

MINUTES OF A REGULAR MEETING OF THE MARCELINE CITY COUNCIL
February 19, 2019

The Marceline City Council met in regular session on February 19, 2019 at 5:30 p.m. in the Council Chambers of City Hall, Mayor Tyson Brammer presiding. Council members present were Sallie Buck, and Liz Cupp. Councilman Jeri Holt and Councilwoman Natalie Wellman were absent. Staff attending: City Attorney William Devoy, City Manager Richard Hoon, City Clerk Lindsay Krumpelman, Electric Superintendent Dean Gauthier, Street Superintendent Ed Ewigman, Pool Manager Gary Birdsong, Police Chief Robert Donelson, Officer Chris Murray, and Water Plant Operator Matt Gibson. Others Present: Linda Linebaugh, Eric Thurman and Mary Hill.

Mayor Tyson Brammer led the assembly in the Pledge of Allegiance and called the meeting to order at 5:30 pm.

APPROVAL OF THE MINUTES, AND FINANCIAL REPORTS:

Councilwoman Buck moved to approve the minutes. Councilwoman Cupp seconded the motion. The motion carried unanimously. Councilwoman Buck moved to approve the financial reports. Mayor Brammer seconded the motion. The vote was two in the affirmative and one in the negative, with Councilwoman Cupp voting in the negative.

REPORTS OF COUNCIL, OFFICERS, BOARDS AND COMMITTEES:

City Department Updates: Street Superintendent Ed Ewigman reported they were plowing snow and spreading salt. He reported their salt supply is getting low, but he found a supplier for more salt. The price is double what it was in the past due to the short supply.

Electric Superintendent Dean Gauthier reported they had two power outages, one was wire related and the other was transformer related. They plan to continue tree cutting as much as the weather allows.

Police Chief Donelson reported they are watching them plow snow and handling business as usual.

Water Plant Operator Matt Gibson reported that they have had four (4) water breaks. They are producing more water than normal due to the weather conditions, with Rural Water taking more than normal as well.

Pool Manager Gary Birdsong reported they finished their first round of swim lessons with 15 kids. He reported the dome is scheduled to come down following Alumni Weekend. Pool Manager Birdsong concluded stating he is in talks with the school for a swimming lesson program to do during Summer School and/or the regular school year.

Councilwoman Buck inquired if when water is shut-off for non-payment is the electricity shut-off as well. City Manager Hoon responded it was. He reported they did delay shut-offs recently due to the extreme cold.

City Clerk Update: City Clerk Lindsay Krumpelman reported the auditors were here and will be coming back to complete their on-site work in the near future. She reported she has focused on record retention. She stated she is recording the City's records in her excel document to determine retention length and to record their location. City Clerk Krumpelman thanked Street Superintendent Ewigman and his crew for building the extra set of shelving and table for the backroom. City Manager thanked them as well for moving the chamber door.

City Manager Update: City Manager Richard Hoon reported that he is working on the Certified Local Government (CLG) ordinance for historic preservation. He reported the COE town hall was cancelled. City Manager Hoon reported he met with the new Economic Development Representative for our area and she has taken a special interest in the Business Complex and what can be done with it.

Council Update: none.

BOARD / COMMITTEE APPOINTMENTS:

Airport Board: City Manager Hoon reported that Gary Carlson has applied to be re-appointed to the Airport Board and no other applications were received. Mayor Brammer appointed Gary Carlson to the Airport Board for a four (4) year term to expire on February 28, 2023.

CITIZENS PARTICIPATION:

Linda Linebaugh thanked God and Electric Superintendent Dean Gauthier for keeping the electric on. She thanked Street Superintendent Ewigman and his crew for how they handle the snow events. She thanked City Manager Hoon for keeping the public informed. She inquired if water lines are being replaced during the water leak repairs since she knew we had a budget line item for new water lines. City Manager Hoon reported all the new water line was purchased for a specific project as outlined in the Five-Year Plan. He informed her that how the water lines are repaired is dependent on the circumstances of the leak. Linda Linebaugh inquired if Carol Logue accepted the new position. Pool Manager Gary Birdsong responded she is serving as the Part-Time Activities Director / Head Lifeguard.

Mayor Brammer thanked the Police Department and the Water / Wastewater Departments for what they do.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Water Leak Adjustment – Bill No. 19-02.001: City Manager Hoon reported the City's current policy concerning water leak adjustments is an unwritten one. He reported he researched what other cities' policies are and discussed it at a recent MPUA roundtable. City Manager Hoon reported the prepared bill is based on what other cities do, what the city has done and the past and what would work best for the city. He stated the bill will allow for more consistency and clear parameters of when a water leak adjustment may be granted. The Council discussed the topic. Councilwoman Cupp moved that Bill No. 19-02.001 relating to water leak adjustments be read twice by title only. Councilwoman Buck seconded the motion. A voice vote carried the motion. City Clerk Krumpelman read Bill No. 19-02.001 twice by title only. Councilwoman Cupp moved that Bill No. 19-02.001 be approved. Councilwoman Buck seconded the motion. The following roll call vote carried the motion: Councilwoman Cupp – aye, Councilwoman Buck – aye, and Mayor Brammer – aye. This bill is assigned Ordinance Number 19-02.01.

Variance Request – Height Limitation – Garret Phillips: City Manager Hoon reported this variance request is an "after-the-fact" request. He reported due to some miscommunication on both sides, and it was discovered after the trusses and roofing was completed in January that the height of the building is 21 feet which is above the 15 feet limitation. He reported he met with Mr. Bixenman (Building Permit Applicant) and the Contractor about the issue. He went on to report, that on February 11, 2019, the Planning Commission held a meeting and discussed the issue and noted that if the request was brought in ahead of construction it would have been approved. The Council discussed the topic. Councilwoman Cupp moved to approve the "after-the-fact" variance request – height limitation for property owned by Garrett Phillips. Councilwoman Buck seconded the motion. The motion carried.

Wine & Art Stroll – Tasting Permit and Street Closure: City Manager Hoon reported Downtown Marceline is applying for a Tasting Permit and street closure for their annual Wine & Art Stroll event. He noted that last year, they found out that access to Dollar General was prohibited due to the removal of the unnamed road to the East of Ripley Park, so they allowed two-way traffic on the alley access from Gracia which was sufficient for the time period. That same action will be taken again, if the closure is approved. City Manager Hoon noted that the date and the time of the event is different, as it starts/ends one hour later and was moved to September. After a short discussion, Councilwoman Buck moved to approve the Tasting Permit for September 7, 2019 from 5:00 pm to

9:00 pm, close Main Street USA from California Avenue to Gracia Street from 3:00 pm to 10:00 pm, and the event be held on the City Sidewalks along Main Street USA and on Main Street USA on September 7, 2019. Councilwoman Cupp seconded the motion. The motion carried.

Car Show – Street Closure: City Manager Hoon reported they have received a street closure request for the Annual Main Street USA Car Show to be held on May 11, 2019, which is the same day as the Chocolate Walk and Alumni Weekend. He noted that the closure request should be for Main Street USA from California to Ritchie, not Howell. After a short discussion, Councilwoman Buck moved to approve the street closure of Main Street USA from Ritchie to California and the 100 block of East California from Main Street USA to the Museum Property on May 11, 2019 from 7:00 am to 4:00 pm. Councilwoman Cupp seconded the motion. The motion carried.

Record Retention – Destruction of Records: City Clerk Krumpelman reported she is presenting a list of records to be destroyed. She stated the listed records are beyond their retention value based on the state record retention schedule. City Clerk Krumpelman reported, that if approved, the records will be burned when the Street Department do their annual dump clean-up and brush burn. After a brief discussion, Councilwoman Cupp moved to destroy the presented records as listed. Councilwoman Buck seconded the motion. The motion carried. (The list of approved records for destruction is attached).

With no further business, Councilwoman Buck moved to adjourn. Councilwoman Cupp seconded the motion. The motion carried and the meeting was adjourned at 5:58 pm.


Tyson Brammer, Mayor

ATTEST:

Lindsay Krumpelman, City Clerk

Approved Records for Destruction

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Record Name	Code Name	Location	Code	Code Type	Year End/ Expiration/	Retention (Yrs)	Retention Note	Destroy Date	Disposition	Destroy Securely	Vital Record	
					COA							
A/P Direct Item Register FY 13-14	Accounts Payable Records	BR-T-1F	GS 007	Financial Records	2015	1	completion of audit	2016	destroy	no	no	
A/P Check Register FY13-14	Accounts Payable Records	BR-T-1F	GS 007	Financial Records	2015	1	completion of audit	2016	destroy	no	no	
A/P Dept. Register FY13-14	Accounts Payable Records	BR-T-1F	GS 007	Financial Records	2015	1	completion of audit	2016	destroy	no	no	
A/P Direct Item Register FY 12-13	Accounts Payable Records	BR-T-1F	GS 007	Financial Records	2014	1	completion of audit	2015	destroy	no	no	
A/P Check Register FY12-13	Accounts Payable Records	BR-T-1F	GS 007	Financial Records	2014	1	completion of audit	2015	destroy	no	no	
A/P Dept. Register FY12-13	Accounts Payable Records	BR-T-1F	GS 007	Financial Records	2014	1	completion of audit	2015	destroy	no	no	
A/P Reports FY10-11	Accounts Payable Records	BR-T-1E	GS 007	Financial Records	2012	1	completion of audit	2013	destroy	no	no	
Unposting FY10-11	Accounts Payable Records	BR-T-1E	GS 007	Financial Records	2012	1	completion of audit	2013	destroy	no	no	
A/P Direct Register, Check Register, Ded Register, Un-Post Reg FY14-15 & FY 15-16	Accounts Payable Records	BR-Floor	GS 007	Financial Records	2017	1	completion of audit	2018	destroy	no	no	
Utility General Ledger FY13-14	Accounts Receivable Records	BR-T-1F	GS 008	Financial Records	2015	1	completion of audit	2016	destroy	no	no	
Utility Account Balance FY13-14	Accounts Receivable Records	BR-T-1F	GS 008	Financial Records	2015	1	completion of audit	2016	destroy	no	no	
Bank Draft Info Adjustments FY10-11	Accounts Receivable Records	BR-T-1E	GS 008	Financial Records	2012	1	completion of audit	2013	destroy	no	no	
Invoices - No. 9271, 9247, 9272, 9262 (2001)	Accounts Receivable Records	BR-Floor	GS 008	Financial Records	2003	1	completion of audit	2004	destroy	no	no	
Special Road District Invoice (N. Bartholemew) March 28, 2003	Accounts Receivable Records	BR-Floor	GS 008	Financial Records	2004	1	completion of audit	2005	destroy	no	no	
Special Road District Invoices (N. Bartholemew) 2005-2007	Accounts Receivable Records	BR-Floor	GS 008	Financial Records	2008	1	completion of audit	2009	destroy	no	no	
Sales Tax Distribution Reports 2000-2007	Accounts Receivable Records	BR-Floor	GS 008	Financial Records	2009	1	completion of audit	2010	destroy	no	no	
Cash Collection History Report - 2005	Accounts Receivable Records	BR-Floor	GS 008	Financial Records	2007	1	completion of audit	2008	destroy	no	no	
Sales Tax Distribution Reports 2011	Accounts Receivable Records	BR-Floor	GS 008	Financial Records	2013	1	completion of audit	2014	destroy	no	no	
Health Insurance Transfers FY 12-13	Banking and Investment Records	BR-T-1F	GS 010	Financial Records	2014	1	plus completion of audit	2015	destroy	no	no	
Health Insurance Transfers FY 13-14	Banking and Investment Records	BR-T-1F	GS 010	Financial Records	2015	1	plus completion of audit	2016	destroy	no	no	
Health Insurance Transfers FY 14-15	Banking and Investment Records	BR-T-1F	GS 010	Financial Records	2016	1	plus completion of audit	2017	destroy	no	no	
Health Insurance Transfers FY 15-16	Banking and Investment Records	BR-T-1F	GS 010	Financial Records	2017	1	plus completion of audit	2018	destroy	no	no	
Health Insurance Transfers FY 16-17	Banking and Investment Records	BR-T-1F	GS 010	Financial Records	2018	1	plus completion of audit	2019	destroy	no	no	
Dental Transfers FY 12-13	Banking and Investment Records	BR-T-1F	GS 010	Financial Records	2014	1	plus completion of audit	2015	destroy	no	no	
Dental Transfers FY 13-14	Banking and Investment Records	BR-T-1F	GS 010	Financial Records	2015	1	plus completion of audit	2016	destroy	no	no	
Dental Transfers FY 14-15	Banking and Investment Records	BR-T-1F	GS 010	Financial Records	2016	1	plus completion of audit	2017	destroy	no	no	
Dental Transfers FY 15-16	Banking and Investment Records	BR-T-1F	GS 010	Financial Records	2017	1	plus completion of audit	2018	destroy	no	no	
Dental Transfers FY 16-17	Banking and Investment Records	BR-T-1F	GS 010	Financial Records	2018	1	plus completion of audit	2019	destroy	no	no	
Vision Transfers FY 12-13	Banking and Investment Records	BR-T-1F	GS 010	Financial Records	2014	1	plus completion of audit	2015	destroy	no	no	
Vision Transfers FY 13-14	Banking and Investment Records	BR-T-1F	GS 010	Financial Records	2015	1	plus completion of audit	2016	destroy	no	no	
Vision Transfers FY 14-15	Banking and Investment Records	BR-T-1F	GS 010	Financial Records	2016	1	plus completion of audit	2017	destroy	no	no	
Vision Transfers FY 15-16	Banking and Investment Records	BR-T-1F	GS 010	Financial Records	2017	1	plus completion of audit	2018	destroy	no	no	
Vision Transfers FY 16-17	Banking and Investment Records	BR-T-1F	GS 010	Financial Records	2018	1	plus completion of audit	2019	destroy	no	no	
Budget Preparation Documents FY 13-14 & FY 14-15	Budget Preparation Records	BR-T-1F	GS 004	Financial Records	2016	0	completion of audit	2016	destroy	no	no	
Utility Deposit Listing FY13-14	Customer Service Deposit File	BR-T-1F	M1603	Utilities (Gas, Electric, Water, Steam)	2015	2	after deposit is refunded	2017	destroy	no	no	
Unpaid Receipts 1998-2009 Real Estate & Personal Property Report	Delinquent Tax Report Files	BR-Floor	M0745	Financial and Accounting	2009	6	except certificate of redemption, which nee	2015	destroy	no	no	
Employee Open Enrollment FY 2012-2013	Employee Benefit Records- expiration	BR-T-1F	GS 032.2	Personnel Records	2014	3	after eligibility expired	2017	destroy securely	yes	no	
Employee Open Enrollment FY 2013-2014	Employee Benefit Records- expiration	BR-T-1F	GS 032.2	Personnel Records	2015	3	after eligibility expired	2018	destroy securely	yes	no	
Employee Open Enrollment FY 2014-2015	Employee Benefit Records- expiration	BR-T-1F	GS 032.2	Personnel Records	2016	3	after eligibility expired	2019	destroy securely	yes	no	
Federal Wage Withholding Reports 2003-2005	Federal and State Tax Records	BR-Floor	GS 034	Personnel Records	2005	5		0	2010	destroy securely	yes	no
Missouri Quarterly Contribution & Wage Report 2001-2005	Federal and State Tax Records	BR-Floor	GS 034	Personnel Records	2005	5		0	2010	destroy securely	yes	no
American Community Mutual Insurance Co Premium Statements 2003-2007	Insurance Policy Records	BR-Floor	GS 056	Financial Records	2008	6	retained until cancelled or expired	2014	destroy securely	yes	yes	
WMS Prescription Drug Plans Invoices 2004, 2006-2008	Insurance Policy Records	BR-Floor	GS 056	Financial Records	2009	6	retained until cancelled or expired	2015	destroy securely	yes	yes	
Meter Books FY13-FY14	Meter Books	BR-T-1E	M1610	Utilities (Gas, Electric, Water, Steam)	2014	5		0	2019	destroy	no	no
Meter Books January 2012 - October 2012	Meter Books	BR-T-1E	M1610	Utilities (Gas, Electric, Water, Steam)	2012	5		0	2017	destroy	no	no
Meter Sheets FY11	Meter Books	BR-T-1E	M1610	Utilities (Gas, Electric, Water, Steam)	2012	5		0	2017	destroy	no	no
Meter Books January 2008-2009	Meter Books	BR-T-1E	M1610	Utilities (Gas, Electric, Water, Steam)	2009	5		0	2014	destroy	no	no
A/P Reports FY 11-12	Payroll Records	BR-T-1E	GS 068	Financial Records	2013	5		0	2018	destroy securely	yes	no
Unposting FY Nov. 11- April 12	Payroll Records	BR-T-1E	GS 068	Financial Records	2013	5		0	2018	destroy securely	yes	no
All Payroll Reports FY 11-12	Payroll Records	BR-T-1E	GS 068	Financial Records	2012	5		0	2017	destroy securely	yes	no

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Record Name	Code Name	Location	Code	Code Type	Year End/ Expiration/ COA	Retention (Yrs)	Retention Note	Destroy Date	Disposition	Destroy Security	Vital Record
All Payroll Reports FY10-11	Payroll Records	BR-T-1E	GS 068	Financial Records	2011	5		2016	destroy securely	yes	no
Payroll Preliminary Calculations FY 13-14 (4 files)	Payroll Records	BR-T-1F	GS 068	Financial Records	2014	5		2019	destroy securely	yes	no
Payroll Direct Deposit Stubs FY 13-4 (4 files)	Payroll Records	BR-T-1F	GS 068	Financial Records	2014	5		2019	destroy securely	yes	no
Payroll Direct Deposit Register FY 13-14	Payroll Records	BR-T-1F	GS 068	Financial Records	2014	5		2019	destroy securely	yes	no
Payroll Register FY 13-14 (4 files)	Payroll Records	BR-T-1F	GS 068	Financial Records	2014	5		2019	destroy securely	yes	no
Payroll Check Register FY 13-14	Payroll Records	BR-T-1F	GS 068	Financial Records	2014	5		2019	destroy securely	yes	no
Payroll Deduction Register FY 13-14 (4 files)	Payroll Records	BR-T-1F	GS 068	Financial Records	2014	5		2019	destroy securely	yes	no
Payroll A/P Direct Item Register FY 13-14	Payroll Records	BR-T-1F	GS 068	Financial Records	2014	5		2019	destroy securely	yes	no
Payroll A/P Check Register FY 13-14	Payroll Records	BR-T-1F	GS 068	Financial Records	2014	5		2019	destroy securely	yes	no
Payroll A/P Department Register FY 13-14 (4 files)	Payroll Records	BR-T-1F	GS 068	Financial Records	2014	5		2019	destroy securely	yes	no
Paystubs (2011)- 1/7, 5/27, 7/8, 8/16, 8/29, 9/16, 10/28	Payroll Records	BR-T-1F	GS 068	Financial Records	2011	5		2016	destroy securely	yes	no
Fire Dept Payroll Records FY 10-11	Payroll Records	BR-T-1F	GS 068	Financial Records	2011	5		2016	destroy securely	yes	no
Fire Dept Payroll Records FY 11-12	Payroll Records	BR-T-1F	GS 068	Financial Records	2012	5		2017	destroy securely	yes	no
Fire Dept Payroll Records FY 12-13	Payroll Records	BR-T-1F	GS 068	Financial Records	2013	5		2018	destroy securely	yes	no
Fire Dept Payroll Records FY 13-14	Payroll Records	BR-T-1F	GS 068	Financial Records	2014	5		2019	destroy securely	yes	no
Paystubs 2008	Payroll Records	BR-Floor	GS 068	Financial Records	2008	5		2013	destroy securely	yes	no
Paystubs 2007	Payroll Records	BR-Floor	GS 068	Financial Records	2007	5		2012	destroy securely	yes	no
Fire Dept Payroll Records FY 05-06	Payroll Records	BR-Floor	GS 068	Financial Records	2006	5		2011	destroy securely	yes	no
Payroll Reports FY 2004-2005	Payroll Records	BR-Floor	GS 068	Financial Records	2005	5		2010	destroy securely	yes	no
Payroll Reports FY 2006-2007	Payroll Records	BR-Floor	GS 068	Financial Records	2007	5		2012	destroy securely	yes	no
Purchase Orders E-M FY13-14	Purchasing Records	BR-T-1F	GS 009	Financial Records	2015	3 plus completion of audit		2018	destroy	no	no
Purchase Orders A-D FY13-14	Purchasing Records	BR-T-1F	GS 009	Financial Records	2015	3 plus completion of audit		2018	destroy	no	no
Purchase Orders HD supply, Waterworks-2 FY12-13	Purchasing Records	BR-T-1E	GS 009	Financial Records	2014	3 plus completion of audit		2017	destroy	no	no
Purchase Orders A-HD Supply Utilities FY12-13	Purchasing Records	BR-T-1E	GS 009	Financial Records	2014	3 plus completion of audit		2017	destroy	no	no
Purchase Orders Misc-2 FY11-12	Purchasing Records	BR-T-1F	GS 009	Financial Records	2013	3 plus completion of audit		2016	destroy	no	no
Purchase Orders A-D FY11-12	Purchasing Records	BR-T-1F	GS 009	Financial Records	2013	3 plus completion of audit		2016	destroy	no	no
Purchase Orders E-M FY11-12	Purchasing Records	BR-T-1F	GS 009	Financial Records	2013	3 plus completion of audit		2016	destroy	no	no
Purchase Orders A-Ha FY10-11	Purchasing Records	BR-T-1F	GS 009	Financial Records	2012	3 plus completion of audit		2015	destroy	no	no
Purchase Orders Hb-Z FY10-11	Purchasing Records	BR-T-1F	GS 009	Financial Records	2012	3 plus completion of audit		2015	destroy	no	no
Purchase Orders FY 09-10 Box 3	Purchasing Records	BR-T-1F	GS 009	Financial Records	2011	3 plus completion of audit		2014	destroy	no	no
Sales Tax Returns 2003-2007	Purchasing Records	BR-Floor	GS 009	Financial Records	2009	3 plus completion of audit		2012	destroy	no	no
Purchase Orders FY 07-08	Purchasing Records	BR-Floor	GS 009	Financial Records	2009	3 plus completion of audit		2012	destroy	no	no
Purchase Orders FY 2006-2007 (2 boxes)	Purchasing Records	BR-Floor	GS 009	Financial Records	2008	3 plus completion of audit		2011	destroy	no	no
Purchase Orders FY 2008-2009	Purchasing Records	BR-Floor	GS 009	Financial Records	2010	3 plus completion of audit		2013	destroy	no	no
Daily Cash Collections Nov 10-Feb 11	Real Estate Tax Records	BR-Floor	M0749	Financial and Accounting	2012	6 evaluate for historical purposes		2018	destroy	no	no
Daily Cash Collections Register Nov 11-Jan 12	Real Estate Tax Records	BR-Floor	M0749	Financial and Accounting	2013	6 evaluate for historical purposes		2019	destroy	no	no
Daily Cash Collections Register Nov 11-Jan 12 #2	Real Estate Tax Records	BR-Floor	M0749	Financial and Accounting	2013	6 evaluate for historical purposes		2019	destroy	no	no
Cash Collections Receipt Register Jan 12-June 12	Real Estate Tax Records	BR-Floor	M0749	Financial and Accounting	2012	6 evaluate for historical purposes		2018	destroy	no	no
Daily Cash Collections Reg April 12-June 12	Real Estate Tax Records	BR-Floor	M0749	Financial and Accounting	2012	6 evaluate for historical purposes		2018	destroy	no	no
Real Estate Tax Receipt - Pd 2001 - Kenneth & Kathy Jansen (Receipt 11138 0)	Real Estate Tax Records	BR-Floor	M0749	Financial and Accounting	2001	6 evaluate for historical purposes		2007	destroy	no	no
Real Estate Tax Receipt - Pd 2000 - Bobby & Doris Belt (Receipt 132 0)	Real Estate Tax Records	BR-Floor	M0749	Financial and Accounting	2000	6 evaluate for historical purposes		2006	destroy	no	no
Daily Cash Collection Register August 20, 2010-October 29, 2010	Real Estate Tax Records	BR-Floor	M0749	Financial and Accounting	2010	6 evaluate for historical purposes		2016	destroy	no	no
Cash Collection Receipt Register Sept 2010-October 2010	Real Estate Tax Records	BR-Floor	M0749	Financial and Accounting	2010	6 evaluate for historical purposes		2016	destroy	no	no
Daily Cash Collection Register March 22, 2010-May 28, 2010	Real Estate Tax Records	BR-Floor	M0749	Financial and Accounting	2010	6 evaluate for historical purposes		2016	destroy	no	no
Daily Cash Collection Register Jan 13, 2018 - March 29, 2010	Real Estate Tax Records	BR-Floor	M0749	Financial and Accounting	2010	6 evaluate for historical purposes		2016	destroy	no	no
Cash Collection Receipt Register Nov 02, 2009 - March 30, 2010	Real Estate Tax Records	BR-Floor	M0749	Financial and Accounting	2010	6 evaluate for historical purposes		2016	destroy	no	no
Daily Cash Collection Register June 01, 2010 - August 19, 2010	Real Estate Tax Records	BR-Floor	M0749	Financial and Accounting	2010	6 evaluate for historical purposes		2016	destroy	no	no
Tax Payment Register November 2010-October 2011	Real Estate Tax Records	BR-Floor	M0749	Financial and Accounting	2011	6 evaluate for historical purposes		2017	destroy	no	no
Tax Adjustment Register November 2010-October 2011	Real Estate Tax Records	BR-Floor	M0749	Financial and Accounting	2011	6 evaluate for historical purposes		2017	destroy	no	no
Daily Cash Collection Register Nov 02, 2009 - Jan 11, 2010	Real Estate Tax Records	BR-Floor	M0749	Financial and Accounting	2010	6 evaluate for historical purposes		2016	destroy	no	no
Tax Payment Register November 2008-October 2009	Real Estate Tax Records	BR-Floor	M0749	Financial and Accounting	2009	6 evaluate for historical purposes		2015	destroy	no	no
Real Estate Tax List 2007	Real Estate Tax Records	BR-Floor	M0749	Financial and Accounting	2007	6 evaluate for historical purposes		2013	destroy	no	no
Daily Cash Collection Packets Nov 2010- Dec 2010	Real Estate Tax Records	BR-Floor	M0749	Financial and Accounting	2010	6 evaluate for historical purposes		2016	destroy	no	no

Approved Records for Destruction

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Record Name	Code Name	Location	Code	Code Type	Year End/ Expiration/ COA	Retention (Yrs)	Retention Note	Destroy Date	Disposition	Destroy Security	Vital Record
Daily Cash Collection Packets Aug 2010 - October 2010	Real Estate Tax Records	BR-Floor	M0749	Financial and Accounting	2010	6	evaluate for historical purposes	2016	destroy	no	no
Budget Sheets Nov 2014 - July 2017	Subsidiary Ledgers	BR-T-1F	GS 006	Financial Records	2018	1	completion of audit	2019	destroy	no	no
Budget Sheets April 2012-October 2014	Subsidiary Ledgers	BR-Floor	GS 006	Financial Records	2015	1	completion of audit	2016	destroy	no	no
Payroll Leave Reports FY 13-14 (2 files)	Time and Attendance Records	BR-T-1F	GS 028	Personnel Records	2015	3	plus completion of audit	2018	destroy securely	yes	no
Timesheets December 24, 2007 - December 21, 2008	Time and Attendance Records	BR-Floor	GS 028	Personnel Records	2010	3	plus completion of audit	2013	destroy securely	yes	no
Payroll Leave Reports 2008	Time and Attendance Records	BR-Floor	GS 028	Personnel Records	2010	3	plus completion of audit	2013	destroy securely	yes	no
Record of Vacation Time, Sick Leave and Compensatory Time 2008	Time and Attendance Records	BR-Floor	GS 028	Personnel Records	2010	3	plus completion of audit	2013	destroy securely	yes	no
Timesheets December 25, 2006 - December 23, 2007	Time and Attendance Records	BR-Floor	GS 028	Personnel Records	2009	3	plus completion of audit	2012	destroy securely	yes	no
Payroll Leave Reports 2007	Time and Attendance Records	BR-Floor	GS 028	Personnel Records	2009	3	plus completion of audit	2012	destroy securely	yes	no
Record of Vacation Time, Sick Leave and Compensatory Time 2007	Time and Attendance Records	BR-Floor	GS 028	Personnel Records	2009	3	plus completion of audit	2012	destroy securely	yes	no
Timesheets Jan 2011 - June 2014 Payroll	Time and Attendance Records	BR-Floor	GS 028	Personnel Records	2015	3	plus completion of audit	2018	destroy securely	yes	no