ORDINANCE NO. 2025____

A ORDINANCE PROVIDING FOR PERMISSION TO DESTROY CERTIAIN CITY RECORDS PER CITY POLICY IN RESOLUTION 2015-5: AND FOR OTHER PURPOSES WITH EMERGENCY CLAUSE

WHEREAS, it is sound administrative practice that the City of Bryant, Arkansas destroy certain records in a systematic procedure: and that

WHEREAS, certain state (not only but including 14-59-114 and 14-237-112) and federal laws require the City records be maintained for the minimum period of time required by a Records Management System: and it is determined that these records listed here have no further administrative, legal or historical value, and are otherwise inappropriate for preservation in the City's archives.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BRYANT, ARKANSAS THAT:

Section 1. Purpose: the destruction of records by the City Departments for Bryant requires the approval of Council by Affidavit (here in). The mean of destruction shall be Shredding.

Section 2. Authority of Records Management and Retention Plan: Attached find the signed by the Department Head and one Council Member listing of the records to be destroyed and the time periods to which they apply.

Section 3. Emergency Enactment: Whereas this is an exceptional situation and an Emergency is Declared: and this Ordinance shall be effective from and after its date of passage.

PASSED AND APPROVED this_____day of January, 2025.

APPROVED:

_____

Chris Treat, Mayor

ATTEST:

_____

Mark Smith, City Clerk

CITY OF BRYANT, AR

Records Storage Inventory Sheets

2025

Finance Department

Date 1/21/25 **Department Head Signature**

The above Department Head requests that the following below described records be certified to the Council for destruction. The Department Head further states that these records have exceeded all retention dates and are no longer needed by this department or the City of Bryant.

Records Series Number	Description of Contents	Misc Info	Binder	Box	Dept	Initials
FIN01	Disposed Assets prior to 2019			X	Finance	CLW
FIN02	Disposed Assets prior to 2019			X	Finance	CLW
FIN16	Regions Credit Cards 2020			X	Finance	CLW
FIN21-12	AP A-C 2020			X	Finance	CLW
FIN21-03	Cash Receipts Aug-Apr 2020			X	Finance	CLW
FIN21-05	Cash Receipts Jan-Dec 2020			X	Finance	CLW
FIN21-07	Payroll Liabiltities 2020			X	Finance	CLW
FIN21-01	Payroll Packets/Capital Work Packets 2020			X	Finance	CLW
FIN20-32	Non Bond Bank Statements 2020			X	Finance	CLW
FIN21-15	AP Q-T 2020			X	Finance	CLW
FIN21-06	Payroll Liabiltities 2020			X	Finance	CLW
FIN21-04	Cash Receipts Aug-Dec 2020			X	Finance	CLW
FIN21-13	AP D-L 2020			X	Finance	CLW
FIN21-08	Misc Notes 2020			X	Finance	CLW
FIN20-34	Payroll Liabiltities 2019			X	Finance	CLW
FIN21-16	AP U-Z 2020			X	Finance	CLW
FIN21-10	Non Bond Bank Statements 2020			X	Finance	CLW
FIN21-09	Utility Bills 2020			X	Finance	CLW
FIN21-02	Cash Receipts Jan-Mar 2020			X	Finance	CLW
FIN03	2003-2011 Grants Notes			X	Finance	CLW
FIN21-14	AP M-P 2020			X	Finance	CLW