

RE: Destruction of Records

Background:

Missouri Revised Statutes Chapter 109 Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal, and legal records created by local governments.

The records classification and retention periods in the Local Records Retention Schedule constitutes legal authority for retention and disposal of official records. No records can be destroyed until they have met the minimum retention period listed in the manual.

Analysis:

The City Clerk's office destroys records every year that have meet the record retention requirements with the approval of the City Council. Attached is a list of the records to be destroyed in accordance with the Local Records Retention Schedule. Due to Utility Billing moving into City Hall, a part of the records room is needed to accommodate the extra staff. Upon a more thorough review of the records that have met retention, this year's list is double what we normally ask to destroy.

Recommendation:

Staff recommends approval of the resolution.

MEMO SUBMITTED BY:

Rebekka Coffey | City Clerk

bcoffey@nixa.com | 417-725-3785

RESOLUTION NO. 2024-60

A RESOLUTION OF THE COUNCIL OF THE CITY OF NIXA AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS WHICH HAVE MET RETENTION.

WHEREAS the Secretary of the State of Missouri has established a procedure for the keeping and maintenance of public records; and

WHEREAS the City Clerk has maintained the records of the City of Nixa in accordance with said procedures; and

WHEREAS certain records have met their retention date and are no longer required to be kept or maintained by the City; and

WHEREAS pursuant to City Code Section 2-80, the City Council desires to authorize the destruction of certain records as detailed on "Resolution Exhibit A" and "Resolution Exhibit B."

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NIXA, AS FOLLOWS, THAT:

SECTION 1: City Council hereby authorizes the destruction of the records detailed on "Resolution Exhibit A" and "Resolution Exhibit B," as said records have met the retention requirements established by the State of Missouri.

SECTION 2: The City Administrator and the officers of the City are hereby authorized to do all things necessary or convenient to carry out the terms and intent of this Resolution.

SECTION 3: This Resolution shall be in full force and effect from and after its final passage by the City Council and after its approval by the Mayor, subject to the provisions of section 3.11(g) of the City Charter.

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RESOLUTION NO. 2024-60

47 **ADOPTED BY THE COUNCIL THIS 17th DAY OF December 2024.**

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ATTEST:

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PRESIDING OFFICER

CITY CLERK

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55 **APPROVED BY THE MAYOR THIS _____ DAY OF December 2024.**

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ATTEST:

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MAYOR

CITY CLERK

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63 APPROVED AS TO FORM:

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CITY ATTORNEY

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RESOLUTION EXHIBIT A

GS007	P-Card Statements	2023	1 cubic foot
GS007	Accounts Payable Registers	2019	1 cubic foot
GS007	Accounts Payable Invoices	2019	8 cubic foot
GS007	Credit Card Statements	2011-2016	1 cubic foot
GS008	Accounts Payable/Demand/Account Transfer Checks	2019	1 cubic foot
GS008	Daily Deposit Sheets	2019	1 cubic foot
	Billing Journal - Bus.License, Parks Penalty/Billing Journals, Cash Collections, Rental Inspections, Stormwater Reviews, Commerical Plan Reviews, Construction		
GS008	Escrows	2019	1 cubic foot
GS008	C.C. Statements	2019	2 cubic foot
GS008	ACH Reports UB, Park, Power Purchases	2019	1 cubic foot
GS008	UB Registers & Demand Refund Checks	2019	1 cubic foot
GS008	Parks Distribution Reports	2017	1 cubic foot
GS008	Daily Computer Entries	2019	2 cubic foot
GS008	City Hall Cash Collections Reports	2017	2 cubic foot
GS008	Parks Cash Reciepts	2019	3 cubic foot
GS008	UB Cash Receipts/ACH	2019	23 cubic foot
GS008	Credit Card Statements	2007-2010	1 cubic foot
GS008	Utility Billing Cash Receipts	2018	10 cubic foot
GS010	General and Utility Billing Bank Statements	2019	1 cubic foot
GS012	UB Correspondence Bankrupcy	2019	1 cubic foot
GS020	Works Orders/OCC Changes	2019	1 cubic foot
GS020	Utility Billing Applications	2019	2 cubic foot
GS020	Work Orders Water, Electric, Misc	2019	1 cubic foot
GS020	Utility Billing Rereads	2019	4 cubic foot
GS025	City Wide IT Information	2010	1 cubic foot
GS028	HR Timesheets/Payrool Register	2019	2 cubic foot
GS028	HR Timesheets/Payrool Register	2018	2 cubic foot
GS037	Press Releases (Keeping Digital Records - Destroying Hard Copies)	2009-2013	1 cubic foot
GS050	Bus./Contracor License, Dog Tags, Golf Carts	2019	1 cubic foot
GS055	Purchasing Bids	2014	2 cubic foot
GS056	Workers Compensation Insurance	2007-2017	1 cubic foot
GS056	Insurance Policies - Liablity and Commerical	2016-2017	1 cubic foot
GS062	Applications/Invoices Background Checks/Drug Screenings	2019-2021	2 cubic foot
GS065	Parks Registrations	2019	10 cubic foot
GS069	Employee Reimb. Checks, Mileage, Travel/Training	2019	1 cubic foot
GS076	Administration Reports	2010-2018	1 cubic foot
		1991,1996-	
GS076	Duplicate Comprehensive Plans	2001,2006	1 cubic foot
GS085	Management Meeting Minutes	1997-2007	1 cubic foot
GS099	Duplicate Building Plans	1999-2001	1 cubic foot
Municipal 1323	Backflow Test Reports	2018	1 cubic foot
Pros 009	Discovery Information	2015-2016	2 cubic foot
Pros 009	Discovery Information	2014	1 cubic foot
Pros 009	Discovery Information	2013	1 cubic foot
Pros 009	Discovery Information	2010-2012	1 cubic foot
Pros 009	Attorney Letters	1997-2016	1 cubic foot



NIXA POLICE DEPARTMENT

P.O. Box 395 / 715 W. Center Circle

Nixa, Missouri 65714

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www.nixapolice.com



To: Nixa City Council
From: W. Buckmaster
Records Custodian, Nixa Police Department
Date: 12/05/2023
Subject: Police Records Destruction request.

Upon the Nixa City Council's approval of the resolution for records destruction on December 11, 2023, the Nixa Police Department requests permission to dispose of the following items:

- All electronic records of Non-Class A Felony reports and Misdemeanors dated 2016 and earlier.
 - As per the Missouri Secretary of State Police Records retention guidelines, specifically POL 001 (approved on August 20, 2008; Revised on December 21, 2011), it is advised to retain these reports until final disposition. Alternatively, if no charges were filed, only Class A Felonies are required to be kept permanently.
- 2. All Cleared MULES Warrants, Entries, Messages, and Validation paperwork from 2022 and older (contained in 1 Box of Files).
 - As per the Missouri Secretary of State Police Records retention guidelines, particularly POL 005 (approved on August 25th, 2009; revised on August 20th, 2013), it is recommended to retain these documents. Referring to the NCIC Operations/MULES policy and procedure, they should be securely destroyed after 1 year.
- 3. All Animal Control Cards and ownership records for 2021 and older (contained in 1 Box of paperwork).
 - In accordance with the Missouri Secretary of State Municipal Records retention guidelines 0102, it is recommended to destroy these records after a period of 2 years.