

ORDINANCE NO. 2020 -X
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 May, 2020.

APPROVED:

Allen E. Scott, Mayor

ATTEST:

Sue Ashcraft, City Clerk

CITY OF BRYANT, AR
Records Storage Inventory Sheets
2020

Council Member Signature _____

Finance 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.

#	Related Fund/Misc. Information	Description	Year
1	Funds 003-620, FIN19-023	Accounts Payable	Jan 2015 / Dec 2015
2	Fund 001	Gen AP Invoices A - B	Jan 2015 / Dec 2015
3	Fund 001	Gen AP Invoices B - C	Jan 2015 / Dec 2015
4	Fund 001	Gen AP Invoices D - E	Jan 2015 / Dec 2015
5	Fund 001	Gen AP Invoices F - J	Jan 2015 / Dec 2015
6	Fund 001	Gen AP Invoices K - P	Jan 2015 / Dec 2015
7	Fund 001	Gen AP Invoices Q - U	Jan 2015 / Dec 2015
8	Fund 001	Gen AP Invoices V - Z	Jan 2015 / Dec 2015
9	Fund 080	Street AP A - G	Jan 2015 / Dec 2015
10	Fund 080	Street AP H - Z	Jan 2015 / Dec 2015
11	Box Labeled 015	Verizon	Jan 2015 / Dec 2015
12	Fund 001 155306 - 185079	Cash Receipts	2015
13	Fund 001 185075 -225398	Cash Receipts	2015
14	All Funds 225388	Cash Receipts	2015
15	Fund 001, Box Labeled 043	Cash Receipts	2015
16	Funds 500-forward	Water/Wastewater AP A - E	Jan 2015 / Dec 2015
17	Funds 500-forward	Water/Wastewater AP F - M	Jan 2015 / Dec 2015
18	Funds 500-forward	Water/Wastewater AP N - Z	Jan 2015 / Dec 2015
19	Box Labeled 012	Regions Credit Cards	Jan 2015 / Apr 2015
20	Box Labeled 013	Regions Credit Cards	May 2015 / July 2015
21	Box Labeled 011	Regions Credit Cards	Aug 2015 / Oct 2015
22	Box Labeled 010	Regions Credit Cards	Nov 2015 / Dec 2015
23	Box Labeled 016	Bishop Park - Payables	Jan 2015 / Dec 2015
24	Fund 001	Mills Park Pool Receipts	2010
25	Fund 001	Bishop Cash Receipts	Aug 2010 / Apr 2011
26	Fund 001	Bishop Cash Receipts	May 2011 / Dec 2011
27	Fund 001	Bishop Cash Receipts	Jan 2012 / Jun 2012
28	Fund 001	Bishop Cash Receipts	Jan 2015 / June 2015
29	Fund 001	Bishop Cash Receipts	July 2012 / Dec 2012
30	Fund 001	Bishop Cash Receipts	Jan 2013 / June 2013
31	Fund 001	Bishop Cash Receipts	June 2013 / Dec 2013
32	Fund 001	Bishop Cash Receipts	Jan 2014 / Jun 2014
33	Fund 001	Bishop Cash Receipts	2014
34	Fund 001	Bishop Cash Receipts	Jun 2014 / Dec 2014
35	Fund 001	Bishop Cash Receipts	Jan 2016 / Jun 2016
36	See attached List	Misc Old Files	2011 - 2015
37	See attached List	Misc Old Files	2011 - 2015
38	See attached List	Misc Old Files	2012 - 2016
39		Payroll Benefits Payables	Jan 2015 / Dec 2015

Destroy List

Eastment Info	2007-2012
Regions Signer Info	2012
Regions-Random Info	2004
COB Info Copies	2010
Chamber Info Copies	2004
SRO-Misc	2012
Call Sign INFO	2001
Old Bond Info	2012
Employment Solutions Random	2010
Entergy Misc Copies	1996
Old Easement Info	2011

Destroy List

Connectivity Related Info	2010
Copier Info - Not Contracts/lists	2010
Generic Printouts	2010-2011
User Id's - OLD (Carol's)	2010
Comcast Bills	2011
Environmental Printouts	2004
Generic Printouts-Street	2011
Incode Correspondence	2010
Cindy Phelp's Correspondence	2010
Court Software Misc	1999
Credit Apps	2008
Generic Internet Printouts	2010
Seminar Booklet	1998
Internet Printout	2008

Destroy List

SRO - Misc Files	1999-2005
Fema - Misc Files	2000-2008
FOIA Copies	2011
Misc Grant Info	1999
Highway Dept Misc	2002-2011
Highway Dept Misc	2001-2009
Storm Drainage Misc	2011
Misc Court Rev	2000-2007
Old Signature Card Copies	2000-2007