



Board of Aldermen Request for Action

MEETING DATE: 8/19/2025

DEPARTMENT:
Public Works/Police

AGENDA ITEM: Bill No. 3077-25, Destruction of Records - 1st Reading

REQUESTED BOARD ACTION

A motion to approve Bill No. 3077-25, authorizing the destruction of certain records. Second reading by title only.

SUMMARY

The City keeps administrative, fiscal and legal records as required by the State of Missouri Revised Statutes Chapter 109. The Secretary of State's Office publishes a records retention manual which establishes minimum retention periods for the administrative, fiscal and legal records created by local governments. Some records are permanent while others must be kept for various lengths of time. When non-permanent records have reached their retention date, the State recommends those records be destroyed by certified shred. Staff annually attempts to complete review of records for retention. This request is being made now due to the temporary staffing at the Water Treatment Plant, which has allowed time to review the files.

Staff desire the destruction of the following:

Water Treatment Plant

- Vulnerability Assessment 2004
- Consumer Confidence Reports 1999 and 2020
- Backflow Records 2017 and 2018
- Volatile Organic Compound Reports 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006 and 2007
- Public Notices 1994, 1997, 1999, 2005, 2009, 2010, and 2014
- Violation Letters and Corrections 2014 and 2016
- Bacteriological Test Results 2016, 2017 and 2018
- Microbiological Analysis Reports 2016, 2017 and 2018
- Boil Order paperwork 2010, 2011, 2012, 2013 and 2014

Dog Pound

- Adoption/police intake documents 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016 and 2017

PREVIOUS ACTION

The Board of Aldermen annually approves the destruction of records after staff's review of the record's retention schedule.

POLCY ISSUE

Destroy documents per the records retention schedule published by the Secretary of State's Office.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS

☒ Ordinance

☐ Resolution

☐ Staff Report

☐ Other:

☐ Contract

☐ Plans

☐ Minutes

AN ORDINANCE AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS

WHEREAS, The City keeps administrative, fiscal and legal records as required by the State of Missouri Revised Statutes Chapter 109. The Secretary of State's Office publishes a records retention manual which establishes minimum retention periods for the administrative, fiscal and legal records created by local governments. Some records are permanent while others must be kept for various lengths of time. When non-permanent records have reached their retention date, the State recommends those records be destroyed by certified shred; and

WHEREAS, it has been determined that certain documents have met the minimum retention schedule listed in the Missouri Records Manual as outlined in Section 109.200 RSMo.

Water Treatment Plant

- Vulnerability Assessment 2004
- Consumer Confidence Reports 1999 and 2020
- Backflow Records 2017 and 2018
- Volatile Organic Compound Reports 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006 and 2007
- Public Notices 1994, 1997, 1999, 2005, 2009, 2010, and 2014
- Violation Letters and Corrections 2014 and 2016
- Bacteriological Test Results 2016, 2017 and 2018
- Microbiological Analysis Reports 2016, 2017 and 2018
- Boil Order paperwork 2010, 2011, 2012, 2013 and 2014

Dog Pound

- Adoption/police intake documents 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016 and 2017

WHEREAS, it has been determined that these records and documents have no further administrative, legal, fiscal, research or historical value; and

WHEREAS, destruction of said records will allow for easier access to needed records, provide a better environment of records, allow more space for operations and increase storage space, which must be legally retained; and

WHEREAS, the Smithville Board of Aldermen wish to authorize the destruction of said records.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI AS FOLLOWS:

Section 1. That the Board of Aldermen hereby elects, pursuant to Section 109.200 RSMo., to approve the destruction certain finance and administration documents that have met the requirements of the retention schedule and no longer have value.

Section 2. The Board of Aldermen hereby directs the City Clerk to find a method of destruction approved by the State of Missouri.

Section 3. This Ordinance shall take effect and be in full force from and after its passage according to law.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 23rd of September 2025.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

First Reading: 08/19/2025

Second Reading: 09/23/2025