ORDINANCE NO. 2023 -___

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 September, 2023.

APPROVED:

_____
Allen E. Scott, Mayor

ATTEST:

_____
Mark Smith, City Clerk

CITY OF BRYANT, AR

Council Member Signature _____ Department Head Signatures _____ 7/14/23

Dept Records Storage Inventory List for Items Boxed Up Date _____

The above Department Heads requests that the following below described records be certified to the Council for destruction. The Department Heads further state 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	Misc Info	Box	Dept
01-Misc	Animal Cash Receipts	CLW	X	Finance
FIN20-22	2018 AP Statements	CLW	X	Finance
FIN20-19	2018 AP A-Z Street	CLW	X	Finance
FIN20-18	2018 AP N-U General	CLW	X	Finance
FIN20-20	2018 AP A-M Water/Waste Water	CLW	X	Finance
FIN20-21	2018 AP G-M General	CLW	X	Finance
FIN19-25	2015 Sur Charge Audit	CLW	X	Finance
FIN19-05	2018 Payroll Liabilities	CLW	X	Finance
2	2017 Payroll Liabilities	CLW	X	Finance
18	2016 Council Notes	CLW	X	Finance
FIN20-06	2018 AP Misc	CLW	X	Finance
FIN20-23	2018 AP U-Z General	CLW	X	Finance
FIN20-24	2018 AP C-F General	CLW	X	Finance
FIN20-25	2018 AP A-B General	CLW	X	Finance
FIN20-26	2018 AP N-Z Water/Waste Water	CLW	X	Finance
3	2015 Quarterly Payroll Reports	CLW	X	Finance
4	2017 Payroll Liabilities	CLW	X	Finance
FIN19-34	2018 Cash Receipts General	CLW	X	Finance
FIN19-32	2018 Cash Receipts General	CLW	X	Finance
FIN19-33	2018 Cash Receipts General	CLW	X	Finance
5	2016 Quarterly Payroll Reports	CLW	X	Finance
6	2009 Old PD Paper Files	CLW	X	Finance
7	2010 Old Pd Paper Files	CLW	X	Finance
8	Springbrook Directions	CLW	X	Finance
WTR17-01	Water Stubs	AS	X	Water Billing
WTR18-01	Water bill Stubs	AS	X	Water Billing
WTR18-02	Water bill Stubs	AS	X	Water Billing
WTR18-03	Receipt Stubs	AS	X	Water Billing
WTR18-04	Bill Stub Receipts	AS	X	Water Billing
WTR19-01	Water Bill Receipts - January	AS	X	Water Billing
WTR18-05	Bill Stub Receipts	AS	X	Water Billing
WTR19-02	Bill Stub Receipts	AS	X	Water Billing
WTR18-06	Water/Stub Receipts	AS	X	Water Billing
WTR11-01	Check Copies	AS	X	Water Billing
WTR18-07	Adjustments & Fees	AS	X	Water Billing
WTR19-03	Water Receipts March	AS	X	Water Billing
WTR17-02	Water bill Stubs	AS	X	Water Billing
WTR18-08	Water Stubs Receipts	AS	X	Water Billing
WTR17-03	Water bill Stubs	AS	X	Water Billing
WTR18-09	Cashier Receipts & Final Reports	AS	X	Water Billing
WTR13-01	Water Receipt Books	AS	X	Water Billing
WTR17-04	Cashier Receipts & Final Reports	AS	X	Water Billing
WTR19-04	Water Bill Receipts April	AS	X	Water Billing
WTR18-10	Water Bill Receipts	AS	X	Water Billing
	Total Box Count		44	