

**CITY OF WARRENSBURG
ADMINISTRATION**

April 24, 2023

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

Dear Mayor and Council Members:

SUBJECT: A Resolution authorizing the destruction of records held for the required period based on the Missouri adopted Records Retention Schedule

BACKGROUND:

Every day local government offices throughout Missouri produce records that document the rights of citizens, the actions of the government that serves them and the history of the community in which they live. It is the responsibility of local government to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that have enduring and permanent value.

Missouri Revised Statutes Chapter 109 (Public and Business Records) Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal and legal records created by local governments.

ISSUE:

Records management includes retention and disposition. A destruction log is attached to the Resolution and reflects Police Department records submitted and reviewed by Sergeant Smith #135 that have reached minimum retention and ready for disposition.

FISCAL IMPACT:

N/A

RECOMMENDATIONS:

City staff recommends approval of the resolution.

Sincerely,

Jodi L. Schneider

Jodi L. Schneider
City Clerk

Attachments: Resolution w/attached Destruction 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 ADOPTED 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.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY 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 attached Destruction Log for Police Department upon passage of this resolution.

Passed in open session this 24th day of April, 2023.

Jim Kushner, Mayor

ATTEST:

Jodi L. Schneider, City Clerk

