

RESOLUTION NO. R-19-59

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

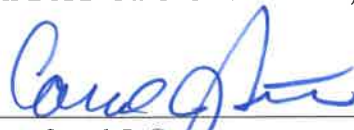
WHEREAS, Chapter 109 of the Missouri Revised Statutes outlines the necessary procedure for destruction of records and non-record materials, and the City of Gladstone has adopted procedures to comply with those statutory requirements; and

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 11th DAY OF NOVEMBER, 2019.



Mayor Carol J. Suter

ATTEST:



Ruth E. Bocchino, City Clerk



Request for Council Action

RES ☒ # R-19-59

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 11/5/2018

Department: General Administration

Meeting Date Requested: 11/11/2018

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

Subject: Document Shredding Event for the City of Gladstone, Missouri, Friday, November 15, 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, Friday, November 15, 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/City Clerk
Department Director/Administrator

PW
City Attorney

SW
City Manager

19-59

Teal McIntosh

From: Teal McIntosh
Sent: Friday, November 15, 2019 10:34 AM
To: Ruth Bocchino
Subject: Tape Shred

Hi Ruth,

It is okay for us to go ahead and shred the dispatch tapes from boxes 17-41 and 17-42 at the pro shred facility rather than onsite.

Thank you!

Ms. Teal McIntosh
Records Clerk
Gladstone Public Safety
816-423-4027
www.gladstone.mo.us

Ruth B 11/15/19



City of Gladstone
7010 N. Holmes Street
Gladstone, MO 64118
www.gladstone.mo.us

ENGAGING • LISTENING • RESPONDING

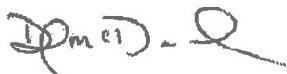
CLIENT NAME: City of Gladstone

DATE OF SERVICE: 11/15/19

Certificate of Destruction

WE HEREBY CONFIRM THAT THE DOCUMENTS,
RECORDS, FILES, ETC., AS DESCRIBED AND SUPPLIED TO
PROSHRED HAVE BEEN PERMANENTLY DESTROYED

Service Ticket # 180251489



PROSHRED Authorized Signature

Ruth Bocchino

From: donotreply <donotreply@Proshred.com>
Sent: Friday, November 15, 2019 11:05 AM
To: Ruth Bocchino
Subject: Redishred-Proshred Security of Kansas City completed your service
Attachments: signature_100251489.jpg; ATT00001.htm

Service Ticket 100251489 services were completed on Nov 15 2019 at location:

City of Gladstone
7010 N Holmes St
Gladstone, MO 64118
Contact: Ruth Bocchino
Serviced by: Luis.Florido

Box Removal
Count: 1 at 10:49 AM

Purge 96 Gallon Security Cart
Count: 13 at 10:47 AM

Media Destruction
Count: 2 at 10:50 AM
Comments: 2 Single boxes

Signed By: Ruth

Proshred Security hereby certifies that all material confidentially destroyed is paper, unless otherwise noted.

Redishred-Proshred Security of Kansas City
3052 S 24th St. · Kansas City, KS 66106
1-866-379-5028 x 1166 – Billing

RESOLUTION 19-59

EXHIBIT A

City of Gladstone

Department: Community Development

Records Destruction List - 11/11/2019

Approval Signature: _____

Date: 10/29/19

BOX #:	DESCRIPTION	DATE SPAN	STATE RETENTION PERIOD	SCHEDULE NUMBER	LISTED DESTRUCTION DATE	DATE OF DESTRUCTION	CLERK INITIALS
1 11-0020 ✓	GEBC financials, checks written, deposits, taxes, insurance	2005-2009	3/1/2018	GS056, GS007	11/11/2019	11/15/19	RVB
2 13-0008 ✓	Property Maintenance Inspections (code enf)	Innoprise #11-01901 thru 12-00750	3/20/2018	GS049	11/11/2019		
3 02-144 ✓	Closed files- Williams House, tourism, closed retailer files, personnel (closed)	2006-2007	6/1/2018	GS049	11/11/2019		
4 02-145 ✓	Neighborhood Preservation, budget, website	2006-2007	6/1/2018	GS085	11/11/2019		
5 15-0023 ✓	Property Maintenance Inspections (#13-00001 to #13-01000)	2013	12/1/2018	GS049	11/11/2019		
6 15-0024 ✓	Property Maintenance Inspections (#13-01001 to #14-00600)	2013-2014	12/1/2018	GS049	11/11/2019		
7 16-0008 ✓	GEBC Nap app, 1992 beautification with photos, NAP app for 1993, GEBC meeting packets 1992-1995	1990-1995	1/1/2019	GS085	11/11/2019		
8 15-0022 ✓	Backflow Test Results	2014	12/1/2019	GS096	11/11/2019		
9 15-0002 ✓	Backflow Test Results	2013	1/2019	GS096	11/11/2019		

City of Gladstone
 Departm COURT
Records Destruction List

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Approval Signature: _____

Date: _____

11/6/19

<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>
✓ 13-215 ✓	NON SERIOUS	2013	6	8.046	7/1/2019	11/15/19	RA
15-205	CITATIONS	2014	3	8.046	7/1/2017		
✓ 15-221 ✓	CITATIONS	2014	3	8.046	7/1/2017		
✓ 15-223 ✓	CITATIONS	2015	3	8.046	7/1/2017		
✓ 15-224 ✓	CITATIONS 2	2015	3	8.046	7/1/2017		
✓ 15-226 ✓	CITATIONS	2015	3	8.046	7/1/2017		
✓ 15-228 ✓	CITATIONS	2015	3	8.046	7/1/2017		
✓ 15-229 ✓	CITATIONS	2015	3	8.046	7/1/2017		
✓ 15-231 ✓	CITATIONS	2015	3	8.046	7/1/2018		
✓ 15-232 ✓	CITATIONS	2015	3	8.046	7/1/2018		
15-237	CITATIONS	2015	3	8.046	7/1/2018		
✓ 16-202 ✓	CITATIONS	2016	3	8.046	7/1/2019		
✓ 16-203 ✓	CITATIONS 2	2016	3	8.046	7/1/2019		
✓ 16-204 ✓	CITATIONS	2016	3	8.046	7/1/2019		
✓ 16-205 ✓	CITATIONS 23	2016	3	8.046	7/1/2019		
✓ 16-206 ✓	CITATIONS	2016	3	8.046	7/1/2019		
✓ 16-209 ✓	CITATIONS 2	2016	3	8.046	7/1/2019		
✓ 16-210 ✓	CITATIONS	2016	3	8.046	7/1/2019		
✓ 16-212 ✓	CITATIONS	2016	3	8.046	7/1/2019		
✓ 16-213 ✓	CITATIONS	2016	3	8.046	7/1/2019		

Records Destruction List

Approval Signature:

~~Date:~~

11/6/19

[illegible]

City of Gladstone

Department:

Finance

Records Destruction List

Approval Signature: [Signature]

Date:

11/6/19

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<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-15-343	Billing Receivables - FY13-14 Monthly Reports 7/13-06/14 from Mediclaims & Paysheet Receipts Reports 05/14-06/14	07/13-06-14	5 years including audit	Ambu 034	1/1/2019	11/15/19	RB
✓ FD-15-344	Receipt Reports sent to Mediclaims 07/2013 through 04/2014	07/13-06-14	5 years including audit	Ambu 034	1/1/2019		
✓ FD-18-100	Miscellaneous receipt envelopes 8/1/16 thru 6/30/17	8/1/16 thru 6/30/17	Completion of audit plus 1 year	GS 008	1/1/2019		
✓ FD-18-100	Miscellaneous receipt envelopes 8/1/16 thru 6/30/18	8/1/16 thru 6/30/17	Completion of audit plus 1 year	GS 008	1/1/2019		
✓ FD-18-101	Misc AR, Journals, & Account Statements for FY17	7/1/16 - 6/30/17	Completion of audit plus 1 year	GS 006 GS008 GS010	1/1/2019		
✓ FD-18-510	Bank statements, reconciliations, deposits, and additional documentation	7/1/16 - 12/31/16	Completion of audit plus 1 year	GS 010	1/1/2019		
✓ FD-18-511	Bank statements, reconciliations, deposits, and additional documentation	1/1/17 - 6/30/17	Completion of audit plus 1 year	GS 010	1/1/2019		
✓ FD-17-417	Payables 06/29/16 thru 08/26/16	06/29/16-08/26/16	Completion of audit plus 1 year	GS 007	12/31/2018		
✓ FD-17-418	Payables 08/30/16 thru 11/04/16	08/30/16-11/04/16	Completion of audit plus 1 year	GS 007	12/31/2018		
✓ FD-17-419	Payables 11/11/16 thru 01/13/17	11/11/16-01/13/17	Completion of audit plus 1 year	GS 007	12/31/2018		
✓ FD-17-420	Payables 01/17/17 thru 03/24/17	01/17/17-03/24/17	Completion of audit plus 1 year	GS 007	12/31/2018		
✓ FD-17-421	Payables 03/31/17 thru 05/26/17	03/31/17-05/26/17	Completion of audit plus 1 year	GS 007	12/31/2018		
✓ FD-17-422	Payables 06/02/17 thru 06/30/17, Sam's Club Jul16-Jan17	06/02/17-06/30/17	Completion of audit plus 1 year	GS 007	12/31/2018		
2 0	Petty Cash Jul16-Jun17, KCPL & MGE Jul16-Nov17	07/01/16 - 11/30/17	Completion of audit plus 1 year	GS 007	12/31/2018		

<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>
✓ FD-17-423	KCPL & MGE Dec 2016-Jun 2017 VISA Jun 16- Oct 16	12/2016 - 06/30/17	Completion of audit plus 1 year	GS 007	12/31/2018		
✓ FD-17-424	VISA Nov 16 - Jun 17	11/01/16 - 06/30/17	Completion of audit plus 1 year	GS 007	12/31/2018		

City of Gladstone
 Department: General Administration
Records Destruction List

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Approval Signature: [Signature] Date: 11/6/19

	<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>
1	54	B&C Banquet 2005; B&C Interviews 04-06, City Council Travel 2006	2005-2006	1 year after expiration	GS044	July 2011 (was not found at destruction time)	11/15/19	RB
2	138	Melinda Mehaffy ED files	2015-2018	1 Year	GS012	2019	11/15/19	↓
3	139	Melinda Mehaffy ED files	2015-2018	1 Year	GS012	2019	11/15/19	
4	140	Melinda Mehaffy ED files	2015-2018	1 Year	GS012	2019	11/15/19	
5	153	Mutual Aid Agreements-Fire; Antenna Leases, Capital Improvement Sales Tax	1977-1996	5 years after completion	GS060	2019	11/15/19	
6	156	Bids, KCMO Annexation, Fountain Committee Amphitheater, City Hall Construction 1980	Various	5 years after completion	GS055	2019	11/15/19	
7	157	Cable TV	1976-2000	Expiration/Cancellation after 5 years	0022	2019	11/15/19	↓

39 Boxes -

marked in Red - Not sure if downstairs or if already shredded from prior yrs

(28)

City of Gladstone					
Personnel/ Payroll Records Retention					
	EFF 11/99 PERSONNEL WAS MOVED TO GENERAL ADMINISTRATION.				
	PERSONNEL BOXES NOW MARKED GA-(YR)-4(DISIGNATES PERSONNEL)				
	AND THE BOX NUMBER. BOXES ARE MARKED WITH BLUE TAPE.				
Box #	Description	Date Span of Record	City Destroy/Perm Date	State Retention Period	Retention Number
HR-00-417	FEDERAL INCOME TAX 2000/STATE WITHHOLDING 2000/KC EARNINGS TAX 1997/FEDERAL INCOME TAX 1997/FEDERAL 941S 1997/FEDERAL INCOME TAX 1996/STATE WITHHOLDINGS 1997/STATE WITHHOLDING 1996/STATE WITHHOLDING 1999/FEDERAL INCOME TAX 1999/KC EARNINGS TAX 1999/EMPLOYMENT REPORTS 1999/UNEMPLOYMENT WAGE REPORTS 1997/MO. DIV. EMPLOYMENT SECURITY PROTESTED CLAIMS (1987-1988)/1999 - W-2S/1996 W-2S AND ANNUAL REPORTS/FEDERAL INCOME TAX 1998/1998 KC EARN TAX RECORDS/STATE WITHHOLDING 1998/UNEMPLOYMENT CLAIMS PROTESTED 1998/EMPLOYMENT REPORTS 1998W-2 RETURNED 1997	1987-2000 W2 Fed/State Tax Unemployment	2005 2005 2002	5 yrs 5 yrs 2 yrs after last action	GS033-W2 GS034- Fed/state tax GS090- unemployment
HR-00-417	1998 Unemployment Reports/Claims Protested, 1998 State Withholding Reports	1998	See above		See above
HR-00-417	1998 Fed Income Tx Returns, 1998 KC Earnings Reports	1998	See above		See above
GA-00-435	2000 Occupational Health Survey	Not a record	--	--	--
GA-00-440	MARCIT Annual Reports 1994/95/97/98, Purchase Policy, Travel Policy, Investment Policy, Bylaws, Financial Stmts 1995/96/97/98, 1995 Minutes	1994/1998	2000	Retain routine clerical manuals until superceded updated or no longer needed. Retain one copy of all other policy docs permanently	GS047- policy/procedure
GA-05-503	Organizational Health Survey Box 1	Not a record	--	--	--
GA-05-504	Organizational Health Survey Box 2	Not a record	--	--	--

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11/7/19 *Cueled*

GA-06-626 ✓	Benefit Payments (2005 Principal, Jefferso Pilot, MARCIT, Delta, Humana, Standard, LAGERS, KC Earnings 2000-2005, St Withholding 2001-2003, Random Drugs 2002/2003)	2000-2005	2010	Completion of audit Retain positive results 5 yrs. Negative results 1 yr. 5 yrs	GS007-a/p GS043-drug testing GS034-fed/state tax
HR-07-628 ✓	LAGERS Actuarial 1981-1999	1981-1999	2000	Destroy when superseded or obsolete	GS019-vendor files
HR 07-632	2007 Payroll Registers #5 and 6	2007	2012	5 yrs	GS068-pr
HR 07-642 ✓	LAGERS Annual Financial Report for 1999-2000; New Directions Utilization Report 2000-04; Ins. Premium & COBRA 1987-1999; COBRA Adm.; Misc.; Property Liability Ins.; 1998 Job Class.; Disb. Journal for Benefits	1998-2004	2005 2007	Destroy when superseded or obsolete 3 yrs after obsolete or suberseded	GS019-Vendor files GS063-pdc compensation records
HR 07-666- ✓	W-2 FILES 2004-2005	2004-2005	2010	5 yrs	GS033-w2
HR 07-667 ✓	W-2 FILES 2001-2002-2003	2001-2003	2008	5 yrs	GS033-w2
HR-08-699	CONTRACT ADMINISTRATOR SELECTION FILES 2008	2008	2009	1 year after position filled	GS062
HR-08-707	CONDREY PAY STUDY	2005-2006	2009	3 yrs after obsolete or superseded	GS063-pdc compensation records
HR-08-708	CONDREY PAY STUDY	2005-2006	2009	3 yrs after obsolete or superseded	GS063-pdc compensation records
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	2016 2013-PR 2011-EEOC	5 yrs 3 yrs	GS068-pr records GS030-eeoc
HR-10-800	ADP 2008 PR and TAXES	2008	2016	5 yrs	GS068-pr records

HR-12-870	W-2'S- 2004-2010	2004-2010	2015	5 yrs	GS033-w2
HR-13-891	2011 – 2012 Budget Worksheets	2011-2013	2014	Completion of audit	GS004-budget prep
HR-13-898	KCMO SNOW REMOVAL, RFF/INTERIM COUNSELOR 2011, WORKMENS COMP & ADP, SELECTION FILES, DRAFT OF COUNCIL REVIEW, OPEN ENROLLMENT 2011, CC SPECIALIST 9/13, RECORDS CLERK 10/13, CITY ATTORNEY 2011	2011	2015	Announcement, test and rating records-3 yrs. Applications/resumes-6 months. Background-1 yr after position filled	GS062-recruit
HR-13-899	2010 DRIVING RECORDS, MID FISCAL, BUDGET 2011/2012, LOSS CONTROL RECORDS	2005-2007	2015	Completion of audit	GS004-budget prep
HR-15-216	PR Maintenance files: PR#8 4/16/14 (3/19/14-4/1/14); PR#5 3/5/14 (2/5/14-2/18/14); PR#11 5/28/14 (4/30/14-5/13/14)	2014	2019	5 yrs	GS068-pr
HR-15-217	PR Maintenance files: PR#2 1/22/14 (12/25/13-1/7/14); PR#4 2/19/14 (1/22/14-2/4/14); PR#9 4/30/14 (4/2/14-4/15/14)	2014	2019	5 yrs	GS068-pr
HR-15-226	2007 PR #11 registers	2007	2012	5 yrs	GS068-pr
HR-15-227	2008 H.T.E. PR #14	2008	2013	5 yrs	GS068-pr
HR-15-228	Harrassment training, FLSA, 96 Pay Class	1996	3 yrs	Program materials 3 yrs	GS064-train records
HR-15-229	Insurance Open Enrollment information and documents – 2011/12; 2012/13; 2013/14; 2014/15; 2015/16	2011-2016	2019	Minutes, agendas, reports retain 3 years; Other materials, DCA	GS085-meeting records-internal
HR-15-230	PR Maintenance files: PR#23 (10/15/14-10/28/14); PR#25 12/10/14 (11/12/14-11/25/14); 2014 - Reconciliations	2014	2019	5 yrs	GS068-pr
HR-15-231	PR Maintenance files: PR#17 8/20/14 (07/23/14-08/05/14); PR#18 09/03/14 (08/06/14-08/19/14); PR#24 11/26/14 (10/29/14-11/11/14)	2014	2019	5 yrs	GS068-pr
HR-15-236	Old PR Maintenance files: Pay Date 8/16/14, 7/11/12 Register and 7/25/12 Register	2014	2019	5 Yrs	GS068-pr

✓ HR-15-240	PR Maintenance Files: PR#07 (04/02/14), #10 (05/14/14), #15 (07/23/14)	2014	2019	5 yrs	GS068-pr
✓ HR-15-241	PR Maintenance files: PR#14 (07/09/14), #13 (06/25/14), #08 (03/19/14)	2014	2019	5 yrs	GS068-pr
✓ HR-15-242	PR Maintenance files: PR#13 06/25/14 h.t.e. reports, #08 03/19/14 h.t.e. reports, #03 02/05/14 h.t.e reports, #01 01/08/14 h.t.e. reports, #26 12/24/14, #26 12/24/13 h.t.e. reports	2013-2014	2019	5 yrs	GS068-pr
✓ HR-15-243	PR Maintenance files: PR#03 02/05/14, #01 01/08/14, #26-1 12/31/13 adp only additional payroll, #26 12/24/13	2013-2014	2019	5 yrs	GS068-pr
✓ HR-15-245	PR Maintenance files: PR#23 11/12/14, #22 10/29/14, #19 09/17/14	2014	2019	5 yrs	GS068-pr
✓ HR-16-248	Classification Manual WC Renewal Questionnaire 7/98 -6/99, 7/1/97-7/1/98 , WC Audit Questionnaire Actual Payroll Renewal 7/1/96 – 7/1/97, WC Renewal FY 96, 95, 94 WC FY 94/Self Insured/Claims Trust , WC renewal FY 92, 90 Audit 88-89, Renewal 7/1/87-7/1-88, Statistical Reports/ Experience Reports/Billing, 2001 Loss Control Program /Playground Inspection	1987 - 2001		3 yrs after obsolete or superseded Retain until cancelled plus 6 calendar years.	GS063-pdc compensation records GS056-ins pol records
✓ HR-16-249	Open Enrollment 2004-2005, Open Enrollment 2003-2004 Insurance Enrollment Forms 2003-04, Open Enrollment 05-06	2003-2006	2009	Minutes, agendas, reports retain 3 years; Other materials, DCA	GS085-meeting records-internal
✓ HR-16-250	2005 PDQ, PDQ, EHIBIT A Employee Handbook, Safety Manuals, Excellence and Thanks	2000-2005	2008	3 yrs after obsolete or superseded Retain routine clerical manuals until superseded, updated, or no longer needed for reference. Retain one copy of all other policy documentation permanently.	GS063-pdc compensation records GS047-policy and procedure files
✓ HR-16-256	Flex Link Health Insurance July 88-89, Insurance Waivers, 2006 Applicant File, 2005 WC, 2004 WC	88-2006	2016	Retain until cancelled plus 6 calendar years 3 yrs after obsolete or superseded	GS056-ins pol records GS063-pdg

HR-16-262	GRANT INFO. Cyber crimes 2012-2015, EUDL 2014-2015, DNR Reimbursement 2012, Trail Grant 2009-2010 PS Grant 2010- Oct 2015, EUDC 2009-2015, MO DOT, FF/EMS/DOJ/ ADP, DRUG TASK FORCE, TIGER II	2009-2015	2018	Retain final reports permanent. Retain other records 3 yrs.	GS040-grant records
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Department: Parks, Recreation & Cultural Arts

Approval Signature: Date: 11-6-19

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City of Gladstone

Department: Public Safety

Records Destruction List

Approval Signature: m. J. Hurty Date: 11/6/2019

<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>
1 PS 13-06 ✓	EMS Reports 130000001-130000699	2013	5 Years	AMBU 017	2018	11/15/19	pb
2 PS 13-07 ✓	EMS Reports 130000700-130001399	2013	5 Years	AMBU 017	2018		
3 PS 13-08 ✓	EMS Reports 130001400-130002199	2013	5 Years	AMBU 017	2018		
4 PS 13-09 ✓	EMS Reports 130002200-130002899	2013	5 Years	AMBU 017	2018		
5 PS 13-10 ✓	EMS Reports 130002900-130003459	2013	5 Years	AMBU 017	2018		
6 PS 14-14 ✓	2013 Payroll - Pay Periods 1-14	12/12/12-06/25/13	5 Years	GS 066	2019		
7 PS 14-22 ✓	2013 Payroll - Pay Periods 15-26	06/26/13-12/10/14	5 Years	GS 028	2019		
8 PS 14-23 ✓	P/FF, Prof. Standards, Police, Reserve CO Applications	10/2013-06/2014	5 Years	GS 062	2019		
9 PS 15-13 ✓	2014 Sunshine Law Requests	2014	3 Years	GS 066	2018		

10	PS 15-14 ✓	2014 Sunshine Law Requests	2014	3 Years	GS 066	2018	11/15/19 RB
11	PS 15-50 ✓	2011 Applications (PO, P/FF etc)	2011	5 Years	GS 062	2016	
12	PS 17-06 ✓	2015 Records Requests	2015	3 Years	GS 066	2019	
13	PS 17-07 ✓	2015 Records Requests	2015	3 Years	GS 066	2019	
14	PS 17-33 ✓	Cancelled Warrants	08/2016-04/2017	1 Year	POL 012	2019	
15	PS 17-34 ✓	EMS Reports 110000001-110000699	2011	5 Years	AMBU 017	2016	
16	PS 17-35 ✓	EMS Reports 110000700-110001299	2011	5 Years	AMBU 017	2016	
17	PS 17-36 ✓	EMS Reports 110001300-110001899	2011	5 Years	AMBU 017	2016	
18	PS 17-37 ✓	EMS Reports 110001900-110002549	2011	5 Years	AMBU 017	2016	
19	PS 17-38 ✓	EMS Reports 110002550-110003156	2011	5 Years	AMBU 017	2016	
20	PS 17-41 ✓	Dispatch Voice Logged Tapes	1996-2004	1 Year	PSAP004	2006	
21	PS 17-42 ✓	Dispatch Voice Logged Tapes	1996-2004	1 Year	PSAP004	2006	
22	PS 17-53 ✓	EMS Reports 120000000-120000599	2012	5 Years	AMBU 017	2017	
23	PS 17-54 ✓	EMS Reports 120000600-120001199	2012	5 Years	AMBU 017	2017	

shred at
PPO Shred
facility

24	PS 17-55 ✓	EMS Reports 120001200-120001799	2012	5 Years	AMBU 017	2017	11/15/19	PS
25	PS 17-56 ✓	EMS Reports 120001800-120002399	2012	5 Years	AMBU 017	2017		
26	PS 17-57 ✓	EMS Reports 120002400-120002999	2012	5 Years	AMBU 017	2017		
27	PS 17-58 ✓	EMS Reports 120003000-120003340	2012	5 Years	AMBU 017	2017		
28	PS 18-05 ✓	Vehicle Tows and Lockouts	2015-2016	1 Year	POL 002	2018		
29	PS 18-06 ✓	False Alarms and Solicitor Permits	2013-2016	5 Years	POL 002	2018		
30	PS 18-07 ✓	2012 Arrest/Booking Sheets	2012	5 Years	POL 006	2018		
31	PS 18-08 ✓	2012 Arrest/Booking Sheets	2012	5 Years	POL 006	2018		
32	PS 18-09 ✓	2012 Arrest/Booking Sheets	2012	5 Years	POL 006	2018		
33	PS 18-10 ✓	2012 Arrest/Booking Sheets	2012	5 Years	POL 006	2018		
34	PS 18-11 ✓	2012 Arrest/Booking Sheets	2012	5 Years	POL 006	2018		
35	PS 18-12 ✓	2012 Arrest/Booking Sheets	2012	5 Years	POL 006	2018		
36	PS 18-13 ✓	2012 Arrest/Booking Sheets	2012	5 Years	POL 006	2018		
37	PS 18-14 ✓	2012 Arrest/Booking Sheets	2012	5 Years	POL 006	2018		

38	PS 18-15 ✓	2012 Arrest/Booking Sheets	2012	5 Years	POL 006	2018	11/15/19	11/15/19
39	PS 18-20 ✓	Juvenile Arrest/Booking Sheets	1996-2012	5 Years	POL 006	2018		
40	PS 18-36 ✓	2015 Liquor Permit Applications	2015	Years After Expiration	GS 050	2019		
41	PS 18-37 ✓	2015 Liquor Permit Applications	2015	Years After Expiration	GS 050	2019		
42	PS 18-39 ✓	2014 Personnel Orders (L.E., Support & Fire)	2014	5 Years	POL 008	2019		
43	PS 18-42 ✓	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
44	PS 18-43 ✓	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
45	PS 18-44 ✓	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
46	PS 18-45 ✓	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
47	PS 18-46 ✓	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
48	PS 18-47 ✓	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
49	PS 18-48 ✓	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
50	PS 18-49 ✓	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
51	PS 18-50 ✓	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		

52	PS 18-51 ✓	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018	11/15/19	PB
53	PS 18-52 ✓	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
54	PS 18-53 ✓	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
55	PS 18-54 ✓	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
56	PS 18-55 ✓	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
57	PS 18-56 ✓	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
58	PS 18-57 ✓	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
59	PS 18-60 ✓	2000-2006 Personnel Orders (L.E., Support & Fire)	2000-2006	5 Years	POL 008	2018		
60	PS 18-61 ✓	Tac Team Training and MPR	2005-2010	5 Years	POL 008	2018		