



## Board of Aldermen Request for Action

**MEETING DATE:** 11/1/2022

**DEPARTMENT:** Finance/Police

**AGENDA ITEM:** Bill No. 2964-22, Distruction of Records – First Reading

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**REQUESTED BOARD ACTION:**

Motion to approve Bill No. 2964-22, destruction of certain records. First reading by title only.

**SUMMARY:**

The City keeps administrative, fiscal and legal records as required by the State of Missouri. The Secretary of State's Office publishes a records retention manual which establishes minimum retention periods for these records. 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 to be destroyed.

The Finance Department desires to destroy audited accounts payable and accounts receivable records dated November 1, 2019 through October 31, 2020 by shredding. These records include invoices, check registers, refund registers, payment distribution statements, and receipt registers. These accounts payable and accounts receivable records meet the minimum retention period after a completed audit.

The Police Department desires to destroy training records prior to 2019, daily logs prior to 2020, traffic stop forms prior to 2020, monthly reports for Court prior to 2015 and grant applications prior to 2014 by shredding. These records are not part of an investigative file/report and meet the minimum retention period.

**PREVIOUS ACTION:**

N/A

**POLICY OBJECTIVE:**

The purpose is to destroy records 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**, it has been determined that FY20 accounts payable and accounts receivable records and documents have met the retention schedule listed in the Missouri Records Manual as outlined in Section 109.200 RSMo.; and

**WHEREAS**, it has been determined that training records prior to 2019, daily logs prior to 2020, traffic stop forms prior to 2020, monthly reports for Court prior to 2015 and grant applications prior to 2014 of police records are not part of an investigative file/report and have met the minimum retention schedule listed in the Missouri Records Manual as outlined in Section 109.200 RSMO.; and

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

**WHEREAS**, destruction of said records will allow more space for operations, increase storage space, allow for easier access to needed records and provide a better environment of records 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 ALDERMAN 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 of certain police records prior to 2019 and accounts payable and accounts receivable records and 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 15<sup>th</sup> of November 2022.

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Damien Boley, Mayor

ATTEST:

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Linda Drummond, City Clerk

First Reading:	11/01/2022
Second Reading:	11/15/2022