



## Board of Aldermen Request for Action

**MEETING DATE:** 3/5/2024

**DEPARTMENT:**

Administration/Finance/Police

**AGENDA ITEM:** Bill No. 3024-24, Destruction of Records - 2<sup>nd</sup> Reading

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### **REQUESTED BOARD ACTION:**

A motion to approve Bill No. 3024-24, destruction of certain records for 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. Sometimes workloads or staffing levels delay that review and records from past years are included in current destruction recommendations.

Staff desire the destruction of the following:

- FY2020 through FY2022 Fireworks Permits Applications
- FY2020 through FY2023 Non-Hired Employment Applications
- FY2020 Dog Tag Applications
- FY2021 Meals on Wheels monthly billing information
- FY2021 Meals on Wheels discontinued services
- FY2020 Peddlers Permits
- FY2020 through FY2022 Business License Applications
- FY2019 Utility Billing Reports and Utility Billing Adjustments
- FY2019 through FY2022 Accounts Payable and accounts receivable records dated FY2019 through FY2022 Accounts Receivable
- FY2022 Liquor Licenses
- FY2007 through FY2018 Criminal Incident Reports that include infractions, misdemeanors, Class B felonies, Class C felonies, Class D felonies and Class E felonies. Non-Criminal incident reports, non-felony accident reports, arrest records, missing person/runaway reports, subpoenas, traffic stop forms, cleared or cancelled warrants documents.
- FY2014 to FY2018 General Court convictions

### **PREVIOUS ACTION:**

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

**POLICY 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.

- FY2020 through FY2022 Fireworks Permits Applications
- FY2020 through FY2023 Non-Hired Employment Applications
- FY2020 Dog Tag Applications
- FY2021 Meals on Wheels monthly billing information
- FY2021 Meals on Wheels discontinued services
- FY2020 Peddlers Permits
- FY2020 through FY2022 Business License Applications
- FY2019 Utility Billing Reports and Utility Billing Adjustments
- FY2019 through FY2022 Accounts Payable and accounts receivable records dated FY2019 through FY2022 Accounts Receivable
- FY2022 Liquor Licenses
- FY2007 through FY2018 Criminal Incident Reports that include infractions, misdemeanors, Class B felonies, Class C felonies, Class D felonies and Class E felonies. Non-Criminal incident reports, non-felony accident reports, arrest records, missing person/runaway reports, subpoenas, traffic stop forms, cleared or cancelled warrants documents.
- FY2014 to FY2018 General Court convictions

**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 5<sup>th</sup> of March 2024.

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Damien Boley, Mayor

ATTEST:

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Linda Drummond, City Clerk

First Reading: 02/06/2024

Second Reading: 03/05/2024