RESOLUTION 2017-3

AGENDA ITEM

TO: Mayor and City Council

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

DATE: February 2, 2017

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 2017-3

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 6th day of February 2017.

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Mayor Jerri Ann Eddins

ATTEST:

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City Clerk

EXHIBIT A
Records Destruction List

File Name	Creation	Retention	Discard	Retention Schedule
Lower Level Vault				
Accounts Payable Invoices	2010-11	5	2017	**GS 007**
Accounts Payable Posting Journals	2010-11	5	2017	**GS 007**
Business Licenses	2013-14	2	2017	**GS 055**
Cigarette Tax	2010	5	2016	
Code Enforcement Records	2009-10	5	2016	
County Tax Registers	2010	6	2017	**0753**
Daily Tally Sheets	2011	5	2017	**GS 011**
Dog Tag receipts	2011	5	2017	**0105**
General Ledger Journal Entries	2010-11	5	2017	**0703**
General Ledger Posting Journals	2010-11	5	2017	**0703**
Missouri One Call Locate Requests	2011	5	2017	**1614**
Month End Reports G/L	2010-11	5	2017	**0703**
Paid Tax Receipts	2011	6	2017	**0753**
Payroll Reports	2011	5	2017	**GS 068**
Personal and Real Estate Tax reports	2009-10	6	2017	**GS 007**
Police Department Schedule	2015	1	2017	**GS 072**
Utility bill registers	2010-11	5	2017	**GS 007**
Utility bill stubs	2011	5	2017	**GS 011**
Tax Supplements	2010	6	2017	**0753**
Tax Abatements	2010	6	2017	**0753**
City Credit Card Usage Reports	2011	5	2017	
Delinquent Taxes	2009	6	2016	
SEMA info 2011	2011	5	2017	
Customer Deposit Refund Ck register	2010	5	2017	
ACH credit card UB	2009-11	5	2017	
On-line payment reports	2010-11	5	2017	
CDBG close-out Case New Holland			2017	
Liquor License applications	2008-09	5	2016	
Municipal Court Financials	2009-10-11	5	2017	
Miscellaneous Receipts	2009-10	5	2016	
Miscellaneous Receipts	2010-11	5	2017	
Bank Receipts	2009-10	5	2016	
Bank Receipts	2010-11	5	2017	
Franchise payment receipts	2009-10	5	2016	
Franchise payment receipts	2010-11	5	2017	
Bid Files				
City sold – 1989 GMC ¾ ton – Richie Bros	2006	10	2017	**GS 055**

City sold – 1988 Chevy Flatbed – Richie Bros	2006	10	2017	**GS 055**
City Sold – 1968 Gallion Roll-O-Matic	2006	10	2017	**GS 055**
Postage Machine (Hasler) 2005 – Administration Dept	2006	10	2017	**GS 055**
Electric Dept Chevy Service Truck 2006	2006	10	2017	**GS 055**
Electric Dept Digger Derrick 2005	2006	10	2017	**GS 055**
Fire Dept – Fire Truck Financing RFP	2006	10	2017	**GS 055**
Police Car Bid 2006	2006	10	2017	**GS 055**
Wastewater Treatment Plant – Odor Control 2006	2006	10	2017	**GS 055**
Public Works ¾ ton work truck	2006	10	2017	**GS 055**
Public Works snow removal equipment for truck	2006	10	2017	**GS 055**
Police Car – 2005 Crown Vic	2006	10	2017	**GS 055**
Public Works vibratory roller 2006	2006	10	2017	**GS 055**
Public Works work truck	2006	10	2017	**GS 055**
Auditor Bids 2006	2006	10	2017	**GS 055**
Airport Improvements 2005	2005	10	2017	**GS 055**
Airport Apron Reconstruction	2006	10	2017	**GS 055**
Hwy 36 lighting	2006	10	2017	**GS 055**
Soccer Fields	2006	10	2017	**GS 055**
Wastewater Treatment Odor Control	2006	10	2017	**GS 055**
Solid Waste – Trash Service	2006	10	2017	**GS 055**
Asphalt Overlay – 2006	2006	10	2017	**GS 055**
Curb/Gutter/Sidewalk - 2006	2006	10	2017	**GS 055**
Legal				
Blanch Bottorff – Sewer back-up	2010	6	2017	**GS 0052.1**
Shirley Ingram – tree fell on house	2010	6	2017	**GS 0052.1**
Airport hail damage	2010	6	2017	**GS 0052.1**
Burglary – cemetery bldg	2010	6	2017	**GS 0052.1**
Kristy Berry – injury playground equip	1994	22	2017	**GS 0052.1**
Sewer back-ups denied 2004-2005-2006	2004-05-06	10	2017	**GS 0052.1**
Alpha Files				
Certificates of Insurance – outside companies	2012-2014	2	2017	**1304**
Certificates of Insurance – MPR	2014	2	2017	
Correspondence – Misc. Outside sources	2011-2014	2	2017	**GS 012**
Parade/Street Closings	2014	2	2017	
Surveys – completed by City	2011	5	2017	**GS012**
Requests for Information	2011	5	2017	**GS066**
Contract Files				
Airport FBO agreements - Crouch		10	2017	**GS 060**
Allgeier Martin – Hwy 36 lighting	2006	10	2017	**GS 060**
Ameresco – MOU 2006 infrastructure	2006	10	2017	**GS 060**

APAC 2006 Asphalt Overlay	2006	10	2017	**GS 060**
Arthur, Bill & Carol – farm ground lease	2006	10	2017	**GS 060**
Bank of Kansas City Bonds – Stinson, Mag, Fizzell	2006	10	2017	**GS 060**
CGI Communications - Banners	2006	10	2017	**GS 060**
Complete Lawn Services – Water Plant 2006	2006	10	2017	**GS 060**
Deffenbaugh – 2002 trash contract	2006	10	2017	**GS 606**
Duke Construction – License Agreement	2006	10	2017	**GS 060**
Gallatin Sand & Gravel – Soccer Field	2006	10	2017	**GS 060**
Green Ready Mix	2006	10	2017	**GS 060**
MARCIT – Health/Dental Ins.		10	2017	**GS 060**
Midland GIS – needs assessment	2006	10	2017	**GS 060**
MoDOT – Fire homeland security Grant 2004	2005	10	2016	**GS 060**
MoDOT – Police homeland security Grant equipment	2005	10	2016	**GS 060**
MoDOT – Police CAD System	2005	10	2016	**GS 060**
MULES Agreement – DeKalb County	2002-04	10	2016	**GS 060**
P & P Quality Concrete – curb & gutter	2006	10	2017	**GS 060**
Valu-line phone system	200	10	2017	**GS 060**
YMCA – pool mgt agreement	2006	10	2017	**GS 060**
Personnel Drawer				
Work Comp Claim – Bill Brownlee –declined	2006	10	2017	**1110**
Work Comp – Scotty Grenier – cut right hand	2006	10	2017	**1110**
Work Comp – Barry Koechner–injured back	2006	10	2017	**1110**
Work Comp – Drew Ott – cut knee with chainsaw	2006	10	2017	**1110**
Work Comp – Brandon Reffitt – puncture left hand	2006	10	2017	**1110**
Work Comp – Bill Rose-Heim – fire – tree limb fell on shoulder	2006	10	2017	**1110**
Work Comp – Trent Shupe –left thumb laceration	2006	10	2017	**1110**
Work Comp – Mike Utt – dog bite	2006	10	2017	**1110**

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	
2011	Case File Log	5 years	POL 008
2011	Fuel Log	5 years	POL 008
2011	Miscellaneous Receipts	Completion of Audit	GS 008

2011 CASE FILES

Case files from 2011 were evaluated for retention, destruction, and removal to long-term storage for the first time with the 2017 Records Destruction Resolution. Records are retained and moved to long-term storage for the following reasons:

- **(F)** Class A Felonies are permanent records (POL 001)
- **(J)** Juvenile victims of sex crime cases must be retained for 30 years after the victim reaches 18 years of age (POL 001)
- **(M)** Cases still have an active entry in the MULES system (ex: stolen gun entry)(MSHP CJIS Policy)
- **(H)** Historical significance (ex: officer involved incident, etc.)
- **(P)** Preservation letter on file for case (an attorney has requested the record be retained) (Rule 26 of Federal Rules of Civil Procedure).

Most other case files must only be retained until disposition of the criminal court case, up to three years for other misdemeanor and felony cases if no charges are filed, or up to seven years for a felony traffic accident.

ALL **2011 case files will be destroyed** ***EXCEPT*** **for the case files listed below. The following case files are the only cases from 2011 which will be moved to long-term storage:**

CASE #	REASON	CASE TYPE
2011-0038	**(P)**	**Informational Report**
2011-0054	**(H)**	**Assault on Law Enforcement**
2011-0070	**(P)**	**Stealing**
2011-0083	**(H)**	**Fatality Accident / DWI / Flee Officers**
2011-0086	**(P)**	**Property Damage**
2011-0103	**(P)**	**Property Damage**
2011-0116	**(P)**	**Stealing**
2011-0214	**(H)**	**Sexual Misconduct with Mentally Incapacitated Person**
2011-0273	**(H)**	**Assault on Law Enforcement**
2011-0288	**(F)**	**Assault 1st Degree – Strongarm**
2011-0307	**(F)**	**Rape**
2011-0311	**(H)**	**Suicide**

CASE #	REASON	CASE TYPE
2011-0324	(P)	Stealing
2011-0333	(P)	Tampering
2011-0361	(J)	Child Molestation
2011-0422	(F)	Kidnapping
2011-0434	(F)	Rape
2011-0443	(F/J)	Sodomy
2011-0456	(F)	Homicide
2011-0472	(F/J)	Child Molestation
2011-0516	(P)	Warrant Arrest
2011-0634	(J)	Sexual Misconduct
2011-0697	(F)	Child Abuse
2011-0723	(P)	Domestic Intimidation
2011-0798	(P)	Domestic Intimidation
2011-0807	(H)	Assault on Law Enforcement
2011-0895	(J)	Sexual Misconduct
2011-0959	(P)	Domestic Assault
2011-0991	(M)	Stolen Gun
2011-0992	(F/H)	Homicide (Other Agency/Mutual Aid)
2011-0998	(F/J)	Rape
2011-1010	(J)	Sexual Misconduct
2011-1020	(P)	Lost/Stolen Item
2011-1093	(J)	Sexual Misconduct
2011-1143	(F/J)	Sexual Misconduct
2011-1149	(H)	Death Investigation/Overdose
2011-1169	(J)	Sexual Assault

POLICE RECORDS DESTRUCTION AUTHORIZATION

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
Case File Logs	2011
Fuel Logs	2011
Miscellaneous Receipts	2011
Case Files (see attached list of files being transferred to Long-Term storage. All remaining 2011 files will be destroyed)	2011

Shellie J. Blades

Shellie Blades, Records Clerk

Rick Bashor

Rick Bashor, Chief of Police