



**DATE:** April 29, 2021  
**TO:** Michael O. Geisel, City Administrator  
**FROM:** Vickie McGownd, City Clerk *mgownd*  
**SUBJECT:** Destruction of Records

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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, 2021

Quantity	Date	Record Series Title
1 box	2015	City Council Meeting Packets for 2015
2 boxes	2016-2017	Public Records Requests (Aug. 2016-Dec. 2017)
1 box	2018	Solicitor Permit Applications for 2018

Records to be destroyed April, 2021.

Signature: Vickie McGownd  
 Vickie McGownd, City Clerk

Date: 2/10/21