

## **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. 2023-56**

**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.

**[Remainder of Page Intentionally Left Blank. Signature Page Follows.]**

**RESOLUTION NO. 2023-56**

47 **ADOPTED BY THE COUNCIL THIS 11th DAY OF December, 2023.**

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ATTEST:

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PRESIDING OFFICER

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CITY CLERK

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55 **APPROVED BY THE MAYOR THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

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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

## RESOLUTION EXHIBIT A

1987 Banking Information	1 cubic ft
1990s Phone Logs	1 cubic ft
1996-2007 911 & Misc. Accounts Recieveable Invoices	1 cubic ft
1998 MML Reviews	1 cubic ft
1998-2007 Certificate of Depoist/Bidding/Safe Keeping Reciepts	1 cubic ft
1999-2003 Insurance Policies	1 cubic ft
2000 Group Insurance	1 cubic ft
2004-2006 Mileage/Gas Logs & Travel/Training Expense	1 cubic ft
2004-2009 Mayor Approved Bills	1 cubic ft
2004-2009 Records Requests & Communications to Council	1 cubic ft
2004-2008 Various City Administrator Files	1 cubic ft
2005-2007 real Estate Tax Payments & Delinquent Reports	1 cubic ft
2007-2011 Vehicle Logs	1 cubic ft
2007-2011 Insurance Policies	1 cubic ft
2008-2014 Real Estate Monthly Payment & Delinquent Reports	1 cubic ft
2008-2018 Certificate of Depoist/Bidding/Safe Keeping Reciepts	1 cubic ft
2010 Communications to Council & Records Request	1 cubic ft
2010 Mayor Approved Bills	1 cubic ft
2010 Receipt Books	1 cubic ft
2011 Communications to Council & Records Request	1 cubic ft
2012 Mileage/Gas Logs & Travel/Training Expense	1 cubic ft
2012-2016 Insurance Policies	1 cubic ft
2013-2015 Paid Abatements/Liens	1 cubic ft
2013-2015 Council Communications & Records Request	1 cubic ft
2013-2016 Prosecutor Discoveries	1 cubic ft
2013 Bids	2 cubic ft
2014 Backflow Testing	1 cubic ft
2014-2015 Parks Program Reconciliation	1 cubic ft
2015 Backflow Testing	1 cubic ft
2015 Paid Bills	10 cubic ft
2015 Bank Statements/ACH Payments	1 cubic ft
2015 Business License, dog tags, garage sale permits, recycling permits	1 cubic ft
2015 Daily Depoist Sheets	1 cubic ft
2015-2017 Planning and Development Reconciliations	1 cubic ft

2015 Daily Computer Entries	2 cubic ft
2015 Billing Journals, Cash Collections Registers, Penalty Journals, Utility Deposits	1 cubic ft
2015 Utility Rereads	6 cubic ft
2015 Utility Billing Daily Cash Reports	4 cubic ft
2015 Parks Participation & Attendance Records	12 cubic ft
2015 Utility Billing Applications	1 cubic ft
2015 Parks Cash Receipts	8 cubic ft
2015 Parks Daily Deposit Sheets & CT/CH/PK & UT Balance Sheets	1 cubic ft
2015 HR Applications	3 cubic ft
2015 Utility Billing Communications	1 cubic ft
2015 CH Daily Deposit Receipts	2 cubic ft
2015 Utility Billing Finals	1 cubic ft
2015 HR Timesheets	3 cubic ft
2015 Utility Billing Work Orders	3 cubic ft
2015 Utility Billing ACH	1 cubic ft
2015 HR Invoices	1 cubic ft
2015 Utility Billing Cash Receipts	24 cubic ft
2016 Backflow Testing	1 cubic ft
2016 Paid Bills	11 cubic ft
2016 Business License, dog tags, garage sale permits, recycling permits	1 cubic ft
2016 Daily Deposit Sheets	1 cubic ft
2016 Utility Billing Cash Receipts	24 cubic ft
2016 Daily Computer Entries	2 cubic ft
2016 Utility Billing Reports	4 cubic ft
2016-2017 Utility Billing Deposit Receipts	1 cubic ft
2016 Utility Billing ACH/Auto Pay Reports	1 cubic ft
2016 Utility Billing Applications	1 cubic ft
2016 Parks Participation & Attendance Records	3 cubic ft
2016 Utility Billing Finals	1 cubic ft
2016 Utility Billing Communication & Postage	1 cubic ft
2016 Parks Daily Reports	1 cubic ft
2016 City Hall Cash Collections/Daily Cash Audits/Cash Collections/CC Statements	3 cubic ft
2016 Parks Cash Receipts	4 cubic ft
2016 Utility Billing Work Orders/OCC Changes 15th & 30th	3 cubic ft

2016 Utility Billing 15th & 30th Rereads	7 cubic ft
2016 Payroll Timesheets	2 cubic ft
2016 Utility Billing 15th Rereads	2 cubic ft
2016 Bank Statements/ACH Payments	2 cubic ft
2016-2017 Penalty Journals/Cash Collection Registers/Billing Journals	1 cubic ft
Pre 2017 HR Background Checks	1 cubic ft
2017 Backflow Testing	1 cubic ft
2017 Utility Billing Cash Receipts	24 cubic ft
2017 Demand Checks/Utility Billing Refund Registers	1 cubic ft
2017 Prosecutor Discoveries	1 cubic ft
2017 Prosecutor Misc. Tickets	1 cubic ft
2017 Paid Invoices	9 cubic ft
2017 Payment & Payable Registers	1 cubic ft
2017 Police Receipt Books	1 cubic ft
2017 General/Utility Billing Bank Statements	1 cubic ft
2017 ACH Payments	1 cubic ft
2017 Business License, dog tags, garage sale permits, recycling permits	1 cubic ft
2017 Daily Depoist Sheets	1 cubic ft
2017 Daily Computer Entries	2 cubic ft
2017 ACH Auto Payments	1 cubic ft
2017 Utility Billing Reports	4 cubic ft
2017 Parks Aquatics Records	1 cubic ft
2017 Fitness Membership Records	5 cubic ft
2017 Utility Billing 15th & 30th Rereads	7 cubic ft
2017 Parks Participation & Attendance Records	7 cubic ft
2017 Utility Billing Finals	1 cubic ft
2017 Utility Billing Residential & Commercial Applications	1 cubic ft
2017 Parks Cash Reports	3 cubic ft
2017 Timesheets	2 cubic ft
2017 HR Applications	4 cubic ft
2017 Utility Billing Work Orders	2 cubic ft
2018 Prosecutor Discoveries	1 cubic ft
2018 Mileage & Travel/Training Reimb.	1 cubic ft
2018 Parks Participation & Attendance Records	4 cubic ft

2018 Utility Billing Cash Reciepts	24 cubic ft
2018 Utility Billing Correspondence & Misc. Work Orders	1 cubic ft
2018 Water/Electric Service Orders	1 cubic ft
2018 Utility Billing Finals	1 cubic ft
2018 Utility Billing 30th Rereads	3 cubic ft
2018 Utility Billing 15th Rereads	4 cubic ft
2018 Utility Billing Applications	1 cubic ft
2018 Utility Billing OCC Change	1 cubic ft
2018 HR Applications	1 cubic ft
2018 Daily Deposit Postings	1 cubic ft
2018 Daily Computer Enteries	2 cubic ft
2018 Invoices	8 cubic ft
2018 Business License, dog tags, garage sale permits, recycling permits	1 cubic ft
2018 CC Receipts/Utility Billing Refund Check Register/Demand Checks	2 cubic ft
2018 Parks Daily Deposits	3 cubic ft
2018 Penalty Journals/Cash Collection Registers/Planning & Development Reports	1 cubic ft
2018 Parks Reconciliation Spreadsheets	1 cubic ft
2018 General/Utility Billing Bank Statements & Police Property/Evidence Statements	1 cubic ft
2018 AP Registers	1 cubic ft
2019 Prosecutor Discoveries	1 cubic ft
2019-2020 Fixed Assets Files & Reports	1 cubic ft
2020 Prosecutor Discoveries	1 cubic ft

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## 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: 12/05/2023  
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.