RESOLUTION NO. R-24-62

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 retention 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, which 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", and attached hereto.

INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 14TH DAY OF OCTOBER 2024.

Tina M. Spallo, Mayor

ATTEST:

Kris Keller, City Clerk

Request for Council Action

RES ☒# R-24-62 **BILL ☐# City Clerk Only** **ORD # City Clerk Only**

Date: 10/2/2024 Department: General Administration

Meeting Date Requested: 10/14/2024

Public Hearing: Yes ☐ Date: N/A

Subject: Records Destruction for the City of Gladstone, Missouri

Background: The Missouri Secretary of State regulates document retention for the state's political subdivisions, as outlined in the Missouri Records Retention Manual. Certain records are only required to be kept for limited periods, necessitating their destruction to manage limited storage space. Each City Department reviewed the manual and submitted a list of documents eligible for destruction, which is attached to the Resolution as Exhibit A. Following the destruction of the reported records, the lists will be filed and stored permanently to maintain a history of all records the City has destroyed.

Budget Discussion: Funds are budgeted in the amount of $ 2,500.00 from the General Fund. The estimated cost for this year's destruction of records is $1,775.

Public/Board/Staff Input: Staff recommends approving the destruction of records, which will be witnessed and carried out through on-site shredding at City Hall, following the Secretary of State's guidelines. After the records are destroyed, a Records Destruction List will be completed and permanently filed to maintain a history of all records destroyed by the City.

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

Kris Keller City Clerk	CW City Attorney	BB City Manager

Exhibit A

City of Gladstone
Department: Finance

Records Destruction List

Approval Signature: [signature] Date: 9/24/24
Actary per Revised of GRRS

BOX #:	DESCRIPTION	DATE SPAN	STATE RETENTION PERIOD	SCHEDULE NUMBER	LISTED DESTRUCTION DATE	DATE OF DESTRUCTION	CLERK INITIALS
✓ FD-20-516	Counter receipts and EFT records	7/1/19-6/30/20	2	GS008	6/30/2022	10/29/24	KK
O FD-19-516	Daily deposits, check stubs, deposit forms	4/13/19-6/29/19	Audit + 1	GS010	6/30/2021	Missing	
✓ FD-20-517	Daily deposits, check stubs, deposit forms	7/2/19-9/23/19	Audit + 1	GS010	6/30/2021	10/29/24	KK
✓ FD-20-518	Daily deposits, check stubs, deposit forms	9/24/19-11/30/19	Audit + 1	GS010	6/30/2021		
✓ FD-20-519	Daily deposits, check stubs, deposit forms	12/2/19-12/24/19	Audit + 1	GS010	6/30/2021		
✓ FD-20-520	Daily deposits, check stubs, deposit forms	2/25/20-7/1/20	Audit + 1	GS010	6/30/2022		
✓ FD-21-504	Daily deposits, check stubs, deposit forms	7/2/20-9/24/20	Audit + 1	GS010	6/30/2022		
✓ FD-21-505	Daily deposits, check stubs, deposit forms	9/30/20-12/18/20	Audit + 1	GS010	6/30/2022		
✓ FD-21-506	Daily deposits, check stubs, deposit forms	12/20/21-3/24/21	Audit + 1	GS010	6/30/2023		
✓ FD-21-507	Daily deposits, check stubs, deposit forms	3/25/21-6/30/21	Audit + 1	GS010	6/30/2023		
✓ FD-21-509	Daily deposits, check stubs, deposit forms	7/1/21-10/4/21	Audit + 1	GS010	6/30/2023		
✓ FD-21-510	Daily deposits, check stubs, deposit forms	10/5/21-1/5/22	Audit + 1	GS010	6/30/2024		
✓ FD-21-508	Counter receipts and EFT records	7/1/20-6/30/22	Audit + 1	GS008	6/30/2024		

FD-22-001	Daily deposits, check stubs, deposit forms	1/5/22-3/22/22	2 yrs	GS010	6/30/2024	10/29/24	KK
FD-23-001	Telecom/cell providers, Prop tax, Dom's notes, first bank lease, cig tax	2007-2010	2 yrs	GS010	6/30/2024		
FD-23-003	Pledge agreement, federal reserve, unclaimed property	2003-2007	2 yrs	GS010	6/30/2024		
FD-23-004	Clay county tax code project	2008-2012	2 yrs	GS008	6/30/2024		
FD-23-005	Neighborhood stabilization program	2012	2 yrs	GS008	6/30/2024		
FD-23-006	Neighborhood stabilization program continued, banking services contract	2006-2012	2 yrs	GS008	6/30/2024		
FD-23-007	Fuel allocations, year end closures, revised fees and charges	2014-2016	2 yrs	GS010	6/30/2024		
FD-24-024	Payroll: Safety trainer manual, MSDS Sheets, Kopy Kat safety & Health training manual, year end	2008	5 yrs	GS039	6/30/2024	missing	
FD-19-349	Receipts Reports sent to Mediclaims	7/1/16-4/1/17	Audit	GS011	6/30/2024	10/29/24	KK
FD-19-350	Monthly reports from Mediclaims 7/1/2016-6/30/2017/ Receipts reports	7/1/16-6/1/17	5 yrs	GS073	6/30/2022		
FD-19-353	Monthly reports from Medi & Receipt reports Apr & May	7/1/18-5/1/19	5 yrs	GS073	1/31/2024		
FD-19-354	FY 19 Ambulance Receipts 7/1/2018-3/31/2019 & 6/2019	7/1/18-6/1/19	Audit	GS011	1/31/2024		
FD-21-355	Collections	2003-2015	Audit	GS011	1/31/2024	missing	
FD-21-796	Initials/Finals, Water Work Orders FY 2020 Property numbers 132 - 12612	7/1/20-6/30/21	3 yrs after dep. Is	GS20	7/1/2024	10/29/24	KK
FD-21-797	Initials/Finals, Water Work Orders FY 2020 Property numbers 12612-24078	7/1/20-6/30/21	3 yrs after dep. Is	GS20	7/1/2024	missing	
FD-18-798	Initials/Finals, Water Work Orders FY 2018 July 2018-Dec 2018	7/1/18-12/30/18	3 yrs after dep. Is	GS20	7/1/2022	10/29/24	KK
FD-19-799	Initials/Finals, Water Work Orders FY 2018 Jan 2019-June 2019	1/1/19-6/30/19	3 yrs after dep. Is	GS20	7/1/2023	missing	
FD-20-800	Initials/Finals, Water Work Orders FY 2019 Property numbers 70-12184	7/1/19-6/30/20	3 yrs after dep. Is	GS20	7/1/2023	10/29/24	KK

FD-20-801	Initials/Finals, Water Work Orders FY 2019 Property numbers 12272-24074	7/1/19-6/30/20	3 yrs after dep. Is	GS20	7/1/2023	10/29/24	KK
FD-22-394	Evergy FY22, Cigarette Gross Receipts FY22	6/1/21-6/30/22	Audit	GS007	6/30/2024	10/29/24	KK
FD-22-395	Weekly Ck Run, Invoices, Pend'g Item Listing 8/13-10/22/21	8/13/21-10/22/21	Audit	GS007	6/30/2024	missing	
FD-22-396	Weekly Ck Run, Invoices, Pend'g Item Listing 6/4 - 8/6/21	6/4/21-8/6/21	Audit	GS007	6/30/2024	10/29/24	KK
FD-22-397	Weekly Ck Run, Invoices, Pend'g Item Listing 11/19/21 - 2/11/22	11/19/21-2/11/22	Audit	GS007	6/30/2024		
FD-22-398	Daily Deposits; reports, check stubs, misc.3/19 - 12/22/21	3/19/21-12/22/21	Audit	GS007	6/30/2024		
FD-22-399	Daily Deposits; reports, check stubs, misc. 6/29/20 - 3/12/21	6/29/20-3/12/21	Audit	GS007	6/30/2024		
FD-22-400	Telephone/Wireless Gross Receipts 7/2021-6/2022, Weekly ck run: 10/29-11/12/21,	1/15/21-9/12/22	Audit	GS007	6/30/2024		
FD-21/22-402	Gross Receipts 07/20-07/22, Grant Documents 2017 - 06/2021, Antenna Gross Rec.01/20-	2017-7/30-22	Audit	GS007	7/31/2024		
FD-22-403	Weekly check run, invoices, pending item listing 2/18-4/21/22	2/18/22-4/21/22	Audit	GS007	4/21/2024		
FD-22-404	Weekly check run, invoices, pending item listing 4/29 - 6/24/22	4/29/22-6/24/22	Audit	GS007	6/24/2024		
FD-21/22-405	Mnthly Check Stmts, Receipts, etc. 02/28 - 08/31/2021	2/28/21-8/31/21	Audit	GS007	8/31/2023		
FD-22-406	Mnthly Check Stmts, Receipts, etc. 09/30/21-2/28/2022	9/30/21-2/28/22	Audit	GS007	2/28/2024		
FD-23-407	Weekly Check Run, invoices, 7/1/22-8/26/22	7//22-8/26/22	Audit	GS007	8/26/2024		
~~FD-23-408~~	~~Weekly Check Run, invoices, 9/2/22 - 11/4/2022~~	~~9/2/22-11/4/22~~	~~Audit~~	~~GS007~~	~~11/4/2024~~	Not destroyed	LB

City of Gladstone
Department: General Administration
Records Destruction List

Approval Signature: _____ Date: 10/10/24

BOX #:	DESCRIPTION	DATE SPAN	STATE RETENTION PERIOD	SCHEDULE NUMBER	LISTED DESTRUCTION DATE	DATE OF DESTRUCTION	CLERK INITIALS
70	Multiple Projects	2002 - 2009	Compl. +12	1305 & GS 060	December 31, 2021	10/29/24	KK
72	Multiple Projects	2007-2009	Compl. +12	1305 & GS 060	December 31, 2021		
81	Multiple Projects	1/1/09-1/28/2013	COMPL. +10	1305	December 31, 2022		
82	Multiple Projects	1/1/09-3/25/2013	COMPL. +10	1305	December 31, 2022		
22-020	MML Conference materials and emails.	2006-2014	1 year	GS-012, GS-012.1	January 2015		
22-021	Legal Litigation notes, copies of emails, Sunshine Requests.	2006-2014	1 year/6 years	GS-012, GS-012.1, GS-058	January 2017		
22-022	Legal Litigation notes, copies of emails.	2006-2014	1 year/6 years	GS-012, GS-058	January 2015		
22-023	Legal copies of emails and notes domestic violence cases from other cities.	2006-2014	1 year/6 years	GS-012, GS-058	January 2018		
22-032	Legal copies of documents and emails Community Development.	2003-2014	1 year/6 years	GS-012, GS-058	January 2024		
22-034	Legal copies of emails and MML conference information.	2006-2014	1 year	GS-012, GS-012.1	January 2024		
22-038	Legal copies of emails, notes, drafts, and unsigned agreements. Copies of Resolutions.	2006-2014	1 year	GS-012, GS-012.1	January 2024		
22-040	Legal copies of miscellaneous Ordinances and emails.	2006-2014	1 year	GS-012	January 2024		
22-041	Legal copies of Parks & Recreation documents and emails.	2006-2014	1 year	GS-012, GS-012.1	January 2024		
22-042	Legal- all copies Gladstone Office Building (no sale)	2006-2014	1 year	GS-~~021.1~~ 012 KK	January 2024		
23-009	Liquor License Renewals	2018-2020	2 years after expiration	GS-050	January 2024	10/29/24	10/29/24
~~23-009~~	~~Liquor License Renewals~~	~~2018-2020~~	~~2 years after expiration~~	~~GS-050~~	~~January 2024~~	Duplicate KK	
24-001	Codified Ordinance Book Pages (considered reference copies only)	1973-1990	When superseded.	GS-076	January 2024	10/29/24	KK

BOX #:	DESCRIPTION	DATE SPAN	STATE RETENTION PERIOD	SCHEDULE NUMBER	LISTED DESTRUCTION DATE	DATE OF DESTRUCTION	CLERK INITIALS
24-002	Boards & Commissions interviews 2002, 2003, 2004, 2009, Letters from Council 2000-2012, Eagle Scout letters (2004-2012). City Clerk IIMC &MOCCFOA Conference training documents 2018-2021.	2000-2012	GS-044 1 year after expiration of term, GS-012 1 year, GS-064 3 years.	GS-044, GS-012, GS-064	January 2024	10/29/24	KK
24-003	Legal, Bankruptcy Notices 2013-2016-GS-058 6 years, 1992-2009 copies of research underground water storage and code enforcement/zoning.	1992-2016	5 years/6 years.	GS-113, GS-058	January 2024	10/29/24	KK
24-004	Legal copies of emails, copies of resolutions, copies of documents from other cities for reference.	2000-2012	1 year	GS-012, GS-012.1	January 2024	10/29/24	KK

City of Gladstone
Department: Human Resources
Records Destruction List

Approval Signature: Amanda Wheeler Date: 09/23/2024

RC Box Number	Date Span of Record	Description of Record	Date to Storage	Record Copy	Schedule Number	Retention Period (years)	Listed Destruction Date	Date of Destruction	Clerk Initials
23-001	1965-2001	Personnel Files	9/21/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024	10/29/24	KK
23-002	1976-2003	Personnel Files	9/21/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-003	1962-2002	Personnel Files	9/21/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-004	1963-2003	Personnel Files	9/21/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-005	1960-2003	Personnel Files	9/21/2023		GS026	Employment summary, date of separation + 20 years	1/1/2024		
23-006	1967-2003	Personnel Files	9/21/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-007	1978-1990	Employment Summaries	9/21/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-008	1986-1997	Employment Summaries	9/21/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-009	1960-2003	Personnel Files	9/21/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-010	1965-2003	Personnel Files	9/21/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-011	1966-2003	Personnel Files	9/21/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-012	2015	Pay Study	9/26/2023		GS063	3 years after obsolete or suspended	1/1/2024		
23-013	1994-2006	Resumes	9/21/2023		GS062	Retain unsolicited applications and resumes 6 months if not returned to the solicitor	1/1/2024		
23-014	1963-2002	Personnel Files	9/21/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-015	1960-2003	Personnel Files	9/26/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-016	1970-2002	Personnel Files Timesheets	9/29/2023		GS026 GS028	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-017	1989-2003	Insurance Quotes	9/27/2023		GS055	6 years after end of calendar year	1/1/2024		
23-018	1989-2015	Medical Files	10/6/2023		GS027	7 years after separation	1/1/2024		
23-019	2007-2017	Temp/Seasonal Files	9/28/2023		GS114	5 years	1/1/2024		
23-020	1993-2017	Temp/Seasonal Files	9/29/2023		GS114	5 years	1/1/2024		
23-021	1964-2003	Personnel Files	9/29/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-022	1959-2003	Personnel Files	9/29/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-023	1964-2003	Personnel Files	10/2/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-024	1962-2002	Personnel Files	10/3/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-025	1978-2017	Temp/Seasonal Files	9/29/2023		GS114	5 years	1/1/2024		
23-026	1979-2005 & 2008	Pay Studies & Holiday Buy Back	10/3/2023		GS063 & GS068	3 years after obsolete or suspended & 5 years	1/2/2024		
23-027	1959-2003	Personnel Files	10/2/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-028	1973-2003	Personnel Files	10/3/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-029	1967-2003	Personnel Files	10/3/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-030	1964-2002	Personnel Files	10/2/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-031	1986-2005	EEOC	10/3/2023		GS030	3 years	1/1/2024		
23-032	1997, 2001-2003	Copies of Budget Notes	10/3/2023		GS073	5 years	1/1/2024		
23-033	1972-2005	Temp/Seasonal Files	10/13/2023		GS114	5 years	1/1/2024		
23-034	1965-2003	Personnel Files	10/3/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-035	1964-2002	Personnel Files	10/3/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-036	1965-2002	Personnel Files	10/3/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024	10/29/24	KK

23-037	2008-2017	Temp/Seasonal Files	10/4/2023		GS114	5 years	1/1/2024	10/29/24	KK
23-039	2011-2014	Personnel Files	10/6/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-042	1980-2003	Personnel Files	10/6/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-043	2004-2005, 2013 & 2014	Personnel Files	10/6/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-047	2003-2014	Personnel Files	10/9/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-048	1966-2013	Personnel Files	10/9/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-050	2003-2018	Personnel Files	10/10/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-054	2011-2014	Personnel Files	10/10/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-057	2007-2014	Personnel Files	10/10/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-061	2006-2013	Personnel Files	10/11/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-062	1975-2014	Personnel Files & Seasonal Files	10/11/2023		GS026 & GS114	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years & 5 years	1/1/2024		
23-063	2006-2017	Seasonal Files	10/11/2023		GS114	5 years	1/1/2024		
23-065	1976-2005	Personnel Files	10/12/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-066	1969-2004	Personnel Files	10/13/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-067	1987-2004	Insurance Summaries	10/13/2023		GS118		1/1/2024		
23-068	1988-2004	Personnel Files	10/13/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-069	2003-2007	Personnel Files	10/13/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-070	1985-1989	Insurance Summaries	10/13/2023		GS118	6 years after end of calendar year	1/1/2024		
23-071	1991-2004	Training Materials	10/13/2023		GS064	5 years	1/1/2024		
23-072	2008-2014	Personnel Files	10/13/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-073	2004-2011	Personnel Files & Seasonal Files	10/16/2023		GS026 & GS114	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years & 5 years	1/1/2024		
23-074	2004-2008	Personnel Files & Seasonal Files	10/16/2023		GS026 & GS114	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years & 5 years	1/1/2024		
23-075	1994-2011	Personnel Files	10/17/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-076	2006-2009	Personnel Files	10/18/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-078	1988-2014	Personnel Files	10/19/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-079	2006-2014	Personnel Files	10/20/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-084	2007-2011	Personnel Files	10/20/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-087	2007-2014	Personnel Files & Medical Files	10/20/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-088	2010-2014	Personnel Files & Medical Files	10/20/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-090	2008-2014	Personnel Files	10/20/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-093	2002-2014	Personnel Files	10/24/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-094	1976-2006	Personnel Files	10/25/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-096	1987-2006	Personnel Files	10/26/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-100	1968-2013	Personnel Files	10/26/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-103	1978-2010	Personnel Files	10/26/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-104	2007	Personnel Files	11/10/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
23-105	2005, 2008 & 2010	Personnel Files	11/10/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024	10/29/24	KK

✓	23-106	2007, 2010 & 2011	Personnel Files	11/10/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024	10/29/24	KK
✓	23-107	2005, 2007-2010	Personnel Files	11/10/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
✓	23-108	2004-2006	Personnel Files	11/10/2023		GS026	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years	1/1/2024		
✓	23-109	2003-2007 & 2004-2011	Personnel Files	11/11/2023		GS026 & GS114	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years & 5 years	1/1/2024		
✓	23-117	2010-2021	Form I-9's	11/20/2023		GS031	3 years from date of hire, or 1 year after date of separation, whichever is later	1/1/2024		
*	23-118	1995-2009	Form I-9's	11/20/2023		GS031	3 years from date of hire, or 1 year after date of separation, whichever is later	1/1/2024	missing	
✓	23-119	2020 & 2022	Seasonal Files & Resumes	11/22/2023		GS026 & GS062	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years & Retain unsolicited applications and resumes 6 months if not returned to the solicitor	1/1/2024	10/29/24	KK

IN THE 7th JUDICIAL CIRCUIT, Clay COUNTY, MISSOURI

Division:

☐ Circuit/No. ____ ☐ Probate/No. ____

☒ Municipal ____ City of Gladstone, MO

Contact Person: Penny Sorenson

Phone Number: 816-423-4130

Email: pennys@gladstone.mo.us

(Date File Stamp)

Order of Destruction

Court Operating Rule 8 authorizes the presiding judge of the circuit court or the chair of the fine collection center advisory committee to issue orders of destruction of paper, microfilm or electronic records of the court, or center, respectively, which have met the retention schedules pursuant to the provisions of Court Operating Rule 8. All requirements under Court Operating Rule 8 have been satisfied.

The records listed below are not required to be transferred to the Missouri State Archives.

It is ordered that ____ (appointing authority) destroy the records described below.

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

The open case records are to be destroyed by ☐ burning ☐ shredding ☐ other: ____.

9/23/24
Date

Presiding Judge or Chair of the FCC Advisory Committee Signature

Per judge review

City of Gladstone
Departm COURT
Records Destruction List

Approval Signature: [illegible] Date: 9/24/24

BOX #:	DESCRIPTION	DATE SPAN	STATE RETENTION PERIOD	SCHEDULE NUMBER	LISTED DESTRUCTION DATE	DATE OF DESTRUCTION	CLERK INITIALS
21-283	TICKETS	8/27/2021	3		8/24/2024	10/29/24	KK
18-230	GL POSTING	2017-2018	5		7/21/2023		
19-258	TICKETS	Aug-19	3		8/1/2022		
18-245	TICKETS	10/1/2018	3		10/1/2021		
19-257	TICKETS	8/1/2019	3		8/1/2022		
19-256	TICKETS	8/1/2019	3		8/1/2022		
18-247	TICKETS	1/1/2019	3		8/1/2022		
19-260	TICKETS	11/7/2019	3		11/7/2022		
19-261	TICKETS	12/6/2019	3		12/6/2022		
19-246	TICKETS	1/1/2019	3		1/22/2022	10/29/24	KK
21-286	TICKETS	9/20/2021	3		9/20/2024	10/29/24	KK
21-280	TICKETS	8/4/2021	3		8/4/2024		
21-284	TICKETS	8/27/2021	3		8/27/2024		
21-279	TICKETS	11/16/2020	3		3/10/2024		
20-273	TICKETS	7/20/2020	3		7/20/2024		
20-275	TICKETS	11/16/2020	3		11/16/2023		
21-285	TICKETS	9/1/2021	3		9/1/2024		
20-272	TICKETS	6/1/2020	3		6/1/2023	10/29/24	KK
20-276	TICKETS	11/16/2020	3		11/16/2023	missing	KK

City of Gladstone
Department: Court

Records Destruction List

Approval Signature: _____ Date: _____

BOX #:	DESCRIPTION	DATE SPAN	STATE RETENTION PERIOD	SCHEDULE NUMBER	LISTED DESTRUCTION DATE	DATE OF DESTRUCTION	CLERK INITIALS
08-033	NON SERIOUS	1/1/2006	12		12/31/2021	10/29/24	KK
09-009	NON SERIOUS	7/1/2008	12		9/1/2021		
08-036	NON SERIOUS	1/1/2006	12		12/31/2021		
08-056	NON SERIOUS	1/1/2006	12		12/31/2021		
08-054	NON SERIOUS	6/1/2008	12		6/30/2020		
09-011	NON SERIOUS	7/1/2008	12		9/1/2021		
09-013	NON SERIOUS	7/1/2008	12		9/1/2021		
09-007	NON SERIOUS	7/1/2008	12		9/1/2021		
09-010	NON SERIOUS	7/1/2008	12		9/1/2021		
11-002	NON SERIOUS	7/1/2009	12		6/30/2022		
11-033	NON SERIOUS	7/1/2010	12		7/1/2023		
11-034	NON SERIOUS	7/1/2010	12		7/1/2023		
11-046	NON SERIOUS	7/1/2010	12		7/1/2023		
11-005	NON SERIOUS	7/1/2009	12		6/30/2022		
11-004	NON SERIOUS	7/1/2009	12		6/30/2022		
18-229	GL POSTING	2017-2018	5		7/1/2023	10/29/24	KK
20-233	BOND REC	07/01/2015-06/30/2019	5		6/30/2024	10/29/24	KK

City of Gladstone
Department: Court
Records Destruction List

Approval Signature: _____ Date: _____

BOX #:	DESCRIPTION	DATE SPAN	STATE RETENTION PERIOD	SCHEDULE NUMBER	LISTED DESTRUCTION DATE	DATE OF DESTRUCTION	CLERK INITIALS
20-276	TICKETS	07/20-11/20	3		Nov-23	10/29/24	KK
20-265	TICKETS	20-Feb	3		Feb-23		
20-270	TICKETS	20-Apr	3		Apr-23		
20-262	TICKETS	20-Jan	3		Jan-23		
20-271	TICKETS	20-May	3		23-May		
20-269	TICKETS	20-Mar	3		Mar-23		
08/038	TICKETS	Jan-06	3		Jan-10		
09-008	TICKETS	Jan-06	3		Aug-12	10/24/24	KK
11-035	NON SERIOUS	7/1/2010	12		7/1/2023	10/29/24	KK
12-001	NON SERIOUS	7/1/2011	12		7/1/2023		
09-012	NON SERIOUS	7/1/2008	12		9/1/2021		
09-014	NON SERIOUS	7/1/2008	12		9/1/2021		
08-039	NON SERIOUS	1/1/2006	12		12/31/2019		
11-006	NON SERIOUS	7/1/2009	12		6/30/2022		
11-038	NON SERIOUS	7/1/2010	12		7/1/2023		
11-067	NON SERIOUS	7/1/2010	12		7/1/2016		
11-039	NON SERIOUS	7/1/2010	12		7/1/2023		
11-003	NON SERIOUS	6/30/2010	12		6/30/2022		
11-001	NON SERIOUS	7/1/2009	12		6/30/2022	10/24/24	KK

City of Gladstone
Department: Legal
Records Destruction List

Approval Signature: _____ Date: 10/10/24

BOX #:	DESCRIPTION	DATE SPAN	STATE RETENTION PERIOD	SCHEDULE NUMBER	LISTED DESTRUCTION DATE	DATE OF DESTRUCTION	CLERK INITIALS
LG-11-01	Antenna Lease Files: AT&T Video Services;	Thru 2011		GS-060	4-2021	10/29/24	KK
LG-11-02	City of University City, et al. v. AT&T	Thru 2011		GS-058	4-2017	Destroyed 11/28/2017	
LG-11-03	City of University City, et al. v. AT&T	Thru 2011		GS-058	4-2017	Destroyed 11/28/2017	
LG-11-09	Bankruptcy Case Information - Years 2000-	2000-2009		GS-058	5-2018	10/29/24	KK
LG-12-10	Single Source Solid Waste (3 expandable	1974-2005		GS-058	3-2017	Destroyed 11/28/2017	
LG-13-11	Riverside Shooting Incident/Christopher	2008-2009		GS-058	4-2019	10/29/24	KK
LG-13-12	Gladstone Plaza Settlement, Community	2008		GS-058	4-2019		
LG-13-13	Community Development, MOJO's Bar,	2010-2012 2 boxes		GS-058	4-2019		
LG-13-14	LITIGATION: Stephanie Dye vs. City of	2006-2012		GS-058	4-2019		
LG-13-15	Law Enforcement Training documents,	1981-2013		GS-058	4-2018		
LG-13-16	Litigation: Bankruptcies 2010-2011, Vol. I, II,	2008-2011		GS-058	4-2019	10/29/24	KK

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

Approval Signature: _____ Date: 10-7-24

BOX #:	DESCRIPTION	DATE SPAN	STATE RETENTION PERIOD	SCHEDULE NUMBER	LISTED DESTRUCTION DATE	DATE OF DESTRUCTION	CLERK INITIALS
PRCAGCC-2024-1	Daily paperwork, credit card receipts and credit card refunds	July 2017 - September 2017	Audit +3	GS 011	Oct-20	10/29/24	KK
PRCAGCC-2024-2	Daily paperwork, credit card receipts and credit card refunds	October 2017 - December 2017	Audit +3	GS 011	Jan-21		
PRCAGCC-2024-3	Daily paperwork, credit card receipts and credit card refunds	January 2018 - March 2018	Audit +3	GS 011	Apr-21		
PRCAGCC-2024-4	Daily paperwork, credit card receipts and credit card refunds	April 2018 - June 2018	Audit +3	GS 011	Jul-21		
PRCAGCC-2024-5	Daily paperwork, credit card receipts and credit card refunds	July 2018 - September 2018	Audit +3	GS 011	Oct-21		
PRCAGCC-2024-6	Daily paperwork, credit card receipts and credit card refunds	October 2018 - December 2018	Audit +3	GS 011	Jan-22		
PRCAGCC-2024-7	Daily paperwork, credit card receipts and credit card refunds	January 2019 - March 2019	Audit +3	GS 011	Apr-22		
PRCAGCC-2024-8	Daily paperwork, credit card receipts and credit card refunds	April 2019 - June 2019	Audit +3	GS 011	Jul-22		
PRCAGCC-2024-9	Daily paperwork, credit card receipts and credit card refunds	July 2019 - September 2019	Audit +3	GS 011	Oct-22		
PRCAGCC-2024-10	Daily paperwork, credit card receipts and credit card refunds	October 2019 - January 2020	Audit +3	GS 011	Feb-23		
PRCAGCC-2024-11	Daily paperwork, credit card receipts and credit card refunds	January 2020 - June 2020	Audit +3	GS 011	Jul-23		
PRCAGCC-2024-12	Daily paperwork, credit card receipts and credit card refunds	July 2020 - September 2020	Audit +3	GS 011	Oct-23		
PRCAGCC-2024-13	Daily paperwork, credit card receipts and credit card refunds	October 2020 - December 2020	Audit +3	GS 011	Jan-24		
PRCAGCC-2024-14	Daily paperwork, credit card receipts and credit card refunds	January 2021 - May 2021	Audit +3	GS 011	Jun-24		
PRCAGCC-2024-15	Daily paperwork, credit card receipts and credit card refunds	June 2021 - July 2021	Audit +3	GS 011	Aug-24	10/29/24	KK

City of Gladstone

Department: Parks, Recreation & Cultural Arts

Records Destruction List

Approval Signature: _____ Date: 10-24-

	BOX #:	DESCRIPTION	DATE SPAN	STATE RETENTION PERIOD	SCHEDULE NUMBER	LISTED DESTRUCTION DATE	DATE OF DESTRUCTION	CLERK INITIALS
✓	PRCA-2021-5	Timesheets 01/2019 thru 12/2019; CY 2019 Leave Request Forms	01/2019-12/2019	3 yrs plus Audit	GS 028 & GS 029	Dec-22	10/29/24	KK
✓	PRCA-2021-4	Timesheets 01/2018 thru 12/2018	01/2018-12/2018	3 yrs plus Audit	GS 028	Dec-21		
✓	PRCA-2024-1	Recreation Sports Program Registration & Related Documents	2012-2016	3 yrs	GS 065	Dec-19		
✓	PRCA-2024-2	Recreation Sports Program Registration & Related Documents	2012-2016	3 yrs	GS 065	Dec-19		
✓	PRCA-2024-3	Recreation Sports Program Registration & Related Documents	2012-2016	3 yrs	GS 065	Dec-19		
✓	PRCA-2024-4	Recreation Sports Program Registration & Related Documents	2016-2020	3 yrs	GS 065	Dec-23		
✓	PRCA-2024-5	Recreation Sports Program Registration & Related Documents	2016-2020	3 yrs	GS 065	Dec-23		
✓	PRCA-2024-6	Unsuccessful Employee Applications/ Notes (2021 & May 2022); Individuals Contracts/Agreements (2018 & 2019); Employee Timesheets (Jan. 2020 to Jan. 2021); Employee Leave Requests (CY2020)	2018-2022	3 yrs plus Audit; 5 yrs; 1 yr	GS 028 & GS 029; GS 060; GS 062	Dec. 2023; Jan. 2024; May 2024	10/29/24	KK

City of Gladstone
Department: Public Works
Records Destruction List

Approval Signature: _____ Date: 10-9-24

BOX #:	DESCRIPTION	DATE SPAN	STATE RETENTION PERIOD	SCHEDULE NUMBER	LISTED DESTRUCTION DATE	DATE OF DESTRUCTION	CLERK INITIALS
✓ 19-621	Time Sheets	8/1/14-1/31/17	3 years plus completion of audit	GS-028	January 31, 2022	10/29/24	KK
✓ 19-628	Time Sheets	2/1/17-7/2/19	3 years plus completion of audit	GS-028	July 2, 2024	10/29/24	KK

City of Gladstone
Department Police/Fire/Animal Control
Records Destruction List

Approval Signature: _____ Date: 9/25/24

BOX #:	DESCRIPTION	DATE SPAN	STATE RETENTION PERIOD	SCHEDULE NUMBER	LISTED DESTRUCTION DATE	DATE OF DESTRUCTION	CLERK INITIALS
~~RC Box~~	~~Date Span of Record~~	~~Date to Storage~~	~~Record Copy~~	~~Description of Record~~	~~State Authority~~	~~Retention Period (years)~~	~~Date Record~~
PS 17-45	EMS Reports 170000000-170000698	2017	5 years	AMBU 017	2022	10/29/24	KK
PS 17-46	EMS Reports 170000701-170001499	2017	5 years	AMBU 017	2022		
PS 17-47	EMS Reports 170001500-170002299	2017	5 years	AMBU 017	2022		
PS 18-03	EMS Reports 170002300-170003099	2017	5 years	AMBU 017	2022		
PS 18-04	EMS Reports 170003100-170003940	2017	5 years	AMBU 017	2022		
PS 18-16	Applications - CO, PO, P/FF	01/2017-04/2018	5 years		2023		
PS 18-17	2017 Payroll - Pay Periods 1 - 12	12/7/16 - 5/23/17	5 years	GS 028	2022		
PS 18-18	2017 Payroll - Pay Periods 13 - 25	05/24/17 - 11/21/17	5 Years	GS 028	2022		
PS 18-31	EMS Reports 170003941-170004270	2017	5 Years	Ambu 017	2023	missing	
PS 18-67	2018 Records Requests	2018	3 Years	GS 066	2022	10/29/24	KK
PS 18-68	2018 Records Requests	2018	3 Years	GS 066	2022		
PS 19-08	Officer/School Crossing Guard Applications	10/17 - 11/17	5 years		2022		
PS 19-09	Officer/School Crossing Guard	11/17 -06/18	5 years		2023		
PS 19-10	Officer/School Crossing Guard	06/18 - 12/18	5 years		2023		
PS 20-13	2018 - 2019 Records Requests	2018 - 2019	3 years	GS 066	2023		
PS 20-14	2019 Records Requests	2019	3 years	GS 066	2023		
PS 20-15	2019 Records Requests	2019	3 years	GS 066	2023		
PS 21-35	2017 Personnel Orders (LE, Support & Fire)	2017	5 years	POL 008	2023		
PS 18-31	EMS Reports 170003941-170004270	2017	5 Years	AMBU 017	2023		
PS 18-32	EMS Reports 180000002-180000757	2018	5 Years	AMBU 017	2024		
PS 18-33	EMS Reports 180000758-180001614	2018	5 Years	AMBU 017	2024		
PS 18-34	Police Reports and Intelligence - Crime Analy	2013-2018	5 years		2024		
PS 18-35	Police Reports and Intelligence - Crime Analy	2013-2018	5 Years		2024		
PS 18-58	EMS Reports 180001615-180001983	2018	5 years	AMBU 017	2024		
PS 18-59	EMS Reports 180001995-180002797	2018	5 years	AMBU 017	2024		
PS 18-69	EMS Repors 180002800-180003499			AMBU 017	2024		
PS 19-01	CALEA Assessment Ch1-15				2024		
PS 19-02	CALEA Assessment Ch 16-31				2024		
PS 19-03	CALEA Assessment Ch 32-35.1.5				2024		
PS 19-04	CALEA Assessment Ch 35.1.6-44				2024		
PS 19-05	CALEA Assessment Ch 45-61.1.13				2024		
PS 19-06	CALEA Assessment Ch 62.2.1 - 73				2024	10/29/24	KK

PS 19-07	CALEA Assessment Ch 74-91				2024	10/29/24	KK
PS 19-16	EMS Reports 180003500 - 180004203				2024		
PS 19-20	2017 Payroll - Pay Periods 26 - Sept. 11, 2018				2024		
PS 20-22	Records Requests Jan2020-June2020 ~~2 boxes~~						
PS 20-25	Police Officer/Communications Officer/School Crossing Guard Applications/Records Clerk/Part-Time Customer Service				2024		
PS 20-26	Police Officer/Communications Officer/School Crossing Guard Applications/Records Clerk/Part-Time Customer Service				2024		
PS 21-16	2020 Records Requests July-December	2020	3 years		2024		
PS 21-34	Payroll - PP 17-21- Sept 2018-July 2019				2024	10/29/24	KK
PS 21-35	~~Duplicate~~ Duplicate				2024	10/29/24	KK
PS 21-36	RFP Architect Proposals for new Police Station				2024	10/29/24	KK
PS 21-37	RFP Architect Proposals for new Police Station				2024		
PS 22 - 06	2016 Arrest Booking Sheets	2016					
PS 22 - 07	2016 Arrest Booking Sheets	2016					
PS 22 - 08	2016 Arrest Booking Sheets	2016					
PS 22 - 09	2016 Arrest Booking Sheets	2016					
PS 22 - 10	2016 Arrest Booking Sheets	2016					
PS 22 - 11	2016 Arrest Booking Sheets	2016					
PS 22 - 12	2016 Arrest Booking Sheets	2016					
PS 22 - 13	2016 Arrest Booking Sheets	2016					
PS 22 - 14	2016 Arrest Booking Sheets	2016					
PS 22 - 15	2016 Arrest Booking Sheets	2016					
PS 22 - 16	2016 Arrest Booking Sheets	2016					
PS 22 - 17	2016 Arrest Booking Sheets	2016					
PS 22 - 18	2016 Arrest Booking Sheets	2016				10/29/24	KK
PS 22 - 19	2017 Arrest Booking Sheets	2016				missing - see email attached	
PS 22 - 20	2017 Arrest Booking Sheets	2016				missing shredded	
PS 22 - 21	2017 Arrest Booking Sheets	2016				missing prior to	
PS 22 - 22	2017 Arrest Booking Sheets	2016				missing 10/29/24	
PS 22 - 23	2017 Arrest Booking Sheets					missing KK	
PS 22 - 24	2017 Arrest Booking Sheets					missing	
PS 23 - 04	LE Personnel Orders - 2018/2019					10/29/24	KK
PS23-07	Arrest/Booking Sheets						
PS23 - 08	Arrest/Booking Sheets						
PS23 - 09	Arrest/Booking Sheets						
PS23 - 10	Arrest/Booking Sheets						
PS23- 11	Arrest/Booking Sheets						
PS23 - 12	Arrest/Booking Sheets						
PS23 - 13	Arrest/Booking Sheets						
PS23 - 14	Arrest/Booking Sheets						
PS23 - 15	Arrest/Booking Sheets					10/29/24	KK

✓	PS23 - 16	General Orders - Copies					10/29/24	KK
✓	PS23- 17	General Orders - Copies					10/29/24	KK

Kris Keller

From: Andrea Kitelinger
Sent: Tuesday, October 29, 2024 8:55 AM
To: Kris Keller
Subject: RE: Missing Record Boxes

Mystery solved! Boxes 22-19 through 22-24 were boxed up right before we moved out for construction. They were put into the old roll call room downstairs with other records dept. documents. When we moved into the new station and that room was cleaned out those boxes were shredded.

From: Kris Keller
Sent: Tuesday, October 29, 2024 8:23 AM
To: Andrea Kitelinger <andreak@gladstone.mo.us>
Subject: Missing Record Boxes

Hi Andrea. We are missing the following boxes:

PS 18-31
PS 22-19
PS 22-20
PS 22-21
PS 22-22
PS 22-23
PS 22-24

Thanks!

City of Gladstone
Department: Community Development
Records Destruction List

Approval Signature: _____ Date: 10/7/24

BOX #:	DESCRIPTION	DATE SPAN	STATE RETENTION PERIOD	SCHEDULE NUMBER	LISTED DESTRUCTION DATE	DATE OF DESTRUCTION	CLERK INITIALS
RC Box	Date Span of Record	Date to Storage	Record Copy	Description of Record	State Authority	~~Retention Period (years)~~	~~Date Record~~
✓ 19-009	2016-2017	2019	GS096	Back Flow Test Results	12-1-22	5 years 10/29/24	KC
✓ 15-003	12-01301- 12-01842	2015	GS049	Property mantencine	1-2018	3 years after final Disposition 10/29/24	KC

R24-62

MIDWEST SHREDDING SERVICE, LLC.

Family Owned and Operated since1985

This letter is to confirm the destruction of records picked up from The City of Gladstone on October 29, 2024.

- 320 Boxes of Paper Destroyed Onsite

Said material was destroyed by shredding and disposed of by Midwest Shredding Service. We sincerely appreciate your business and hope our services have been of assistance to you.

Sincerely,

Travis Batliner
Sales Manager

AAA NAID CERTIFIED

North Facility : 501 N. Atlantic, Kansas City, MO 64116
Tel : 816-471-6720 Fax : 816-471-6722 www.midwestshredding.com