

DATE:

February 1, 2022

TO:

Jeannette Kelly, Finance Director

FROM:

Vickie McGownd, City Clerk

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 Office of City Clerk April, 2022

Quantity	Date	Record Series Title	
1 box	2016	City Council Meeting Packets for 2016	
1 box	2018	Public Records Requests for 2018	
1 box	2019	Solicitor Permit Applications for 2019	

Records to I	be destroyed April, 2022.		
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Signature: _	Vickie McGownd. City Clerk	_ Date: _	alifacas