



**DATE:** February 12, 2024  
**TO:** Jeannette Kelly, Director of Finance  
**FROM:** Vickie McGownd, City Clerk *vjm*  
**SUBJECT:** Destruction of Records

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The recommended guideline of the Secretary of State is 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, 2024**

Quantity	Date	Record Series Title
2 boxes	2018	City Council/Executive Session Meeting Packets for 2018
1 box	2020	Public Records Requests for 2020
1 box	2021	Solicitor Permit Applications for 2021

Records to be destroyed April, 2024.

Signature: Vickie McGownd  
Vickie McGownd, City Clerk

Date: 2/12/24