RESOLUTION 2016-11

Agenda Item

TO: Mayor and City Council

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

DATE: April 18, 2016

RE: Certification of Destruction for Records

Background

Authorization was given by approval of Resolution 2016-4 at the March 7, 2016 Council Session to destroy certain City records according to the Missouri Municipal Records Manual.

Activity

The City records which were approved for destruction have been shredded under an agreement the City of Cameron has with Shred-it from Lenexa Kansas. Shred-it has provided us with certificates of destruction.

Resolution 2016-10 certifies and provides permanent record of the destruction. Staff recommends approval.

Resolution 2016-11

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

WHEREAS, Resolution 2016-4, passed March 7, 2016, 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 18th day of April 2016.

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Mayor Jerri Ann Eddins

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 Receipts	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**

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				