ORDINANCE NO. 2026____

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, 2026.

APPROVED:

_____

Chris Treat, Mayor

ATTEST:

_____

Mark Smith, City Clerk

CITY OF BRYANT, AR

Records Storage Inventory Sheets

2026

Date 1/16/26

Finance Department / Water Department

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
Wat 2021-01	Cashier Receipts			x	Water	AS
Wat 2021-02	Cashier Receipts			x	Water	AS
Wat 2021-03	Cashier Receipts			x	Water	AS
Wat 2021-04	Cashier Receipts			x	Water	AS
Wat 2021-05	Work Orders			x	Water	AS
Wat 2021-06	Work Orders			x	Water	AS
Wat 2021-07	Cashier Receipts			x	Water	AS
Wat 2021-08	Cashier Receipts			x	Water	AS
Wat 2021-09	End Of Day Reports			x	Water	AS
Wat 2021-10	End of Day & Deposit Receipts			x	Water	AS
Wat 2021-11	Adj., Xfers,Rtn Chks,Bankruptcy,PO's&Refunds			x	Water	AS
Wat 2021-12	End of Day & Deposit Receipts			x	Water	AS
Fin19-24	Finance director - council notes JE's & misc 2022					
Fin22-18	Bank statements non bond 2022					
Fin22-06	Misc cash receipts 2022					
Fin19-03	AR sales tax, State WH, Fed 941, Suta					
Fin22-02	Payroll packets, contract payables 2022					
Fin22-05	Cash receipts gen Sep-Dec 2022					
Fin22-04	Cash receipts gen Mar-Jun 2021					
Fin22-03	Payroll liabilities B-Z cash receipts Jan-Fec 2022					
Fin22-05	Cash receipts gen Jul-Sep 2021					
Fin22-14	AP P-Z 2021					
Fin22-13	AP G-O 2021					
Fin22-11	AP A-C 2021					
Fin22-18	Misc AP, Statements, PO Reports 2022					
Fin22-07	Misc cash receipts 2021					
Fin22-09	Finance director - council notes 2022					
Fin22-19	Misc AP, Statements, PO Reports 2021					
Fin22-01	Contract Payables 2021					
Fin22-04	Cash receipts gen May-Aug 2022					
#1	Utilities 2021					
Fin22-12	AP D-F 2021					
Fin22-17	Misc AP Statements, PO reports 2021					
Fin22-01	Payroll liabilities 2022					
Fin22-03	Cash receipts gen Jan-Apr 2022					
Fin22-02	Payroll packets, payroll liabilites 2022					
Fin22-08	Audit / misc 2021					
Fin22-15	Regions CC 2022					
Fin22-06	Cash receipts gen Oct-Nov 2021					
Fin22-17	Finance director - council notes, JE's W9's 2022					

Ordinance 2024-_____Permission to Destroy Records per the Records Management System