



Board of Aldermen Request for Action

MEETING DATE: 2/3/2026

DEPARTMENT:

Administration/Finance/Police/Development

AGENDA ITEM: Resolution 1544, Destruction of Records

REQUESTED BOARD ACTION

A motion to approve Resolution 1544, authorizing the destruction of certain records. First reading by title only.

SUMMARY

The City maintains administrative, fiscal and legal records in accordance with the State of Missouri Revised Statutes Chapter 109 and the Board's adopted Record Retention Policy. 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.

At times, workload demands or staffing levels may delay the review process. These records reflect staff efforts to reconcile and address some of records from prior years that are now included in the current destruction recommendations.

Staff desire the destruction of the following:

Administration/Finance

- FY2024 Fireworks Permits Applications
- FY2025 Non-Hired Employment Applications
- FY2022 Dog Tag Applications
- FY2023 Meals on Wheels monthly billing information
- FY2023 Meals on Wheels discontinued services
- FY2022 Peddlers Permits
- FY2024 Business License Applications
- FY2021 Utility Billing Reports and Utility Billing Adjustments
- FY2024 Accounts Payable and accounts receivable records

Police

- FY2024 Liquor Licenses
- FY2020 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.

- FY2020 General Court convictions
- FY2019 through FY2023 Lock Out Waivers
- FY2020 through FY2023 Dog Impound Forms
- FY2018 VIN Verification Forms
- FY2018 through FY2019 Police Grant Applications
- FY2018 through FY2019 Alcohol Compliance Check
- FY2006 through FY2014 Pursuit Review Files
- FY2003 through FY2018 Use of Force Reviews
- FY2004 through FY2018 Police Officer Accidents
- FY2010 through FY2014 CJIS/MULES/ALERT Audits

Development

- FY1983 through FY2019 Deck Permits
- FY2007 through FY2019 Electrical Permits
- FY1993 through FY2020 Mechanical Permits
- FY2007 through FY2020 Plumbing Permits
- FY2008 through FY2020 Right of Way Permits
- FY1985 through FY2020 Pool Permits
- FY2008 through FY2019 Miscellaneous Permits
- FY1991 through FY2016 Outbuilding Permits
- FY2004 through FY2020 Fence Permits
- FY2008 through FY2020 Excavation/Grading Permits
- FY2007 through FY2019 Temporary Sign Permits
- FY1993 through FY2017 Permanent Sign Permits
- FY1987 through FY2019 Demolition Permits
- FY2007 through FY2020 Code Enforcements
- FY2001 through FY2018 Annexation Records

PREVIOUS ACTION

The Board of Aldermen periodically 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 and the Board's adopted Record Retention Policy.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS

- | | |
|---|-----------------------------------|
| <input checked="" type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input type="checkbox"/> Other: | |

RESOLUTION 1544

A RESOLUTION 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.

Administration/Finance

- FY2024 Fireworks Permits Applications
- FY2025 Non-Hired Employment Applications
- FY2022 Dog Tag Applications
- FY2023 Meals on Wheels monthly billing information
- FY2023 Meals on Wheels discontinued services
- FY2022 Peddlers Permits
- FY2024 Business License Applications
- FY2021 Utility Billing Reports and Utility Billing Adjustments
- FY2024 Accounts Payable and accounts receivable records

Police

- FY2024 Liquor Licenses
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- FY2020 General Court convictions
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- FY2018 through FY2019 Alcohol Compliance Check
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- FY2003 through FY2018 Use of Force Reviews
- FY2004 through FY2018 Police Officer Accidents
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- FY1983 through FY2019 Deck Permits
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- FY2008 through FY2020 Excavation/Grading Permits
- FY2007 through FY2019 Temporary Sign Permits
- FY1993 through FY2017 Permanent Sign Permits
- FY1987 through FY2019 Demolition Permits
- FY2007 through FY2020 Code Enforcements
- FY2001 through FY2018 Annexation Records

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 RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI, AS FOLLOWS:

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 as detailed and described above.

FURTHER, THAT the Board of Aldermen hereby directs the City Clerk to find a method of destruction approved by the State of Missouri.

This Resolution 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 3rd day of February 2026.

Marvin Atkin, Mayor Pro-Tem

ATTEST:

Linda Drummond, City Clerk