

CITY OF WARRENSBURG
COMMUNITY DEVELOPMENT

May 3, 2022

Honorable Mayor and
Members of the City Council
City of Warrensburg, Missouri

Dear Mayor and Council Members:

SUBJECT: A Resolution of the City Council of the City of Warrensburg, Missouri, Authorizing Destruction of Records Held for the Required Period Based on the Missouri Records Retention Schedule

BACKGROUND:

The City generates several records throughout each year. These records include building permit records. The State of Missouri has a Records Retention Schedule including a manual that identifies several records and defines the required retention time for these records. The manual specifically includes the requirement that a document such as the minutes of the city council that are held permanently include action authorizing and recording destruction of records. This manual is available on the Secretary of State website and is the authority used for records retention. Community Development staff has completed the annual archiving of building permit records. The 2014 residential files have been processed for permanent archiving and portions of the files that have been held for the required time have been set aside for destruction per the Records Retention Schedule. The records destructions log is included with the resolution as Attachment A.

ISSUE:

To authorize City staff to destroy certain records as identified and pass resolution recording the authority to destroy records based on the Missouri Records Retention Schedule.

STRATEGIC PLAN:

N/A

FISCAL IMPACT:

The fiscal impact is the expense for ProShred services which is estimated at less than \$100.

ECONOMIC BENEFITS/IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval.

Sincerely,



Barbara Carroll, AICP
Director of Community Development

Attachments: 1. Resolution
2. Attachment A, Destructions Log

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WARRENSBURG, MISSOURI,
AUTHORIZING DESTRUCTION OF RECORDS HELD FOR THE REQUIRED PERIOD BASED ON THE
MISSOURI RECORDS RETENTION SCHEDULE**

WHEREAS, City Council provides leadership to the community and direction for City staff; and

WHEREAS, City Council requires staff to follow the most recent adoption of the State Records Retention Schedule; and

WHEREAS, the State Records Retention Schedule states “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”; and

WHEREAS, City Council approves the destruction of records held as required by the State Records Retention Schedule as presented in the attached Destruction Log documents; and

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

Section 1. The City Council of the City of Warrensburg approves the destruction of records held as required by the State Records Retention Schedule as presented in the Attachment A Destructions Log document.

Section 2. That this resolution shall be in full force and effect after its passage by the City council.

Passed in open session this _____ day of April, 2022.

ATTEST:

Mayor

Jodi L. Schneider, City Clerk

