



DATE: March 1, 2023
TO: Jeannette Kelly, Finance Director
FROM: Vickie McGownd, City Clerk *vjm*
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, 2023

Quantity	Date	Record Series Title
2 boxes	2017	City Council/Executive Session Meeting Packets for 2017
1 box	2019	Public Records Requests for 2019
1 box	2020	Solicitor Permit Applications for 2020

Records to be destroyed April, 2023.

Signature: Vickie McGownd
 Vickie McGownd, City Clerk

Date: 3/1/2023