



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 constitute 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 met 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. 2025-54

**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. 2025-54

ADOPTED BY THE COUNCIL THIS 9th DAY OF December 2025.

ATTEST:

PRESIDING OFFICER

CITY CLERK

APPROVED BY THE MAYOR THIS ____ DAY OF _____ 2025.

ATTEST:

MAYOR

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

GS062	Employment Applications & Background/Drug Screenings	2022	1 cubic foot
GS062	Benefit Bills/Deductions	2020	1 cubic foot
GS062	Employment Applications & Interview Notes	2019	1 cubic foot
GS062/028	Employment Applications, Timesheets & Payroll	2020	2 cubic foot
GS062	Employment Applications	2020	3 cubic foot
GS062/028	Leave Time Accruals/Employment Applications & Drug Screenings	2019	1 cubic foot
GS062	Employment Applications	2024	2 cubic foot
GS062	Payroll/Timesheets	2020	4 cubic foot
GS062	Payroll/Timesheets	2020	3 cubic foot
GS0028	Leave Accruals/Payroll/Timesheets	2018	1 cubic foot
GS062	Employment Applications	2023	1 cubic foot
GS026	Personnel Records/Term Employee Files 2011-2013	2011	1 cubic foot
GS027	Worker's Compensation Incident Reports 1985-2015 & Health Files 1985-2015	1985-2015	1 cubic foot
GS026	Personnel Records/Term Employee Files 2001-2014	2001-2014	1 cubic foot
GS026-027	Personnel Records & Medical Records	2020	2 cubic foot
GS027/062	Worker's Compensation & Health Files 2006-2019 & Background Checks 2018-2019	2006-2019	1 cubic foot
GS026	Previous Employee Files	2003-2014	1 cubic foot
GS065	Membership/Registration/Summer It Up	2020	8 cubic foot
GL010	Bank Statements	2023	1 cubic foot
GS020	Work Orders January-December	2020	1 cubic foot
GS020	Utility Billing Rereads	2020	3 cubic foot
GS020	Work Orders January-December	2020	1 cubic foot
GS020	Finals and Covid-19 Payment Agreements	2020	1 cubic foot
GS020	Utility Billing Applications January - December	2020	1 cubic foot
GS007	Accounts Payable Invoices	2020	7 cubic foot
GS008	Parks Deposits	2020	3 cubic foot
GS008	Parks Distribution Reports	2020	1 cubic foot
GS008	Utility Billing Cash Receipts	2020	20 cubic foot
GS010/008	Bank Statements/ACH Power Purchase Agreements	2020	1 cubic foot
GS008	Accounts Payable/Wex Reports & Credit Card Receipts	2020	2 cubic foot
GS008	City Hall Cash Collection Reports	2018	2 cubic foot
GS008	Utility Billing Daily Reports	2018	4 cubic foot
GS008	Daily Computer Entries	2020	2 cubic foot
GS008	Daily Computer Entries	2020	1 cubic foot
GS008/GS069/070	Accounts Payable/Credit Card Reports & Mileage/Travel Reimbursements	2020	1 cubic foot
GS007	Accounts Payable	2020	1 cubic foot
GS008	Accounts Payable/Utility Billing Refund Register/Demand Checks	2020	1 cubic foot
GS005	Planning and Development Reports/Business License Reports/Cash Collections/Parks Reconciliations	2020	1 cubic foot
GS008	Accounts Payable/Credit Card Receipts	2020	2 cubic foot
GS008	Audit Reports/Credit Card Statements/Unclaimed Property Reports	2018	1 cubic foot
GS055	Purchasing Bids	2015	3 cubic foot



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: 12/01/2025
Subject: Police Records Destruction request.

Upon the Nixa City Council's approval of the resolution for records destruction on 2025, the Nixa Police Department requests permission to dispose of the following items:

- All electronic records of Non-Class A Felony reports and Misdemeanors dated 2018 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 2024 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 2023 and older (contained in 1 Box of paperwork).
 - In accordance with the Missouri Secretary of State Municipal Records retention guidelines AC003, it is recommended to destroy these records after a period of 2 years.

