ORDINANCE NO. 2024____

AN ORDINANCE PROVIDING FOR 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 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 26th day of March, 2024.

APPROVED:

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Chris Treat, Mayor

ATTEST:

_____

Mark Smith, City Clerk

CITY OF BRYANT, AR

Records Storage Inventory Sheets

2024

Human Resource Department / Community Development Department/Water/Sewer 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
1	Old Time Sheets 1999-2010			X	Human Resouce	CR
2	Old Time Sheets 1999-2010			X	Human Resouce	CR
3	Old Time Sheets 1999-2010			X	Human Resouce	CR
4	Old Time Sheets 1999-2010			X	Human Resouce	CR
5	Old Time Sheets 1999-2010			X	Human Resouce	CR
6	Old Time Sheets Prior to 2010			X	Human Resouce	CR
7	Old Time Sheets Prior to 2010			X	Human Resouce	CR
8	Old Time Sheets Prior to 2010			X	Human Resouce	CR
9	Old Time Sheets Prior to 2010			X	Human Resouce	CR
10	Old Time Sheets Prior to 2010			X	Human Resouce	CR
11	Old Time Sheets Prior to 2010			X	Human Resouce	CR
12	Old Time Sheets Prior to 2010			X	Human Resouce	CR
13	Old Time Sheets Prior to 2010			X	Human Resouce	CR
14	Time Sheets 2/23/2016 - 5/2/2016			X	Human Resouce	CR
15	Time Sheets 7/12/2016 - 9/11/2016			X	Human Resouce	CR
16	Time Sheets 9/12/2016 - 11/20/2016			X	Human Resouce	CR
17	Time Sheets 4/10/2017 - 6/18/2017			X	Human Resouce	CR
18	Time Sheets 8/28/2017 - 11/5/2017			X	Human Resouce	CR
19	Time Sheets 6/19/2017 - 8/27/2017			X	Human Resouce	CR
20	Time Sheets 3/26/2018 - 6/3/2018			X	Human Resouce	CR
21	Time Sheets 11/6/2017 - 1/14/2018			X	Human Resouce	CR
22	Time Sheets 1/15/2019 - 3/25/2018			X	Human Resouce	CR
23	Time Sheets 6/4/2018 - 8/12/2018			X	Human Resouce	CR
24	Time Sheets 8/13/2018 - 10/21/2018			X	Human Resouce	CR
25	Time Sheets 10/22/2018 - 12/30/2018			X	Human Resouce	CR
26	Time Sheets 7/29/2019 - 10-6-2019			X	Human Resouce	CR
27	Time Sheets 7/27/2020 - 10/18/2020			X	Human Resouce	CR
28	Time Sheets 10/7/2019 - 12/15/2019			X	Human Resouce	CR
29	Time Sheets 5/20/2019 - 7/2//2019			X	Human Resouce	CR
30	Time Sheets 5/18/2020 - 7/26/20200			X	Human Resouce	CR
31	Time Sheets 2/24/2020 - 5/17/2020			X	Human Resouce	CR
32	Time Sheets 12/16/219 - 2/23/2020			X	Human Resouce	CR
33	Time Sheets 12/31/2018 - 3/10/2019			X	Human Resouce	CR
34	Time Sheets 3/11/2019 - 5/19/2019			X	Human Resouce	CR
35	Time Sheets Prior to 2010			X	Human Resouce	CR
36	Time Sheets Prior to 2010			X	Human Resouce	CR
37	Time Sheets 2016 & 2009			X	Human Resouce	CR
38	Time Sheets 6/2/2015 - 7/27/2015			X	Human Resouce	CR
39	Time Sheets 10/6/2015 - 12/14/2015			X	Human Resouce	CR
40	Time Sheets 2/1/2014 - 5/31/2014			X	Human Resouce	CR
41	Time Sheets 9/2014 - 11/2014			X	Human Resouce	CR
42	Time Sheets 7/2014 - 9/2014			X	Human Resouce	CR
43	Time Sheets 5/2014 - 7/2014			X	Human Resouce	CR
44	Time Sheets 7/2015 - 10/2015			X	Human Resouce	CR
45	Time Sheets Pre 2010			X	Human Resouce	CR
46	Time Sheets Pre 2010			X	Human Resouce	CR
47	11/2014 - 1/2015	2 of 2		X	Human Resouce	CR

CITY OF BRYANT, AR

Records Storage Inventory Sheets

2024

Human Resource Department / Community Development Department/Water/Sewer Department

Date_____ **Department Head Signature** _____

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Records Series Number	Description of Contents	Misc Info	Binder	Box	Dept	Initials
48	Time Sheets 1/2011 - 10/2011, 12/17/2013 - 2/24/2014			X	Human Resources	CR
49	Employment Applications 2015 & 2016			X	Human Resources	CR
50	Employment Applications 2013			X	Human Resources	CR
51	Employment Applications 2015 & 2016			X	Human Resources	CR
52	Interview Files 2010			X	Human Resources	CR
53	Employment Applications 2015 & 2016			X	Human Resources	CR
54	Employment Applications 2015 & 2016			X	Human Resources	CR
55	Employment Applications 2013			X	Human Resources	CR
56	Police Dept. Training And Deduction Records 1991-2003			X	Human Resources	CR
57	Sewer/Water Works Work Orders 2006-2009			X	Public Works	TF
58	Construction Permits 1/1999 - 3/2002			X	Community Developmen	CL
59	Construction Permits 9/2002 - 7/2004			X	Community Developmen	CL
60	Construction Permits 5/1994 - 3/1998			X	Community Developmen	CI
61	Police Dispatch Employment Aps 2015 & 2016			X	Human Resources	CR
62	Employment Applications 2018			X	Human Resources	CR
63	Employment Applications 1/2015 - 3-2015			X	Human Resources	CR
64	Payroll timesheets 11/2016 - 1/2017			X	Human Resources	CR
65	Payroll Timesheets 1/2017 - 4/2017			X	Human Resources	CR
66	Workers Comp copies of claims 2008 - 2014			X	Human Resources	CR
67	Workers Comp Copies of claims 2010			X	Human Resources	CR
68	Copies Firefighter physicals 2010 - 2015 POS 2015			X	Human Resources	CR
69	Copies of Physicals and Workers Comp 1998 - 2010			X	Human Resources	CR
70	Payroll Registers & Leave paperwork 2008			X	Human Resources	CR