ORDINANCE NO. 2023 -

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.	Authority of Records Management and Retention Plan: Attached find the signed by the Department		
Section 2.			
		APPROVED:	
		Allen E. Scott, Mayor	
ATTEST:			
Mark Smith	h, City Clerk		

CITY OF BRYANT, AR

Council Member Signature

Department Head Signatures

1/14/23

Dept Records Storage Inventory List for Items Boxed Up

Date _____

The above Department Heads requests that the following below described records be certified to the Council for destruction. The Department Heads further state that these records have exceeded all retention dates and are no longer needed by these departments or the City of Bryant.

Series Description of Contents Misc Info Box	Dont
O1-Misc	Dept
FIN20-22 2018 AP Statements	
FIN20-19 2018 AP A-Z Street	Finance
Fin20-12 2018 AP N-U General CLW X	Finance
FIN2O-20 2018 AP A-M Water/Waste Water	Finance
FIN20-21 2018 AP G-M General	Finance
FIN19-25 2015 Sur Charge Audit	Finance
Fin19-05 2018 Payroll Liabilities	Finance
2 2017 Payroll Liabilities CLW X 18 2016 Council Notes CLW X FIN20-06 2018 AP Misc FIN20-06 2018 AP U-Z General CLW X FIN20-22 2018 AP C-F General CLW X FIN20-24 2018 AP C-F General CLW X FIN20-25 2018 AP C-F General CLW X FIN20-25 2018 AP N-Z Water/Waste Water CLW X 3 2015 Quarterly Payroll Reports CLW X FIN20-26 2018 AP N-Z Water/Waste Water CLW X 4 2017 Payroll Liabilities CLW X FIN19-34 2018 Cash Receipts General CLW X FIN19-32 2018 Cash Receipts General CLW X FIN19-32 2018 Cash Receipts General CLW X FIN19-33 2018 Cash Receipts General CLW X FIN19-34 2018 Cash Receipts General CLW X FIN19-34 2019 Country Payroll Reports CLW X FIN19-35 2016 Quarterly Payroll Reports CLW X FIN19-30 2016 Quarterly Payroll Reports CLW X FIN19-30 2019 Country Payroll Reports CLW X FIN19-30 2019 Country Payroll Reports CLW X FIN19-30 2016 Quarterly Payroll Reports CLW X FIN19-01 Water Stubs AS X FIN19-01 Water Stubs AS X FIN19-02 Water bill Stubs AS X FIN19-03 Receipts Under Files AS X FIN19-04 Water Bill Receipts - January AS X FIN19-05 Bill Stub Receipts AS X FIN19-06 Water bill Stubs AS X FIN19-07 AS X FIN19-08 Water bill Stubs AS X FIN19-09 Water Bill Receipts Final Reports AS X FIN19-09 Water Bill Receipts April AS X	Finance
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FIN20-25 2018 AP A-B General CLW X	Finance
Fin20-26 2018 AP N-2 Water/Waste Water	Finance
FIN20-26 2018 AP N-Z Water/Waste Water CLW	Finance
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