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:

Chris Treat, Mayor

ATTEST:

Mark Smith, City Clerk

CITY OF BRYANT, AR

Records Storage Inventory Sheets

Date_

2024

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

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 | Вох | Dept | Initials |
|-----------------------------|-------------------------------------|-----------|--------|--------|---------------|----------|
| 1 | Old Time Sheets 1999-2010 | | | X | Human Resouce | CR |
| 2 | Old Time Sheets 1999-2010 | 1 | | X | Human Resouce | CR |
| 3 | Old Time Sheets 1999-2010 | | | х | 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 | | 1 | 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 | 1 | | 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 | 1 | | 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 |
| 20 | Time Sheets 11/6/2017 - 1/14/2018 | | | X | Human Resouce | CR |
| 21 | 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 |
| 23 | Time Sheets 8/13/2018 - 10/21/2018 | | | X | Human Resouce | CR |
| 25 | Time Sheets 10/22/2018 - 12/30/2018 | | | | Human Resouce | CR |
| 25 | Time Sheets 7/29/2019 - 12/30/2018 | | _ | X | Human Resouce | CR |
| | | | | X | Human Resouce | |
| 27 | Time Sheets 7/27/2020 - 10/18/2020 | | | X | Human Resouce | CR |
| - | Time Sheets 10/7/2019 - 12/15/2019 | | | X | | CR |
| 29 | Time Sheets 5/20/2019 - 7/2//2019 | | | X | Human Resouce | |
| 30 | Time Sheets 5/18/2020 - 7/26/20200 | | | X | Human Resouce | - |
| 31 | Time Sheets 2/24/2020 - 5/17/2020 | | | - | 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 X | Human Resouce | |
| 35 | Time Sheets Prior to 2010 | | | | Human Resouce | |
| 36 | Time Sheets Prior to 2010 | | | 1 | | CR |
| 37 | Time Sheets 2016 & 2009 | | | X X | Human Resouce | CR |
| 38 | Time Sheets 6/2/2015 - 7/27/2015 | | | | 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 | 1 | | X | Human Resouce | CR |
| 41 | Time Sheets 9/2014 - 11/2014 | | | X | Human Resouce | CR |
| 42 | Time Sheets 7/2014 - 9/2014 | 1 | 1 | | 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 |

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

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 | Description of Contents | Misc Info | Binder | Вох | Dept | Initials |
|-------------------|---|-----------|----------|-----|----------------------|----------|
| Number | | | | | | |
| | 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 |
| • | Employment Applications 2013 | | | X | Human Resources | CR |
| | Employment Applications 2015 & 2016 | | 1 | Х | Human Resources | CR |
| 52 | Interview Files 2010 | | | X | Human Resources | CR |
| 53 | Employment Applications 2015 & 2016 | | 1 | 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 | Cl |
| 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 | | ĺ | X | Human Resources | CR |
| 66 | Workers Comp copies of claims 2008 - 2014 | | | X | Human Resources | CR |
| 67 | Workers Comp Copies of claims 2010 | | | İ X | Human Resources | CR |
| 68 | Copies Firefighter physicals 2010 - 2015 POS 202 | 15 | | İx | Human Resources | CR |
| 69 | Copies of Physicals and Workers Comp 1998 - 20 | | | X | Human Resources | CR |
| 70 | Payroll Registers & Leave paperwork 2008 | | | X | Human Resources | CR |
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