RESOLUTION 2018-11

AGENDA ITEM

TO: Mayor and City Council

FROM: Shellie J. Blades, City Clerk

DATE: March 1, 2018

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 "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 2018-11

A RESOLUTION AUTHORIZING THE CITY CLERK OF THE CITY OF CAMERON, CLINTON, DeKALB AND CALDWELL 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, DeKALB AND CALDWELL 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", Exhibit "B" and Exhibit "C" 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 19th day of March 2018.

_____
Mayor Darlene Breckenridge

ATTEST:

_____
City Clerk

EXHIBIT A
Records Destruction List

File Name	Creation	Retention	Discard	Retention Schedule
Lower Level Vault				
Accounts Payable Invoices	2011-12	5	2018	**GS 007**
Accounts Payable Posting Journals	2011-12	5	2018	**GS 007**
Business Licenses	2014-15	2	2018	**GS 055**
Cigarette Tax	2011-12	5	2018	
Code Enforcement Records	2010-11	5	2018	
County Tax Registers	2011	6	2018	**0753**
Daily Tally Sheets	2012	5	2018	**GS 011**
Dog Tag receipts	2010	5	2016	**0105**
General Ledger Journal Entries	2011-12	5	2018	**0703**
General Ledger Posting Journals	2011-12	5	2018	**0703**
Missouri One Call Locate Requests	2012	5	2018	**1614**
Month End Reports G/L	2011-12	5	2018	**0703**
Paid Tax Receipts	2012	6	2018	**0753**
Payroll Reports	2012	5	2018	**GS 068**
Personal and Real Estate Tax reports	2010-11	6	2018	**GS 007**
Police Department Schedule/Comp Logs	2013-14	3	2018	**GS 072**
Utility bill registers	2011-12	5	2018	**GS 007**
Utility bill stubs	2012	5	2018	**GS 011**
Tax Supplements	2011	6	2018	**0753**
Tax Penalty Calculations	2010-11	6	2018	**0753**
Tax Abatements	2011	6	2018	**0753**
Delinquent Taxes	2011	6	2018	
ACH credit card UB	2012	5	2018	
On-line payment reports	2012	5	2018	
Liquor License applications	2011-12	5	2018	
Municipal Court Financials	2012	5	2018	
Back-up Disc up to 2009				
Bank Statements	2013-14	3	2018	
Hangar Rent	2007-12	5	2018	
Utility Service Orders	2013-14	3	2018	
Bid Files				
City sold – 46 light poles	2007	10	2018	**GS 055**
City sold – Public Works Salt Spreader	2007	10	2018	**GS 055**
Copy Machine – Admin offices	2007	10	2018	**GS 055**
Meter Reader Truck	2007	10	2018	**GS 055**
Hwy 69 lighting system	2007	10	2018	**GS 055**
Police Cars	2007	10	2018	**GS 055**
Public Works -Skid Steer Loader	2007	10	2018	**GS 055**

File Name	Creation	Retention	Discard	Retention Schedule
Public Works Dump Truck/Snow Removal equipment	2007	10	2018	**GS 055**
Janitorial Bids	2007	10	2018	**GS 055**
Walnut Street Electrical boring	2007	10	2018	**GS 055**
Mowing at the Water Plant	2007	10	2018	**GS 055**
Mowing at the reservoirs	2007	10	2018	**GS 055**
Sewer Plant lagoon cleaning	2007	10	2018	**GS 055**
Asphalt overlay project	2007	10	2018	**GS 055**
Curb and gutter project	2007	10	2018	**GS 055**
Tree trimming – ice storm damage	2007	10	2018	**GS 055**
Street surface level overlay	2007	10	2018	**GS 055**
Legal				
Accident Reports	2012	5	2018	**GS 0052.1**
Incident Reports	2012	5	2018	**GS 0052.1**
Property Damage	2011	6	2018	**GS 0052.1**
Vehicle Accidents	2011	6	2018	**GS 0052.1**
Tim Faulk – sewer back-up	2007	10	2018	**GS 0052.1**
Sewer back-ups denied 2007	2007	10	2018	**GS 0052.1**
Police car accident	2007	10	2018	**GS 0052.1**
Alpha Files				
Certificates of Insurance – outside companies	2015	2	2018	**1304**
Certificates of Insurance – MPR	2015	2	2018	
Correspondence – Misc. Outside sources	2015	2	2018	**GS 012**
Faxes	2015	2	2018	
Financial Disclosures	2011	6	2018	
Project Exempt Certificates	2010-11	5	2018	
Local Use Tax	2009-2010	6	2018	
Surveys – completed by City	2012	5	2018	**GS012**
Requests for Information	2012	5	2018	**GS066**
Contract Files				
Baldwin Maintenance – janitorial contract		10	2018	**GS 060**
Band Contract 2003-04-05-06-07	2003-2007	10	2018	**GS 060**
Bank Midwest – pledged securities	2003	10	2018	**GS 060**
Cintas – Nuway 2002	2002	10	2018	**GS 060**
Clay County – surplus transformers	2007	10	2018	**GS 060**
CMG Grave Service 2004-06	2004-2006	10	2018	**GS 060**
Credit applications – various vendors	2007	10	2018	**GS 060**
Gimson Pest Control Street Re-alignment	2007	10	2018	**GS 060**
Ideker, Inc. – East Grand & McElwain Dr street improvement	2007	10	2018	**GS 060**

File Name	Creation	Retention	Discard	Retention Schedule
Ladicom – copy machine	2007	10	2018	**GS 060**
McTelCo – phone system upgrade 2005	2006	10	2018	**GS 060**
Personnel Drawer				
Work Comp Claim – Jacob Bates – cut thigh	2007	10	2018	**1110**
Work Comp – Crystal Clements – bite on leg by suspect	2007	10	2018	**1110**
Work Comp – Marty Gray – exposure	2007	10	2018	**1110**
Work Comp – Scotty Grenier – left middle finger	2007	10	2018	**1110**
Work Comp – Dustin McCloud – back strain	2007	10	2018	**1110**
Work Comp – Darren Swindler – back strain	2007	10	2018	**1110**
Work Comp – Kathy Turner – spider bite – left shoulder injury – finger – left wrist	2007	10	2018	**1110**
Work Comp – Gaylen White – left shoulder	2007	10	2018	**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	
2012	Case File Log	5 years	POL 008
2012	Fuel Log	5 years	POL 008
2012	Miscellaneous Receipts	Completion of Audit	GS 008
2012	UCR	2 years	POL 017
2012	Arrest Log	5 years	POL 006

2012 CASE FILES

Case files from 2012 were evaluated for retention, destruction, and removal to long-term storage for the first time with the 2018 Records Destruction Resolution. Records are retained and moved to long-term storage for the following reasons:

- **(F)** Class A Felonies are permanent records (POL 0001)
- **(J)** Juvenile victims of sex crime cases must be retained for 30 years after the victim reaches 18 years of age (POL 001)
- **(M)** Case still has 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.

<u>All</u> 2012 case files will be destroyed <u>EXCEPT</u> for the case files listed below. The following case files are the only cases from 2012 which will be moved to long-term storage:

CASE #	REASON	CASE TYPE
2012-0032	**(M)**	**STEALING FIREARM**
2012-0051	**(H)**	**ASSAULT WITH FIREARM**
2012-0053	**(H)**	**ASSAULT ON LEO**
2012-0061	**(P)**	**STEALING**
2012-0072	**(H)**	**DEATH INVESTIGATION**
2012-0085	**(P)**	**ASSAULT 3RD**
2012-0089	**(J)**	**SEXUAL ABUSE**
2012-0187	**(H)**	**MURDER**
2012-0214	**(H)**	**DEATH INVESTIGATION**
2012-0236	**(F)**	**CHILD MOLESTATION**
2012-0248	**(J)**	**SEXUAL MISCONDUCT**

EXHIBIT B

CASE #	REASON	CASE TYPE
2012-0279	**(J)**	**SEXUAL MISCONDUCT 3RD**
2012-0395	**(J)**	**SEXUAL MISCONDUCT 3RD**
2012-0423	**(J)**	**SEXUAL MISCONDUCT 3RD**
2012-0536	**(F)**	**ROBBERY 1ST FIREARM**
2012-0547	**(H)**	**K-9**
2012-0575	**(J)**	**RAPE STATUTORY 2ND**
2012-0577	**(J)**	**RAPE STATUTORY 2ND**
2012-0599	**(P)**	**STEALING CONTROLLED SUBSTANCE**
2012-0694	**(H)**	**K-9**
2012-0745	**(J)**	**SEXUAL ABUSE**
2012-0839	**(H)**	**FATALITY FIRE**
2012-0961	**(H)**	**DEATH INVESTIGATION**
2012-1084	**(P)**	**DISORDERLY CONDUCT**
2012-1126	**(H)**	**K-9**
2012-1152	**(J)**	**CHILD MOLESTATION**
2012-1161	**(J)**	**SEXUAL MISCONDUCT**
2012-1180	**(H)**	**FATALITY FIRE**
2012-1237	**(J)**	**SEXUAL MISCONDUCT**
2012-1246	**(H)**	**INTERNAL INVESTIGATION**
2012-1294	**(P)**	**STEALKING CONTROLLED SUBSTANCE**
2012-1325	**(H)**	**DEATH INVESTIGATION**

EXHIBIT B

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 Department Records Department request 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	2012
Fuel Logs	2012
Miscellaneous Receipts	2012
UCR	2012
Arrest Log	2012
Case Files *(See attached list of files being transferred to long term storage. All remaining 2012 files will be destroyed.)*	2012

Brent Blackburn

Brent Blackburn, Records Clerk

R Bashor

Rick Bashor, Chief of Police

EXHIBIT C

IN THE 43rd JUDICIAL CIRCUIT COURT, CLINTON COUNTY, MISSOURI

Division:

☐ Circuit/No. _____ ☐ Associate/No. _____ ☐ Probate/No. _____

☒ Municipal 5U City of Cameron

Contact Person: Tammie Schmitz Phone Number 816-632-2177

Signature of Contact Person: _____

FILED

JAN 24 2018

COURT CLERK
CAMERON MUNICIPAL COURT

(Date File Stamp)

Court Operating Rule 8 authorizes the chief justice, presiding judge, or chair of the Fine Collections Center with the approval of the court en banc or committee, to issue orders of destruction for those records that have met the required retention period.

☐ The records listed below were offered to State Archives and local historical organizations and were

☐ refused or ☐ no response was received after 45 days. All requirements under Court Operating Rule 8 have been satisfied.

☒ The records listed below are not required to be offered to State Archives and local historical organizations.

Therefore, it is ordered that Tammie Schmitz (Appointing Authority) destroy the records described below.

Order of Destruction

Book or Case Number Series	Book Title or Case Type	Dates of Cases/Books
2012 municipal tickets with 3 years retention	Municipal traffic tickets Municipal non traffic tickets	Tickets disposed from Jan 1 – Dec 31, 2012
2013 municipal tickets with 3 years retention	Municipal traffic tickets Municipal non traffic tickets	Tickets disposed from Jan 1 – Dec 31, 2013

Open Records to be destroyed by the following method: SHREDDING WITH OTHER CITY OF CAMERON DOCUMENTS.

1/24/2018
Date

Tom Chapman
Chief Justice, Presiding Judge, or Chair of the FCC Signature