

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)