



DATE: February 7, 2020
TO: Jeannette Kelly, Finance Director
FROM: Vickie McGownd, City Clerk *mgownd*
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. 1 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, 2020

Quantity	Date	Record Series Title
1 box	2014	City Council Meeting Packets for 2014
1 box	2016	Public Records Requests #712-781 (Jan. 2016-July 2016)
	2017	Solicitor Permit Applications for 2017

Records to be destroyed April, 2020.

Signature: *Vickie McGownd*
 Vickie McGownd, City Clerk

Date: *2/7/2020*