RESOLUTION 2012-3

AGENDA ITEM

TO: Mayor and City Council

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

DATE: March 29, 2012

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 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 2012-3

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 2nd day of April 2012.

_____
Mayor Frank A. Buck

ATTEST:

_____
City Clerk

EXHIBIT A
Records Destruction List

File Name	Creation	Retention	Discard	Retention Schedule
Lower Level Vault				
Business Licenses	2009+	2	2012	**GS 055**
Accounts Payable Posting Journals	2006	5	2012	**GS 007**
Accounts Payable	2006	5	2012	**GS 007**
Payroll check stubs	2003-06	5	2012	**0725**
Dog Tag receipts	2003-04-05	5	2012	**0105**
Payroll Check Stubs	2003-2006	5	2012	**0711**
Cigarette Tax	2001-2006	5	2012	
Utility bill Stubs	2006	5	2012	**GS 011**
Visa Reports	2006	5	2012	**GS 007**
Paid Taxes	2005	6	2012	**0753**
Month End Reports	2006	5	2012	**GS 006**
Bad Debt write-off	2006	5	2012	**GS 007**
Utility bill registers	2006	5	2012	**GS 007**
County Tax Registers	2005	6	2012	**0753**
Payroll Reports	2006	5	2012	**GS 068**
Police Department Duty Rosters/Schedules	2003, 2005, 2006	5	2012	**GS072**
Pool Schedules	2003	5	2009	**GS072**
Personal and Real Estate Tax reports	2005	5	2012	**GS 007**
General Ledger Posting Reports	2004-2005	5	2012	**0703**
Cash Control Reports	2006	5	2012	**0703**
Quarterly 941 Reconciliation	2005-2006	5	2012	**0703**
Insurance Schedules	2006	5	2012	
Nitro Overtime Reimbursement Forms	2004-2006	5	2012	**GS072**
Court Records (see attached documentation)				
Disposed Municipal Court Records	1982-2005	3	2012	
Closed Municipal Court Records	1982-2005	3	2012	

Exhibit B

LOCAL RECORDS PROGRAM

DISPOSITION LIST

OFFICE: Cameron Police Records
DATE: **01-25-2010**

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
CUBIC FEET	
Misdemeanor/Ordinance Violations (3-5 year retention) met or exceeded 36 cubic feet or 24 boxes	1974 thru 1980
Misdemeanor/Ordinance Violations (3-5 year retention) met or exceeded 6 cubic feet or 4 boxes	2004

___Illona Jones (signature on file_ __LCS (signature on File) __
Illona Jones, Administrative Assistant L. Corey Sloan, Chief of Police

Records Destroyed by: _____
Name

_____
Destruction Method Date

Juvenile Records Turned over to: ___Keith Mathews (signature on file) ____01-25-2010 _____
Name Date

_____2004_____
YEAR OF RECORDS

Shellie Blades
Cameron Police Department Records