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_____day of September, 2024.

APPROVED:

_____

Chris Treat, Mayor

ATTEST:

_____

Mark Smith, City Clerk

CITY OF BRYANT, AR

Records Storage Inventory Sheets

2024

Finance Department / Water Department / Animal Control / Courts

Date 9-18-24 **Department Head:** _____

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
1F	2013 & Prior Capital Assets			X	Finance	CLW
2F	Old W-9's			X	Finance	CLW
3F	Old Incode Misc Information(prior to Springbrook)			X	Finance	CLW
4F	Parks Misc Cash Receipts			X	Finance	CLW
5F	2000 Financials Monthly Reports			X	Finance	CLW
6F	2012 Financials Monthly Reports			X	Finance	CLW
7F	Old W-9's			X	Finance	CLW
8F	Old Misc Forms Notes Etc (prior employee)			X	Finance	CLW
9F	2018 Misc Cash Receipts			X	Finance	CLW
10F	2018-2019 Pcard Statements			X	Finance	CLW
11F	2016 Misc cash receipts			X	Finance	CLW
12F	Disposted Assets Prior to 2015			X	Finance	CLW
1W	2010/2011 Water applications			X	Water Billing	AS
2W	2012 Water applications			X	Water Billing	AS
3W	2012 Water applications			X	Water Billing	AS
4W	1995-2011 cash receipts			X	Water Billing	AS
5W	1998-2012 AML Inspections			X	Water Billing	AS
6W	2012 Water applications			X	Water Billing	AS
7W	2008-2011 Proof of publications			X	Water Billing	AS
8W	2010-2011 New customers			X	Water Billing	AS
1AC	2007 Adoption applications			X	Animal Control	TP
2AC	2010 Animal records			X	Animal Control	TP
3AC	2008 Animal records			X	Animal Control	TP
4AC	2011 Animal records			X	Animal Control	TP
5AC	2007 Animal records			X	Animal Control	TP
6AC	2011 Animal records			X	Animal Control	TP
7AC	2005-2007 & 2011 Animal records			X	Animal Control	TP
8AC	2006 Animal records			X	Animal Control	TP
9AC	2010 Animal records 2013 Licenses			X	Animal Control	TP
10AC	2005 Animal records			X	Animal Control	TP
11AC	2011 Visitor logs - 2006-2011 Licenses			X	Animal Control	TP
12AC	2007-2008 Incident reports/licenses			X	Animal Control	TP
13AC	2008-2009 Licenses / Animal records			X	Animal Control	TP
14AC	2011-2012 Incident reports			X	Animal Control	TP
15AC	2007-2009 Daily logs			X	Animal Control	TP
16AC	2015-2017 Animal records			X	Animal Control	TP
17AC	2009 Animal records			X	Animal Control	TP
18AC	2012 Animal records			X	Animal Control	TP
19AC	2005-2006 Animal records			X	Animal Control	TP
20AC	2009 Animal records			X	Animal Control	TP

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

CITY OF BRYANT, AR

Records Storage Inventory Sheets

2024

Finance Department / Water Department / Animal Control / Courts

Date 9-18-24 **Department Head:**

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
1C	2018 Defendant records CU-HO			X	Court	LD
2C	Closed CV-17-201-CV-17-1139			X	Court	LD
3C	Closed CV-15-7-CV-15-497			X	Court	LD
4C	Closed CV-04-25-CV-23-23			X	Court	LD
5C	Closed CV-18-560-CV-18-1128			X	Court	LD
6C	Closed CV-191-CV-19-475			X	Court	LD
7C	Paid of time pay agreements			X	Court	LD
8C	Closed CV-20-1-CV-20-599			X	Court	LD
9C	Old defendant files			X	Court	LD
10C	Closed CV-18-1-CV-18-559			X	Court	LD
11C	2018 Defendant records SO-WI			X	Court	LD
12C	Closed CV-15-1001-CV-16-399			X	Court	LD
13C	Closed CV-14-1-CV-14-500			X	Court	LD
14C	Closed CV-15-500-CV-15-1000			X	Court	LD
15C	Closed CV-17-200-CV-17-699			X	Court	LD
16C	Closed CV-19-476-CV-19-939			X	Court	LD
17C	Closed paid time pay agreements			X	Court	LD
18C	CV-12-281&CV-20-134-CV-23-7			X	Court	LD
19C	CV-16-930-CV-17-199			X	Court	LD
20C	Closed defendant records			X	Court	LD
21C	Closed defendant records			X	Court	LD
22C	CV-14-0501-CV-14-920			X	Court	LD
23C	Closed defendant records			X	Court	LD
24C	Closed defendant records			X	Court	LD
25C	Closed defendant records			X	Court	LD
26C	Closed defendant records			X	Court	LD
27C	Closed defendant records			X	Court	LD
28C	Closed defendant records			X	Court	LD
29C	Closed defendant records			X	Court	LD
30C	Closed defendant records			X	Court	LD
31C	Closed defendant records			X	Court	LD
32C	Closed defendant records			X	Court	LD
33C	Closed defendant records			X	Court	LD
34C	CV-20-7-CV-22-112			X	Court	LD