# RESOLUTION 2016-4

## AGENDA ITEM

**TO:** Mayor and City Council

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

**DATE:** March 3, 2016

**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 and Municipal Court have 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 2016-4

# 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" 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 7th day of March 2016.

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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 | 2009-10 | 5 | 2016 | **GS 007** |
| Accounts Payable Posting Journals | 2009-10 | 5 | 2016 | **GS 007** |
| Business Licenses | 2012-13 | 2 | 2016 | **GS 055** |
| Cigarette Tax | 2010 | 5 | 2016 | |
| Code Enforcement Records | 2009-10 | 5 | 2016 | |
| County Tax Registers | 2009 | 6 | 2016 | **0753** |
| Daily Tally Sheets | 2009-10 | 5 | 2016 | **GS 011** |
| Dog Tag receipts | 2010 | 5 | 2016 | **0105** |
| General Ledger Journal Entries | 2009-10 | 5 | 2016 | **0703** |
| General Ledger Posting Journals | 2009-10 | 5 | 2016 | **0703** |
| General Ledger Revenue and Expense Reports | 2005-06 | 10 | 2016 | **0703** |
| 1099 Miscellaneous Copies | 2010 | 5 | 2016 | |
| Missouri One Call Locate Requests | 2010 | 5 | 2016 | **1614** |
| Month End Reports G/L | 2009-10 | 5 | 2016 | **0703** |
| Paid Tax Reciepts | 2008-09 | 6 | 2016 | **0753** |
| Payroll Reports | 2010 | 5 | 2016 | **GS 068** |
| Personal and Real Estate Tax reports | 2008-09 | 6 | 2016 | **GS 007** |
| Police Department Schedule/comp time logs | 2010 | 5 | 2016 | **GS 072** |
| ATF Over-time requests | 2010 | 5 | 2016 | |
| Utility bill registers | 2009-10 | 5 | 2016 | **GS 007** |
| Utility bill stubs | 20010 | 5 | 2016 | **GS 011** |
| Tax Supplements | 2007-09 | 5 | 2016 | **0753** |
| Tax Abatements | 2007-09 | 5 | 2016 | **0753** |
| Tax Penalty Calculation | 2007-09 | 5 | 2016 | **0753** |
| City Credit Card Usage Reports | 2010 | 5 | 2016 | |
| TIFF Billing information | 1998-02 | | 2016 | |
| Employee I-9's terminated employees | 2014 + | 1 | 2016 | **GS031** |
| Old Media disks (back-ups etc.) | | | 2016 | |
| | | | | |
| **Bid Files** | | | | |
| City sold – 1983 Fire Truck – Richie Bros | 2005 | 10 | 2016 | **GS 055** |
| City sold – 2002 Chevy Impala wrecked – Scotty's | 2005 | 10 | 2016 | **GS 055** |
| City Sold – 2003 Trailer – sold to City of Albany | 2005 | 10 | 2016 | **GS 055** |
| Folder/Inserter (Avcorp) – Administration Dept | 2004 | 10 | 2015 | **GS 055** |
| Fax Machine – Brother – Administration Dept | 2004 | 10 | 2015 | **GS 055** |
| Pumper Truck – Fire Dept | 2005 | 10 | 2016 | **GS 055** |
| 15 KV Aluminum cable (10,000 ft) – Electric Dept | 2005 | 10 | 2016 | **GS 055** |

| | | | | |
|---|---|---|---|---|
| Hwy 69 Lighting – Electric Dept | 2005 | 10 | 2016 | **GS 055** |
| Mowers – Park Dept – All Rejected | 2010 | 10 | 2016 | **GS 055** |
| Police Car – 2006 Crown Vic | 2005 | 10 | 2016 | **GS 055** |
| CAD program for Police Dispatch | 2005 | 5 | 2016 | **GS 055** |
| Police Car – 2005 Crown Vic | 2004 | 10 | 2015 | **GS 055** |
| Radio's – Homeland Security – Police Dept | 2005 | 10 | 2016 | **GS 055** |
| Police SUV – 2004 Dodge Durango | 2005 | 10 | 2016 | **GS 055** |
| GIS RFQ's 2004 | 2004 | 10 | 2015 | **GS 055** |
| Hayground – Wal-Mart tract – no bids rec'd | 2009 | 5 | 2015 | **GS 055** |
| Driveway/Drainage Construction at Electric Dept poleyard – 2010 – no bids rec'd | 2010 | 5 | 2016 | **GS 055** |
| RFQ – Architect and Engineering – Electric – no bids rec'd | 2010 | 5 | 2016 | **GS 055** |
| Diagonal Boring on Third Street - Electric | 2005 | 10 | 2016 | **GS 055** |
| Mowing – Water Plant | 2005 | 10 | 2016 | **GS 055** |
| Street Milling - 2005 | 2005 | 10 | 2016 | **GS 055** |
| Sidewalk/Curb & Gutter | 2005 | 10 | 2016 | **GS 055** |
| Asphalt Overlay – Third Street | 2005 | 10 | 2016 | **GS 055** |
| Chlorine Dioxide Proposals – Water Plant | 2005 | 10 | 2016 | **GS 055** |
| | | | | |
| **Legal** | | | | |
| Accident Reports – copies | 2009 | 5 | 2016 | **GS 0052.1** |
| Incident Reports – copies | 2009 | 5 | 2016 | **GS 0052.1** |
| James and Jan Gordon – Sewer back-up | 1993 | 22 | 2016 | **GS 0052.1** |
| Fred Buck – Sewer back-up | 1993 | 22 | 2016 | **GS 0052.1** |
| James Boyle – Police Chase | 1993 | 22 | 2016 | **GS 0052.1** |
| Larry & Christopher Duvall – dog damaged vehicle | 1993 | 22 | 2016 | **GS 0052.1** |
| Shirley Eteeyan – slip and fall | 1993 | 22 | 2016 | **GS 0052.1** |
| Larry Sloan | 1993 | 22 | 2016 | **GS 0052.1** |
| | | | | |
| **Alpha Files** | | | | |
| BBQ Contest 2005 | 2005 | 10 | 2016 | **1304** |
| Correspondence – Misc. Outside sources | 2010 | 5 | 2016 | **GS 012** |
| Financial Disclosures | 2010 | 5 | 2016 | **0714** |
| Mediacom 2009 & 2010 | 2010 | 5 | 2016 | |
| Parade/Street Closings | 2013 | 2 | 2016 | |
| Surveys – completed by City | 2010 | 5 | 2016 | **GS012** |
| Requests for Information | 2010 | 5 | 2016 | **GS066** |
| | | | | |
| **Contract Files** | | | | |
| Akin, Gordon & Cowger – Engineers for Soccer Fields | 2005 | 10 | 2016 | **GS 060** |
| APAC – Asphalt Overlay | 2005 | 10 | 2016 | **GS 060** |
| Aurthur, Bill – Agriculture Lease | 2005 | 10 | 2016 | **GS 060** |
| Bucher, Willis & Ratliff – Airport Improvments | 2005 | 10 | 2016 | **GS 060** |
| Cameron R-1 School – Football Field Turf | 2005 | 10 | 2016 | **GS 060** |
| Cooper, Bernie - Agriculture Lease | 2005 | 10 | 2016 | **GS 060** |

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|---|---|---|---|---|
| Credit Applications/Charge Acct Applications | 2005 | 10 | 2016 | **GS 060** |
| Dorton Tree Service | 2005 | 10 | 2016 | **GS 060** |
| Duke Construction – Crossroads Corporate Center | 2004 | 10 | 2015 | **GS 060** |
| Firemaster Fire – 2005 Freightliner | 2005 | 10 | 2016 | **GS 060** |
| Gallatin Sand & Gravel – Soccer Field | 2005 | 10 | 2016 | **GS 060** |
| Herzog – 3rd St Overlay | 2005 | 10 | 2016 | **GS 060** |
| Hoggatt Excavating – 8th St Reconstruction | 2005 | 10 | 2016 | **GS 060** |
| Ascom Hasler – Postage Meter | 2005 | 10 | 2016 | **GS 060** |
| Information Technologies – CAD System | 2005 | 10 | 2016 | **GS 060** |
| Marsh, Espey & Riggs – Auditors | 2005 | 10 | 2016 | **GS 060** |
| Midland GIS – original GIS mapping | 2005 | 10 | 2016 | **GS 060** |
| Midwest Wheel Companies | 2005 | 10 | 2016 | **GS 060** |
| MoDOT – Business 36 & Ensign Trace – High Mast lighting | 2005 | 10 | 2016 | **GS 060** |
| MoDOT – BB Hwy & Evergreen improvements | 2005 | 10 | 2016 | **GS 060** |
| MoDOT – BB Hwy Lighting | 2003 | 10 | 2014 | **GS 060** |
| MPUA – Apprenticeship | 2005 | 10 | 2016 | **GS 060** |
| P & P Quality Concrete | 2005 | 10 | 2016 | **GS 060** |
| Shafer, Kline & Warren – sign inventory | 2005 | 10 | 2016 | **GS 060** |
| Shull, William – IRS levy release | 2005 | 10 | 2016 | **GS 060** |
| School Resource Officer (SRO) 2002-2003 | 2004 | 10 | 2015 | **GS 060** |
| Tim's Lawn Care – Water Plant mowing | 2005 | 10 | 2016 | **GS 060** |
| YMCA – Swimming Pool | 2005 | 10 | 2016 | **GS 060** |
| YMCA – Youth Sports & Rec Services | 2005 | 10 | 2016 | **GS 060** |
| | | | | |
| **Personnel Drawer** | | | | |
| Work Comp Claim – Ed Becker – left arm | 2005 | 10 | 2016 | **1110** |
| Work Comp – Richard Bennett – back injury | 2005 | 10 | 2016 | **1110** |
| Work Comp – Andy Clark– assault | 2005 | 10 | 2016 | **1110** |
| Work Comp – Don Fritz – (fire) debris landed on head | 2005 | 10 | 2016 | **1110** |
| Work Comp – Dustin McCloud – puncture left thumb | 2005 | 10 | 2016 | **1110** |
| Work Comp – Kathy Turner – dog bite left thigh | 2005 | 10 | 2016 | **1110** |
| Work Comp – Kathy Turner – dog bite right hand | 2005 | 10 | 2016 | **1110** |
| Work Comp – Mike Walser – (fire) hands burned | 2004 | 10 | 2015 | **1110** |
| Work Comp – Robert Williams – left knee | 2005 | 10 | 2016 | **1110** |
| | | | | |
| **Court Records (see attached certification approval)** | | | | |
| Disposed Municipal Court Records | | | | |
| Closed Municipal Court Records | | | | |
| | | | | |