

RESOLUTION NO. R-15-73

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 Exhibits "A" through "F" attached hereto.

INTRODUCED, READ, PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 9th DAY OF NOVEMBER 2015.



Mayor Bill Garnos

ATTEST:

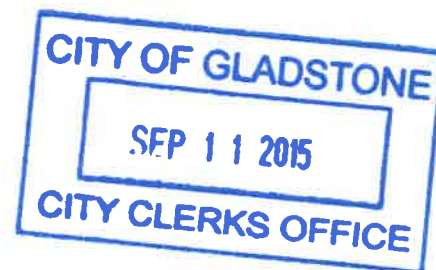


Ruth E. Bocchino, City Clerk

City of Gladstone

Department: Community Development

Records Destruction List



A

Approval Signature: [Signature] Date: 9/11/15

<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>
09-002	Property Maint. Inspections-code enf	2007	3 years	GS049	1/1/2014		
09-003	Property Maint. Inspections-code enf	2008	3 years	GS049	1/1/2014		
10-007	Property Maint. Inspections-code enf	2008	3 years	GS049	1/1/2014		
10-008	Property Maint. Inspections-code enf	2009	3 years	GS049	1/1/2014		

B

City of Gladstone
 Department: General Administration
Records Destruction List

Approval Signature: _____ Date: _____

<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>
01-10	CONTRACTS 9801-9980	1997-2000	3 years after expiration	GS060	2012		
01-11	CONTRACTS 0001-0107	1999-2001	3 years after expiration	GS060	2012		
05-23	Budget Books & Mid Year	2000-2001	Completion of Audit	GS004	2006		
05-24	Budget Books & Mid Year	2001-2002	Completion of Audit	GS004	2007		
05-25	Budget Books & Mid Year	2002-2003	Completion of Audit	GS004	2008		
2006-34	BE2 Antioch MS 2003-2005 TRAVEL	2003-2005	1 year	GS012	2010		
2008-46	Budget Books & Mid Year	2003-2004	Completion of Audit	GS004	2009		
2008-47	Budget Books & Mid Year	2004-2005	Completion of Audit	GS004	2010		
2008-48	Budget Books & Mid Year	2005-2006	Completion of Audit	GS004	2011		
98-1	CONTRACTS 8921-9316	1993-1996	3 years after expiration	GS060	2008		
98-2	CONTRACTS 9317-9604	1994-1997	3 years after expiration	GS060	2009		
98-3	CONTRACTS	1986-1995	3 years after expiration	GS060	2007		

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C

City of Gladstone		2015 Destruction List			
Personnel/ Payroll Records Retention					
			City	State	ACTUAL
		Date Span	Destroy/Perm	Retention	DESTROY
Box #	Description	of Record	Date	Period	DATE
GA-00-416	1999 Month End Reports (Jul-Dec)	1999	12/31/07	5 yrs	GS068
GA-00-426	Payroll Reports – PR 14, 15, 16	2000	01/01/06	5 yrs	GS068
GA-00-430	2000 Hours Proof PR 1-26	2000	01/01/06	5 yrs	GS068
HR-00-431	2000 Payroll Maint PR 10-26	2000	01/01/06	5 yrs	GS068
GA-05-623	2003/04 Budget Prep	2003-2004	12/31/2005	Completion of audit	GS076
GA-05-624	2004/05 Budget Prep	2004-2005	12/31/2006	Completion of audit	GS076
GA-05-625	2005/06 Budget Prep	2005-2006	12/31/2007	Completion of audit	GS076
GA-06-608	PR Registers 17-18 2006	2006	12/31/2012	5 yrs	GS068
HR-07-629	1996 Pay Class Study	1996	1999	3 yrs	GS063
HR 07-630	2007 Payroll Registers #3 and 4	2007	2012	5 yrs	GS068
HR 07-631	2007 Payroll Registers #1 and 2	2007	2012	5 yrs	GS068
HR 07-632	2007 Payroll Registers #5 and 6	2007	2012	5 yrs	GS068
HR 07-633	2007 Payroll Registers #7 and 8	2007	2012	5 yrs	GS068
HR 07-634	2007 Payroll Registers #25 and 26	2007	2012	5 yrs	GS068
HR 07-635	2007 Payroll Registers #20 and 21	2007	2012	5 yrs	GS068
HR 07-636	2007 Payroll Registers #23 and 24	2007	2012	5 yrs	GS068
HR 07-640	2007 HRS Proof Payroll #18-Payroll #26	2007	2012	5 yrs	GS068
HR 07-641	2007 Payroll Maintenance PR 17	2007	2012	5 yrs	GS068
HR 07-653	Employee Selection Files Comm. Ctr. Admin 2006; P & Rec. Specialist 2006 P & Rec. Crewman, Maint. Admin. Asst. 2006; Asst. Court Clerk May-June 2006; Court Position 2005 Asst, Prosecutor 2005; Asst. Judge 2002	2002-2006	2007	1 year after position filled	GS062
HR 07-654	Employee Selection Files Planning Specialist 2006; Neighborhood Services Coord. 2006; Ec. Dev. Coordinator 2004; Customer Services Specialist 2006; Construction Coordinator 2002 & 2004	2002-2006	2007	1 year after position filled	GS062

HR 07-655	Employee Selection Files Water Plant Operator 2006 & 2007; Asst. Water Plant Operator; PW City Engineer 2007; PW Superintendent 2005	2005-2007	2008	1 year after position filled	GS062
HR 07-656	Employee Selection Files Public Works Utility, Water, Maintenance, Street 2000, 2001, 2002, & 2004 (No 2003)	2000-2004	2005	1 year after position filled	GS062
HR-07-659	Payroll reports post maintenance 12/26/06	2006	12/23/2011	5 yrs	GS068
HR 07-662	WORKING FILES (Keep Open/Visible) Month End Jan. - _____ First Quarter End _____ 2007	2007	2012	5 yrs	GS068
HR 07-663	WORKING FILES (Keep Open/Visible) Hours Proof Listing January - _____ 2007	2007	2012	5 yrs	GS068
HR 07-664	WORKING FILES (Keep Open/Visible) Hours to Gross January - _____ 2007	2007	2012	5 yrs	GS068
HR 07-665	WORKING FILES (Keep Open/Visible) Accrual Registers January- _____ 2007	2007	2012	5 yrs	GS068
HR-08-689	PAYROLL REPORTS PAY PERIOD 3 PAY DATE 01/30/08 – 01/02/08 THRU 01/15/08 AND PAY PERIOD 4 PAY DATE 02/13/08 – 01/16/08 THRU 01/29/08;	2008	06/01/2013	5 yrs	GS068
HR-08-690	PAYROLL REPORTS PAY PERIOD 5 PAY DATE 02/27/08 – 01/30/08 THRU 02/12/08 AND PAY PERIOD 6 PAY DATE 03/12/08 – 02/13/08 THRU 02/26/08; PR, PAY PERIOD 5, PAY DATE 02/27/08, HOURS PROOF LISTING BI-WEEKLY, WORKING & FINAL [NOW IN BOX 11-832]; PR, PAY PERIOD 5, PAY DATE 02/27/08, PAYROLL REGISTER MANUAL CHECK [NOW IN BOX #11-832]; PR, #5, RETRO-PAY EDIT REPORT – PARAMETERS, PERIOD 12/15/07 TO 01/29/08 [NOW IN BOX #11-832]; PR, #5, EMPLOYEE INFORMATION REPORT, PREPARED 02/19/08 [NOW IN BOX #11-832]	2008	01/01/2014 s/b 2013	5 yrs	GS068

HR-08-691	H.T.E PAYROLL REPORTS PAY PERIOD 7 PAY DATE 03/26/08 – 02/27/08 THRU 03/11/08; PAYROLL REPORTS, PAY PERIOD 7, PAY DATE 03/26/08, TAX REGISTER [NOW IN BOX 11-831]	2008	01/01/2014 s/b 2013	5 yrs	GS068
HR-08-692	H.T.E PAYROLL REPORTS PAY PERIOD 8 PAY DATE 04/09/08 – 03/12/08 THRU 03/25/08; PR, PAY PERIOD 8, PAY DATE 04/09/08, PAYROLL REGISTER BI-WEEKLY [NOW IN BOX 11-832]	2008	01/01/2014 s/b 2013	5 yrs	GS068
HR-08-693	PAYROLL REPORTS PAY PERIOD 9 PAY DATE 04/23/08 H.T.E ONLY – 03/26/08 THRU 04/08/08; ADP, PAY PERIOD 9, PAY DATE 04/23/08, TAX REGISTER – FEDERAL TAX [NOW IN BOX #11-832]	2008	01/01/2014 s/b 2013	5 yrs	GS068
HR-08-694	PAYROLL REPORTS PAY PERIOD 10 PAY DATE 05/07/08 H.T.E ONLY – 04/09/08 THRU 04/22/08	2008	01/01/2014 s/b 2013	5 yrs	GS068
HR-08-695	PAYROLL REPORTS PAY PERIOD 11 PAY DATE 05/21/08 H.T.E ONLY – 04/23/08 THRU 05/06/08	2008	01/01/2014 s/b 2013	5 yrs	GS068
HR-08-696	PAYROLL REPORTS PAY PERIOD 12 PAY DATE 06/04/08 H.T.E ONLY – 05/07/08 THRU 05/20/08	2008	01/01/2014 s/b 2013	5 yrs	GS068
HR-08-697	H.T.E. PAYROLL REPORTS PAY PERIOD 13 PAY DATE 06/18/08 – 05/21/08 THRU 06/03/08 AND PAY PERIOD 14 PAY DATE 07/02/08 – 06/04/08 THRU 06/17/08; PAYROLL REPORTS, PAY PERIOD 14, PAY DATE 07/02/08, PAYROLL REGISTER BI-WEEKLY, PAYROLL DISTRIBUTION SUMMARY, PAYROLL DISTRIBUTION TOTALS AND ERROR LISTING, PAYROLL REGISTER, MANUAL CHECK [NOW IN BOX #11-831]	2008	01/01/2014 s/b 2013	5 yrs	GS068
HR-08-699	CONTRACT ADMINISTRATOR SELECTION FILES 2008	2008	DEC 2013 s/b 2009	1 year after position filled	GS062
HR-08-701	H.T.E. Payroll reports Pay period 17 pay date 08/13/08 07/16/08 thru 07/29/08	2008	01/01/2014 s/b 2013	5 yrs	GS068
HR-08-702	H.T.E. Payroll reports Pay period 18 pay date 08/27/08 07/30/08 thru 08/12/08; PAYROLL REPORTS, PAY PERIOD 18, PAY DATE 08/27/08, PAYROLL REGISTER MANUAL CHECK [NOW IN BOX #08-702]	2008	01/01/2014 s/b 2013	5 yrs	GS068

HR-08-707	CONDREY PAY STUDY	2005-2006	2009	3 yrs	GS063
HR-08-708	CONDREY PAY STUDY	2005-2006	2009	3 yrs	GS063
HR-08-712	H.T.E. Payroll reports Pay period 15 Pay date 07/16/08; PAYROLL REPORTS, PAY PERIOD 15, PAY DATE 07/16/08, ABT REGISTER – REIMB MEDICAL DEDUCTION, PAYROLL REGISTER MANUAL CHECK, PAYROLL REGISTER VOID CHECK, PAYROLL REGISTER MANUAL CHECK, PAYROLL REGISTER BI-WEEKLY [NOW IN BOX #11-831]	2008	01/01/2014 s/b 2013	5 yrs	GS068
HR-08-713	H.T.E. Payroll reports Pay period 16 Pay date 07/30/08	2008	01/01/2014 s/b 2013	5 yrs	GS068
HR-08-714	H.T.E. Payroll Reports Pay period 19 Pay date 09-10-08	2008	01/01/2014 s/b 2013	5 yrs	GS068
HR-08-715	H.T.E. Payroll Maintenance Files Pay period 5, 6, 7, 8 & 11 2008	2008	01/01/2014 s/b 2013	5 yrs	GS068
HR-08-716	H.T.E. PAYROLL MAINTENANCE FILES Pay period 1,2, 3, & 4 2008	2008	01/01/2014 s/b 2013	5 yrs	GS068
HR-08-717	H.T.E. PAYROLL 18, 19, 20, 21, 22, 23, 24 (2007) ; HOURS PROOF PAY PERIOD 1 & 2 OF 2007 ; HOURS PROOF PAY PERIOD 6 OF 2008 PAYROLL DISTRIBUTION 03/24/2008 & 02/25/2008	2007 & 2008	01/01/2014 s/b 2013	5 yrs	GS068
HR-08-718	H.T.E. MONTH END 2008 JANUARY THROUGH MAY	2008	01/01/2014 s/b 2013	5 yrs	GS068
HR-08-719	H.T.E. PAYROLL Maintenance Files Pay Period 9 & 10 2008	2008	01/01/2014 s/b 2013	5 yrs	GS068
HR-08-720	H.T.E. Payroll Maintenance Files 2008 Pay Period 13, 14 & 15	2008	01/01/2014 s/b 2013	5 yrs	GS068
HR 08-721	H.T.E. Payroll Maintenance Files 2008 Pay Period 16, 17, & 18	2008	01/01/2014 s/b 2013	5 yrs	GS068
HR 08-722	H.T.E. Payroll Maintenance Files 2008 Payroll 19 & 20	2008	01/01/2014 s/b 2013	5 yrs	GS068
HR 08-723	H.T.E. Payroll Reports 2008 Payroll 20 Pay date 09/24/08	2008	01/01/2014 s/b 2013	5 yrs	GS068
HR 08-724	H.T.E. Payroll Reports 2008 Payroll 21 Pay date 10/08/08	2008	01/01/2014 s/b 2013	5 yrs	GS068
HR-09-726	H.T.E. Payroll Maintenance Files 2008 Pay Period 25, 26, 27 and PR #1 pay date 01/14/09; PR, #26, EMPLOYEE INFORMATION REPORT, PREPARED 12/03/08 [NOW IN BOX #11-831]	2008-2009	01/01/2016 s/b 2014	5 yrs	GS068

HR-09-728	H.T.E. Payroll Reports 2009 PAYROLL 3 pay date 02/11/09 ; HTE PR #3, PAY PERIOD 3, PAY DATE 02/11/09, ABT REGISTER – CANCER OPTION A FAMILY, CUMULATIVE PAYROLL REGISTER BI-WEEKLY, BENEFIT REGISTER – SOCIAL SECURITY [NOW IN BOX #11-830]	2009	01/01/2016 s/b 2014	5 yrs	GS068
HR-09-729	H.T.E. Payroll Reports 2009 PAYROLL 4 pay date 02/25/09 ; HTE PR #4, PAY PERIOD 4, PAY DATE 02/25/09, CUMULATIVE PAYROLL REGISTER BI-WEEKLY, TAX SAVINGS PLAN BI-WEEKLY [NOW IN BOX #11-831]	2009	01-01-2016 s/b 2014	5 yrs	GS068
HR-09-730	H.T.E PAYROLL 25 PAYDATE 12-03-08 REPORTS	2008	01-01-2014 s/b 2013	5 yrs	GS068
HR-09-732	H.T.E. Report Accrual Reg 05-08/ June 2006 Monthly Accrual Register/LAGERS Report / 1995-EEOC Report Payroll /Payroll 23 2008 Pay date 11-05-08 Reports	1995-2006- 2008	01-01-2015 2013-PR 2011-EEOC	5 yrs 3 yrs	GS068 GS030
HR-09-734	H.T.E Payroll 24 Pay date 11-19-2008 & November 2008 Monthly Report	2008	01-01-2015 s/b 2013	5 yrs	GS068
HR-09-735	H.T.E Payroll 1 Pay date 01-14-09 Reports	2009	01-01-2015 s/b 2014	5 yrs	GS068
HR-09-736	H.T.E Payroll 2 Pay date 01-28-09 Reports	2009	01-01-2015 s/b 2014	5 yrs	GS068
HR-09-737	H.T.E Payroll 26 12-17-08 (pay date) reports	2008	01-01-2015 s/b 2013	5 yrs	GS068
HR-09-738	H.T.E Payroll 5 (3-11-09) (pay date) reports; PR, PAY PERIOD 5, PAY DATE 03/11/09, BENEFIT REGISTER – HEALTH PLAN A – SINGLE [NOW IN BOX #11-831]	2009	01-01-2015 s/b 2014	5 yrs	GS068
HR-09-739	H.T.E Payroll 6 (pay date) 3-25-09 reports; HTE PR #6, PAY PERIOD 6, PAY DATE 03/25/09, TAX SAVINGS PLAN [NOW IN BOX #11-831]	2009	01-01-2015 s/b 2014	5 yrs	GS068
HR-09-740	H.T.E. payroll 23 pay date 11/05/08 reports	2008	01-01-2015 s/b 2013	5 yrs	GS068
HR-09-741	H.T.E. payroll 22 pay date 10/22/08 reports	2008	01-01-2015 s/b 2013	5 yrs	GS068
HR-09-742	ADP payroll reports PR #9 - 04/23/08; #10 - 05/07/08; #11 - 05/21/08; #12 - 06/04/08; #13 - 06/18/08	2008	01-01-2015 s/b 2013	5 yrs	GS068

HR-09-743	ADP payroll reports PR #14 – 07/02/08; #15 – 07/16/08; #16 – 07/30/08; #17 – 08/13/08; #18 – 08/27/08; #19 – 09/10/08; #20 – 09/24/08	2008	01-01-2015 s/b 2013	5 yrs	GS068
HR-09-745	ADP payroll reports PR #1 – 01/14/09; #2 – 01/28/09; #3 – 02/11/09; #4 – 02/25/09; #5 – 03/11/09; #6 – 03/25/09; #7 – 04/08/09; #8 – 04/22/09; #9 – 05/06/09	2009	01-01-2016 s/b 2014	5 yrs	GS068
HR-09-746	2009 Employee Selection File – Part-time Court Clerk	2009	12/31/2010	1 year after hire date	GS062
HR-09-747	2008-2009 Employee Selection Files-HR Assistant; PW Maintenance Worker	2008-2009	12/31/2010	1 year after hire date	GS062
HR-09-750	H.T.E. Payroll Reports PR #14 pay date 07/15/09	2009	01-01-2016 s/b 2014	5 yrs	GS068
HR-09-751	H.T.E. Payroll Reports PR #12 pay date 06/17/09; HTE PR #12, PAY PERIOD 12, PAY DATE 06/17/09, PAYROLL REGISTER BI- WEEKLY [NOW IN BOX #11-830]	2009	01-01-2016 s/b 2014	5 yrs	GS068
HR-09-752	H.T.E. Payroll reports PR #10 pay date 05/20/09	2009	01-01-2016 s/b 2014	5 yrs	GS068
HR-09-753	H.T.E. Payroll Reports PR #11 pay date 06/03/09	2009	01-01-2016 s/b 2014	5 yrs	GS068
HR-09-754	2009 Payroll Maintenance Files PR #10 and 11	2009	01-01-2016 s/b 2014	5 yrs	GS068
HR-09-755	2009 Payroll Maintenance files PR #6 through 9	2009	01-01-2016 s/b 2014	5 yrs	GS068
HR-09-756	2009 Payroll Maintenance files PR #2 through 5; PR, #2, EMPLOYEE INFORMATION REPORT, PREPARED 01/21/09 [NOW IN BOX #11-831]	2009	01-01-2016 s/b 2014	5 yrs	GS068
HR-09-757	Employee Selection Files – 1996 Finance Director; 2009 Water Plant Operator	1996-2009	12/31/2010	1 year after hire date	GS062
HR-09-761	2009 H.T.E. Payroll Reports Pay period #7 pay date 04/08/09	2009	01-01-2016 s/b 2014	5 yrs	GS068
HR-09-762	2009 H.T.E. Payroll Reports Pay period #8 pay date 04/22/09	2009	01-01-2016 s/b 2014	5 yrs	GS068
HR-09-763	2009 H.T.E. Payroll Reports Pay period #9 pay date 05/06/09	2009	2014	5 yrs	GS068
HR-09-764	2009 H.T.E. Payroll Reports Pay period #13 pay date 07/01/09	2009	2014	5 yrs	GS068
HR-09-765	2009 H.T.E. Payroll Reports Pay period #15 Bonus pay date 07/23/09 and #15 pay date 07/29/09	2009	01-01-2016 s/b 2014	5 yrs	GS068

HR-09-766	2009 H.T.E. Payroll Reports Pay period #16 pay date 08/12/09	2009	01-01-2016 s/b 2014	5 yrs	GS068
HR-09-767	2009 H.T.E. Payroll Reports Pay period #17 pay date 08/26/09	2009	01-01-2016 s/b 2014	5 yrs	GS068
HR-09-768	2009 H.T.E. Payroll Reports Pay period #18 pay date 09/09/09	2009	01-01-2016 s/b 2014	5 yrs	GS068
HR-09-769	2009 H.T.E. Payroll Reports Pay period #19 pay date 09/23/09	2009	01-01-2016 s/b 2014	5 yrs	GS068
HR-09-770	2009 H.T.E. Payroll Reports Pay period #20 pay date 10/07/09	2009	01-01-2016 s/b 2014	5 yrs	GS068
HR-09-771	2009 H.T.E. Payroll Reports Pay period #21 pay date 10/21/09	2009	01-01-2016 s/b 2014	5 yrs	GS068
HR-09-772	2009 ADP Payroll Reports #10 pay date 05/20/09 thru #16 pay date 08/12/09	2009	01-01-2016 s/b 2014	5 yrs	GS068
HR-10-774	2009 Payroll Maintenance files PR #12 – 06/17/09; 13 – 07/01/09; 14 – 07/15/09	2009	01-01-2016 s/b 2014	5 yrs	GS068
HR-10-775	H.T.E. Payroll reports PR #22 pay date 11/04/09	2009	01/01/2016 s/b 2014	5 yrs	GS068
HR-10-776	H.T.E. Payroll reports PR #25 pay date 12/16/09	2009	01/01/2016 s/b 2014	5 yrs	GS068
HR-10-778	H.T.E. Payroll reports PR #24 pay date 12/02/09	2009	01/01/2016 s/b 2014	5 yrs	GS068
HR-10-779	H.T.E. Payroll reports PR #23 pay date 11/18/09	2009	01/01/2016 s/b 2014	5 yrs	GS068
HR-10-780	2009 ADP Payroll reports PR #17 – 23 pay dates 08/26/09 – 11/18/09	2009	01/01/2016 s/b 2014	5 yrs	GS068
HR-10-782	H.T.E. Reports – PR #2 – 01/27/2010	2010	01/01/2017 s/b 2015	5 yrs	GS068
HR-10-783	H.T.E. Reports- PR #1-01/13/2010	2010	01/01/2017 s/b 2015	5 yrs	GS068
HR-10-787	PR Maintenance #20-10/07; #21-10/21/2009; #22-11/04/2009; #23- 11/18/2009; #24- 12/02/2009	2009	01/01/2016 s/b 2014	5 yrs	GS068
HR-10-788	PR Maintenance Discretionary Check 07/23/09; PR #15- 07/29/2009; #16-08/12/2009; #17- 08/26/2009; #18-09/09/2009; #19- 09/23/2009	2009	01/01/2016 s/b 2014	5 yrs	GS068
HR-10-792	H.T.E. PR REPORTS – PR #7 (04/07/10) PARTIAL & PR #8 (04/21/10) PARTIAL	2010	01/01/2017 s/b 2015	5 yrs	GS068

HR-10-793	H.T.E. PR REPORTS – PR #3 (02/10/10) PARTIAL & PR #4 (02/24/10) PARTIAL	2010	01/01/2017 s/b 2015	5 yrs	GS068
HR-10-794	H.T.E. PR REPORTS – PR #8 (04/21/10) PARTIAL & PR #9 (05/05/10) PARTIAL	2010	01/01/2017 s/b 2015	5 yrs	GS068
HR-10-795	H.T.E. PR REPORTS – PR #9 (05/05/10) PARTIAL & PR #10 (05/19/10) PARTIAL	2010	01/01/2017 s/b 2015	5 yrs	GS068
HR-10-796	H.T.E. PR REPORTS – PR #11 (06/02/10)	2010	01/01/2017 s/b 2015	5 yrs	GS068
HR-10-797	H.T.E. PR REPORTS – PR #4 (02/24/10) PARTIAL & PR #5 (03/10/10) PARTIAL	2010	01/01/2017 s/b 2015	5 yrs	GS068
HR-10-798	H.T.E. PR REPORTS – PR #5 (03/10/10) PARTIAL & PR #6 (03/24/10) PARTIAL	2010	01/01/2017 s/b 2015	5 yrs	GS068
HR-10-799	H.T.E. PR REPORTS – PR #6 (03/24/10) PARTIAL & PR #7 (04/07/10) PARTIAL	2010	01/01/2017 s/b 2015	5 yrs	GS068
HR-10-804	ADP PR #4 (02/24/10), 5 (03/10/10), 6 (03/24/10), 7 (04/07/10), 8 (04/21/10), 9 (05/05/10) -10 (05/19/10) 2010	2010	01/01/2016 s/b 2015	5 yrs	GS068
HR-10-805	H.T.E. PR #18 REPORTS PAY DATE (09/08/10)	2010	01/01/2016 s/b 2015	5 yrs	GS068
HR-10-806	H.T.E. PR #13 REPORTS PAY DATE (06/30/10)	2010	01/01/2016 s/b 2015	5 yrs	GS068
HR-10-807	H.T.E. PR #19 REPORTS PAY DATE (09/22/10)	2010	01/01/2016 s/b 2015	5 yrs	GS068
HR-10-808	H.T.E. PR #20 REPORTS PAY DATE (10/06/10)	2010	01/01/2016 s/b 2015	5 yrs	GS068
HR-10-809	H.T.E. PR #14 REPORTS PAY DATE (07/14/10)	2010	01/01/2016 s/b 2015	5 yrs	GS068
HR-10-810	H.T.E. PR #15 REPORTS PAY DATE (07/28/10)	2010	01/01/2016 s/b 2015	5 yrs	GS068
HR-10-811	H.T.E. PR #16 REPORTS PAY DATE (08/11/10)	2010	01/01/2016 s/b 2015	5 yrs	GS068
HR-10-812	H.T.E. PR #17 REPORTS PAY DATE (08/25/10)	2010	01/01/2016 s/b 2015	5 yrs	GS068
HR-10-813	PAYROLL MAINTENANCE PR #4 (02/24/10), 5 (03/10/10), 6 (03/24/10), 7 (04/07/10), 8 (04/21/10) –9 (05/05/10) 2010	2010	01/01/2016 s/b 2015	5 yrs	GS068

HR-11-814	PAYROLL MAINTENANCE PR #19 (09/22/10), 20 (10/06/10), 21 (10/20/10), 22 (11/03/10), 23 (11/17/10), 24 (12/01/10)	2010	01/01/2016 2015	5 yrs	GS068
HR-11-815	ADP PR #11 (06/02/10), 12 (06/16/10), 13 (06/30/10), 14 (07/14/10), 15 (07/28/10), 16 (08/11/10)	2010	01/01/2016 2015	5 yrs	GS068
HR-11-816	ADP PR DISCRETIONARY CHECK (07/27/10), #17 (08/25/10), 18 (09/08/10), 19 (09/22/10), 20 (10/06/10), 21 (10/20/10), 22 (11/03/10)	2010	01/01/2016 2015	5 yrs	GS068
HR-11-818	2010 H.T.E REPORTS – MONTH END JAN THRU APRIL & 1 ST QTR	2010	01/01/2016 2015	5 yrs	GS068
HR-11-820	H.T.E. PR#12 REPORTS PAY DATE (06/16/10)	2010	01/01/2016 2015	5 yrs	GS068
HR-11-821	H.T.E. PR#13 (06/30/10), 14 (07/14/10) & SUPPLEMENTAL PAYMENT (07/27/10)	2010	01/01/2016 2015	5 yrs	GS068
HR-11-823	PAYROLL MAINTENANCE #10 (05/19/10), 11 (06/02/10), 12 (06/16/10), 13 (06/30/10), 14 (07/14/10)	2010	01/01/2016 2015	5 yrs	GS068
HR-11-824	PAYROLL MAINTENANCE #15 (07/28/10), 16 (08/11/10), 17 (08/25/10), 18 (09/08/10)	2010	01/01/2016 2015	5 yrs	GS068
HR-11-830	HTE PR #3, PAY PERIOD 3, PAY DATE 02/11/09, ABT REGISTER – CANCER OPTION A FAMILY, CUMULATIVE PAYROLL REGISTER BI-WEEKLY, BENEFIT REGISTER – SOCIAL SECURITY [FORMERLY IN BOX #90-728]; PR #17 MAINT (08/26/09); 1999 QUARTERLY REPORTS – STATE UNEMPLOYMENT WAGE REPORT REPORTING PERIOD 04/99 PREPARED 12/28/99, QUARTERLY RETURN OF WITHHELD FEDERAL INCOME TAX FORM 941 PREPARED 09/18/99, STATE AND LOCAL GOVERNMENT INFORMATION 1999 EEO-4 REPORT, SECOND QUARTER EARNINGS AND TAX REPORT DATED 06/24/99, FIRST QUARTER EARNINGS AND TAX REPORT DATED 03/22/99; PR #17 MAINT 08/26/09; HTE PR #12, PAY PERIOD 12, PAY DATE 06/17/09, PAYROLL REGISTER BI-WEEKLY [FORMERLY IN BOX #09-751]	1999-2009	April 2014 PR Fed Tax EEO	5 yrs 5 yrs 3 yrs	GS068 GS033 GS030

HR-11-831	HTE PR #6, PAY PERIOD 6, PAY DATE 03/25/09, TAX SAVINGS PLAN [FORMERLY IN BOX #09-739]; HTE PR #4, PAY PERIOD 4, PAY DATE 02/25/09, CUMULATIVE PAYROLL REGISTER BI-WEEKLY, TAX SAVINGS PLAN BI-WEEKLY [FORMERLY IN BOX #09-729]; PR, PAY PERIOD 5, PAY DATE 03/11/09, BENEFIT REGISTER – HEALTH PLAN A – SINGLE [FORMERLY IN BOX #09-739]; PR, CUMULATIVE REGISTER, PREPARED 12/27/07 [FORMERLY IN BOX #08-698]; PR, ACCRUAL REGISTER MANUAL CHECK, PREPARED 01/02/09 [FORMERLY IN BOX #09-733]; PR, #2, EMPLOYEE INFORMATION REPORT, PREPARED 01/21/09 [FORMERLY IN BOX #09-756]; PR, #26, EMPLOYEE INFORMATION REPORT, PREPARED 12/03/08 [FORMERLY IN BOX #09-726]; PR, PAY PERIOD 18, PAY DATE 08/27/08, PAYROLL REGISTER MANUAL CHECK [FORMERLY IN BOX #08-702]; PR, PAY PERIOD 14, PAY DATE 07/02/08, PAYROLL REGISTER BI-WEEKLY, PAYROLL DISTRIBUTION SUMMARY, PAYROLL DISTRIBUTION TOTALS AND ERROR LISTING, PAYROLL REGISTER, MANUAL CHECK [FORMERLY IN BOX #08-697]; PR, PAY PERIOD 15, PAY DATE 07/16/08, ABT REGISTER – REIMB MEDICAL DEDUCTION, PAYROLL REGISTER MANUAL CHECK, PAYROLL REGISTER VOID CHECK, PAYROLL REGISTER MANUAL CHECK, PAYROLL REGISTER BI-WEEKLY [FORMERLY IN BOX #08-712]; PR, PAY PERIOD 7, PAY DATE 03/26/08, TAX REGISTER BI-WEEKLY [FORMERLY IN BOX 08-691]; PR, PAY PERIOD 2, PAY DATE 01/16/08, PAYROLL REGISTER BI-WEEKLY AND TAX REGISTER BI-WEEKLY [FORMERLY IN BOX #08-688]	2007-2009	April 2014	5 yrs	GS068
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HR-11-832	PR, PAY PERIOD 8, PAY DATE 04/09/08, PAYROLL REGISTER BI-WEEKLY [FORMERLY IN BOX 08-692]; PR, PAY PERIOD 5, PAY DATE 02/27/08, HOURS PROOF LISTING BI-WEEKLY, WORKING & FINAL [FORMERLY IN BOX 08-690]; PR, PAY PERIOD 5, PAY DATE 02/27/08, PAYROLL REGISTER MANUAL CHECK [FORMERLY IN BOX #08-690]; PR, #5, RETRO-PAY EDIT REPORT – PARAMETERS, PERIOD 12/15/07 TO 01/29/08 [FORMERLY IN BOX #08-690]; PR, #5, EMPLOYEE INFORMATION REPORT, PREPARED 02/19/08 [FORMERLY IN BOX #08-690]; PR PAY PERIOD 23, PAY DATE 11/07/07, PAYROLL REGISTER B-WEEKLY [FORMERLY IN BOX #07-673]; PR, PAY PERIOD 23, PAY DATE 11/07/07, PAYROLL REGISTER BI-WEEKLY; PR, PAY PERIOD 24, PAY DATE 11/21/07, CUMULATIVE PAYROLL REGISTER BI-WEEKLY [FORMERLY IN BOX #07-673]; PR, PAY PERIOD 24, PAY DATE 11/21/07, PAYROLL REGISTER BI-WEEKLY; ADP, PAY PERIOD 1, PAY DATE 01/02/08, PAYROLL REGISTER [FORMERLY IN BOX #08-688]; ADP, PAY PERIOD 24, PAY DATE 11/19/08, PAYROLL REGISTER BI-WEEKLY [FORMERLY IN BOX #09-727]; ADP, PAY PERIOD 9, PAY DATE 04/23/08, TAX REGISTER – FEDERAL TAX [FORMERLY IN BOX #08-693]; PR, PAY PERIOD 5, PAY DATE 03/10/10, PAYROLL REGISTER BI-WEEKLY (X2); PR, PAY PERIOD 2, PAY DATE 01/13/10, PAYROLL REGISTER VOID CHECK; PR, PAY PERIOD 2, PAY DATE 01/27/10, PAYROLL REGISTER MANUAL CHECK; PR, PAY PERIOD 23, PAY DATE 11/18/09, PAYROLL REGISTER BI-WEEKLY (X6); PR, PAY PERIOD 2, PAY DATE 01/27/10, PAYROLL REGISTER BI-WEEKLY; PR, PAY PERIOD 2, PAY DATE 01/27/10, PAYROLL REGISTER VOID CHECK AND MANUAL CHECK; PR, W2 WORK FILE LISTING, PREPARED 01/05/10; PR, STATE RETIREMENT FOR THE MONTH OF DECEMBER, PREPARED 12/08/09	2007-2010	APRIL 2015 PR W2	5 yrs 5 yrs	GS068 GS033
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HR-12-857	Selection Files - Maintenance Worker PW (8/20/11), Legal Assistant (8/2011), Water Plant (2011), Neighborhood Service Coordinator (2011), Arts Coordinator (2011), Accountant Interviews (2008), Recreation Specialist (2008), Maintenance Worker (5/08), Water Treatment Plant Operator (5/08), Seasonal Maintenance Worker (2011)	2008 and 2011	12/31/2012	1 year after hire date	GS062
HR-12-859	Selection Files – GA Admin Asst. (2010)	2010	12/31/2011	1 year after hire date	GS062
HR-14-200	Selection Files – Water Plant Resumes (12/2013), Event Planner (9/2013), Recreation Supervisor – Interview Packets Only (8/2013)	2013	JANUARY 2017 2014	1 year after hire date	GS062
HR-15-221	2005 PR Registers #20 & #21	2005	2010	5 yrs	GS068
HR-15-222	2005 PR Registers #22 & #23	2005	2010	5 yrs	GS068
HR-15-223	Hrs proof 2005 #18-26; #26 Holiday buy back; #24-25 retro pay	2005	2010	5 yrs	GS068
HR-15-224	2005 Hrs proof #17-23	2005	2010	5 yrs	GS068
HR-15-225	2007 PR #10 & #12 registers	2007	2012	5 yrs	GS068
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

Submitted by: Annette Clark

Approved by: Cherie

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Parks & Recreation 2015 Record destruction list

Dept Heads Signature & Date

[Signature] 10-21-15

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	Box Number	Record Retention Reference	Record Retention Requirements	
sheet 1	PR 562-22-4	GS0511	after audit	2003 receipts senior program
sheet 1	PR 562-25-4	GS0511	after audit	2003 receipts senior program
sheet 1	PR 562-23-4	GS0511	after audit	2003 receipts senior program
sheet 1	PR 562-21-3	GS0511	after audit	Prior 2003 Receipts for shelter reservations
sheet 1	PR 6061-4-10-05	non-record	immediate	photographs-
sheet 1	PR-562-19-2	GS0511	after audit	receipts-prior to 2003
sheet 1	PR 562-20-3	GS0511	after audit	receipts-prior to 2003
sheet 1	PR 6061-4-1-05	GS028	audit + 3 years	timesheets 2003 & 2004
sheet 1	PR 562-25-7	GS0511	after audit	receipts 2005
sheet 1	PR-562-8-0	GS0511	after audit	receipts prior 2003
sheet 1	PR-562-25-6	GS0511	after audit	receipts prior 2003
sheet 1	PR-562-25-5	GS0511	after audit	receipts prior 2003
sheet 1	PR-562-7-0	GS0511	after audit	receipts 1999 & 2000
sheet 1	PR-552-4-99	GS0511	after audit	receipts 1998 & 1999
sheet 1	PR-552-1-99	non-record	immediate	invoices 1993-1998-duplicate of finance
sheet 1	PR-552-3-99	GS0511	after audit	receipts 1997 & 1998
sheet 1	PR-552-2-99	GS0511	after audit	reciepts 1997 & 1998
sheet 1	PR-562-10-1	GS0511	after audit	receipts 2001
sheet 2	PR-562-20-3	GS0511	after audit	receipts 2001 & 2002
sheet 2	PR-101-6061-4-17-19	non record	immediate	duplicate personel files
sheet 2	PR-101-6061-4-4-3	record	immediate	Ham Heights Construction File
sheet 2	PR-562-23-3	GS0511	after audit	receipts 2002
sheet 2	PR 562-24-3	GS0511	after audit	receipts 2002
sheet 2	PR 562-26-3	GS0511	after audit	receipts 2002
sheet 2	PR 6061-4-9-4	non record	immediate	HH contracts (dupl) proposals, pre-grant work
sheet 2	PR-6061-4-17-41	GS028	audit + 3 years	timesheets July thru Dec 2011
sheet 2	PR 562-26-3	GS0511	after audit	receipts 2005 & 2006
sheet 2	PR 562-26-2	GS0511	after audit	receipts 2005 & 2006
sheet 2	PR-6061-4-17-40	GS065	3 years	inactive GCC membership applications

sheet 2	PR-562-26-4	GS0511	after audit	receipts 2005 & 2006
sheet 2	PR 6061-47-17-38	GS028	audit + 3 years	timesheets Nov, Dec, Jan 2010 & Feb and March 2011
sheet 2	PR 6061-47-17-37	GS028	audit + 3 years	timesheets July thru Oct 2010
sheet 2	PR 562-17-1	GS0511	after audit	Com Bldg receipts 2003
sheet 2	PR 6061-4-17-24	GS028	audit + 3 years	timesheets 10-8 thru 2-9
sheet 3	PR 562-9-1	GS0511	after audit	receipts 2000 & 2001
sheet 3	PR 562-6-0	GS0511	after audit	receipts 1999
sheet 3	PR-562-5-0	GS062	3 years	job applications 2000
sheet 3	PR 562-11-1	GS065	3 years	Recreation registration forms 2001
sheet 3	PR 6061-4-6-05	GS065	3 years	rec registration forms 2001 & 2002
sheet 3	PR 562-17-1	non record	immediate	building proposals 2002
sheet 3	PR 6061-4-17-44	GS065	3 years	rec registration forms 2007
sheet 3	PR 562-18-1	GS0511	after audit	Old Com Bldg receipts 2002
sheet 3	PR 562-6-2001	GS0511	after audit	recreation receipts prior 2003
sheet 3	PR 562-26-1	GS0511	after audit	recreation receipts 2005-2006
sheet 3	PR 562-15-1	GS0511	after audit	recreation receipts 2005-2006
sheet 3	PR 562-22-3	GS0511	after audit	recreation receipts 2002-2003
sheet 3	PR 562-17-2	GS0511	after audit	recreation receipts 2003
sheet 3	PR 562-19-3	GS0511	after audit	recreation receipts 2001/2002
sheet 3	PR 562-21-3	GS0511	after audit	recreation receipts 2001/2002
sheet 3	PR 562-25-3	GS0511	after audit	recreation receipts 2002-2003
sheet 3	PR 562-16-1	GS028	audit + 3 years	Rec payroll 2001-timesheets
sheet 3	PR 6061-4-17-43	GS0511	after audit	2008 Deposit copies (receipts) & duplicates Dep slip
sheet 4	PR 6061-4-17-36	GS0511	after audit	deposit backup 2009-receipts & dup deposit slip
sheet 4	PR 6061-4-17-23	GS0511	after audit	deposit back 2008/2009-receipts & dup deposit slip
sheet 5	PR 6061-4-17-45	GS0511	after audit	deposit -dup deposit slip and receipts-Nov 07-Mar-08
sheet 5	PR 6061-4-17-32	GS0511	after audit	catalogs and misc files
sheet 5	PR 6061-4-17-39	GS0511	after audit	GCC deposit-dup deposit slip and receipts
sheet 5	PR 6061-4-17-10	non-record	immediate	non-records
sheet 5	PR6061 4-17-31	GS065	after audit	deposit date Mar to 6-30 2010
sheet 5	PR 6061 4-17-42	GS065	3 years	rec files 2006-2007-teams, rosters, etc.
sheet 5	PR 6061 4-17-27	GS028	audit + 3 years	2007/2008 payroll-timesheets
sheet 5	PR 6061-4-17-29	GS028	audit + 3 years	timesheets April May June 2009
sheet 5	PR 6061-4-17-32	non records	immediate	misc files and catalogs

sheet 5	PR 6061-4-17-50	GS0511	after audit	concessions reports-receipts prior 2010
sheet 5	PR 6061-4-17-52	GS020	3 years	work orders/work logs 2008
sheet 5	PR 6061-4-17-51	non records	immediate	quarterly report copies-duplicates
sheet 5	PR 6061-4-17-47	non records	immediate	non-records
sheet 5	PR 6061-4-17-35	GS011	after audit	depost backup Jan-June 2010

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Book 1433
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City of Gladstone

Finance Department/Boxes added upon inventory of records

Approved:



Box #	Description	Span of Records	City Destroy Date	Retention	Schedule Number
FD-10-546	Bank statements, receipt & deposit slips for July 09 - Dec. 09	7/09 thru 12/09	40907	Completion of Audit plus 1 year	GS 010
FD-10-547	Bank statements, receipt & deposit slips for Jan 10 - June 10		40909	Completion of audit plus 1 year	GS 010
FD-11-199	Miscellaneous cash receipt envelopes May 1, 2011 through June 30, 2011	5/1/11 thru 6/30/11	41275	Completion of audit	GS 008
FD-13-502	Verizon statements from audit; Rolls of counter receipts Dec 19, 2012 - Oct 1, 2013	FY2011-FY13	42005	Completion of audit	GS008
FD-11-767	Cash register tapes and ckfree pmts 0 /11/11 thru 9/26/1		12/31/2012	mpletion of au	GS 011
FD-11-501	Accounts Payable November 20, 2009 - January 29, 2010	11/20/09 thru 01/29/10	12/31/2010	ompletion of auc	GS 007
FD-09-757	Final off work orders July 07 thru June 08 misc adjt and			3 years after final	
	maintenance	/01/07 thru 06/30/	7/1/2011	disposition	GS 049
FD-12-405	Accounts Payable June 3, 2011 - June 24, 2011	6/03/11 thru 06/24/1	12/31/2011	Completion of audit	GS 007
				3 years after final	
FD-09-754	Water Inspections, general work orde	/01/07 thru 06/30/	7/1/2011	disposition	GS 049
FD-11-499	Accounts payable July 6, 2009 - September 4, 2009	7/06/09 thru 09/04/0	12/31/2010	Completion of audit	GS 007

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City of Gladstone

Finance Department/Boxes added upon inventory of records

Approved:



Box #	Description	Span of Records	City Destroy Date	Retention	Schedule Number
FD-12-551	July 2010 - December 2010 dep. Slips	7/10 thru 12/10	12/31/12	Completion of Audit plus 1 year	GS 010
FD-12-552	Jan. 2011 - June 2011 deposit slips an	1/11 thru 6/11	7/1/13	Completion of Audit plus 1 year	GS 010
FD-12-765	Water work orders July 09 to June 10	/01/09 thru 06/30/	7/1/2013	3 years	GS 020
FD-09-760	Water inspections, general work orders	7/1/08 - 6/30/09		3 years after final disposition	GS 049
FD-09-757	permit 4051 postage mailings July 08	7/01/08 thru 6/30/0	7/1/2012	3 years after final disposition	GS 049
	Final off work orders July 07 thru June 08 misc adjt and			Not a record	
MS-99-500	maintenance	/01/07 thru 06/30/	7/1/2011	disposition	GS 049
	Additional Budgets NOT A FULL BOX	1999	12/31/06	Not a record	Not a record
FD-12-766	Turn Off Non-Pay Work Orders; Postage permit 4051				
	bank draft listing w/confirmation num	09/09 thru 12/09	12/31/2012	3 years	GS 020
FD-99-618	Payroll clearing checks	1999 and before			
FD-06-463	FY'05 PAID INVOICES & VOUCHERS K-N	07/04-06/05	12/31/10	Completion of audit	GS 007
FD-07-533	FY07 Budget books (10 copies- archive copy in FY-09-542)	FY07	7/1/2012	Not record	GS 003

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City of Gladstone

Department: _____ Finance/Financials

Records Destruction List

Approval Signature: _____

Date: _____

<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-10-548	JE logs FY10 and fuel logs FY10	7/09-6/10	5 years	0717, 0718	7/1/2015		
FD-12-549	JE logs FY09 Per Diems FY 2008 & FY2009	7/08-6/09	5 years	0717	7/1/2014		
FD-12-553	Bank Statements; receipt & Deposit slips July-Dec 2011	7/11-12/11	Completion of audit plus 1 year	GS 010	12/31/2013		
FD-12-554	Bank Statements; receipt & Deposit slips Jan 2012-June 2012	1/12-6/12	Completion of audit plus 1 year	GS 010	12/31/2013		
FD-13-502	Verizon statements from audit; Rolls of counter receipts Dec 19, 2012 - Oct 1, 2013	FY2011-FY13	Completion of audit	GS008	1/1/2015		

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City of Gladstone

Department: _____ Finance/Payables

Records Destruction List

Approval Signature: _____

Date: _____

<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-13-416	KCP July 2012 - Dec. 2012, MGE July 2012 - Dec. 2012, Verizon July 2012 - Feb. 2013, EAL June 2010 - June 2011	June 11 - Dec. 12	Completion of audit	GS 007	12/31/2013		
FD-14-400	Payables 7/06/2012 thru 8/31/2012	7/6/12 - 8/31/2012	Completion of audit	GS 007	1/1/2014		
FD-14-401	Payables 9/07/2012 thru 11/02/2012	9/7/12- 11/02/12	Completion of audit	GS 007	1/1/2014		
FD-14-402	Payables 11/09/2012 thru 1/11/2013	11/09/12 - 1/11/13	Completion of audit	GS 007	1/1/2014		
FD-14-403	Payables 1/14/13 thru 3/26/2013	1/14/13 - 3/26/13	Completion of audit	GS 007	1/1/2014		
FD-14-404	Payables 4/5/2013 thru 5/31/2013	4/5/13 - 5/31/13	Completion of audit	GS 007	1/1/2014		
FD-14-405	Payable 6/6/2013 thru 6/28/2013 Visa statements July thru October 2012	6/6/13 - 6/28/13	Completion of audit	GS 007	1/1/2014		
FD-14-406	Payable Visa statements November 12- June 13	11/12 - 6/13	Completion of audit	GS 007	1/1/2014		

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City of Gladstone

Department: _____ Finance/Water billing

Records Destruction List

Approval Signature: _____

Date: _____

<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-11-762	Final bill requests & WO; Primacy Fee Reports 1997 - 2008; Primacy Fee Reports 1997 - 2008	July 09 - June 2010; PFee 1997-2008	5 years after last entry; 3 years	1602; 10 CSR 6	7/1/2015		cd
FD-12-771	Water Work Orders July '10 to June '11 Water adjustments for July 2010 to June 2011	July 10-June 2011	3 years after final disposition	GS 049	7/1/2014		cd
FD-13-774	Water Work Orders July '11 to June '12	July 11 - June 2012	3 years after final disposition	GS 049	7/1/2015		cd

City of Gladstone

Department: _____ Finance/Ambulance billing

Records Destruction List

Approval Signature: _____

Date: _____

<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-12-337	Billing Receivables - Receipt Reports sent to Mediclaims 07/10 through 06/11	07/10-06/10	Completion of audit	GS 008	1/1/2014		
FD-12-338	Billing Receivables - FY10-11 Monthly Reports from Mediclaims & 7/10-6/11 Rec Report to Mediclaims	07/10-06/11	Completion of audit	GS 008	1/1/2014		
FD-13-339	Billing Receivables - Receipt Reports sent to Mediclaims 07/11 through 06/12	07/11-06/12	Completion of audit	GS 008	1/1/2015		
FD-13-340	Billing Receivables - FY11-12 Monthly Reports from Mediclaims	07/11-06/12	Completion of audit	GS 008	1/1/2015		
FD-14-341	Billing Receivables - FY12-13 Monthly Reports from Mediclaims & Receipts Reports 07/12-10/12	07/12-10/12	Completion of audit	GS 008	1/1/2015		
FD-14-342	Receipt Reports sent to Mediclaims 11/12 through 06/2013	11/12- 6/13	Completion of audit	GS 008	1/1/2015		

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City of Gladstone

Department: _____ Finance/Collector

Records Destruction List

Approval Signature: _____

Date: _____

<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-12-100	Miscellaneous receipt envelopes May 1, 2012 through July 23, 2012	05/01/2012 thru 07/23/2012	completion of audit	GS 008	8/1/2014		
FD-12-101	2010 Tax lockbox reconciliations and paperwork from bank	11/01/2010 thru 01/30/2011	completion of audit	GS 008	2/1/2013		
FD-12-102	2010 Tax lockbox reconciliations and paperwork from bank	11/01/2010 thru 01/30/2011	completion of audit	GS 008	2/1/2013		
FD-12-103	2011 Tax lockbox reconciliations and paperwork from bank	11/01/2011 thru 01/30/2012	completion of audit	GS 008	2/1/2013		
FD-12-107	miscellaneous receipt envelopes July 24, 2012 through Oct. 31, 2012	7/24/2012 thru 10/31/2012	completion of audit	GS 008	11/1/2014		
FD-12-108	CCR receipts 4-9-12 thru 12-18-2012 and Checkfree and Metavent	4/09/2012 thru 12/18/2012	Completion of audit	GS 008	1/1/2014		
FD-13- 103	Miscellaneous receipt envelopes May 1, 2013 thru July 31, 2013	05/01/2013 thru 07/31/2013	Completion of audit	GS 008	1/1/2014		
FD-13-100	Miscellaneous receipt envelopes November 1, 2011 through January 31, 2013	11/01/2012 thru 01/31/2013	completion of audit	GS 008	2/1/2015		
FD-13-101	Occupational Licenses from FY12	07/01/2011 thru 6/30/2012	2 yrs after expiration	GS 050	7/1/2014		
FD-13-102	Miscellaneous receipt envelopes February 1, 2013 through April 30, 2013	07/01/2013 thru 6/30/2013	Completion of audit	GS 008	7/1/2015		
FD-13-104	Miscellaneous receipt envelopes August 1, 2013 thru October 31, 2013	08/01/2013 thru 10/31/2013	Completion of audit	GS 008	1/1/2014		
FD-14-100	Miscellaneous receipt envelopes November 1, 2013 thru January 31, 2014	11/01/2013 thru 1/31/2014	Completion of audit	GS 008	1/1/2015		
FD-14-101	Miscellaneous receipt envelopes February 1, 2014 thru April 30, 2014	01/01/2014 thru 04/30/2014	completion of audit	GS 008	1/1/2015		

City of Gladstone

Department: _____ Finance/Collector

Records Destruction List

Approval Signature: _____ Date: _____

<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-14-102	Miscellaneous receipt envelopes May 1, 2014 thru June 30, 2014	0501/14 thru 6/30/14	completion of audit	GS008	1/1/2015		
FD-14-103	CCR receipts 10/3/14 thru 6/30/2014 and Checkfree and Metevant	10/03/14 thru 6/30/2014	completion of audit	GS008	1/1/2015		

City of Gladstone

Department: _____ Finance/Court

Records Destruction List

Approval Signature: _____

Date: _____

<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-08-057	BOND PAPERWORK	ENDING 6/30/08	6 YRS	COR8	6/30/2014		
FD-08-077	BOND LEDGER PAGES	7/1/07-6/30/08	6 YRS	COR8	6/30/2014		
FD-12-002	TICKETS CLOSED IN JULY AND AUGUST 2011 060196689- 110041999	8/31/2011	3 YEARS	COR8	7/1/2014		
FD-12-003	TICKETS CLOSED IN JULY AND AUGUST 2011 110042000- 110045999	8/31/2011	3 YEARS	COR8	7/1/2014		
FD-13-228	DOCKET SHEETS (SIGN-IN); REQUESTS FOR INFORMATION - FISCAL YEAR 7/1/12 THRU 6/30/13	6/30/2013	1 YEAR	COR8	7/1/2014		
FD-12-008	TICKETS CLOSED IN MAY 2012 110040706-110051054	5/31/2012	3 YEARS	COR8	5/1/2015		
FD-12-009	TICKETS CLOSED IN MAY 2012 092077842-110051637	5/31/2012	3 YEARS	COR8	5/1/2015		
FD-12-010	TICKETS CLOSED IN MAY 2012 110040730-110049670	5/31/2012	3 YEARS	COR8	5/1/2015		
FD-12-011	TICKETS CLOSED IN MAY 2012 110040708-110052900	5/31/2012	3 YEARS	COR8	5/1/2015		
FD-12-012	TICKETS CLOSED IN MAY 2012 110040705-110053340	5/31/2012	3 YEARS	COR8	5/1/2015		
FD-09-015	LEDGER PAGES DAILY AND COURT	7/1/08-6/30/09	6 YRS	COR8	6/30/2015		
FD-11-032	DAILY LEDGER PAGES FISCAL 2008 - 2009	07-2008-06-30-09	6 YEARS	COR8	7/1/2015		
FD-12-005	TICKETS CLOSED NOVEMBER 2011	11/30/2011	3 YEARS	COR8	7/1/2015		
FD-12-006	TICKETS CLOSED NOVEMBER 2011	11/30/2011	3 YEARS	COR8	7/1/2015		
FD-12-007	TICKETS CLOSED OCTOBER AND NOVEMBER 2011	11/30/2011	3 YEARS	COR8	7/1/2015		

City of Gladstone

Department: _____ Finance/Court

Records Destruction List

Approval Signature: _____

Date: _____

<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-14-219	DOCKET SHEETS FISCAL YEAR 7/1/13 THRU 6/30/14 - FOLDERS 1 AND 2; OUTSIDE REQUESTS FOR INFORMATION - FISCAL YEAR 7/1/13 THRU 6/30/14 - FOLDERS 1 AND 2	6/30/2014 1 YEAR				7/1/2015	
FD-12-015	TICKETS CLOSED IN JULY 2012 110041124 - 110053998	7/31/2012 3 YEARS		COR8		8/1/2015	
FD-12-016	TICKETS CLOSED IN JULY 2012 110041009 - 110055007	7/31/2012 3 YEARS		COR8		8/1/2015	
FD-12-019	TICKETS FROM 2010 CLOSED IN JULY 2012 081281634 - 092084425	7/31/2012 3 YEARS		COR8		8/1/2015	
FD-12-023	TICKETS FROM 2010 CLOSED IN AUGUST 2012 01569962 - 120264932	8/31/2012 3YEARS		COR8		9/1/2015	
FD-12-024	TICKETS FROM 2010 CLOSED IN AUGUST 2012 110045080 - 110056128	8/31/2012 3YEARS		COR8		9/1/2015	
FD-12-025	TICKETS CLOSED END OF SEPTEMBER 2012 MISCELLANEOUS (#020236227 THRU #092091217); #110040731 THRU #120265822	9/30/2012 3 YEARS		COR8		10/1/2015	



IN THE 7 JUDICIAL CIRCUIT COURT, Clay County, MISSOURI

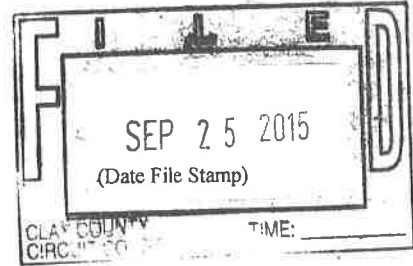
Division:

☒ Circuit/No. 7 ☐ Associate/No. _____ ☐ Probate/No. _____

☒ Municipal _____ City of Gladstone

Contact Person: Penny Sorenson CCA Phone Number 816-423-4130

Signature of Contact Person: Penny Sorenson



Court Operating Rule 8 authorizes the chief justice, presiding judge, or chair of the Fine Collections Center with the approval of the court en banc or committee, to issue orders of destruction for those records that have met the required retention period.

☐ The records listed below were offered to State Archives and local historical organizations and were

☐ refused or ☐ no response was received after 45 days. All requirements under Court Operating Rule 8 have been satisfied.

☒ The records listed below are not required to be offered to State Archives and local historical organizations.

Therefore, it is ordered that _____ (Appointing Authority) destroy the records described below.

Order of Destruction

Book or Case Number Series	Book Title or Case Type	Dates of Cases/Books
See attached 2 pages		

Open Records to be destroyed by the following method: Schreck

September 25, 2015
Date

[Signature]
Chief Justice, Presiding Judge, or Chair of the FCC Signature

Memo

To: Ruth Bocchino, City Clerk

From: Chief Michael J. Hasty, Director of Public Safety 

CC: Kirk L. Davis, City Manager
Chris Williams, Interim City Attorney
Deputy Chief Robert M. Baer, Police Field Services Division Commander
Captain Jeffrey R. Self, Investigations Division Commander
Captain William L. Willoughby, Support Services Division Commander
Battalion Chief Sean Daugherty, Acting Fire/EMS Division Commander
Sergeant Stefan Smith, Accreditation Manager

Date: September 30, 2015

Re: RECORDS DESTRUCTION LIST

Please find the attached list of Public Safety Department records that have been reviewed and have exceeded the minimum retention period pursuant to the retention schedule published by the Office of the Missouri Secretary of State. These records have been inventoried and recorded on the attached "Records Destruction List." The list provides information that includes the box number, description of records, date span of records, and the "state retention period." I request these records be included on the City Council Resolution authorizing their destruction. The records are packaged in archive boxes and are ready for destruction. Please advise if you need any further information.

City of Gladstone

Department: Public Safety Department

Records Destruction List

Approval Signature:  Date: 9/30/2015

<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>
PS14-01	2002 Arrest/Booking Sheets 20020001-20021499	2002	5 years	POL 006	2014		
PS14-02	2002 Arrest/Booking Sheets 20021502-20021760	2002	5 years	POL 006	2014		
PS14-03	2002 Arrest/Booking Sheets 20021761-20022045	2002	5 years	POL 006	2014		
PS14-04	2002 Arrest/Booking Sheets 20022047-20022375	2002	5 years	POL 006	2014		
PS14-05	2002 Arrest/Booking Sheets 20022378-20022675	2002	5 years	POL 006	2014		
PS14-06	2002 Arrest/Booking Sheets 20022677-20022999	2002	5 years	POL 006	2014		
PS14-07	2002 Arrest/Booking Sheets 20023001-20023325	2002	5 years	POL 006	2014		
PS14-08	2002/2003 Arrest/Booking Sheets 20023326-20023472/20030001-20030110	2002-2003	5 years	POL 006	2014		
PS14-09	2003 Arrest/Booking Sheets 20030111-20030320	2003	5 years	POL 006	2014		

PS14-10	2003 Arrest/Booking Sheets 20030321-20030600	2003	5 years	POL 006	2014		
PS14-11	2003 Arrest/Booking Sheets 20030604-20030885	2003	5 years	POL 006	2014		
PS14-15	2003 Arrest/Booking Sheets 20030888-20031175	2003	5 years	POL 006	2014		
PS14-16	2003 Arrest/Booking Sheets 20031176-20031449	2003	5 years	POL 006	2014		
PS14-17	2003 Arrest/Booking Sheets 20031452-20031802	2003	5 years	POL 006	2014		
PS14-18	2003 Arrest/Booking Sheets 20031803-20032171	2003	5 years	POL 006	2014		
PS14-19	Cancelled Warrants	2013	1 year	POL 013	2014		
PS14-20	Cancelled Warrants	2013	1 year	POL 013	2014		
PS14-21	Cancelled Warrants	2013	1 year	POL 013	2014		
PS14-24	2003/2004 Arrest/Booking Sheets 20032172-20032207/20040004-20040182	2003-2004	5 years	POL 006	2015		
PS14-25	2004 Arrest/Booking Sheets 20040183-20040420	2004	5 years	POL 006	2015		
PS14-26	2004 Arrest/Booking Sheets 20040421-20040710	2004	5 years	POL 006	2015		
PS14-27	2004 Arrest/Booking Sheets 20040711-20041069	2004	5 years	POL 006	2015		

PS14-28	2004 Arrest/Booking Sheets 20041070-20041429	2004	5 years	POL 006	2015		
PS14-29	2004 Arrest/Booking Sheets 20041431-20041779	2004	5 years	POL 006	2015		
PS14-30	2004 Arrest/Booking Sheets 20041780-20042199	2004	5 years	POL 006	2015		
PS14-31	2004/2005 Arrest/Booking Sheets 20042200-20042249/20050001-20050159	2004-2005	5 years	POL 006	2015		
PS14-32	2005 Arrest/Booking Sheets 20050161-20050379	2005	5 years	POL 006	2015		
PS15-01	2005 Arrest/Booking Sheets 20050380-20050669	2005	5 years	POL 006	2015		
PS15-02	2005 Arrest/Booking Sheets 20050670-20050929	2005	5 years	POL 006	2015		
PS15-03	2005 Arrest/Booking Sheets 20050930-20051228	2005	5 years	POL 006	2015		
PS15-04	2005 Arrest/Booking Sheets 20051230-20051518	2005	5 years	POL 006	2015		
PS15-05	2005 Arrest/Booking Sheets 20051520-20051847	2005	5 years	POL 006	2015		
PS15-06	2005 Arrest/Booking Sheets 20051850-20052179	2005	5 years	POL 006	2015		
PS15-07	2005-2006 Arrest/Booking Sheets 20052180-20052256/20060001-20060159	2005-2006	5 years	POL 006	2015		
PS15-08	2006 Arrest/Booking Sheets 20060160-20060379	2006	5 years	POL 006	2015		

PS15-09	2006 Arrest/Booking Sheets 20060380-20060619	2006	5 years	POL 006	2015		
PS15-10	2006 Arrest/Booking Sheets 20060620-20060923	2006	5 years	POL 006	2015		
PS15-11	2006 Arrest/Booking Sheets 20060924-20061209	2006	5 years	POL 006	2015		
PS15-12	2006 Arrest/Booking Sheets 20061210-20061501	2006	5 years	POL 006	2015		
PS15-15	2006 Arrest/Booking Sheets 20061503-20061829	2006	5 years	POL 006	2015		
PS15-16	2006 Arrest/Booking Sheets 20061830-20062123	2006	5 years	POL 006	2015		
PS15-17	2007 Arrest/Booking Sheets 20070002-20070219	2007	5 years	POL 006	2015		
PS15-18	2007 Arrest/Booking Sheets 20070221-20070449	2007	5 years	POL 006	2015		
PS15-19	2007 Arrest/Booking Sheets 20070452-20070677	2007	5 years	POL 006	2015		
PS15-20	2007 Arrest/Booking Sheets 20070680-20070926	2007	5 years	POL 006	2015		
PS15-23	2007 Arrest/Booking Sheets 20070930-20071209	2007	5 years	POL 006	2015		
PS15-24	2007 Arrest/Booking Sheets 20071201-20071480	2007	5 years	POL 006	2015		
PS15-25	2007 Arrest/Booking Sheets 20071481-20071828	2007	5 years	POL 006	2015		

PS15-26	2007 Arrest/Booking Sheets 20071831-20072156	2007	5 years	POL 006	2015		
PS15-27	2008 Arrest/Booking Sheets 20080001-20080261	2008	5 years	POL 006	2015		
PS15-28	2008 Arrest/Booking Sheets 20080263-20080460	2008	5 years	POL 006	2015		
PS15-29	2008 Arrest/Booking Sheets 20080461-20080703	2008	5 years	POL 006	2015		
PS15-30	2008 Arrest/Booking Sheets 20080704-20080979	2008	5 years	POL 006	2015		
PS15-31	2008 Arrest/Booking Sheets 20080981-20081250	2008	5 years	POL 006	2015		
PS15-32	2008 Arrest/Booking Sheets 20081251-20081529	2008	5 years	POL 006	2015		
PS15-33	2008 Arrest/Booking Sheets 20081531-20081849	2008	5 years	POL 006	2015		
PS15-34	2008-2009 Arrest/Booking Sheets 20081850-20082085/20090001-20090048	2008-2009	5 years	POL 006	2015		
PS15-35	2009 Arrest/Booking Sheets 20090050-20090249	2009	5 years	POL 006	2015		
PS15-36	2009 Arrest/Booking Sheets 20090250-20090417	2009	5 years	POL 006	2015		
PS15-37	2009 Arrest/Booking Sheets 20090420-20090649	2009	5 years	POL 006	2015		
PS15-38	2009 Arrest/Booking Sheets 20090650-20090949	2009	5 years	POL 006	2015		

PS15-39	2009 Arrest/Booking Sheets 20090950-20091220	2009	5 years	POL 006	2015		
PS15-40	2009 Arrest/Booking Sheets 20091221-20091557	2009	5 years	POL 006	2015		
PS15-41	2009 Arrest/Booking Sheets 20091560-20091869	2009	5 years	POL 006	2015		
PS15-42	2009 Arrest/Booking Sheets 20091872-20092168	2009	5 years	POL 006	2015		
PS15-45	Tow Sheets	2003-2005	1 year	POL 002	2015		
PS15-46	Tow Sheets, Vin Verification, Lockouts	2005-2013	1 year	POL 002	2015		
PS08-01	Payroll Records	12/05/07-08/26/08	5 years	GS 028	2013 + audit		
PS08-02	Payroll Records	08/27/08-12/16/08	5 years	GS 028	2013 + audit		
PS09-01	Payroll Records	12/17/08-08/11/09	5 years	GS 028	2014+ audit		
PS09-02	Payroll Recrds	08/12/09-12/15/09	5 years	GS 028	2014 + audit		
PS 15-54	Court Disposition Activity Log	2007-2009	5 years	POL 008	2014		
PS 15-55	Court Disposition Activity Log	2008	5 years	POL 008	2013		
PS 15-56	Court Disposition Activity Log	2005-2006	5 years	POL 008	2011		

PS 15-57	Court Disposition Activity Log	2007-2009	5 years	POL 008	2014		
PS15-58	Court Disposition Activity Log	2004	5 years	POL 008	2011		
PS15-59	Court Disposition Activity Log	2006-2009	5 years	POL 008	2014		
PS15-60	Court Disposition Activity Log	2007-2009	5 years	POL 008	2014		
PS15-61	Court Disposition Activity Log	2004-2005	5 years	POL 008	2011		
PS15-62	Court Disposition Activity Log	2007-2008	5 years	POL 008	2013		
PS15-63	Receipt Books	2001-2013	completion of audit	GS 011	2015		
PS-1564	ADS				2015		