

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 July, 2020.

APPROVED:

Allen E. Scott, Mayor

ATTEST:

Sue Ashcraft, City Clerk

AFFIDAVIT OF DESTRUCTION OF DISTRICT COURT RECORDS

I, Linsey Dinwiddie, do hereby certify that the following records of the Bryant District Court, have been retained for at least three (3) years as specified under Ark. Code Ann. §16-10-211 and have been audited as required by law. The records listed below, covering the time period stated, are to be destroyed on _____, 20__ by burning/shredding said records.

TYPE OF RECORD

TIME PERIOD

Bank reconciliations	<u>2000</u> - <u>2010</u>
Check book registers and check listings	<u>2000</u> - <u>2010</u>
Cancelled checks	<u>2000</u> - <u>2010</u>
Bank statements	<u>2000</u> - <u>2010</u>
Receipts	<u>2000</u> - <u>2010</u>
Deposit collection records	<u>2000</u> - <u>2010</u>
Receipts listings	<u>2000</u> - <u>2010</u>
Distribution reports	<u>2000</u> - <u>2010</u>
Receipts and disbursement journals	<u>2000</u> - <u>2010</u>
Time payment records	<u>2000</u> - <u>2010</u>
Citation book logs	<u>2000</u> - <u>2010</u>
Citation books from each police department and sheriff's office	<u>2000</u> - <u>2010</u>
Served, recalled or quashed arrest warrants	<u>2000</u> - <u>2010</u>
Copies of citations	<u>2000</u> - <u>2010</u>
Alternative service or community service time sheets	<u>2000</u> - <u>2010</u>
Uniform filing fees collection remittance forms and fine report	<u>2000</u> - <u>2010</u>
Miscellaneous fee and fine collection reports	<u>2000</u> - <u>2010</u>
Served or unexecuted search warrants	<u>2000</u> - <u>2010</u>


 District Court Clerk

City Council Member

Quorum Court Member

Subscribed and Sworn to me this ____ day of _____, 20__.

Notary Public

AFFIDAVIT OF DESTRUCTION OF DISTRICT COURT RECORDS

I, Lindsey Duvicelle, do hereby certify that the following records of the Bryant District Court, have been retained for at least seven (7) years as specified under Ark. Code Ann. §16-10-211 and have been audited as required by law. The records listed below, covering the time period stated, are to be destroyed on _____, 20____ by burning/shredding said records.

TYPE OF RECORD

TIME PERIOD

Complete case files and written exhibits for all courts, not including civil or small claims division cases in which the judgment is not satisfied

2000 - 2010

Show cause orders

2000 - 2010

Case information, including arrest reports and affidavits

2000 - 2010

Files concerning cases resulting in a suspended imposition of sentence

2000 - 2010


District Court Clerk

City Council Member

Quorum Court Member

Subscribed and Sworn to me this ____ day of _____, 20____.

Notary Public

Quantity	Item	Notes
1	Leather Chair #005386	Animal Control
1	Leather Chair #005383	Animal Control
1	Commercial 3 hold punch #3360	
1	5'x19"x6' Wooden desk #4787544	Animal Control
1	Broken Chair #005447	
1	Wooden Table top - Broken, no tag	
1	box fan - old, no tag	
1	33"x31" wood desk cabinet, no tag	Animal Control
1	metal storage shelf	
50	Law books - old city attorney's office	
1	Metal Chair, no tag	
1	Wooden chair #1635	
1	Metal file cabinet #00657	
2	wooden office chairs	
1	4'x4' picture frame with picture	
10	small picture frames	
1	1'x4' Wooden cabinet	
1	3'x5.5' Metal desk	
	various dated décor, generally Kirklands circa 1995	

****Anything that has any small value or that could be reused will be donated to Civitan****