AGENDA ITEM

TO: Mayor and City Council

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

DATE: March 3, 2011

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 uncluttering 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 has 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 2011-1

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 7th day of March 2011.

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Mayor Dennis M. Clark

ATTEST:

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City Clerk

EXHIBIT A
Records Destruction List

File Name	Creation	Retention	Discard	Retention Schedule
Alpha Files				
Bills of Sale (Blank)				
Historical Society (Cancelled rental agreement)		2	2010	**GS 077**
Expired Certificates of Insurance		Until superceded		**GS 056**
Routine Correspondence	2008+	1	2010	**GS 012**
Allene McDonnell (Dangerous Bldg)	2005	5	2011	**GS 052**
Travis Walker (Dangerous Bldg)	2005	5	2011	**GS 052**
Lester Skouby (Dangerous Bldg)	2005	5	2011	**GS 052**
Farmers Market	2000	1	2002	**GS 012**
Fax File	2007	3	2011	**GS 012**
Financial Disclosure Documents	2005	5	2011	**0714**
Expired Fireworks Permits	2007+	2	2010	**GS 050**
Goals & Objectives	1996	1	1998	**GS 012**
Strategic Planning Mtg (Big Lake)	1998	5	2004	**1401**
GTE(General info/Correspondence)	1999	1	2011	**GS 012**
Green Thumb Worker	2000	10	2011	**GS 012**
MPR Conference (Info)	2009+	1	2011	**GS 012**
Mediacom (Correspondence)	2005+	1	2007	**GS 012**
MoDNR (Pence Road Const)	2000	10	2011	**not our record**
MoDNR (Tunks Const)	2000	10	2011	**not our record**
MoDNR (Global Fireworks)	2000	10	2011	**not our record**
MML (Conference Documents)	2000	5	2006	**1401**
Hay Rider permit	2008	2	2011	**GS 050**
Project Exempt Cert (Koechner)	1998	10	2010	**GS 060**
Requests for Information	2005	5	2011	**GS 012**
Shape Up MO	2003	5	2009	**1401**
Surveys	2005+	5	2011	**GS 012**
Post Office (Relocate)	1999	5	2005	**GS 067**
New Post Office	1999	5	2005	**GS 067**
Vehicle Inspections (Until superceded)	2009	1	2011	
Certified Wages	2009+	1	2011	**GS 034**
Contract Files				
Band Contract	2000	10	2011	**GS 060**
Case Contracting (Depot Restoration)	1999	10	2011	**GS 060**
Farmer’s State Bank (1998 Street Sweeper)	1998	10	2011	**GS 060**
Farmer’s State Bank (1995 Bucket Truck)	1995	10	2011	**GS 060**
Farmer’s State Bank (1995 Motor Grader)	1995	10	2011	**GS 060**

File Name	Creation	Retention	Discard	Retention Schedule
Farmer's State Bank (Ballfield Lights)	1995	10	2011	**GS 060**
Fire Protection Agreement	1999	10	2011	**GS 060**
Gallatin Sand & Gravel (Pence Road)	2000	10	2011	**GS 060**
Hart Freeland Roberts (City Hall Architects)	2000	10	2010	**GS 060**
LIHEP 2000	2000	10	2011	**GS 060**
LLEBG (law enforce block grant)	2000	10	2011	**GS 060**
Madget & Griffin (demolish City Hall)	2000	10	2011	**GS 060**
McConnell Athletic Coating	2000	10	2011	**GS 060**
Larry McCord (Judge)	2000	10	2011	**GS 060**
Midland Engineering (Pence Rd)	2000	10	2011	**GS 060**
Midwest Environmental Sys (I&I)	2000	10	2011	**GS 060**
Mo Conservation (Stream Stewardship)	2000	10	2011	**GS 060**
DKB Co Mules	1999	10	2010	**GS 060**
Norris & Sons	1998	10	2010	**GS 060**
Northwest Coop (Higginsville)	1991	10	2011	**GS 060**
Paris Asphalt (Overlay)	2000	10	2011	**GS 060**
Dennis Smithmier (Judge)	1995	10	2011	**GS 060**
Zylstra Harley Davidson	2000	10	2011	**GS 060**
Legal Drawer				
Sewer Back up (Claims)	1998	10	2009	**GS 057**
Kaitlyn Nelson (Accident)	1999	10	2010	**GS 057**
Dump Truck (Accident)	1999	10	2010	**GS 057**
Jennifer Clevenger (Minor Prop Damage)	2001	6	2008	**GS 057**
Bill Sharp (Minor Property Damage)	2002	6	2009	**GS 057**
Wilhoid (Minor Property Damage)	2001	6	2008	**GS 057**
Switzer (Slip & fall)	1988	6	1995	**GS 057**
Kessler (Minor accident)	1994	6	2001	**GS 057**
Hullinger (Minor accident)	1995	6	2002	**GS 057**
Jones (Minor Accident)	1995	6	2010	**GS 057**
Gates/Pulliam (Minor Accident)	1989	22	2011	**GS 057**
Wrex (Property damage)	2002	6	2009	**GS 057**
Fire Dept (Property damage)	2003	6	2010	**GS 057**
YU (Property damage)	2003	6	2010	**GS 057**
Cemetery (Theft)	2004	6	2011	**GS 057**
Faulk (Property damage)	2004	6	2011	**GS 057**
Riddle (Bike accident)	1989	22	2011	**GS 057**
Tax Drawer				
Local Use Taxes	2004	6	2011	**GS 011**
Miscellaneous Revenues	2004-2005	5	2011	**GS 008**
Miscellaneous Revenues	2003-2004	5	2010	**GS 008**

File Name	Creation	Retention	Discard	Retention Schedule
MO Dept. of Revenue – Revocations	2004-2006	4	2011	**not our record**
Tax Abatements	2004	5	2010	**0751**
Delinquent Taxes	2004	6	2011	**0745**
Requests for Real Estate Tax Info	2007	3	2011	**GS 066**
Bankruptcy Notices	2005	5	2011	
Personnel Drawer				
Medical folders (terminated employees)	2003	7	2011	**GS 027**
Job Applications & Selection documents	2007+	3	2011	**GS 062**
Cafeteria folders (terminated employees	2005+	5	2011	**GS 032**
Bid Files				
Bids (Digger Derrick)	2000	10	2011	**GS 055**
Bids (Crown Vic)	2000	10	2011	**GS 055**
Bids (Generator)	2000	10	2011	**GS 055**
Bids (Bucket Truck)	2000	10	2011	**GS 055**
Bids (Electric Dept. truck)	2000	10	2011	**GS 055**
Bids (Fire Dept. Pumper)	2000	10	2011	**GS 055**
Bids (Outdoor Siren)	2000	10	2011	**GS 055**
Bids (Code vehicle)	2000	10	2011	**GS 055**
Bids (Cemetery mowers)	2000	10	2011	**GS 055**
Bids (Radio tower)	2000	10	2011	**GS 055**
Bids RFP (RR Closing Agent)	2000	10	2011	**GS 055**
Bids (Telesquirt financing)	2000	10	2011	**GS 055**
RFQ (City Hall Architect)	1999	10	2010	**GS 055**
RFP (City Hall financing)	2000	10	2011	**GS 055**
Bids (City Hall Demo)	2000	10	2011	**GS 055**
Bids (Waste Water Plant Loop)	1996	10	2007	**GS 055**
Bids (Repair Manholes)	2000	10	2011	**GS 055**
Bids (Hydrant Study)	2000	10	2011	**GS 055**
Bids (Solid Waste)	2000	10	2011	**GS 055**
Bids (RFQ Public works)	2000	10	2011	**GS 055**
Bids (Water Tower Renovations)	2000	10	2011	**GS 055**
Bids (Paint @ Water plant)	2000	10	2011	**GS 055**
Bids (Curb & Gutter)	2000	10	2011	**GS 055**
Bids (Asphalt)	2000	10	2011	**GS 055**
Bids (RFQ Public Works Bldg)	2000	10	2011	**GS 055**
Bids (Pence Road Ext)	2000	10	2011	**GS 055**
Bids (Griffin Road)	2000	10	2011	**GS 055**
Lower Level Vault				
Supplemental Taxes	2005+	6	2011	**GS 055**
Business Licenses	2008+	2	2011	**GS 055**

File Name	Creation	Retention	Discard	Retention Schedule
Accounts Payable	2005	5	2011	**GS 007**
Daily Tally sheets	2005	5	2011	**POL 008**
Utility bill Stubs	2005	5	2011	**GS 011**
Visa Reports	2005	5	2011	**GS 007**
Service Orders	2005	5	2011	**GS 020**
Paid Taxes	2004	6	2011	**0753**
Month End Reports	2005	5	2011	**GS 006**
Bad Debt write-off	2005	5	2011	**GS 007**
Utility bill registers	2005	5	2011	**GS 007**
Business Licensees	2004-2005	2	2008	**GS 050**
Miscellaneous Billing	2005	5	2011	**GS 007**
County Tax Registers	2004	6	2011	**0753**
Payroll Reports	2005	5	2011	**GS 068**
Mo 1 Call locate requests	2005	5	2011	**1614**
Digital Utility Billing records	2004+	5	2010	**GS 007**
Court Records				
Receipt Book (receipt #02851-04500)	2005+	5	2011	**GS 011**

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Exhibit B