

RESOLUTION NO. R-21-51

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

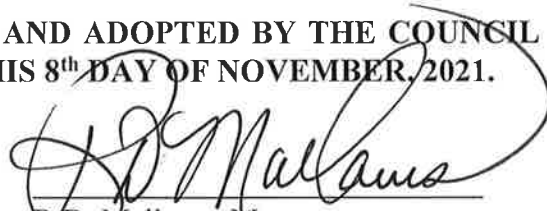
WHEREAS, Chapter 109 of the Missouri Revised Statutes outlines the necessary procedure for destruction of records and non-record materials, and the City of Gladstone has adopted procedures to comply with those statutory requirements; and

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.

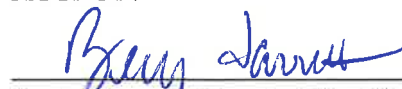
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, AS FOLLOWS:

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 8th DAY OF NOVEMBER, 2021.


R.D. Mallams, Mayor

ATTEST:


Becky Jarrett, Deputy City Clerk



Request for Council Action

RES ☒ # R-21-51

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 11/2/2021

Department: General Administration

Meeting Date Requested: 11/8/2021

Public Hearing: Yes ☐ Date: N/A

Subject: Document Shredding Event for the City of Gladstone, Missouri

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 \$ 2,500.00 from the General Fund. The estimated cost for this year's shredding is \$1,260.

Public/Board/Staff Input: Staff will witness the destruction, by shredding, November 16, 2021, 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.

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

Becky Jarrett
Deputy City Clerk

JM
City Attorney

SW
City Manager

Exhibit A

Records Destruction List

Approval Signature: _____

Date: 11/16/21

BOX #: _____ **DESCRIPTION**

DATE SPAN

STATE RETENTION PERIOD

SCHEDULE NUMBER

LISTED DESTRUCTION DATE

DATE OF DESTRUCTION

CLERK INITIALS

City of Gladstone

Department: Finance

FD08-034	Lesser Charges	FY07	3	8.046	12/31/2019		
FD08-037	Lesser Charges	FY07	3	8.046	12/31/2019		
FD08-040	Lesser Charges	FY07	3	8.046	12/31/2019		
FD08-055	Lesser charges	2008	3	8.046	6/30/2020		
FD12-020	Non Serious Tickets	2012	6	8.046	8/1/2018		
FD12-030	Non Serious Tickets	2012	6	8.046	1/1/2019		
FD12-106	H.T.E. taxes	2007-2011	audit + 1 yr	GS007	12/31/2017		
FD13-206	Financial Records	Pre 2012	audit + 1 yr	GS007	4/25/2018		
FD13-207	Financial Records	2008-2011	audit + 1 yr	GS007	4/25/2018		
FD13-223	Financial Records	FY13	audit + 1 yr	GS007	7/1/2018		
FD13-224	Court Records	2012-2013	3	8.046	7/1/2018		
FD14-204	Non Serious Tickets	2014	6	8.046	1/31/2020		
FD14-209	GL Postings	FY14	audit + 1 yr	GS007	7/1/2019		
FD14-210	Bonds	2013-2014	3	8.046	7/1/2019		
FD14-218	GL Postings	FY14	audit + 1 yr	GS007	7/1/2019		
FD14-226	Housing/Animal Control	2013-14	3	8.046	12/31/2017		
FD14-504	Financial Records	Pre 2012	audit + 1 yr	GS007	6/30/2018		
FD15-105	Misc Receipts	FY15	audit + 1 yr	GS007	7/1/2018		
FD15-106	Tax Affidavits	2012-2013	audit + 1 yr	GS007	12/31/2019		
FD15-216	Non Serious Tickets	2015	6	8.046	6/1/2021		
FD15-220	GL Postings	FY15	audit + 1 yr	GS007	7/1/2019		
FD15-227	GL Postings	FY15	audit + 1 yr	GS007	7/1/2019		

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FD15-234	Misc Receipts	FY19	audit + 1 yr	GS0017	6/1/2021		X
FD15-236	Housing/Animal Control	2014-2015	3	8.046	7/1/2018		X
FD15-423	Misc Accounts Payable	FY13	audit + 1 yr	GS007	12/31/2017		X
FD15-505	Credit Card Receipts	FY15	audit + 1 yr	GS007	6/30/2018		X
FD16-101	CCR Receipts	FY16	audit + 1 yr	GS007	1/1/2017		X
FD16-102	Misc Receipts	FY16	audit + 1 yr	GS007	12/13/2017		X
FD16-103	Business Licenses	FY16	2 ys. After Expir	GS050	7/1/2019		X
FD16-103	Misc Receipts	FY16	audit + 1 yr	GS007	12/31/2019		X
FD16-201	Closed Tickets	2000	3	8.046	7/1/2018		X
FD16-207	Closed Tickets	2016	3	8.046	1/30/2019		X
FD16-208	Closed Tickets	2019	3	8.046	9/1/2021		X
FD16-208	Closed Tickets	2016	3	8.046	11/17/2019		X
FD16-211	Closed Tickets	2014-2016	3	8.046	1/29/2019		X
FD16-409	Accounts Payable	FY16	audit + 1 yr	GS007	7/30/2019		X
FD16-410	Accounts Payable	2015	audit + 1 yr	GS007	6/30/2019		X
FD16-411	Accounts Payable	FY16	audit + 1 yr	GS007	6/30/2019		X
FD16-412	Accounts Payable	FY16	audit + 1 yr	GS007	6/30/2019		X
FD16-413	Accounts Payable	FY16	audit + 1 yr	GS007	6/30/2019		X
FD16-414	Accounts Payable	FY16	audit + 1 yr	GS007	6/30/2019		X
FD16-415	Accounts Payable	FY16	audit + 1 yr	GS007	6/30/2019		X
FD16-416	Accounts Payable	FY16	audit + 1 yr	GS007	6/30/2019		X
FD-16-780	Meter Change to AMR Meters Cycle 1 and Misc changes	2013-2015	5 years	1610	12/1/2020		X
FD-16-780	Water Dept work orders	2015-2016	3 years after final disposition	GS049	12/1/2020		X
FD-16-781	Meter Change to AMR Meters Cycle 2 and Larger Meters	2013-2015	5 years	1610	12/1/2020		X
FD16-791	Deposit Refunds	FY16	audit + 1 yr	GS007	11/1/2019		X
FD17-100	Business Licenses	FY17	2 ys. After Expir	GS050	7/1/2020		X
FD17-211	GL Postings	FY16	audit + 1 yr	GS007	7/12/2020		X
FD17-212	GL Postings	FY16	audit + 1 yr	GS007	1/12/2020		X
FD17-213	Closed Tickets	2017	3	8.046	1/18/2020		X

FD17-214	Information Requests-Outside	2015-2016	3	8.046	1/12/2020		X
FD17-218	Closed Tickets	2016-2017	3	8.046	6/1/2020		X
FD17-219	Closed Tickets	2016-2017	3	8.046	5/1/2020		X
FD17-220	Closed Tickets	2016-2017	3	8.046	5/1/2020		-
FD17-221	Closed Tickets	2017	3	8.046	5/1/2020		X
FD17-223	Closed Tickets	2016-2017	3	8.046	5/1/2020		X
FD17-223	Closed Tickets	2017	3	8.046	5/1/2020		X
FD17-226	Bond Receipts	2015-2017	3	8.046	7/21/2021		X
FD17-227	GL Postings	FY17	audit + 1 yr	GS007	7/27/2021		X
FD17-228	GL Postings	FY17	audit + 1 yr	GS007	7/21/2021		X
FD17-229	Closed Tickets	FY17	3	8.046	9/1/2021		X
FD17-230	Closed Tickets	no year listed	3	8.046	8/30/2020		X
FD17-232	Closed Tickets	FY17	3	8.046	9/1/2021		X
FD-17-345	Receipts Reports sent to Medicaid	7/14-6/15	5 years including audit	Ambu 034	1/1/2019		X
FD17-346	? WAT 6/10	FY18			5/1/20		X
FD-17-346	Monthly reports from Medicaid	7/14-6/15	5 years including audit	Ambu 034	1/1/2020		-
FD17-501	Counter receipts	FY16	audit + 1 yr	GS007	6/30/2021		X
FD17-502	Credit Card receipts	FY16	audit + 1 yr	GS007	6/30/2019		X
FD17-504	Bank Statements/Reconciliations	FY16	audit + 1 yr	GS007	12/31/2017		X
FD17-507	Counter Receipts	FY16-FY17	Comp. of audit	GS011	6/30/2021		X
FD-17-782	Unknown Usage Adj. 2010-June 2013 Winter Avg FY2013 MAR 2011 2012 2013 Postage Report 2011 Address Changes 2008-2013 Exec Financial Rpts July 2007-2012 Adjustments 2009-2010 Corresp 2009-2013 Senior Discount and Address Changes 2009-2013	2008-2013	5 years	GS008 1602 GS049	7/1/2018		X
FD-17-783	Water Work Orders July '14 to June '15 MAR FY2015 Correspondence FY 2015 Senior Discount FY 2015	July '14-June'15	3 years after final disposition	GS 049 GS 008	7/1/2018		X
FD-17-784	Executive Financial Collections	July '14-June'17	3 years	GS 020	7/1/2020		X

FD-17-785	Executive Finance July '13 to June '14 Credit Refunds Sept 2009-June 2014 MAR FY2014 Winter Avg FY 2014 Corresp FY2014 Undergrnd Break Adj FY14 Adjust FY 2014 Name/Add chgs 2014 Senior Discount FY 2014	July 2013 June 2014	5 Years	GS008 1602 GS049	7/1/2019		
FD-17-786	Initials/Finals Water Work Orders FY 2014 Surety Bonds for accounts finald 2000-2016	July 2014-June 2015	2 years after deposit is refunded	1603	7/1/2018		
FD17-792	Misc Accounts Rec/Water W.O.	2015-2017	audit + 1 yr	GS007	1/1/2020		
FD18-231	Closed Tickets	2018	3	8.046	10/30/2020		
FD18-234	Closed Tickets	2018	3	8.046	3/22/2021		
FD18-235	Closed Tickets	2018	3	8.046	3/22/2021		
FD18-236	Closed Tickets	2018	3	8.046	3/22/2021		
FD18-237	Closed Tickets	2018	3	8.046	3/22/2021		
FD18-239	Closed Tickets	1992-1994	3	8.046	5/8/2018		
FD18-240	Closed Tickets	2016	3	8.046	1/22/2020		
FD18-240	Closed Tickets	1992-1994	3	8.046	5/8/2018		
FD18-241	Closed Tickets	2017-2018	3	8.046	5/11/2021		
FD18-242	Closed Tickets	2017-2018	3	8.046	6/30/2021		
FD18-243	Closed Tickets	2017-18	3	8.046	6/30/2021		
FD18-374	Daily deposits	2018	audit + 1 yr	GS007	5/31/2020		
FD18-375	Daily deposits	2017	audit + 1 yr	GS007	12/31/2019		
FD18-508	Credit Card receipts	FY17	audit + 1 yr	GS007	6/30/2020		
FD18-509	Counter Receipts	2017	Comp. of audit	GS011	6/30/2018		
FD18-513	Business Licenses	2017-2018	2 Yrs. After Expir.	GS050	7/1/2021		
FD18-514	Counter Receipts	2017-2018	audit + 1 yr	GS007	6/30/2021		
FD18-787	Water department work orders FY17	July 2016-June 2017	3 years	GS20	7/1/2020		
FD18-789	Water refunds	1992-1999	audit + 1 yr	GS007	7/1/2018		
FD-18-795	Water Department Work Orders	July 2017-June 2018	3 years	GS20	7/1/2021		
FD19-248	Closed Tickets	2019	3	8.046	3/22/2021		
FD19-249	Closed Tickets	2019	3	8.046	3/22/2021		
FD19-250	Closed Tickets	2019	3	8.046	3/22/2021		
FD19-258	Water work orders	2017	audit + 1 yr	GS007	7/1/2021		

FD19-259	Closed Tickets	2018	3	8.046	10/7/2022		X
FD19-376	Daily deposits	2018-2019	audit + 1 yr	GS007	11/30/2021		X
FD19-377	Daily deposits	2019	audit + 1 yr	GS007	4/30/2021		X
FD19-515	Accounts Payable	2018-2019	audit + 1 yr	GS008	7/1/2021		X
FD20-100	Business Licenses	2018-2019	2 Yrs. After Expir.	GS050	7/1/2021		X
FD20-378	Accounts Receivable	2015-2018	audit + 1 yr	GS008	6/30/2021		X
FD20-379	Check Run	2019	audit + 1 yr	GS007	7/1/2021		X
FD21-500	Beth's personal correspondence	2012-2017	1 year	GS012	6/30/2021		X
FD21-501	Budget Info	2017 & prior	audit + 1 yr	GS007	6/30/2021		X
FD21-502	Aiperspauch Research	2015 & prior	audit + 1 yr	GS007	6/30/2021		X
FD21-504	Unclaimed Property	2014	audit + 1 yr	GS007	6/30/2021		X

City of Gladstone

Department: _____ Police Department

Records Destruction List

Approval Signature: _____ Date: 9/29/21

BOX #:	DESCRIPTION	DATE SPAN	STATE RETENTION PERIOD	SCHEDULE NUMBER	LISTED DESTRUCTION DATE	DATE OF DESTRUCTION	CLERK INITIALS
PS 15-21	2014 Payroll - PP 1-14	12/11/13-6/14/14	5 years	GS028	2020		X
PS 15-22	PO and FF/P Applications	4/2014-10/2014	5 years		2020		X
PS 15-53	2014 payroll - PP 15-26	6/25-12/09/2014	5 years	GS 028	2020		X
PS 16-12	PO and Crime Analyst applications	07/2014-09/2015	5 years		2021		X
PS 16-13	EMS Reports 150000001-0000599	2015	5 years	AMBU 017	2020		X
PS 16-14	EMS Reports 0000600-0001199	2015	5 years	AMBU 017	2020		X
PS 16-15	EMS Reports 0001200-0001799	2015	5 years	AMBU 017	2020		X
PS 16-16	EMS Reports 0001800-0002399	2015	5 years	AMBU 017	2020		X
PS 16-17	EMS Reports 0002400-0003099	2015	5 years	AMBU 017	2020		X
PS 16-22	EMS Reports 160000001-0000799	2016	5 years	AMBU 017	2021		X
PS 16-23	2015 payroll - PP 1-14	12/10/14-6/23/15	5 years	GS 028	2021		X
PS 16-24	Applications (PO, P/FF, ACO, CO)	1/1/2015-1/31/2016	5 years		2021		X
PS 17-08	2016 Records Requests	2016	3 years	GS 066	2020		X
PS 17-09	2016 Records Requests	2016	3 years	GS 066	2020		X
PS 17-23	2015 payroll - PP 15-26	6/24/2015-12/8/2015	5 years	GS 028	2020		X
PS 17-24	2016 payroll - PP 1-14	12/9/2016-6/21/2016	5 years	GS 028	2021		X
PS 17-25	EMS reports 160000800-0001599	2016	5 years	AMBU 017	2021		X
PS 17-26	EMS reports 0001600-0002299	2016	5 years	AMBU 017	2021		X
PS 17-27	EMS reports 0002300-0002999	2016	5 years	AMBU 017	2021		X
PS 17-28	EMS reports 0003000-0003766	2016	5 years	AMBU 017	2021		X

✓ 16-18 Em Reports
Amb 017

11-14-21

PS 17-29	PO/FF-P/CO/ACO Applications	5/2015-7/2016	5 years			2021		
PS 17-31	PO/CO/Crossing guard applications	11/2015-8/2016	5 years			2021		
PS 17-60	2016 payroll - PP 15-26	6/22/2016-12/06/2016	5 years	GS 028		2021		
PS 17-62	UCR monthly reports	200-2002	2 years	POL 017		2004		
PS 18-01	2017 records requests	2017	3 years	GS 066		2021		
PS 18-02	2017 records requests	2017	3 years	GS 066		2021		
PS 18-21	CALEA Assessment CH 1-31	2010-2012	2 accred cycles	GS 104		2020		
PS 18-22	CALEA Assessment CH 32-41	2010-2012	2 accred cycles	GS 104		2020		
PS 18-23	CALEA Assessment CH 42-52	2010-2012	2 accred cycles	GS 104		2020		
PS 18-24	CALEA Assessment CH 53-81	2010-2012	2 accred cycles	GS 104		2020		
PS 18-25	CALEA Assessment 2007-2009	2007-2009	2 accred cycles	GS 104		2016		
PS 18-26	CALEA Assessment 2007-2009	2007-2009	2 accred cycles	GS 104		2016		
PS 18-27	CALEA Assessment 2007-2009	2007-2009	2 accred cycles	GS 104		2016		
PS 18-28	CALEA Assessment 2007-2009	2007-2009	2 accred cycles	GS 104		2016		
PS 18-29	CALEA Assessment CH 82-91	2010-2012	2 accred cycles	GS 104		2020		
PS 18-40	2015 Personnel Orders(LE, support)	2015	5 years	POL 008		2020		
PS 18-41	2016 Personnel Orders	2016	5 years	POL 008		2021		
PS 19-11	UCR monthly reports	1990-1993	2 years	POL 017		1995		
PS 19-12	UCR monthly reports	2005-2007	2 years	POL 107		2010		
PS 19-21	EMS Reports 130002900-0003459	2013	5 years	AMBU 017		2018		
PS 19-22	EMS Reports	2014	5 years	AMBU 017		2019		
PS 19-23	EMS Reports	2014	5 years	AMBU 017		2019		
PS 19-24	EMS Reports	2014	5 years	AMBU 017		2019		
PS 19-25	EMS Reports	2014	5 years	AMBU 017		2019		
PS 20-01	Outstanding Booking Sheets	1996-2014	5 years	POL 006		2019		
PS 20-02	2014 arrest/booking sheets	2014	5 years	POL 006		2020		
PS 20-03	2014 arrest/booking sheets	2014	5 years	POL 006		2020		
PS 20-04	2014 arrest/booking sheets	2014	5 years	POL 006		2020		
PS 20-05	2014 arrest/booking sheets	2014	5 years	POL 006		2020		
PS 20-06	2014 arrest/booking sheets	2014	5 years	POL 006		2020		
PS 20-07	2014 arrest/booking sheets	2014	5 years	POL 006		2020		
PS 20-08	2014 arrest/booking sheets	2014	5 years	POL 006		2020		
PS 20-09	2014 arrest/booking sheets	2014	5 years	POL 006		2020		

PS 20-10	2014 arrest/booking sheets		2014	5 years	POL 006	2020		
PS 20-11	2014 arrest/booking sheets		2014	5 years	POL 006	2020		
PS 20-12	2014 arrest/booking sheets		2014	5 years	POL 006	2020		
PS 20-16	2016 Liquor permit applications		2016	3 years		2020		
PS 20-17	2016 Liquor permit applications		2016	3 years		2020		
PS 20-18	False Alarm calls	2017-2018		1 year	POL 002	2020		
PS 20-19	2014 arrest/booking sheets		2014	5 years	POL 006	2020		
PS 20-20	2014 arrest/booking sheets		2014	5 years	POL 006	2020		
PS 20-21	Deposit slips	2014-2018		2 years + Audit	GS 010	2020		
PS 20-23	2019 Tow sheets		2019	1 year	POL 002	2021		
PS 20-24	2014 arrest/booking sheets		2014	5 years	POL 006	2020		
PS 21-02	Misc tow sheets	2019-2020		1 year	POL 002	2021		
PS 21-03	2014 juvenile reports + misc reports		2014	microfilmed		2021		
PS 21-04	2017 Liquor permits		2017	3 years		2021		
PS 21-05	2017 liquor permits + arrest sheets	2015-2017		5 years	POL 006	2021		
PS 21-06	2015 arrest/booking sheets		2015	5 years	POL 006	2021		
PS 21-07	2015 arrest/booking sheets		2015	5 years	POL 006	2021		
PS 21-08	2015 arrest/booking sheets		2015	5 years	POL 006	2021		
PS 21-09	2015 arrest/booking sheets		2015	5 years	POL 006	2021		
PS 21-10	2015 arrest/booking sheets		2015	5 years	POL 006	2021		
PS 21-11	2015 arrest/booking sheets		2015	5 years	POL 006	2021		
PS 21-12	2015 arrest/booking sheets		2015	5 years	POL 006	2021		
PS 21-13	2015 arrest/booking sheets		2015	5 years	POL 006	2021		
PS 21-14	2015 arrest/booking sheets		2015	5 years	POL 006	2021		
PS 21-15	2015 arrest/booking sheets		2015	5 years	POL 006	2021		
PS 21-17	2016-2017 tow sheets	2016-2017		1 year	POL 002	2018		
PS 21-18	2006-2013 UCR reports	2006-2013		2 years	POL 017	2015		
PS 21-19	2002-2006 UCR reports	2002-2006		2 years	POL 017	2008		
PS 21-20	2015 accident reports		2015	5 years	POL 003	2021		
PS 21-21	2015 incident reports		2015	3 years	POL 001	2021		
PS 21-22	2015 incident reports		2015	3 years	POL 001	2021		
PS 21-23	2015 incident reports		2015	3 years	POL 001	2021		
PS 21-24	2015 incident reports		2015	3 years	POL 001	2021		
PS 21-25	2015 incident reports		2015	3 years	POL 001	2021		

PS 21-26	2015 incident reports		2015	3 years	POL 001	2021		✓
PS 21-27	2015 incident reports		2015	3 years	POL 001	2021		✓
PS 21-28	2015 incident reports		2015	3 years	POL 001	2021		✓
PS 21-29	2015 incident reports		2015	3 years	POL 001	2021		✓
PS 21-32	Misc UCR reports + paperwork	2002-2018		2 years	POL 017	2020		✓

Department: Community Development

Approval Signature: _____

9/27/21

[illegible]

City of Gladstone
Department: Parks, Recreation & Cultural Arts
Records Destruction List

Approval Signature:  Date: 10-7-21

BOX #:	DESCRIPTION	DATE SPAN	STATE RETENTION PERIOD	SCHEDULE NUMBER	LISTED DESTRUCTION DATE	DATE OF DESTRUCTION	CLERK INITIALS
PR-2016-1	Timesheets: 07/2015 thru 12/2015; Leave Requests - Partial 2014 thru 2015	2014 - 2015	3 yrs + Audit	GS 028 & GS 029	Dec-19	11-16-21	X
PR-2016-2	Timesheets: 01/2016 thru 06/2016	01/2016 - 06/2016	3 yrs + Audit	GS 028	Dec-20		X
PR-2016-4	Downtown Art Project Apps/Call for Artists from 11/2015-12/2015; Selection Panel Results 05/2016	11/2015 - 05/2016	Accepted-5yrs, Rejected-3yrs	GS 055	Oct-21		X
PR-2016-6	Various Contracts/Agreements (see List)	1999-2013	5 yrs after expiration	GS 060 & GS 055	YE2020		X
PRCA-2019-1	1997-2002 Volunteer Correspondence/Various docs; 07/2005-06/2007 Petty Cash Requests/Rcvd (dups); 07/2006-12/2006, 01/2007-06/2007, 07-2007-03/2008 & 04/2008-06/2008 Parks Crew Work Reports; FY2007 & FY2009 Playground Inspections	1997 - 2009	3 yrs.; after audit; 3 yrs.; 5 yrs.	GS 041/072; GS 011; GS 020 & GS 080; Muni Code 0217	Jan-20		X
PRCA-2021-1	Timesheets: 07/2016 thru 03/2017; Duplicate Personnel File copies	07/2016-03/2017	3 yrs plus Audit; Non-Records are copies for convenience of reference	GS 028; Section 109.210(5) RSMo.	Dec-20		X
PRCA-2021-2	Timesheets: 04/2017 thru 12/2017; Duplicate Personnel File copies	04/2017-12/2017					X
PRCA-2021-3	Budget Copies from FY2014-FY2019; Tree City USA Bulletins 2007-2019; Various duplicat non-records, including copies of personnel records; 2014-10/2016 Incident Report copies; 2015 & 2017 Unsuccessful Employment Applications/Resumes	FY2014 - FY2019; 2007 - 2019	Non-Records; Budget prep records (after audit); 5 yrs/non-records; 1 yr.	Section 109.210(5) RSMo.; GS 004; GS 083; GS 062	Dec-20		X

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City of Gladstone
 Department: GA/Human Resources 2021
 Records Destruction List

Approval Signature: *[Signature]* Date: 10/11/2021

BOX #:	DESCRIPTION	DATE SPAN	STATE RETENTION PERIOD	SCHEDULE NUMBER	LISTED DESTRUCTION DATE	DATE OF DESTRUCTION	CLERK INITIALS
HR-15-212	PR Maintenance files: PR#21 10/15/2014 (09/17/14-09/30/14); PR#15 07/22/2015 (06/24/15-07/07/15); PR#06/24/15 (05/24/15-06/09/15)	2014-2015	5 yrs	GS068-pr	2020	11-14-24	<i>[Initials]</i>
HR-15-214	PR Maintenance files: PR#12 6/10/15 (5/13/15-5/28/15); PR#9 4/29/15 (4/1/15-4/14/15); PR#10 5/13/15 (4/15/15-4/28/15)	2015	5 yrs	GS068-pr	2020		<i>[Initials]</i>
HR-15-215	PR Maintenance files: PR#6 3/18/15 (2/18/15-3/3/15); PR#16 8/5/15 (7/8/15-7/21/15); PR#17 8/19/15 (7/22/15-8/4/15)	2015	5 yrs	GS068-pr	2020		<i>[Initials]</i>
HR-15-218	PR Maintenance files: PR#6 3/19/14 (2/19/14-3/4/14); PR#2 1/21/15 (12/24/14-1/6/15); PR#12 6/11/14 (5/14/14-5/27/14)	2014-2015	5 yrs	GS068-pr	2020		<i>[Initials]</i>
HR-15-219	PR Maintenance files: PR#20 10/1/14 (9/3/14-9/16/14); PR#14 7/8/15 (6/10/15-6/23/15)	2014-2015	5 yrs	GS068-pr	2020		<i>[Initials]</i>
HR-15-220	PR Maintenance files: PR#11 5/27/15 (4/29/15-5/12/15); PR#7 4/1/15 (3/4/15-3/17/15); PR#8 4/15/15 (3/18/15-3/31/15)	2015	5 yrs	GS068-pr	2020		<i>[Initials]</i>
HR-15-237	PR Maintenance files: PR#19-9/16/15(8/19/15-9/01/15); PR#20-9/30/15 (9/02/15-9/15/15); PR#21-10/14/15(9/16/15-9/29/15); Salary Updates March 1015						<i>[Initials]</i>
HR-15-244	PR Maintenance files: PR#04 02/18/15, #03 02/04/15, #01 01/07/15	2015	5 yrs	GS068-pr	2020		<i>[Initials]</i>

HR-16-271	St Tax Withholding 2005-2006, Voided Checks 04-07, Fiscal Year Set Up (2004-2015); 2013/14 Lagers FY 2013-2014, FY set up 2012-2013; 7/1/2011 FY Set Up; 2012 Calendar year end. 2013 Calendar year set up; 2013 Drivers License Work, 2014 Drivers license review; 2015 Drivers license review	2004-2015	Retain Year to Date annual summary 70 years for admin purposes, retain all other records 5 yrs.	GS068-pr	2020	could not find	
HR-16-273	Insurance renewal info (emails) 2007- 2009; 2010/2011 insurance renewal info; 2010 property/liab/casualty renewal info; 2009/2010 work comp audit; 2009/2010 working sov insurance changes; 2009/2010 work comp audit; 2009/2010 work comp ins premiums; 2009/2010 mpr info regarding property/casual/work comp renewal; 2008/2009 sov renewal info; 2008/2009 insurance changes; board minutes; 2010/2011 work comp estimate; 2009/2010 work comp estimate; 2008/2009 work comp audit; 2008/2009 work comp renewal; Med Director; 2011/2012 prep for insurance renewal; 2009/2010 bonds; Insurance certificate holders 2009-2013; 2010/2011 auto id cards; MARCIT health/dental admin manual prior to 2008.	2007-2013	Retain until expired plus 6 calendar years	GS056-ins pol records	2020		
HR 18-275	Vendor payments: United Way 2015; HSA 2010-2013; MPR Dec. 2011- June 2012; Allstate 2012-2013; Standard (STD) 2011-2012; Lincoln Jan-June 2012; ICMA 2012; Flexible spending 2012-2013; Lagers 2012- 2014; Lincoln claim status reports 2011-2013	2011-2015	Completion of audit	GS007-a/p	2020		

[illegible]



Certificate of Destruction

Contact Becky Jarrett
Name City of Gladstone
Address 7010 N Holmes St
Gladstone, MO 64118
Invoice 100293872 11/16/2021

7010 N Holmes St
7010 N Holmes St
Gladstone, MO 64118

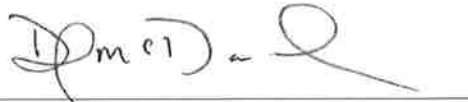
<u>Date</u>	<u>Ticket</u>	<u>Description</u>	<u>Quantity</u>
11/16/21	100320165	Purge 96 Gallon Security Cart	20.000

We hereby confirm that all material has been permanently destroyed.

Invoice Number: 100293872

Invoice Date: 11/16/2021

By



Proshred Security



Proshred Security

For Assistance Call • 913.871.9043

Select: 3 for Sales Quote, 4 for Scheduling, 5 for Billing

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www.proshred.com/kansas/



INVOICE 100293872

Services through 11/16/2021

Terms: Due Upon Receipt

Accounts Payable
City of Gladstone
7010 N Holmes St
Gladstone, MO 64118

Amount Due: \$1,100.00

Cost Center	Building	Description	Tkt	Date	Qty	Price
	7010 N Holmes St					
		Box Removal	100320165	11/16/21	1.000	\$300.00
		Purge 96 Gallon Security Cart	100320165	11/16/21	20.000	\$800.00
TOTAL						\$1,100.00

PROSHRED SECURITY HEREBY CERTIFIES THAT ALL MATERIAL HAS BEEN CONFIDENTIALLY DESTROYED

Dear Proshred Preferred Customer: Please note, you may see a marginal price increase in November as part of an account / market review process. Thank you for trusting us as your security partner!

✂

Please detach and return this portion with your payment

Invoice# 100293872 11/16/21

100007797 City of Gladstone

Amount Due: \$1,100.00

Remit to:
Redishred Kansas Inc.
dba Proshred Security
3052 S 24th St.
Kansas City, KS 66106

Bill to:
Accounts Payable
City of Gladstone
7010 N Holmes St
Gladstone, MO 64118