



Issue: RESOLUTION #2021-122 AUTHORIZING THE DESTRUCTION OF RECORDS

Date: December 6, 2021

Submitted By: Cindy Robbins, Assistant City Administrator/City Clerk

Background

The Missouri General Assembly established a State Records Commission to approve retention for records produced by state agencies in 1965. The Missouri's Business and Public Records Law (Chapter 109 in the State Statutes) was expanded to include local government. The Missouri Local Records Board was established to set retention times for local government records.

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 meet the minimum retention period listed in the manual.

Analysis

The City of Nixa destroys records every year that meet the requirements in the retention manual with approval from the City Council.

Please find in your packet a list of records to be destroyed in accordance to the Local Records Retention Schedule along with a resolution for consideration approving the destruction of these records.

Recommendation

Staff recommends approval of the resolution submitted for consideration.

RESOLUTION NO. 2021-122

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 CITY COUNCIL THIS 13TH DAY OF DECEMBER 2021.

ATTEST:

CITY CLERK

PRESIDING OFFICER

APPROVED BY THE MAYOR THIS _____ DAY OF _____ 2021.

ATTEST:

CITY CLERK

MAYOR

APPROVED AS TO FORM:

CITY ATTORNEY

RESOLUTION #2021-122 EXHIBIT A

2021 RECORD DESTRUCTION LIST

Finance	Billing journals-January-April	2013	1/3	2018	8	A
Finance	Billing journals-May-August	2013	2/3	2018	8	A
Finance	Billing journals-Sept-Dec.	2013	3/3	2018	8	E
Finance	Penalty journals	2013	1	2018	7	E
Finance	2013 Gen. Utl Bank Statements	2013	1	2018	9	E
Finance	Gen. & Utl Daily Computer enteries	2013	1/2	2018	9	E
Finance	Gen. & Utl Daily Computer enteries	2013	2/2	2018	9	E
Finance	Daily deposit, Gen, Utl & Pk.	2013	1	2018	9	E
Finance	2013 W2's	2013	1	2018	9	E
Finance	Daily Balance Sheets Jan-Dec.	2013	1	2018	9	C
Finance	City hall cash rcpts Jan-Aug.	2013	1/2	2018	12	A
Finance	City hall cash rcpts Sept.-Dec.	2013	2/2	2018	12	A
Finance	UB Daily cash Jan-April	2013	1/3	2018	11	E
Finance	UB Daily cash May-Aug	2013	2/3	2018	11	E
Finance	UB Daily cash Sept. -Dec.	2013	3/3	2018	11	F
Finance	Park Daily cash Jan-Dec.	2013	1	2018	12	F
Finance	Parks reconcillation	2013	1	2018	12	E
Finance	Utl. Cash payment	2013	1	2018	11	E
Finance	Vehicle mile/ fuel logs	2013	1	2018	1	F
HR	Applications	2013	1/3	2018	20	C
HR	Applications	2013	2/3	2018	20	A
HR	Applications	2013	3/3	2018	20	A
HR	Timesheets A-B	2013	1/3	2018	19	C
HR	Timesheets C-M	2013	2/3	2018	19	A
HR	Timesheets N-Z	2013	3/3	2018	19	A
Park	Participating Registration attendance records	2013	2/3	2018	12	D
Park	Participating Registration attendance records	2013	3/3	2018	12	D
Park	Park daily cash rcpts. Deposit	2013	1/2	2018	12	D

Park	Park daily cash rcpts. Deposit	2013	2/2	2018	12	D
Park	Participating Registration attendance records	2013	1/3	2018	12	B
UB	UB Cash Receipts 1/4-1/19	2013	1	2018	1	E
Utility Billing	UB, ACH, Cash deposit 1-18-1-31	2013	1/24	2018	11	C
Utility Billing	UB, ACH, Cash deposit 2-1-2-15	2013	2/24	2018	11	C
Utility Billing	UB, ACH, Cash deposit 2-19-2-28	2013	3/24	2018	11	C
Utility Billing	UB, ACH, Cash deposit 3-1-3-15	2013	4/24	2018	11	C
Utility Billing	UB, ACH, Cash deposit 3-18-3-29	2013	5/24	2018	11	C
Utility Billing	UB, ACH, Cash deposit 4-1-4-12	2013	6/24	2018	11	C
Utility Billing	UB, ACH, Cash deposit 4-15-4-30	2013	7/24	2018	11	C
Utility Billing	UB, ACH, Cash deposit 5-1-5-15	2013	8/24	2018	11	C
Utility Billing	UB, ACH, Cash deposit 5-16-5-31	2013	9/24	2018	11	C
Utility Billing	UB, ACH, Cash deposit 6-3-6-14	2013	10/24	2018	11	D
Utility Billing	UB, ACH, Cash deposit 6-17-6-28	2013	11/24	2018	11	D
Utility Billing	UB, ACH, Cash deposit 7-1-7-15	2013	12/24	2018	11	D
Utility Billing	UB, ACH, Cash deposit 7-16-7-31	2013	13/24	2018	11	A
Utility Billing	UB, ACH, Cash deposit 8-1-8-15	2013	14/24	2018	11	D
Utility Billing	UB, ACH, Cash deposit 8-16-8-30	2013	15/24	2018	11	D
Utility Billing	UB, ACH, Cash deposit 9-3-9-17	2013	16/24	2018	11	D
Utility Billing	UB, ACH, Cash deposit 9-18-9-30	2013	17/24	2018	11	D
Utility Billing	UB, ACH, Cash deposit 10-1-10-15	2013	18/24	2018	11	D
Utility Billing	UB, ACH, Cash deposit 10-16-10-31	2013	19/24	2018	11	E
Utility Billing	UB, ACH, Cash deposit 11-1-11-18	2013	20/24	2018	11	E
Utility Billing	UB, ACH, Cash deposit 11-19-11-30	2013	21/24	2018	11	E
Utility Billing	UB, ACH, Cash deposit 12-1-12-13	2013	22/24	2018	11	E
Utility Billing	UB, ACH, Cash deposit 12-14-12-31	2013	23/24	2018	11	E
Utility Billing	Finals Jan-Dec.	2013	24/24	2018	11	E
Utility Billing	Disconnects Jan-Dec.	2013	1	2018	13	B
Utility Billing	Applications Jan-Dec.	2013	1	2018	13	B
Utility Billing	Locates & Communications	2013	1	2018	13	B
Utility Billing	Re Reads Jan-March (15th)	2013	1	2018	13	B
Utility Billing	Re Reads Apr-Jun (15th)	2013	1/7	2018	13	C
Utility Billing	Re Reads Jul-Sept (15th)	2013	2/7	2018	13	C

Utility Billing	Re Reads Oct-Dec (15th)	2013	3/7	2018	13	C
Utility Billing	Re Reads Jan-Apr (30th)	2013	4/7	2018	13	C
Utility Billing	Re Reads May-Aug (30th)	2013	5/7	2018	13	C
Utility Billing	Re Reads Sept.-Dec. (30th)	2013	6/7	2018	13	C
Utility Billing	Work order Elec, Wtr. Misc. Jan-Apr.	2013	7/7	2018	13	C
Utility Billing	Work order Elec, Wtr. Misc. May-Aug.	2013	1/3	2018	13	D
Utility Billing	Work order Elec, Wtr. Misc. Sept.-Dec	2013	2/3	2018	13	D
Utility Billing	Finals Jan-Dec.	2013	3/3	2018	13	D
Water	Backflow testing	2013	1	2018	1	A

RESOLUTION EXHIBIT B

Subject: 2022 Police records destruction request

As of 01/01/2022, the Nixa Police Department is asking to destroy all Non-Class A Felony reports and Misdemeanors from 2014 (these files are all stored and maintained electronically) *Per the Missouri Secretary 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.*

Over the last year, the records custodian of the Police Records has gone through all 2014 reports and separated any reports meeting the permanent retention guideline. Those records have been retained as required.

As of 01/01/2022, the Nixa Police Department is asking to destroy all hard copies of permanent reports from 1987 – 2013 (9 boxes of Files). *Per the Missouri Secretary 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.*

Over the last year, the records custodian of the Police Records has gone through all these permanent hard copy files. All files have been updated to an electronic format and placed into the NICHE Records Management system to be stored on a permanent basis. All these files and documents are exact copies of the original hard file.

As of 01/01/2022, the Nixa Police Department is asking to destroy all Cleared MULES Warrants, Entries, Messages and Validation paperwork from 2020 (3 Boxes of Files). *Per the Missouri Secretary 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 01/01/2022, the Nixa Police Department is asking to destroy all Animal Control Cards and ownership records for 2019 (1 small file of paperwork). *Per the Missouri Secretary of State Municipal Records retention guidelines 0102, destroy after 2 years.*

As of 01/01/2021, the Nixa Police Department is asking to destroy all 2015 and older internal affairs investigative files (12 records). *Per the Missouri Secretary of State Municipal Records retention guidelines POL 025 approved August 24, 2017, destroy after 5 years from the end of the investigation.*