ORDINANCE NO. 2022 -___

A ORDINANCE PROVIDING FOR THE PERMISSION TO DESTROY CERTAIN CITY RECORDS PER CITY POLICY IN RESOLUTION 2015- 5 ; AND FOR OTHER PURPOSES.

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 of Bryant requires the approval of Council by Affidavit (here in). The means 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.

PASSED AND APPROVED this _____ day of July, 2022.

APPROVED:

_____
Allen E. Scott, Mayor

ATTEST:

_____
Mark Smith, City Clerk

CITY OF BRYANT, AR

Council Member Signature _____ Department Head Signature _____

Dept Records Storage Inventory List for Items Boxed Up Date _____

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 these departments or the City of Bryant.

Records Series Number	Description of Contents	Year of items	Box	Dept
1	W/S Deposit Fund 82	2010	X	Water
2	Deposits Jan - Jul	2010	X	Water
3	Deposits Aug - Dec	2010	X	Water
4	Work Orders	2011	X	Water
5	Invoices, JE's	2010	X	Finance
6	Adjustments Salem	2010	X	Water
7	Deposits Aug- Dec	2012	X	Water
8	Deposits - Aug - Dec	2010	X	Water
9	Bank Draft Reports	2015	X	Finance
10	Deposits - Jan	2012	X	Finance
11	Accounts Payable	2012	X	Finance
12	Daily Receipts Jan - Aug	2011	X	Finance
13	Accident Reports	2010	X	Finance
14	Water Department Finals	2003	X	Water
15	Deposits Feb - Jul	2012	X	Finance
FIN15-008	AP A-B	2014	X	Finance
FIN15-009	AP C-D	2014	X	Finance
FIN15-012	AP Q-Z	2014	X	Finance
FIN19-006	Payroll Backups	2017	X	Finance
FIN19-007	Cash Receipts Active Net	2017	X	Finance
FIN19-008	Misc Cash Receipts Active Net	2017	X	Finance
FIN19-009	Gen Cash Receipts 328805-365380	2017	X	Finance
FIN19-010	Gen Cash Receipts 369383-395020	2017	X	Finance
FIN19-011	Gen Cash Receipts 395161-409734	2017	X	Finance
FIN19-012	Regions Credit Cards	2017	X	Finance
FIN19-013	Street AP A-Z	2017	X	Finance
FIN19-014	W/WW AP A-G	2017	X	Finance
FIN19-015	W/WW AP H-Z	2017	X	Finance
FIN19-016	Gen AP A -B	2017	X	Finance
FIN19-017	Gen AP C-F	2017	X	Finance
FIN19-018	Gen AP G-O	2017	X	Finance
FIN19-019	Gen AP P-S	2017	X	Finance
FIN19-020	Gen AP T-Z	2017	X	Finance
FIN19-021	Special Funds AP	2017	X	Finance
FIN19-022	Utility Bills	2017	X	Finance
FIN19-026	Misc Cash Receipts	2017	X	Finance
FIN19-027	Cash 531629-558845	2017	X	Finance
FIN19-028	Cash Receipts 558856-582999	2017	X	Finance
FIN19-029	Cash 583004- Dec	2017	X	Finance
FIN19-030	Training Manuals	2019	X	Finance
FIN19-031	Training Manuals	2019	X	Finance
FIN19-031A	Payroll AP Backups	2018	X	Finance
FIN19-035	Parks CC Receipts	2017	X	Finance
FIN20-27	Utility Bills	2018	X	Finance
FIN20-28	Regions Credit Cards	2018	X	Finance
FIN20-030	Used Deposit Books	2012-2017	X	Finance
FIN20-031	Used Deposit Books	2012-2017	X	Finance
A1	Water Disconect Forms	2016	X	Water
A2	Accounts Payable	2012	X	Finance
FIN2015	Active Net Recipts	2015	X	Finance
FIN2018	AP Payroll Backup	2018	X	Finance
	Total Box Count		51	