

RESOLUTION NO. R-18-19

A RESOLUTION AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS IN ACCORDANCE WITH RSMO CHAPTER 109 AND APPLICABLE STATE RETENTION SCHEDULES.

WHEREAS, in 1965, the Missouri General Assembly established a State Records Commission to approve retentions for records produced by state agencies; and

WHEREAS, in 1972, Missouri's Business and Public Records Law (Chapter 109) was expanded to include local government, with the Missouri Local Records Board established to set retention times for local government records; and

WHEREAS, the first Municipal Records Manual was approved by the Local Records Board in 1973, and which Manual has been amended from time to time as needed; and

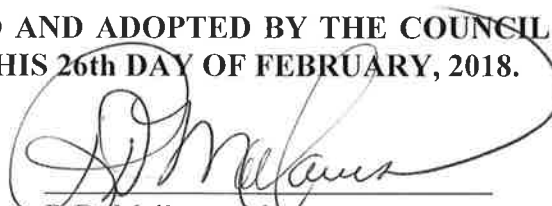
WHEREAS, Chapter 109 of the Missouri Revised Statutes outlines the necessary procedure for destruction of records and non-record materials, and the City of Gladstone has adopted procedures to comply with those statutory requirements; and

WHEREAS, certain records of the City of Gladstone have been maintained for the maximum duration of the applicable retention period and are therefore eligible for destruction, and should be destroyed under the supervision of the City Clerk.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, AS FOLLOWS:

THAT, the City Clerk is hereby authorized and directed to destroy by appropriate means those records of the City of Gladstone that are eligible for destruction, as listed on Exhibit "A" attached hereto.

INTRODUCED, READ, PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 26th DAY OF FEBRUARY, 2018.


R.D. Mallams, Mayor

ATTEST:


Ruth E. Bocchino, City Clerk



Request for Council Action

RES # *2-18-19*

BILL # City Clerk Only

ORD # City Clerk Only

Date: 2/12/2018

Department: General Administration

Meeting Date Requested: 2/26/2018

Public Hearing: Yes Date: [Click here to enter a date.](#)

Subject: Document Shredding Event for the City of Gladstone, Missouri, Tuesday, March 6, 2018.

Background: The Missouri Secretary of State oversees document retention in Missouri's political subdivisions. According to the Missouri Records Retention Manual published by that office, certain records need only be retained for limited periods of time, at which point they can be destroyed. Storage space is limited making it necessary to destroy records that have met the life of their retention. Each City Department was given the manual to review and provided the City Clerk's office with a list of documents that could be destroyed. That list is attached to the Resolution as Exhibit A. Following the destruction of the records, the manual states that "the disposition of records should be recorded in a document such as the minutes of the City Council or other legally constituted authority that has permanent record status. The record should include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date which destruction was accomplished."

Budget Discussion: Funds are budgeted in the amount of \$ 2,000.00 from the General Fund. Ongoing costs are estimated to be \$ 2,000.00 bi- annually. Previous years' funding was \$2,000.00.

Public/Board/Staff Input: Staff will witness the destruction, by shredding, Tuesday, March 6, 2018, at City Hall, in accordance with the practice outlined by the Secretary of State's office. This RCA will serve as the permanent record and be attached to the City Council minutes for this meeting. We generally shred every other year.

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor

Ruth Bocchino
Department Director/Administrator

City Attorney

City Manager

RCA DUE TO CITY CLERK WEDNESDAY 12:00 PM

EXHIBIT A

City of Gladstone
 Department: LEGAL
Records Destruction List

Approval Signature: SK Date: 2/14/18

<u>BOX #:</u>	<u>DESCRIPTION</u>	<u>DATE SPAN</u>	<u>STATE RETENTION PERIOD</u>	<u>SCHEDULE NUMBER</u>	<u>LISTED DESTRUCTION DATE</u>	<u>DATE OF DESTRUCTION</u>	<u>CLERK INITIALS</u>
LG-11-02	City of University City, et al. v. AT&T Wireless, et al. (Phone Tax Suit): Cases Related to Tax Suit (4 expendable's)	Thru 2011	6 years after case is disposed	GS 058	Apr-17	11/28/2017 3/6/18	RB
LG-11-03	City of University City, et al. v. AT&T Wireless, et al. (Phone Tax Suit): Cricket Settlement Docs; T-Mobile Settlement Docs; Verizon Settlement Docs; AT&T Settlement Docs; More Cases Related to Tax Suit	Thru 2011	6 years after case is disposed	GS 058	Apr-17	11/28/2017 3/6/18	RB
LG-12-10	Single Source Solid Waste (3 expandable folders); Missouri Gas Service Franchise (2 expandable folders) contains the following folders: Gas Service Franchise Research Materials & Drafts (1974 - 2005), Gas Assistance Agreement COG & Northland Neighborhoods, Inc. Research Materials & Drafts - 2001, Missouri Public Service Commission Terms & Conditions and Tariffs (1994)	1974-2005	retain until suspended or outdated	GS059	Mar-17	11/28/2017 3/6/18	RB

City of Gladstone
Records Destruction List

Department: General Administration

Approval Signature:  Date: 2/23/12

BOX #:	DESCRIPTION	DATE SPAN	STATE RETENTION PERIOD	SCHEDULE NUMBER	LISTED DESTRUCTION DATE	DATE OF DESTRUCTION	CLERK INITIALS
18	City Manager Memorandums	2004	1 year	GS012	12/31/2004	3/6/18	RJB
21	CM Council Meeting Packets	Jan to Dec 2000	1 year	GS021	12/31/2005		
49	Budget Books + Mid Year	2006-2007	Destroy after Audit	GS004	Jul-12		
62	KLD Memorandums	2008	1 year	GS012	Jul-13		
11-71	2002 Curb & Sidewalk Reconstruction	2002-2003	Complete +12	1305- GS060	12/31/2015		
76	KLD Memorandums	1988-2011	1 year	GS012	Jan-17		
98	Liquor Renewals 2004, 06, 07, 08, 09, 10, MOJO's Denial Reds denial	2004, 06, 07, 08, 09, 10	2 years after expiration	GS050	2017		
2016-103	CM Davis 2014 FYINS	2014	3 years	GS012	2017		
02-14	CM Correspondence/Memos	1979-191	1 year	GS012	10/31/2007		
02-12	Contracts	1995-1999	5 years after expiration	GS060	10/31/2007		
02-13	Contracts 9709-0291	2000-2001	5 years after expiration	GS060	10/31/2007		
19	City Manager Memorandums	2000-2001	1 year	GS012	12/31/2005		
01-08	72nd Street Widening	1977	5 years after expiration	GS060	12/31/2003		
20	CCMeeting Packets	1999	1 year	GS021	12/31/2004		
52	KLD Memorandums	2006	1 year	GS012	Jul-11		
77	COGWIT Minutes Paperwork	1988-2011	None	N/A	Destroy		
132	Sunshine Requests	2005-2014	3 years	GS066	7/10/1905		

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City of Gladstone
 Department: Parks and Recreation
 Records Destruction List

Approval Signature: *[Signature]* Date: 2-21-18

BOX #	DESCRIPTION	DATE SPAN	STATE RETENTION PERIOD	SCHEDULE NUMBER	LISTED DESTRUCTION DATE	DATE OF DESTRUCTION	CLERK INITIALS
PR 6061-4-13-5	timesheets & payroll proof prior 2006	July 2005 thru April 2006	audit + 3 years	GS028	8/16/2016	3-6-18	RB
PR 6061-4-14-5	playground crew logs	July-Dec 2005 Jan 2006	5 years	GS1001	8/16/2016		
PR 6061-4-14-5	work orders	July 2005 thru June 2006	3 years	GS 020	8/16/2016		
PR 6061-4-17-10	Day trip files-senior receipts (non records-dup of finance records	2001 thru 2004	3 years	GS 065	10/5/2017		
PR 6061-4-17-18	timesheets & proofs April 2008-Aug 2008	April thru Aug 2008	audit + 3 years	GS028	8-22-18 s/b 8-22-11		
PR 6061-4-17-20	duplicate deposit records 7-7-07 thru 8-31-07	7-7-07 thru 8-31-07	3 years	Per finance-non record because duplicate of their original record-keep for 3 years at request of credit card company	12/8/2014		
PR 6061-4-17-31	duplicate files, duplicate reports, catalogs, magazine articles	2002-2009	Non-records	Non-records	3/29/2015		
PR 6061-4-17-33	payroll timesheets and proofs July, Aug, Sept 2009	July, Aug, Sept 2009	audit + 3 years	GS028	8/25/2013		
PR 6061-4-17-37	payroll timesheets and proofs July, AUG, Sept, Oct 2010	July thru Oct 2010	audit + 3 years	GS028	9/16/2016		
PR 6061-4-17-38	payroll timesheets/proofs Nov,Dec2010,Jan,Feb,Mar 2011	Nov-Dec 2010, Jan -Mark 2011	audit + 3 years	GS028	9/16/2016		
PR 6061-4-17-39	payroll proofs/timesheets Apr/May/June 2011	Apr/May/June 2011	audit + 3 years	GS028	9/16/2016		
PR 6061-4-17-40	Rec duplicate deposit records Mar 2011 thru May 2011	March -May 2011	3 years	Per finance-non record because duplicate of their original record-keep for 3 years at request of credit card company	9/16/2016		
PR 6061-4-17-41	payroll timesheets/proofs July thru Dec 2011	July-Dec 2011	audit + 3 years	GS028	5/3/2017		
PR 6061-4-17-42	payroll timesheets for Jan thru April 2012	Jan-April 2012	audit + 3 years	GS028	5/3/2017		
PR 6061-4-17-8	timesheets & proofs Aug 2005 thru July 2007	Nov 2012-Jun 2013	audit + 3 years	GS028	10/5/2017		
PR 6061-4-17-8 dup #	deposits-duplicates	Nov 2012-Jun 2013	audit + 3 years	Per finance-non record because duplicate of their original record-keep for 3 years at request of credit card company	11/22/2016	not found	

PR 6061-4-3-05	transitory correspondence	1995-2003	none	GS012.1	7/9/2015		
PR 6061-4-3-05	playground inspections/pool inspection	1995-2003	5 years	GS1001	7/9/2015	not found	
PR 6061-4-3-05	duplicates of contracts, MPRA training materials, grant paperwork (grant not applied for), cogwit notes (not minutes), storm damage report (duplicate of original), misc non records	1995-2003	none	Non-records	7/9/2015	3/6/18	RS
PR6061-4-17-21A	duplicate deposit records from 4-2014 thru 12-2014	April 2014-Dec 2014	3 years	Per finance-non record because duplicate of their original record-keep for 3 years at request of credit card company	12/31/2017		
PR6061-4-17-44A	duplicate deposit records from May & June 2008	May & June 2008	3 years	Per finance-non record because duplicate of their original record-keep for 3 years at request of credit card company	6/14/2011		
PR6061-4-17-48	duplicate of contracts/bids misc non-record files-all dups of finance records-2002 through 2008	2002-2008	none	Non-records	"?"		
PR6061-4-17-9	Deposit Records 2012	2012	3 years	Per finance-non record because duplicate of their original record-keep for 3 years at request of credit card company			

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not found

Per finance-non record because duplicate of their original record-keep for 3 years at request of credit card company

Per finance-non record because duplicate of their original record-keep for 3 years at request of credit card company

Per finance-non record because duplicate of their original record-keep for 3 years at request of credit card company

Per finance-non record because duplicate of their original record-keep for 3 years at request of credit card company



City of Gladstone
 Department: Public Safety
Records Destruction List

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Approval Signature: [Signature] Date: 2/21/2018

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PS 10-01	Payroll Records	12/16/2009-6/01/2015	2015 + Audit	GS 028	2017	3/6/18
PS 10-02	Payroll Records	6/02/2010-12/14/2015	2015 + Audit	GS 028	2017	
PS 11-01	Payroll Records	12/15/2010-6/14/2015	2015 + Audit	GS 028	2017	
PS 11-02	Payroll Records	6/15/2011-12/13/2015	2015 + Audit	GS 028	2017	
PS 15-67	Civil Index	1996-2001	5 years	POL 005	2016	
PS 15-74	False Alarms	2013-2014	1 year	POL 002	2016	
PS 15-47	Cancelled Warrants	2014	1 year	POL 013	2016	
PS 15-48	Cancelled Warrants	2014	1 year	POL 013	2016	
PS 15-49	Cancelled Warrants	2014	1 year	POL 013	2016	

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PS 15-51	2011 Applications	2011 5 years			2016
PS 15-52	2011 Applications	2011 5 years			2016
PS 16-01	2010 Arrest/Booking Sheets	2010 5 years		POL 006	2016
PS 16-02	2010 Arrest/Booking Sheets	2010 5 years		POL 006	2016
PS 16-03	2010 Arrest/Booking Sheets	2010 5 years		POL 006	2016
PS 16-04	2010 Arrest/Booking Sheets	2010 5 years		POL 006	2016
PS 16-05	2010 Arrest/Booking Sheets	2010 5 years		POL 006	2016
PS 16-06	2010 Arrest/Booking Sheets	2010 5 years		POL 006	2016
PS 16-07	2010 Arrest/Booking Sheets	2010 5 years		POL 006	2016
PS 16-08	2010 Arrest/Booking Sheets	2010 5 years		POL 006	2016
PS 16-09	2010 Arrest/Booking Sheets	2010 5 years		POL 006	2016
PS 16-10	2010 Arrest/Booking Sheets	2010 5 years		POL 006	2016
PS 16-19	Cancelled Warrants	2015 1 year		POL 012	2017
PS 16-20	Cancelled Warrants	2015 1 year		POL 012	2017



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PS 13-09	P/FF & PO Applications	9/2011 - 7/2012	5 years			2017	3/6/18
PS 14-12	2013 Records /Sunshine Law Requests Records & Medical Request	2013	3 years	GS 066		2017	
PS 14-13	2013 Records /Sunshine Law Requests Records & Medical Request	2012-2013	3 years	GS 066		2017	
PS 17-01	Traffic Enforcement Reports	2000-2005	5 years	POL 008		2017	
PS 17-02	Arrest Reports	2001-2005	5 years	POL 006		2017	
PS 17-03	Ordinance Violations	2003-2007	5 years	POL 008		2017	
PS 17-04	Arrest/Booking Sheets	2011	5 years	POL 006		2017	
PS 17-05	Arrest/Booking Sheets	2011	5 years	POL 006		2017	
PS 17-10	Arrest/Booking Sheets	2011	5 years	POL 006		2017	
PS 17-11	Arrest/Booking Sheets	2011	5 years	POL 006		2017	
PS 17-12	Arrest/Booking Sheets	2011	5 years	POL 006		2017	
PS 17-13	Arrest/Booking Sheets	2011	5 years	POL 006		2017	
PS 17-14	Arrest/Booking Sheets	2011	5 years	POL 006		2017	
PS 17-15	Arrest/Booking Sheets	2011	5 years	POL 006		2017	

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PS 17-16	Arrest/Booking Sheets		2011	5 years	POL 006	2017
PS 17-17	Arrest/Booking Sheets		2011	5 years	POL 006	2017
PS 17-22	Arrest/Booking Sheets		2011	5 years	POL 006	2017
PS 17-32	Cancelled Warrants	01/2016-07/2016		1 Year	POL 012	2018
PS 17-59	2012 Arrest Reports		2012	5 Years	POL 006	2018
PS 13-01	2012 Payroll		2012	5 years	GS 028	2018
PS 13-02	2012 Payroll		2012	5 years	GS 028	2018
PS 13-03	P/FF and PO Applications		10/2012-01/2013	5 years		2018
PS 13-04	Admin Assistant and PT Customer Services		01/15/13-05/17/13	5 Years		2018
PS 17-63	2012 Arrest Reports		2012	5 years	POL 006	2018
PS 16-11	2010 Booking and 2012 Solicitor Permits		2010/2012		POL 068 & C	2017
PS 15-66	Animal Control Report Receipts		2003			2017

City of Gladstone

Department: Court

Records Destruction List

Approval Signature: [Signature] Date: 2/26/18

<u>BOX #:</u>	<u>DESCRIPTION</u>	<u>DATE SPAN</u>	<u>STATE RETENTION PERIOD</u>	<u>SCHEDULE NUMBER</u>	<u>LISTED DESTRUCTION DATE</u>	<u>DATE OF DESTRUCTION</u>	<u>CLERK INITIALS</u>
11-044	HOUSING/ANIMAL CITATIONS	2011	3 YRS	8.046	07/01/2016	3/6/18	RP
11-047	CITATIONS	2011	3 YRS	8.046	07/01/2016		
11-048	CITATIONS	2011	3 YRS	8.046	07/01/2016		
11-049	CITATIONS	2011	3 YRS	8.046	07/01/2016		
11-050	CITATIONS	2011	3 YRS	8.046	07/01/2016		
11-052	CITATIONS	2011	3 YRS	8.046	07/01/2016		
11-053	CITATIONS	2011	3 YRS	8.046	07/01/2016		
11-051	CITATIONS	2011	3 YRS	8.046	07/01/2016		
12-017	DOCKETS/UNUSED CITATIONS	2011	6 YRS	8.046	08/01/2017		
12-018	HOUSING/ANIMAL CITATIONS	2012	3 YRS	8.046	08/01/2017		
12-027	CITATIONS	2012	3 YRS	8.046	07/01/2018		
12-028	CITATIONS	2012	3 YRS	8.046	07/01/2018		
13-201	CITATIONS	2012	3 YRS	8.046	01/16/2016		
13-204	CITATIONS	2013	3 YRS	8.046	04/05/2016		
13-205	CITATIONS	2013	3 YRS	8.046	04/05/2016		
13-208	CITATIONS	2013	3 YRS	8.046	05/01/2016		
13-209	CITATIONS	2013	3 YRS	8.046	05/01/2016		
13-211	CITATIONS	2013	3 YRS	8.046	05/09/2016		
13-212	CITATIONS	2013	3 YRS	8.046	06/28/2016		
13-213	HOUSING/ANIMAL CITATIONS	2013	3 YRS	8.046	07/01/2016		

City of Gladstone

Department: County

Records Destruction List

Approval Signature: [Signature] Date: 2/20/18

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13-216	CITATIONS	2013	3 YRS	8.046	07/01/2016	3/6/18	RS
13-217	CITATIONS	2013	3 YRS	8.046	07/01/2016		
13-218	CITATIONS	2013	3 YRS	8.046	09/16/2016		
13-219	CITATIONS	2013	3 YRS	8.046	09/16/2016		
13-220	CITATIONS	2013	3 YRS	8.046	09/16/2016		
13-225	CITATIONS	2013	3 YRS	8.046	10/17/2016		
13-226	CITATIONS	2013	3 YRS	8.046	10/17/2016		
13-227	CITATIONS	2013	3 YRS	8.046	10/17/2016		
13-231	CITATIONS	2013	3 YRS	8.046	11/22/2016		
13-232	CITATIONS	2013	3 YRS	8.046	11/22/2016		
14-200	CITATIONS	2014	3 YRS	8.046	01/09/2017		
14-201	CITATIONS	2014	3 YRS	8.046	01/09/2017		
14-202	CITATIONS	2014	3 YRS	8.046	01/09/2017		
14-203	CITATIONS	2014	3 YRS	8.046	01/17/2017		
14-206	CITATIONS	2014	3 YRS	8.046	03/03/2017		
14-207	CITATIONS	2014	3 YRS	8.046	03/03/2017		
14-208	CITATIONS	2014	3 YRS	8.046	03/03/2017		
14-2011	CITATIONS	2014	3 YRS	8.046	04/09/2017		
14-212	CITATIONS	2014	3 YRS	8.046	04/09/2017		
14-213	CITATIONS	2014	3 YRS	8.046	05/22/2017		

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City of Gladstone

Department: Crust

Records Destruction List

Approval Signature: [Signature] Date: 2/20/18

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14-214	CITATIONS	2014	3 YRS	8.046	03/03/2017	3/6/18	EB
14-215	CITATIONS	2014	3 YRS	8.046	04/09/2017		
14-216	CITATIONS	2014	3 YRS	8.046	04/09/2017		
14-217	CITATIONS	2014	3 YRS	8.046	05/22/2017		
15-201	CITATIONS	2014	3 YRS	8.046	06/25/2017		
15-203	CITATIONS	2014	3 YRS	8.046	06/25/2017		
15-204	CITATIONS	2014	3 YRS	8.046	06/25/2017		
15-205	CITATIONS	2014	3 YRS	8.046	06/25/2017		
15-206	CITATIONS	2014	3 YRS	8.046	07/01/2017		
15-209	CITATIONS	2014	3 YRS	8.046	07/01/2017		
15-210	CITATIONS	2014	3 YRS	8.046	07/01/2017		
15-211	CITATIONS	2014	3 YRS	8.046	07/01/2017		
15-212	CITATIONS	2014	3 YRS	8.046	07/01/2017		
15-217	CITATIONS	2014	3 YRS	8.046	07/01/2017		

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City of Gladstone
Department: Quint


Records Destruction List

Approval Signature: [Signature] Date: 2/23/18

<u>BOX #:</u>	<u>DESCRIPTION</u>	<u>DATE SPAN</u>	<u>STATE RETENTION PERIOD</u>	<u>SCHEDULE NUMBER</u>	<u>LISTED DESTRUCTION DATE</u>	<u>DATE OF DESTRUCTION</u>	<u>CLERK INITIALS</u>
08-021	LESSER CHARGES	2005	12 YRS	8.046	01/01/2017	3/6/18	RB
08-022	LESSER CHARGES	2005	12 YRS	8.046	01/01/2017		
08-023	LESSER CHARGES	2005	12 YRS	8.046	01/01/2017		
08-024	LESSER CHARGES	2005	12 YRS	8.046	01/01/2017		
08-025	LESSER CHARGES	2005	12 YRS	8.046	01/01/2017		
08-026	LESSER CHARGES	2005	12 YRS	8.046	06/01/2017		
08-027	LESSER CHARGES	2005	12 YRS	8.046	06/01/2017		
08-028	LESSER CHARGES	2006	12 YRS	8.046	06/01/2017		
08-041	CITATIONS	2006	3 YRS	8.046	06/01/2017		
13-228	SIGN IN SHEETS	2014	3 YRS	8.046	12/31/2017		
15-222	CITATIONS	2014	3 YRS	8.046	12/30/2017		
15-234	GL POSTING	2013	5 YRS	8.046	05/22/2015		
15-237	CITATIONS	2014	3 YRS	8.046	12/31/2017		
15-202	OLD CITATIONS	2005 AND OLDER	3 YRS	8.046	07/01/2017		
13-213	HOUSING/ANIMAL	2013	3 YRS	8.046	07/01/2017		
15-218	CITATIONS	2015	3 YRS	8.046	01/01/2018		
15-219	CITATIONS	2015	3 YRS	8.046	01/01/2018		

City of Gladstone
 Department: FINANCE
Records Destruction List

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Approval Signature:  Date: 2/20/18

<u>BOX #:</u>	<u>DESCRIPTION</u>	<u>DATE SPAN</u>	<u>STATE RETENTION PERIOD</u>	<u>SCHEDULE NUMBER</u>	<u>LISTED DESTRUCTION DATE</u>	<u>DATE OF DESTRUCTION</u>	<u>CLERK INITIALS</u>
FD-00-519	Cancelled payroll clearing checks	FY 2000	comp of Audit+1yr	GS010	12/31/2001		
FD-10-548	JE logs FY10 and fuel logs FY10	7/01/09-6/30/10	5 years	0717&0718	6/30/2015	3/6/18	fb
FD-11-031	Daily ledger pages	FY 2008-2008	Comp of Audit	GS006	7/1/2009		
FD-11-032	Daily ledger pages	FY 2008-2009	Comp of Audit	GS006	7/1/2009		
FD-12-104	County affidavits of taxes	11/01/05 - 12/30/08	6 years then eval	0747	1/1/2016		
FD-12-105	End of yr taxes	1/1/06 - 12/31/11	6 years then eval	0747	12/31/2017		
FD-12-550	JE logs , copies 2005 tax refund cks	7/11-6/12	5 years	0717	7/1/2017		
FD-13-100	Misc receipt envelopes	11/01/12 - 01/31/13	comp of audit	GS 008	12/31/2013		
FD-13-416	KCP, MGE , Verizon , EAL	June 11 - Dec. 12	Comp of audit	GS 007	12/31/2013		
FD-13-501	Fuel inv, KCPL Audit, Recon court bonds, misc fees	FY2011	5 years	0718	7/1/2016		
FD-13-555	Credit card receipts	09/11-12/12	3 yrs per contract	GS011	12/31/2015		
FD-13-775	Inact Accts: related budget billing	July 12 - June 2013	refunded+2 yrs	1603	7/1/2015		
FD-13-776	Water Work Orders	July 12-June 2013	final disp+3 yrs	GS 049	7/1/2016		
FD-14-104	Misc receipt envelopes	7/1/14 - 9/30/14	comp of audit	GS008	12/31/2016		
FD-14-105	Misc receipt envelopes	10/01/14 - 12/31/14	comp of audit	GS008	12/31/2016		
FD-14-401	Payables	9/7/12- 11/02/12	Comp of audit	GS 007	1/1/2014		
FD-14-503	Credit card receipts	1/13-6/14	3 yrs per contract	GS011	6/30/2017		
FD-15-100	CCR rpt, Checkfree & Metevant	07/01/14 - 01/14/15	comp of audit	GS008	12/31/2016		
FD-15-101	Miscellaneous receipt envelopes Jar	01/01/15 - 03/31/15	comp of audit	GS008	12/31/2015		
FD-15-102	Business License Apps	05/01/13- 06/30/14	expiration + 2 yrs	GS050	7/1/2016		

City of Gladstone
 Department: FINANCE
Records Destruction List

Approval Signature:  Date: 2/20/18

<u>BOX #:</u>	<u>DESCRIPTION</u>	<u>DATE SPAN</u>	<u>STATE RETENTION PERIOD</u>	<u>SCHEDULE NUMBER</u>	<u>LISTED DESTRUCTION DATE</u>	<u>DATE OF DESTRUCTION</u>	<u>CLERK INITIALS</u>
FD-15-103	Misc receipt envelopes	04/01/15 - 06/30/15	compof audit	GS008	12/31/2015	3/6/18	CB
FD-15-104	Business Licenses for FY15	07/01/14 - 06/30/15	expiration + 2yrs	GS050	7/1/2017		
FD-15-407	Payables	06/01/14 - 12/31/14	Compof audit	GS 007	12/31/2015		
FD-15-408	Payables, KCPL & MGE	01/01/15 - 06/01/15	Comp of audit	GS 007	12/31/2015		
FD-15-417	Payables	7/2/13 - 8/30/13	Comp of Audit	GS007	12/31/2017		
FD-15-418	Payables	9/6/13 - 11/8/13	Comp of Audit	GS007	12/31/2017		
FD-15-419	Payables	11/9/13 - 1/24/14	Comp of Audit	GS007	12/31/2017		
FD-15-420	Payables	1/31/14 - 4/14/14	Comp of Audit	GS007	12/31/2017		
FD-15-421	Payables	4/17/14 - 6/27/14	Comp of Audit	GS007	12/31/2017		
FD-15-422	KCPL & MGE	1/1/13 - 12/31/14	Comp of Audit	GS007	12/31/2017		
FD-15-424	bank stmts, recon, deposits	7/13 - 1/14	Comp of audit+1yr	GS010	12/31/2017		
FD-15-425	bank stmts, recon, deposits	2/14 - 6/14	Comp of audit+1yr	GS010	12/31/2017		
FD-15-501	bank stmts, recon, deposits	1/1/14 - 6/30/14	Comp of audit+1yr	GS010	12/31/2015		
FD-15-502	bank stmts, recon, deposits	7/1/13 - 12/31/14	Comp of audit+1yr	GS010	12/31/2016		
FD-15-503	bank stmts, recon, deposits	7/1/13 - 6/30/14	Comp of audit+1yr	GS010	12/31/2016		
FD-15-504	Rolls of Counter Receipts	7/1/14-6/30/15	Comp of audit	GS008	12/31/2016		
FD-15-779	Water work orders, water adj	FY 12-14	final disp + 3yrs	GS049	7/1/2017		
FD-16-100	Misc receipt envelopes	10/1/15 - 12/31/15	Comp of Audit	GS008	12/31/2016		
FD-16-400	Payables	7/3/14 - 9/5/14	Comp of Audit	GS007	12/31/2015		
FD-16-401	Payables	9/11/14 - 11/14/14	Comp of Audit	GS007	12/31/2015		

City of Gladstone
 Department: FINANCE
Records Destruction List

Approval Signature:  Date: 7/20/18

<u>BOX #:</u>	<u>DESCRIPTION</u>	<u>DATE SPAN</u>	<u>STATE RETENTION PERIOD</u>	<u>SCHEDULE NUMBER</u>	<u>LISTED DESTRUCTION DATE</u>	<u>DATE OF DESTRUCTION</u>	<u>CLERK INITIALS</u>
FD-16-402	Payables	11/21/14 - 1/30/15	Comp of Audit	GS007	12/31/2015	3/6/18	RB
FD-16-403	Payables	2/25/15 - 4/17/15	Comp of Audit	GS007	12/31/2015		
FD-16-404	Payables	4/24/15 - 6/26/15	Comp of Audit	GS007	12/31/2015		
FD-16-501	bank stmts, recon, deposits	7/1/14-12/31/14	comp of audit+1 yr	GS010	12/31/2016		
FD-16-502	bank stmts, recon, deposits	1/1/15-6/30/15	comp of audit+1 yr	GS010	12/31/2016		
FD-17-503	bank stmts, recon, deposits	7/1/15 - 11/30/15	comp of audit+1 yr	GS010	12/31/2017		
FD-17-505	Visa stmts, recon, deposits	11/1/15 - 4/30/16	comp of audit+1 yr	GS010	12/31/2017		
FD-17-506	Visa stmts, recon, deposits	7/1/15 - 10/30/15	comp of audit+1 yr	GS010	12/31/2017		

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City of Gladstone
 Department: Community Development
Records Destruction List

Approval Signature: Mark L. Payne Date: 2/2/2018

<u>BOX #:</u>	<u>DESCRIPTION</u>	<u>DATE SPAN</u>	<u>STATE RETENTION PERIOD</u>	<u>SCHEDULE NUMBER</u>	<u>LISTED DESTRUCTION DATE</u>	<u>DATE OF DESTRUCTION</u>	<u>CLERK INITIALS</u>
11-0022	Closed Prospect files: Walmart, Yappy Hour, Worth Harley, Miss Dianas, Affinity Dev.	2007-2011	1 year	GS012	3/1/2015	3/6/18	RS
10-0019	Property Maintenance Inspections (code enf)	Innoprise #09-1801 thru 09-3000	3 years after final disposition	GS049	12/1/2015		
13-0019	Backflow Test Results	2009-2010	5 years	GS096	1/1/2016		
13-0022	Gladstone 18 RFP - Leases (not executed fully), Proposals	2011	5 years	GS060	1/1/2016		
13-0006	Property Maintenance Inspections (code enf)	Innoprise #11-00401 thru 11-01000	3 years after final disposition	GS049	3/20/2016		
13-0007	Property Maintenance Inspections (code enf)	Innoprise #11-01001 thru 11-01900	3 years after final disposition	GS049	3/20/2016		
11-0025	Property Maintenance Inspections (code enf)	Innoprise #09-3001 thru 10-00300	3 years after final disposition	GS049	7/1/2016		
11-0026	Property Maintenance Inspections (code enf)	Innoprise #10-00301 thru 10-01200	3 years after final disposition	GS049	7/1/2016		
13-0020	Backflow Test Results	2011-	5 years	GS096	1/1/2017		

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12-0005	Property Maintenance Inspections (code enf)	Innoprise #10-02101-#11-00400	3 years after final disposition	GS049	1/5/2017	3/6/18	RB
12-0006	Property Maintenance Inspections (code enf)	Innoprise #10-01201-#10-02100	3 years after final disposition	GS049	1/5/2017		
12-0010	GEBG Finance Proposal, MSBF, Intern Evaluations	2009-2012	None	GS012.1	4/1/2017		
12-0011	Downtown Village Center, Hotel prop, prospect files	2009-2012	1 year	GS012	4/1/2017		
12-0014	Comm Dev timesheets 2008-2011; FPO, requisitions, payables FY11	2008-2011	Destroy when superceded or obsolete	GS014	8/31/2017		
13-0021	Backflow Test Results	2012-2013	5 years	GS096	1/1/2018*		
13-0023	Payroll 2012, Driveway Grants 2011-12, Weatherization & Neighbor Grants 2009-2012	2009-2012	3 years after final disposition	GS040	1/1/2018*		
16-0001	Weatherization grants, seed funding, driveway grants, toilet grants, neighborhood grants. Timesheets 2013-2015	2012-2013	3 years / 3 years after final disposition	GS028 / GS040	1/1/2018*		

* Added since 10/2017

City of Gladstone
 Department: Public Works
 Records Destruction List

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Approval Signature: _____ Date: 10/09/2017

BOX #:	DESCRIPTION	DATE SPAN	STATE RETENTION PERIOD	SCHEDULE NUMBER	LISTED DESTRUCTION DATE	DATE OF DESTRUCTION	CLERK INITIALS
601	Time Sheets	1/1/97 - 12/31/98	5 years	GS068	12/31/2003	3/6/14	RB
602	Time Sheets	1/1/99 - 12/31-00	5 years	GS068	12/31/2005		
606	Time Sheets	12/24/03 - 8/16/05	5 years	GS068	8/16/2010		
608	MO One-Call Locate Tickets	1/1/05 - 8/31/06	3 years	GS020	8/31/2009		
609	MO One-Call Locate Tickets	9/1/06 - 7/31/07	3 years	GS020	7/31/2010		
610	MO One-Call Locate Tickets	8/1/07 - 5/30/08	3 years	GS020	4/30/2011		
611	Work Orders	1/1/06 - 6/30/08	3 years	GS068	6/30/2011		
612	MO One-Call Locate Tickets	1/1/08 - 12/31/08	3 years	GS020	1/1/2012		
613	MO One-Call Locate Tickets	1/1/09 - 12/31/09	3 years	GS020	1/1/2013		
614	MO One-Call Locate Tickets	1/1/10 - 12/31/10	3 years	GS020	12/31/2013		
615	Time Sheets	4/23/08 - 1/26/10	5 years	GS068	1/26/2015		
GS 020	Work Orders/Response Forms	1/1/2008 - 12/31/10	3 years	GS020	12/31/2013		

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City of Gladstone Personnel/Payroll Records Retention	Box #	Description	Date Span of Record	City Destroy/Perm Date	State Retention Period	ACTUAL DESTROY DATE
	GA-99-404	FY End Reports/W2 Reconciliation/YE reports/Tax reports	1997-1998	2003	5 yrs	GS068
	GA-00-416	1999 Month End Reports (Jul-Dec)	1999	2004	5 yrs	GS068
	GA-00-421	2000 3rd/4th Quarter Reports/Year End Report	2000	2005	5 yrs	GS068
	GA-00-440	MARCIT Annual Reports 1994/95/97/98, Purchase Policy, Travel Policy, Investment Policy, Bylaws, Financial Stmt's 1995/96/97/98, 1995 Minutes	1994/1998	1/1/08		
	HR-01-452	Hours to Gross, 2001 Quarterly Reports, Year End/Fiscal Year End Accrual Reg (ORIGINALLY SAID GA ON BOX)	2001	2005	5 yrs	GS068
	HR-01-517	2001 ASSORTED BUDGET DOCUMENTS	2001	2002	Completion of audit	GS004
	HR-02-469	2002 MONTHLY REPORTS JANUARY - JUNE AND 3 RD & 4 TH QUARTER	2002	2007	5 yrs	GS068
	HR-03-476	MARCIT DOCUMENTS 1999 - 2003	1999-2003	2004	Completion of audit	GS007
	HR-03-481	2003 MONTHLY REPORTS JULY - DEC AND 3 RD AND 4 TH QUARTER	2003	2008	5 yrs	GS068
	GA-05-505	PR26 register, 2005 Year End, 4th Qtr, Dec Month End	2005	2010	5 yrs	GS068
	HR-08-698	DEC 2006 - JUNE 2007 THRU DEC 2007; PR, CUMULATIVE REGISTER, PREPARED 12/27/07 [NOW IN BOX #11-831]	2006-2007	2012	5 yrs	GS068
	HR-09-725	CUMULATIVE REGISTER JULY 2006 AND PREPARED 12/27/07 [NOW IN BOX #11-831]	2008	2013	5 yrs	GS068
	HR-09-727	2008 ADP PAYROLL #13 ACCRUALS VS THE SYSTEM	2008	2013	5 yrs	GS068
	HR-09-731	H.T.E. Payroll Maintenance Files 2008 Pay Period 21, 22, 23, & 24; ADP, PAY PERIOD 24, PAY DATE 11/19/08, PAYROLL REGISTER BI-WEEKLY [NOW IN BOX #11-832]	2008	2013	5 yrs	GS068
	HR-09-733	2007-2008 End of Year Processing (how to set up for the next year)	2007-08	2013	5 yrs	GS068
	HR-09-744	HTE Payroll 27 Pay date 12-31-08 Reports; PR, ACCRUAL REGISTER MANUAL CHECK, PREPARED 01/02/09 [NOW IN BOX #11-831]	2008	2013	5 yrs	GS068
	HR-09-760	ADP payroll reports PR #21 - 10/08/08; #22 - 10/22/08; #23 - 11/05/08; #24 - 11/19/08; #25 - 12/03/08; #26 - 12/17/08; #27 - 12/31/08	2008	2013	5 yrs	GS068
	HR-10-777	2008 H.T.E. month end reports June, Fiscal Year End, July, August, September, October	2008	2013	5 yrs	GS068
	HR-10-781	H.T.E. Payroll reports PR #26 pay date 12/30/09	2009	2014	5 yrs	GS068
	HR-10-784	H.T.E. Reports - month end Dec 2008; 4 th quarter 2008; Physical year end 2008; Month End January 2009 - March 2009.	2008-2009	2014	5 yrs	GS068
	HR-10-785	H.T.E. Reports Month End Sept-Dec 2009; Physical Year End 2009; 4 th QTR 2009	2009	2014	5 yrs	GS068
	HR-10-785	H.T.E. Reports 1 st /2 nd QTR 2009 - Month End April - Aug 2009-Fiscal Year End 2009	2009	2014	5 yrs	GS068

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HR-10-786	ADP Reports PR #24-12/02/2009; #25-12/16/2009; 26-1-12/30/2009 ; PR #1-01/13/2010; #2-01/27/2010; #3 02/10/2010	2009-2010	2015	5 yrs	GS068
HR-10-789	ADP 2009 QUARTERS & YEAR END WITH 2010 YEAR SET UP - 2011 CALENDAR YEAR SET UP	2009-2011	2016	5 yrs	GS068
HR-10-800	ADP 2008 PR and TAXES	2008	2013	5 yrs	GS068
HR-10-802	PR MAINTENANCE #25 (12/16/09)-26 (12/30/09) 2009 & #1 (01/13/10), 2 (01/27/10) - 3 (02/10/10) 2010	2009-2010	2015	5 yrs	GS068
HR-11-817	ADP PR #23 (11/17/10), 24 (12/01/10), 25 (12/15/10), 26 (12/29/10) / 4 th QTR & END OF YEAR	2010	2015	5 yrs	GS068
HR-11-819	2010 H.T.E. REPORTS - MONTH END MAY THRU AUG & 2 ND QTR & FISCAL YEAR END	2010	2015	5 yrs	GS068
HR-11-822	H.T.E. PR #21 (10/20/10), 22 (11/03/10), 23 (11/17/10), 24 (12/01/10), 25 (12/15/10), 26 (12/29/10)	2010	2015	5 yrs	GS068
HR-11-833	PR, PAY PERIOD 12; PAY DATE 06/16/10, PAYROLL REGISTER VOID CHECK; PR, HEALTH INS BI-WEEKLY, PREPARED 07/06/10; LAGERS PAYMENTS 2006-2007; HEALTH/DENTAL PAYMENTS 2009; MARCIT DENTAL/HEALTH 2006; MARCIT HEALTH/DENTAL 2007	PAYROLL 2010; MARCIT 2006-2009	2015	5 yrs	GS068
HR-11-842	H.T.E. Reports Month End 9/2010, Quarter 3 2010; Payroll Reports #1 (1/12/11), #2 (1/26/11), #3 (2/9/11), #4 (2/23/11), #5 (3/9/11), #6 (3/23/11)	2010-2011	2016	5 yrs	GS068
HR-11-843	Payroll Maintenance #25 (12/15/10), #26 (12/29/10), #1 (1/12/11), #2 (1/26/11)	2010-2011	2016	5 yrs	GS068
HR-11-844	Payroll Maintenance #3 (2/9/11), #4 (02/23/11), #5 (03/09/11), #6 (3/23/11)	2011	2016	5 yrs	GS068
HR-11-845	ADP PR #7 (04/06/11), #8 (04/20/11), #9 (05/04/11), #10 (05/18/11), #11 (06/01/11), #12 (06/15/11)	2011	2016	5 yrs	GS068
HR-11-846	ADP PR #1 (01/12/11), #2 (01/26/11), #3 (02/09/11), #4 (02/23/11), #5 (03/09/11), #6 (03/23/11)	2011	2016	5 yrs	GS068
GA-2012-77	COG-WIT Minutes Misc papers	1988-2011	2017	None	GS12.1
HR-12-847	ADP REPORTS Quarters 2, 3, 4 & Year End 2010; Quarters 1, 2, 3, 4 & Year End 2011; 4 th Quarter Reconciliation	2010 - 2011	2016	5 yrs	GS068
HR-12-848	Payroll Maintenance #21 (10/19/11), #22 (11/2/11), #23 (11/16/11), #24 (11/30/11), #25 (12/14/11)	2011	2016	5 yrs	GS068
HR-12-849	Payroll Maintenance #16 (8/10/11), #17 (8/24/11), #18 (9/7/11), #19 (9/21/11), #20 (10/5/11)	2011	2016	5 yrs	GS068
HR-12-850	ADP Reports PR #22 (11/2/11), #23 (11/16/11), #24 (11/30/11), #25 (12/14/11), #26 (12/28/11), and Supplemental 2011 (12/30/11)	2011	2016	5 yrs	GS068
HR-12-851	H.T.E. PR #7 (4/6/11), #8 (4/20/11), #9 (5/4/11), #10 (5/18/11), #11 (6/1/11), #12 (6/15/11), #13 (6/29/11), #14 (7/13/11), #15 (7/27/11), #16 (8/10/11), #17 (8/24/11)	2011	2016	5 yrs	GS068
HR-12-852	ADP PR #18 (9/7/11), #19 (9/21/11), #20 (10/5/11), #21 (10/19/11)	2011	2016	5 yrs	GS068
HR-12-853	Payroll Maintenance #7 (4/6/11), #8 (4/20/11), #9 (5/4/11), #10 (5/18/11), #11 (6/1/11)	2011	2016	5 yrs	GS068
HR-12-854	ADP PR #13 (6/29/11), #14 (7/13/11), #15 (7/27/11), #16 (8/10/11), #17 (8/24/11)	2011	2016	5 yrs	GS068

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HR-12-855	H.T.E. PR Reports #18 (9/7/11), #19 (9/21/11), #20 (10/5/11), #21 (10/19/11), #22 (11/2/11), #23 (11/16/11), #24 (11/30/11), #25 (12/14/11), #26 (12/28/11)	2011	2016	5 yrs	GS068
HR-12-856	Payroll Maintenance #12 (6/15/11), #13 (6/29/11), #14 (7/13/11), #15 (7/27/11)	2011	2016	5 yrs	GS068
HR-12-863	Payroll Maintenance #26 (12/28/11), #1 (1/11/12), #2 (1/25/12), #3 (2/8/12), #4 (2/22/12)	2011-2012	2018	5 yrs	GS068
HR-12-864	Payroll Maintenance #5 (3/7/12), #6 (3/21/12), #7 (4/4/12), #8 (4/18/12), #9 (5/2/12)	2012	2018	5 yrs	GS068
HR-12-865	Payroll Maintenance #10 (5/16/12), #11 (5/30/12), #12 (6/13/12), #13 (6/27/12)	2012	2018	5 yrs	GS068
HR-12-866	Payroll Maintenance #14 (7/11/12), #15 (7/25/12), #16 (8/8/12), #17 (8/22/12)	2012	2018	5 yrs	GS068
HR-12-867	Selection Files -Court Clerk (3/2012), Maintenance Worker (3/2012), Museum Manager (4/2012)	2012	2013	1 year after hire date	GS062
HR-12-869	Selection Files- Animal Control Officer (5/2011), Accountant (11/2011), Assistant Aquatic Specialist (1/2012), Assistant Court Clerk (3/2011), Aquatic Specialist (12/2011), City Counselor (9/2010), City Attorney (2012) Communication Officer (6/2011), Customer Service Clerk (10/2011), Engineer in Training (9/2011), Lifeguard (8/2011), PW Maintenance Worker (5/2012), Mechanic (11/2011), Neighborhood Services Coordinator (5/2011), Paramedic/Firefighter (12/2011), Police Officer (9/2011), Property/Evidence Officer (3/2011), Records Clerk (8/2011), Water Plant Operator (6/2012)	2010-2012	2013	1 year after hire date	GS062
HR-12-872	Vendor files and payments- Unemployment Reports (1996-2006), ICMA Payments (1996-2011), 941 (2002-2005), Validity (2008-2011), Commerce Bank Visa (2008-2012), Wal-Mart (2008-2011), Cambridge (2008-2009), The Green Company (2009-2012), Temporary Agencies (2007-2011), New Directions (2010-2012), MO Municipal League (2008-2010), JJ Keller (2008-2011), IPMA-HR (2008-2011), FedEx (2008-2012), CRL (2009-2011), Xchanging (2009), BLR (2010), BNA (2009-2011), Wolters Kluwer (2008-2011), Glad Rents (2008-2009), M. Lee (2009-2011)f, Publishers (2010-2011)	1996-2012	2013	Completion of audit	GS007
HR-12-873	Vendor files and payments- LAGERS (2001-2012), M&I (2007-2011), Lincoln Life (2011), Principal (2011)	2001-2012	2013	Completion of audit	GS007
HR-12-875	Vendor files and payments- 941 (2002,2006,2007), Employment Reports (2001-2005), Dickson Unemployment (2009), Unemployment Claims (1996-2011), KC Earnings Tax (2006-2008), OCC MED (2005-2007), Misc Files (2001-2003), MARCIT (2008)	1996-2011	2012	Completion of audit	GS007
HR-13-876	PR MAINT - #26 (12-26-12), #1, (1-9-13), #2 (1-23-13), #3 (2-6-13)	2012-2013	2018	876-883 have red tape on the boxes by mistake 5 yrs	GS068
HR-13-877	PR MAINT - #23 (11-14-12), #24 (11-28-12), #25 (12-12-12)	2012	2018	" 5 yrs	GS068
HR-13-878	PR MAINT - #18 (9-5-12), #19 (9-19-12), #20 (10-3-12), #21 (10-17-12), #22 (10-31-12)	2012	2018	" 5 yrs	GS068

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HR-13-879	ADP PR - #13 (6-27-12), #14 (7-11-12), #15 (7-25-12), #16 (8-8-12), #17 (8-22-12), #18 (9-5-12), #19 (9-19-12), #20 (10-3-12), #21 (10-17-12), #22 (10-31-12), #23 (11-14-12), #24 (11-28-12), #25 (12-12-12), #26 (12-26-12), Supplemental Payroll (12-31-12)	2012	2018	" 5 yrs	GS068
HR-13-880	ADP PR - #7 (4-4-12), #8 (4-18-12), #9 (5-2-12), #10 (5-16-12), #11 (5-30-12), #12 (6-13-12)	2012	2018	" 5 yrs	GS068
HR-13-881	ADP PR Reports- #1 (1-11-12), #2 (1-25-12), #3 (2-8-12), #4 (2-22-12), #5 (3-7-12), #6 (3-21-12)	2012	2018	" 5 yrs	GS068
HR-13-882	HTE PR Reports- #1 (1-11-12), #2 (1-25-12), #3 (2-8-12), #4 (2-22-12), #5 (3-7-12), #6 (3-21-12), #7 (4-4-12), #8 (4-18-12), #9 (5-2-12), #10 (5-16-12), #11 (5-30-12), #12 (6-13-12), #13 (6-27-12)	2012	2018	" 5 yrs	GS068
HR-13-883	HTE - #14 (7-11-12), #15 (7-25-12), #16 (8-8-12), #17 (8-22-12), #18 (9-5-12), #19 (9-19-12), #20 (10-3-12), #21 (10-17-12), #22 (10-31-12), #23 (11-13-12), #24 (11-28-12), #25 (12-12-12), #26 (12-26-12)	2012	2018	" 5 yrs	GS068
HR-13-884	Selection File, Accountant Applications, 2011-2012	2011-2012	2013	1 year after hire date	GS062
HR-13-885	Selection File, Parks Crew Worker, 2013; Asst. Crew Leader, Public Works, Jan 2013; Sewer Crew Leader; Admin Asst. PS Dec 2012; Parks Crew Leader Mar 2013; PS Admin Asst.; PTCS Specialist; Mechanic 2012; Asst. Aquatics Specialist; PW Maintenance Worker 2012; PS Clerk; Water Plant Operator Jun 2013; PW Maintenance Worker May 2013; Maintenance Worker Jan & Feb 2013; Parks Worker Oct 2012; Legal Assistant Jan 2013, two red ropes; P&R Skate Attendant Oct. 2012; Prosecutor.	2012-2013	2014	1 year after hire date	GS062
HR-13-891	2011 - 2012 Budget Worksheets	2011-2013	2014	Completion of audit	GS004
HR-13-892	2009- 2010 BUDGET WORKSHEETS	2009-2010	2011	Completion of audit	GS004
HR-13-893	1992-1999 BUDGETS	1992-1999	2000	Completion of audit	GS004
HR-13-894	1992 BANKERS INSURANCE Principal Insurance documents/vendor info	1992	1995	3 yrs + completion of audit	GS009
HR-13-895	1992 BANKERS INSURANCE Principal Insurance documents/vendor info	1992	1995	3 yrs + completion of audit	GS009
HR-13-896	2012 STRIVE TO THRIVE ART CONTEST LEA ALBERT PROJECT, WELLNESS 2011	2012	2012	Destroy	GS021
HR-13-897	IMPA: HR APRIL 2012 SPRING CONFERENCE MEETING MTG	2012	2012	Destory	GS021
HR-14-201	PR Maintenance - #21 (10/16/13), #22 (10/30/13), #23 (11/13/13), #24 (11/27/13), #25 (12/11/13)	2013	2018	5 yrs	GS068

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HR-14-202	H.T.E. PR Reports - #14 (7/10/13), #15 (7/24/13), #16 (8/7/13), #17 (8/21/13), #18 (9/4/13), #19 (9/18/13), #20 (10/2/13), #21 (10/16/13), #22 (10/30/13), #23 (11/13/13), #24 (11/27/13), #25 (12/11/13)	2013	2018	5 yrs	GS068
HR-14-203	ADP PR Reports - #1 (1/9/13), #2 (1/23/13), #3 (2/6/13), #4 (2/20/13), #5 (3/6/13), #6 (3/20/13), #7 (4/3/13), #8 (4/17/13), #9 (5/1/13), #10 (5/15/13), #11 (5/29/13), #12 (6/12/13), #13 (6/26/13), #14 (7/10/13), #15 (7/24/13), #16 (8/7/13), #17 (8/21/13), #18 (9/4/13), #19 (9/18/13), #20 (10/2/13), #21 (10/16/13), #22 (10/30/13), #23 (11/13/13), #24 (11/27/13), #25 (12/11/13)	2013	2018	5 yrs	GS068
HR-14-204	PR Maintenance - #16 (8/7/13), #17 (8/21/13), #18 (9/4/13), #19 (9/18/13), #20 (10/2/13)	2013	2018	5 yrs	GS068
HR-14-205	PR Maintenance - #9 (5/1/13), #10 (5/15/13), #11 (5/29/13), #12 (6/12/13), #13 (6/26/13)	2013	2018	5 yrs	GS068
HR-14-206	PR Maintenance - #4 (2/20/13), #5 (3/6/13), #6 (3/20/13), #7 (4/3/13), #8 (4/17/13)	2013	2018	5 yrs	GS068
HR-14-207	PR Maintenance - #14 (7/10/13), #15 (7/24/13)	2013	2018	5 yrs	GS068
HR-14-208	H.T.E. PR Reports - #1 (1/9/13), #2 (1/23/13), #3 (2/6/13), #4 (2/20/13), #5 (3/6/13), #6 (3/20/13), #7 (4/3/13), #8 (4/17/13), #9 (5/1/13), #10 (5/15/13), #11 (5/29/13), #12 (6/12/13), #13 (6/26/13)	2013	2018	5 yrs	GS068
HR-14-210	Selection Files & EEOC Files - Maintenance Worker (SF) July thru Dec 2013, Mechanic SF (9/2013), PW Utility Tech (8/13), PW Crew Leader (12/12), City Attorney 2010, EEOC: Police Officer (Oct 2012 thru March 2013), Police Officer (9/13), PW Maintenance Worker (1/13, 5/13, 8/13, 11/13, 12/13), Water Plant Operator (5/15 & 12/13), Mechanic (9/12 & 8/13), Asst CC Admin (9/13), Paramedic/FF (1/12, 4/13, 9/13), Reserve C.O. (9/13), Prof Standard Coord Records 8/13), Seasonal Parks (6/13), Event Planner (7/13), Rec Supervisor (7/13), PT Cust Serv Clerk (5/13), Asst Aquatics Supervisor (6/13), Parks Crew Leader (2/13) Parks Crew Worker (9/12), Internal Posting crew leader (12/12), Asst Crew Leader (1/13), Legal Clerk (12/12), Pt Kennel Attendant (7/13), PW Utilities Tech (8/13), Records Clerk (9/13), Parks/Maint Worker (8/13), Bldg Inspector (9/13), Utility Billing Coord (10/13), Seasonal CC/Parks & Rec (1/12 thru 1/14), Selection Files (Applicants not hired): Maint worker (1/09, 10/08, 12/08, 7/10, 9/11, 6/12, 2/13, 7/13), Police Officer (7/12), Comm Officer (2/08), Asst Ct Clerk (2/09), PW Intern (4/10)	2008-2014	2015 Selection File 2017 EEOC	1 year after hire date 3 yrs	GS062 GS030
HR-15-226	2007 PR #11 registers	2007	2012	5 yrs	GS068
HR-15-227	2008 H.T.E. PR #14	2008	2013	5 yrs	GS068

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HR-16-257	Director of Community Development; HR Admin Resumes, Finalists, Finance Budget Officer 9/97, Personnel Asst 7/96 Asst City MGR Interviews, Finalists, Resumes, Director of Community Services 7/9, Community Services Director Search 1990, Public Director 86, Director of PS 88, PS Director 80, City MGR 84/88	1984-1997	1998	1 yr after hire	GS062
HR-16-258	2001-02 Open Enrollment Benefit Handouts, 2000-01 Open Enrollment, 99-2000 Open Enrollment/Misc Reports & Related 1990 Health Ins Investigation, Cost Containment vision Care, Cobra 86-87 (98), Health Ins Coverage FY 87-88, Hippa Form ICMA Service Reports, ICMA Retirement, Gladstone Healthcare Alternatives 87, Life Ins Proposals, Conversion/Medicare Supplement, EBA Master File (Agreement/contract), Optical Vision Services 1989 Dental Benefits/Insurance Dental Plans	1986-2002	2016	3 YR	GS032
HR-16-259	BIDS 91-92 Health Ins Bids, Cigna Health Plan July 88-92 Cigna Health Reference Guide, Open Enrollment 210-2011, 2008 Open Enrollment, 2003-04 Open Enrollment, 02-03 Open Enrollment	1988-2003	2016	3YR	GS032
HR-16-260	2007 Open Enrollment, 93 OE MTGS, Marcit OE 1992, 91 open enrollment, 89 open enrollment	1992-2007	2016	3 YR	GS032
HR-16-265	ADP Pmt, 2014-2015, ADP notices, Am3ericon Fidelity Assurance Co 2014-2015, AllState Pmt 2014-2014, BMO Harris Bank Dec 2013-2014, HAS Bank ck request & Processing 12/14 - 15, FOP West Central Mo Regional 11/12- 6-15, Gladstone P/O Association 9/12 - 6-15, ICMA Retirement Trust 457 - 11/14- 5/15, ICMA Reconcile	2013-2015	2016	Completion of audit	GS007
HR-16-266	International Association of Fire Fighters pmt 2013-2015, Lincoln National Life 2013- 2015, Mo Local Gov., Emp. Retirement, MPR 2013-2015, United Way of Greater KC, MPR ck request & Pmt	2013-2015	2016	Completion of audit	GS007
HR-16-267	ICMA Vendor files and payments 2013 through 2015. Few misc from 2011.	2011-2015	2016	Completion of audit	GS007
HR-16-268	SELECTION FILES 2013-2015 Utility Billing Clerk Oct 2013, City Clerk Feb 2014 2013 Utility Billing Coordinator, Cust. Serv. Clerk July 2014 Accountant June 2014	2013-2015	2016	1 yr after hire	GS062
HR-16-269	EEOC 2014-2015	2014-2015	2018	3 yr	GS030

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