



Board of Aldermen Request for Action

MEETING DATE: 1/17/2023

DEPARTMENT:

Administration/Finance/Police/Parks/Development

AGENDA ITEM: Bill No. 2973-23, Destruction of Records - 1st Reading

REQUESTED BOARD ACTION:

A motion to approve Bill No. 2973-22, destruction of certain records for 1st 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 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.

The Administration Department desires the destruction of applications for FY2019 Liquor Licenses, Fireworks Permits, Facility Reservation and Peddlers Permits and the FY2017-FY2019 Employment applications. These documents have met the retention schedule listed in the Missouri Records Manual as outlined in Section 109.200 RSMo.

The Finance Department desires the destruction of FY2019 Dog Tag Applications, FY2020 Meals on Wheels monthly billing information, FY2020 Meals on Wheels discontinued services applications, FY2019 Business License applications, FY2018 Utility Billing Reports and FY2017 Utility Billing Adjustments. These documents have met the retention schedule listed in the Missouri Records Manual as outlined in Section 109.200 RSMo.

PREVIOUS ACTION:

N/A

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, it has been determined that the applications of the FY2019 Liquor Licenses, Fireworks Permits, Facility Reservation and Peddlers Permits and of the FY2018-FY2019 Employment 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 the applications of FY2020 Meals on Wheels monthly billing information, FY2020 Meals on Wheels discontinued services applications, FY2019 Business License applications, FY2018 Utility Billing Reports and FY2017 Utility Billing Adjustments documents 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 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 ____ of February 2023.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

First Reading: 01/17/2023

Second Reading: 02/07/2023