



Please forward for inclusion on the next
F&A Committee agenda.

Mike Geisel 2019-5-10

DATE: February 21, 2019
TO: Mike Geisel, City Administrator
Chris DesPlanques, Finance Director
FROM: Vickie J. Hass, City Clerk *VJH*
SUBJECT: Destruction of Records

It is the recommended guideline of the Secretary of State that "the disposition of records should be recorded in a document such as the minutes of the City Council or other legally constituted authority that has permanent record status".

The following records have met or exceeded State retention requirements and no longer hold any significance for the City:

See attached Records Destruction List

Please add "Destruction of Records in Accordance with F&A Policy No. 7 and the Records Retention Schedule for the State of Missouri" to the next Finance & Administration Committee meeting agenda.

**Records Destruction List
City Clerk Department
April, 2019**

Quantity	Date	Record Series Title
1 box	2013	City Council Meeting Packets for 2013
1 box	2014-2015	Public Records Requests #634-711 (Dec. 2014-Dec. 2015)
	2016	Solicitor Permit Applications for 2016

Records to be destroyed April, 2019.

Signature: *Vickie J. Hass*
Vickie J. Hass, City Clerk

Date: 2/21/19