ORDINANCE NO. 2024____

A ORDINANCE PROVIDING FOR PERMISSION TO DESTROY CERTIAIN 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 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.

PASSED AND APPROVED this 30th day of January, 2024.

APPROVED:

_____

Rhonda Sanders, Mayor

ATTEST:

_____

Mark Smith, City Clerk

CITY OF BRYANT, AR

Records Storage Inventory Sheets

2024

Finance Department / Water Department

Date_____ **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
#2	2017 Journal Entries			X	Finance	CLW
FIN20-10	2019 AP Gen A-S			X	Finance	CLW
FIN20-11	2019 AP Misc A-Z			X	Finance	CLW
#3	2017 Finance Director Files			X	Finance	CLW
#4	2015 Council Notes			X	Finance	CLW
#5	2015 Gen Misc Cash			X	Finance	CLW
#6	2018 Water Billing Receipts			X	Finance	CLW
#7	2015 Finance Director Files			X	Finance	CLW
FIN20-16	2019 Utility Bills			X	Finance	CLW
FIN20-01	2019 Council Notes			X	Finance	CLW
FIN20-09	2019 AP Gen T-Z			X	Finance	CLW
FIN20-29	2019 Voided Checks			X	Finance	CLW
FIN20-15	2019 AP Special Funds			X	Finance	CLW
FIN20-05	2019 AP W / WW A-Z			X	Finance	CLW
FIN20-07	2019 AP Gen A-C			X	Finance	CLW
#8	2017 Payroll Reports			X	Finance	CLW
FIN20-03	2019 AP Gen N-Z			X	Finance	CLW
FIN20-08	2019 AP Gen D-S			X	Finance	CLW
#9	2019 AT Street A-Z			X	Finance	CLW
FIN20-04	2019 AP Gen A-M			X	Finance	CLW
#1	2006 Finance Director Files			X	Finance	CLW
#10	2006-2007 Budget Notes			X	Finance	CLW
#11	2008-2009 Budget Notes			X	Finance	CLW
FIN20-13	2019 Regions Credit Cards			X	Finance	CLW
FIN20-12	2019 AP Statements			X	Finance	CLW
#2	2017 Council Notes			X	Finance	CLW
FIN15-014	2014 Accounts Payable			X	Finance	CLW
FIN15-021	2014 Cash Receipts Springbrook			X	Finance	CLW
2024-01	2019 Receipts			X	Water Billing	AS
2024-02	2019 Receipts			X	Water Billing	AS
2024-03	2019 Receipts			X	Water Billing	AS
2024-04	2019 PO's/Mthly Xfers/Ret Checks/Stop Pays			X	Water Billing	AS
2024-05	2019 Receipts			X	Water Billing	AS
2024-06	2019 Receipts			X	Water Billing	AS
2024-07	2019 Adjustments/Fees			X	Water Billing	AS
2024-08	2019 Deposit/Receipts			X	Water Billing	AS
2024-09	2019 Deposits			X	Water Billing	AS
2024-10	2018 Receipts			X	Water Billing	AS
2024-11	2018 Receipts			X	Water Billing	AS
2024-12	2018 PO's Xfers & WSAC			X	Water Billing	AS
2024-13	2018 Cashier End of Day			X	Water Billing	AS
2024-14	2018 Receipts			X	Water Billing	AS
2024-15	2018 Deposits, Adjustments & Fees			X	Water Billing	AS
2024-16	2018 Receipts			X	Water Billing	AS
2024-17	2018 Receipts			X	Water Billing	AS
2024-18	2018 Receipts			X	Water Billing	AS
2024-19	2018 Receipts			X	Water Billing	AS
		2 of 2				