

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.

Recommendation:

Staff recommends approval of the resolution.

MEMO SUBMITTED BY:

Rebekka Coffey | City Clerk

bcoffey@nixa.com | 417-725-3785

RESOLUTION NO. 2022-127

**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 destruction 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 no longer are
required to be kept or maintained by the City.

**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: 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.

ADOPTED BY THE COUNCIL THIS 12th DAY OF December, 2022.

ATTEST:

PRESIDING OFFICER

CITY CLERK

APPROVED BY THE MAYOR THIS _____ DAY OF _____, 2022.

ATTEST:

MAYOR

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

Resolution Exhibit A

2022 Record Destruction List						
GS Code	Type of Records	Year	Cubic Ft	Destroy Year	Location	
Finance-GS008	CH Daily Deposits, Jan-Jun	2014	1 cubic ft	2019	12	F
Finance-GS008	CH Daily Deposits, Jul-Dec	2014	1 cubic ft	2019	12	E
Finance-GS009	2013-2014 PO Books	2014	1 cubic ft	2019	5	E
Finance-GS008	Daily Balance Sheets CH,Ct, Pk & Utl.	2014	1cubic ft	2019	9	A
Finance-GS008	Utility Billing Journals ; Jan-Mar	2014	1 cubic ft	2019	8	A
Finance-GS008	Utility Billing Journals ; Apr-Jun	2014	1 cubic ft	2019	8	F
Finance-GS008	Utility Billing Journals; Jul-Sept.	2014	1 cubic ft	2019	8	F
Finance-GS008	Utility Billing Journals; Oct.-Dec.	2014	1 cubic ft	2019	8	D
Finance-GS008	Final supplemental Jan-Mar.	2014	1cubic ft	2019	7	F
Finance-GS010	Bank statements	2014	1Cubic ft	2019	9	A
Finance-GS008	Daily computer entries Jan-Aug Gen& Utl	2014	1 cubic ft	2019	9	A
Finance-GS008	Daily computer entries Sept-Dec	2014	1 cubic ft	2019	9	F
Finance-GS008	Cash receipts Gen & Utl.	2014	1cubic ft	2019	9	E
Finance-GS007	Paid bills A-Ch Elections	2014	1 cubic ft	2019	5	E
Finance-GS007	Paid bills Chr-credit	2014	1 cubic ft	2019	5	F
Finance-GS007	Paid bills Credit-Fisher	2014	1 cubic ft	2019	5	F
Finance-GS007	Paid bills Flet-Lowes	2014	1 cubic ft	2019	5	B
Finance-GS007	Paid bills Loyd-Oza	2014	1 cubic ft	2019	5	D
Finance-GS007	Paid bills P-Springfeild-Greene County Health	2014	1 cubic ft	2019	5	C
Finance-GS007	Paid bills Springfield Janitor-Verizon	2014	1 cubic ft	2019	5	C
Finance-GS007	Paid bills Ver-Z	2014	1 cubic ft	2019	5	D
Finance-GS007	Paid bills demand checks	2014	1 cubic ft	2019	5	E
Finance-GS008	Rental Inspection Reconciliations & Bld Permit Reconciliations	2014	1cubic ft	2019	8	D
Finance-GS008	Billing Journals	2014	1cubic ft	2019	8	D
Finance-GS008	Utility Reconciliations	2014	1cubic ft	2019	7	D
Finance-GS010	Bank statements	2014	1cubic ft	2019	9	B
HR-GS068	Time Sheets	2014	3 cubic ft	2019	19	C
HR-GS062	Police Applications & tests	2014	2 cubic ft	2019	20	C
Park-GS065	Reg.forms, reservation, misc. forms	2014	1cubic ft	2019	12	E
Park-GS065	Reg.frms. Walking track,events, swim bball,softball & tball	2014	5 cubic ft	2019	12	C
Park-GS008	Parks Daily Cash; receipts & deposit	2014	6 cubic ft	2019	12	B
Utility Billing-GS020	Applications Jan-Dec.	2014	1cubic ft	2019	13	D
Utility Billing-GS016	Communications	2014	1cubic ft	2019	13	D
Utility Billing-GS020	Re Reads Jan -April (15th)	2014	1 cubic ft	2019	13	C
Utility Billing-GS020	Re Reads May-August (15th)	2014	1 cubic ft	2019	13	D
Utility Billing-GS020	Re Reads Sept-Dec. (15th)	2014	1 cubic ft	2019	13	D
Utility Billing-GS020	Re Reads Jan-June (30th)	2014	1 cubic ft	2019	13	D

Utility Billing-GS020	Re Reads Jul-Dec. (30th)	2014	1cubic ft	2019	13	D
Utility Billing-GS020	Work Order Elec.,Water,Misc. Jan-May	2014	1 cubic ft	2019	13	D
Utility Billing-GS020	Work Order,Elec., Water, Misc. June-August	2014	1 cubic ft	2019	13	D
Utility Billing-GS020	Work Order,Elec.,Water, Misc. Sept.-Dec	2014	1 cubic ft	2019	13	D
Utility Billing-GS008	Cash Receipts; 1-1/1-15	2014	1 cubic ft	2019	13	D
Utility Billing-GS008	Cash Receipts; 1-16/1-31	2014	1 cubic ft	2019	11	E
Utility Billing-GS008	Cash Receipts; 2-1/2-18	2014	1 cubic ft	2019	11	E
Utility Billing-GS008	Cash Receipts; 2-19/2-28	2014	1 cubic ft	2019	11	E
Utility Billing-GS008	Cash Receipts; 3-3/3-14	2014	1 cubic ft	2019	11	E
Utility Billing-GS008	Cash Receipts; 3-17/3-31	2014	1 cubic ft	2019	11	E
Utility Billing-GS008	Cash Receipts; 4-1/4-16	2014	1 cubic ft	2019	11	E
Utility Billing-GS008	Cash Receipts; 4-17/4-30	2014	1 cubic ft	2019	11	E
Utility Billing-GS008	Cash Receipts; 5-1/5-15	2014	1 cubic ft	2019	11	E
Utility Billing-GS008	Cash Receipts; 5-16/5-30	2014	1 cubic ft	2019	11	E
Utility Billing-GS008	Cash Receipts; 6-1/6-16	2014	1 cubic ft	2019	11	E
Utility Billing-GS008	Cash Receipts; 6-17/6-30	2014	1 cubic ft	2019	11	E
Utility Billing-GS008	Cash Receipts; 7-1/7-17	2014	1 cubic ft	2019	11	E
Utility Billing-GS008	Cash Receipts; 7-18/7-31	2014	1 cubic ft	2019	11	E
Utility Billing-GS008	Cash Receipts; 8-1/8-15	2014	1 cubic ft	2019	11	E
Utility Billing-GS008	Cash Receipts; 8-18/8-31	2014	1 cubic ft	2019	11	E
Utility Billing-GS008	Cash Receipts; 9-1/9-15	2014	1 cubic ft	2019	11	E
Utility Billing-GS008	Cash Receipts; 9-16/9-30	2014	1 cubic ft	2019	11	E
Utility Billing-GS008	Cash Receipts; 10-1/10-16	2014	1 cubic ft	2019	11	F
Utility Billing-GS008	Cash Receipts; 10-17/10-31	2014	1 cubic ft	2019	11	F
Utility Billing-GS008	Cash Receipts; 11-1/11-17	2014	1 cubic ft	2019	11	F
Utility Billing-GS008	Cash Receipts; 11-18/11-26	2014	1 cubic ft	2019	11	F
Utility Billing-GS008	Cash Receipts; 12-1/12-12	2014	1 cubic ft	2019	11	F
Utility Billing-GS008	Cash Receipts; 12-13/12-31	2014	1 cubic ft	2019	11	F
Utility Billing-GS008	Jan.-Dec. 14	2014	1cubic ft	2019	11	F
Water-GS096	Backflow Testing	2014	1cubic ft	2019	1	D
Park-GS008	Park Daily Cash	2014	6 cubic ft	2019	12	C
Admin-GS050	Business licenses, contractor license	2014	1cubic ft	2019	6	C



Nixa Police Department

P.O. Box 395 / 715 W. Center Circle
Nixa, Missouri 65714

Emergency: 911 / Office: 417-725-2510 / Fax: 417-725-0915
www.nixapolice.com



To: Nixa City Council
From: W. Buckmaster
Records Custodian, Nixa Police Department
Date: 12/12/2022
Subject: Police Records Destruction request.

As of 01/01/2023 the Nixa Police Department is asking to destroy all Non-Class A Felony reports and Misdemeanors from 2015 and older. (All electronic records)

Per the Missouri Security of State Police Records retention guidelines, POL 001 approved August 20, 2008; Revised December 21, 2011, we should retain these reports until final disposition or if no charges were filed only Class A Felonies are required to be kept on a permanent basis.

As of 01/01/2023 the Nixa Police Department is asking to destroy all Cleared MULES Warrants, Entries, Messages and Validation paperwork from 2021 and older. (6 Boxes of Files)

Per the Missouri Security of State Police Records retention guidelines, POL 005 approved August 25th, 2009; revised August 20th, 2013, we should retain these and refer to NCIC Operations/MULES policy and procedure destroy securely after 1 year.

As of 01/01/2023 the Nixa Police Department is asking to destroy all Animal Control Cards and ownership records for 2020 and older. (1 Box of paperwork)

Per the Missouri Security of State Municipal Records retention guidelines 0102, destroy after 2 years.