

RESOLUTION NO. 1840

A RESOLUTION OF THE CITY OF NEVADA, MISSOURI, AUTHORIZING THE DISPOSAL OF CERTAIN RECORDS IN ACCORDANCE WITH THE MISSOURI SECRETARY OF STATE'S RECORDS RETENTION SCHEDULE

WHEREAS, the Missouri Secretary of State's Local Government Records Retention Schedule sets forth the requirements for the retention and disposal of public records; and

WHEREAS, certain records maintained by the City have met or exceeded the required retention periods and are eligible for disposal; and

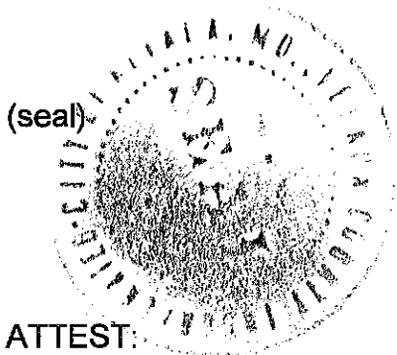
WHEREAS, the disposal of said records shall be conducted by shredding to ensure the secure destruction of sensitive and confidential information; and

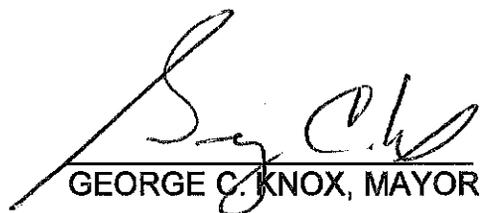
WHEREAS, the City Clerk shall document the disposal of records and shall maintain such documentation as part of the City's permanent records. Documentation of the disposal shall be attached to this Resolution as Appendix A; and

WHEREAS, the City Manager or his designee is hereby authorized to dispose of records that have met or exceeded the retention requirements as set forth in the Missouri Secretary of State's Local Government Records Retention Schedule.

NOW, THEREFORE BE IT RESOLVED THAT, the City Council of the City of Nevada authorizes the disposal of certain records in accordance with the Missouri Secretary of State's records retention schedule.

PASSED, APPROVED AND ADOPTED, by the City Council of the City of Nevada, Missouri this 4th day of February, 2025.




GEORGE C. KNOX, MAYOR

ATTEST:


CYNTHIA DYE, CITY CLERK

Appendix A

Department	Year	Description	Retention Code	Schedule	Yr retention met
CITY CLERK	2005	Proof of Publication	GS-022	3 years	1/1/2009
	2006	Proof of Publication	GS-022	3 years	1/1/2010
	2007	Proof of Publication	GS-022	3 years	1/1/2011
	2008	Proof of Publication	GS-022	3 years	1/1/2012
	2009	Proof of Publication	GS-022	3 years	1/1/2013
	2015	Proof of Publication	GS-022	3 years	1/1/2019
	2016	Proof of Publication	GS-022	3 years	1/1/2020
	2017	Proof of Publication	GS-022	3 years	1/1/2021
	2018	Proof of Publication	GS-022	3 years	1/1/2022
	2019	Proof of Publication	GS-022	3 years	1/1/2023
	2020	Proof of Publication	GS-022	3 years	1/1/2024
	2021	Proof of Publication	GS-022	3 years	1/1/2025
	2003	Request for records	GS-066	3 years	1/1/2007
	2009	Request for records	GS-066	3 years	1/1/2013
	2015	Request for records	GS-066	3 years	1/1/2019
	2016	Request for records	GS-066	3 years	1/1/2020
	2017	Request for records	GS-066	3 years	1/1/2021
	2018	Request for records	GS-066	3 years	1/1/2022
	2019	Request for records	GS-066	3 years	1/1/2023
	2020	Request for records	GS-066	3 years	1/1/2024
	2021	Request for records	GS-066	3 years	1/1/2025
	2016	Proclamations	MS-0043	1 yr	1/1/2018
	2023	Proclamations	MS-0043	1 yr	1/1/2025
	2017	Fidelity Bonds	GS-0045	6 yrs after expiration	1/1/2024
	2007	Personal Financial Disclosures (PFD)	GS-129	5 years	1/1/2013
	2018	Notice of Meetings	GS-022	3 years	1/1/2022
	2019	Notice of Meetings	GS-022	3 years	1/1/2023
	2020	Notice of Meetings	GS-022	3 years	1/1/2024
	2016	Bid Packets	GS-055	5 years	1/1/2022
	2017	Bid Packets	GS-055	5 years	1/1/2023

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Department	Year	Description	Retention Code	Schedule	Yr retention met
CITY CLERK	2018	Bld Packets	GS-055	5 years	1/1/2024
	2019	Bld Packets	GS-055	5 years	1/1/2025
	2022	Monthly Dept. Reports (Fire/Police/Court)	GS-021	1 yr	1/1/2024
	2023	Monthly Dept. Reports (Fire/Police/Court)	GS-021	1 yr	1/1/2025
	2009	City Council Packets	GS-021	1 yr	1/1/2011
	2012	City Council Packets	GS-021	1 yr	1/1/2014
	2022	City Council Packets	GS-021	1 yr	1/1/2024
	2023	City Council Packets	GS-021	1 yr	1/1/2025
	2009	Internal Committee Minutes and agendas-Loss Control	GS-085	3 years	1/1/2013
	2010	Internal Committee Minutes and agendas-Loss Control	GS-085	3 years	1/1/2014
	2011	Internal Committee Minutes and agendas-Loss Control	GS-085	3 years	1/1/2015
	2015	Internal Committee Minutes and agendas-Loss Control	GS-085	3 years	1/1/2019
	2016	Internal Committee Minutes and agendas-Loss Control	GS-085	3 years	1/1/2020
	2006	Internal Committee Minutes and agendas-ERC	GS-085	3 years	1/1/2010
	2007	Internal Committee Minutes and agendas-ERC	GS-085	3 years	1/1/2011
	2008	Internal Committee Minutes and agendas-ERC	GS-085	3 years	1/1/2012
	2009	Internal Committee Minutes and agendas-ERC	GS-085	3 years	1/1/2013
	2007	Internal Committee Minutes and agendas-Wellness	GS-085	3 yrs	1/1/2011
	2009	Internal Committee Minutes and agendas-Wellness	GS-085	3 yrs	1/1/2013
	2001	Litigation	GS-058	6 yrs. after Disp	1/1/2008
	2003	Litigation	GS-058	6 yrs. after Disp	1/1/2010
	1996	City Council Meeting Videos (VHS)	GS-021	1 yr.	1/1/1998
	1997	City Council Meeting Videos (VHS)	GS-021	1 yr.	1/1/1999
	1998	City Council Meeting Videos (VHS)	GS-021	1 yr.	1/1/2000
	2000	City Council Meeting Videos (VHS)	GS-021	1 yr.	1/1/2002
	2002	City Council Meeting Videos (VHS)	GS-021	1 yr.	1/1/2004
	2003	City Council Meeting Videos (VHS)	GS-021	1 yr.	1/1/2005
	2004	City Council Meeting Videos (VHS)	GS-021	1 yr.	1/1/2006
	2005	City Council Meeting Videos (VHS)	GS-021	1 yr.	1/1/2007
	2006	City Council Meeting Videos (VHS)	GS-021	1 yr.	1/1/2008

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Department	Year	Description	Retention Code	Schedule	Yr retention met
CITY CLERK	2007	City Council Meeting Videos (VHS/Disc)	GS-021	1 yr.	1/1/2009
	2008	City Council Meeting Videos (VHS/Disc)	GS-021	1 yr.	1/1/2010
	2009	City Council Meeting Videos (Disc)	GS-021	1 yr.	1/1/2011
FINANCE	2017	Cash Collections/AR payments	GS-008	Completion of audit	1/1/2021
	2018	Cash Collections/AR payments	GS-008	Completion of audit	1/1/2021
	2019	Cash Collections/AR payments	GS-008	Completion of audit	1/1/2021
	2017	Accounts Payable	GS-007	Completion of audit	1/1/2021
	2018	Accounts Payable	GS-007	Completion of audit	1/1/2021
	2019	Accounts Payable	GS-007	Completion of audit	1/1/2021
	2009	Personal Prop taxes	MS-0747	6 years	1/1/2016
	2010	Personal Prop taxes	MS-0747	6 years	1/1/2017
	2011	Personal Prop taxes	MS-0747	6 years	1/1/2018
	2012	Personal Prop taxes	MS-0747	6 years	1/1/2019
	2013	Personal Prop taxes	MS-0747	6 years	1/1/2020
	2014	Personal Prop taxes	MS-0747	6 years	1/1/2021
	2015	Personal Prop taxes	MS-0747	6 years	1/1/2022
	2016	Personal Prop taxes	MS-0747	6 years	1/1/2023
	2017	Personal Prop taxes	MS-0747	6 years	1/1/2024
	2018	Banking and Investment Records	GS-010	Audit + 1 yr	1/1/2022
	2022	Permits and Licensing	GS-050	2 yrs after expiration	1/1/2025
	2019	Journal Entries	MS-0717	5 years	1/1/2025
	2019	Customer Account files (Utilities)	MS-1602	5 yrs after last entry	1/1/2025
	2019	Meter Reading Summary Rep	MS-1611	5 yrs after last entry	1/1/2025
	2019	Meter Books	MS-1610	5 years	1/1/2025
	2021	Service Interruption Records (S/O)	MS-1614	3 years	1/1/2025