

**RESOLUTION NO. 2026 - \_\_\_\_\_**

**RESOLUTION ACCEPTING PROOF OF RECORD DESTRUCTION AUTHORIZED BY  
ORDINANCE NO. 2026-1**

**WHEREAS, The City of Bryant City Council Authorized the destruction of certain records via the authority granted in Ordinance No. 2026-1, adopted January 27, 2026;**

**WHEREAS, Under that Ordinance, City Policy and State Law, an affidavit from witnessing officials is necessary to certify the destruction of authorized documents occurred; and**

**WHEREAS, attached hereto are the affidavits of City of Bryant Officials who witnessed and certify that the authorized records were transferred to a Gone for Good Shredding, for destruction by that service within the parameters of their agreement with the City of Bryant; and**

**WHEREAS, The City Council accepts that the authorized documents have been removed from the possession of the City of Bryant and are thereby destroyed under City Ordinance, City Policy and according to authorizing State Law.**

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS**

**Section 1.** The City Council of the City of Bryant accepts the attached documents as proof of destruction of the approved documents per Ordinance No. 2026-1.

**Section 2.** Any resolution, resolution section, policy, or directive in conflict with this Resolution is repealed or amended to reflect and achieve the purposes stated herein.

**PASSED AND APPROVED this 24th day of February, 2026.**

**APPROVED:**

**Chris Treat. Mayor**

**ATTEST:**

**Mark Smith. City Clerk**

**AFFIDAVIT OF:  
JACK MOSELEY  
And TABTHA KODER  
DESTRUCTION OF CITY RECORDS PER A.C.A 14-59-114**

**STATE OF ARKANSAS**

**COUNTY OF SALINE**

Before the undersigned, duly qualified, commissioned, and acting in and for said County and State, appeared **Jack Moseley**, City Council Member, Ward 4, Position 1, and **Tabatha Koder**, City of Bryant employee, satisfactorily proven to be the affiants herein, who state the following under oath:

I Jack Moseley am City Council Member, representing Ward 4, Position 1 for the City of Bryant.

I, Tabatha Koder, am a City of Bryant City employee.

I, Tabatha Koder T.K. (initials) and Jack Moseley JEM (initials), am providing this affidavit based upon my personal experience and observation and in accordance with Arkansas Code Annotated § 14-59-114, and pursuant to the City of Bryant Record Retention and Destruction Policy as adopted by City Council Resolution 2015-05.

I was personally present for the transfer of certain documents, identified in the attached Exhibit "A" prepared by the City of Bryant Departments Listed, and approved to be destroyed by Ordinance 2026-01, approved on January 27, 2026, to *Gone for Good Shredding*, of 9720 N. Rodney Parham Road, Little Rock, Arkansas, 72227

I, Tabatha Koder T.K. (initials) and Jack Moseley JEM (initials), met the representative of *Gone for Good Shredding* at the City of Bryant City Hall, on February 18, 2026, where 39 boxes of city records, as identified in the attached Exhibit "A", were provided

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Tabatha Koder T.K. (initials) and Jack Moseley JEM (initials)

to the representative for destruction in accordance with *Gone for Good Shredding* policy and practice.

IN WITNESS WHEREOF, I hereunto set my hand this 18<sup>th</sup> day of February 2026.

Jack Moseley  
Jack Moseley

SUBSCRIBED AND SWORN to before me this 18 day of February, 2026.

Crystal L. Winkler  
Notary Public

My commission expires:

3-10-2030



-AND-

Tabatha Koder  
Tabatha Koder

SUBSCRIBED AND SWORN to before me this 18 day of February, 2026.

Crystal L. Winkler  
Notary Public

My commission expires:

3-10-2030



2-18-26 9:00 am

ORDINANCE NO. 2026 01 approved

**A ORDINANCE PROVIDING FOR PERMISSION TO DESTROY CERTAIN CITY RECORDS PER CITY POLICY IN RESOLUTION 2015-5: AND FOR OTHER PURPOSES WITH EMERGENCY CLAUSE**

**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.

**Section 3.** Emergency Enactment: Whereas this is an exceptional situation and an Emergency is Declared: and this Ordinance shall be effective from and after its date of passage.

PASSED AND APPROVED this \_\_\_\_\_ day of January, 2026.

APPROVED:

\_\_\_\_\_  
Chris Treat, Mayor

ATTEST:

\_\_\_\_\_  
Mark Smith, City Clerk

**CITY OF BRYANT, AR**  
**Records Storage Inventory Sheets**  
**2026**

Date 1/16/26

Finance Department / Water Department  
 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 Number	Description of Contents	Misc Info	Binder	Box	Dept	Initials
Wat 2021-01	Cashier Receipts ✓			x	Water	AS
Wat 2021-02	Cashier Receipts ✓			x	Water	AS
Wat 2021-03	Cashier Receipts ✓			x	Water	AS
Wat 2021-04	Cashier Receipts ✓			x	Water	AS
Wat 2021-05	Work Orders ✓			x	Water	AS
Wat 2021-06	Work Orders ✓			x	Water	AS
Wat 2021-07	Cashier Receipts ✓			x	Water	AS
Wat 2021-08	Cashier Receipts ✓			x	Water	AS
Wat 2021-09	End Of Day Reports ✓			x	Water	AS
Wat 2021-10	End of Day & Deposit Receipts ✓			x	Water	AS
Wat 2021-11	Adj., Xfers, Rtn Chks, Bankruptcy, PO's & Refunds ✓			x	Water	AS
Wat 2021-12	End of Day & Deposit Receipts ✓			x	Water	AS
Fin19-24	Finance director - council notes JE's & misc 2022 ✓					
Fin22-18	Bank statements non bond 2022 ✓					
Fin22-06	Misc cash receipts 2022 ✓					
Fin19-03	AR sales tax, State WH, Fed 941, Suta ✓					
Fin22-02	Payroll packets, contract payables 2022 ✓					
Fin22-05	Cash receipts gen Sep-Dec 2022 ✓					
Fin22-04	Cash receipts gen Mar-Jun 2021 ✓					
Fin22-03	Payroll liabilities B-Z cash receipts Jan-Fec 2022 ✓					
Fin22-05	Cash receipts gen Jul-Sep 2021 ✓					
Fin22-14	AP P-Z 2021 ✓					
Fin22-13	AP G-O 2021 ✓					
Fin22-11	AP A-C 2021 ✓					
Fin22-18	Misc AP, Statements, PO Reports 2022 ✓					
Fin22-07	Misc cash receipts 2021 ✓					
Fin22-09	Finance director - council notes 2022 ✓					
Fin22-19	Misc AP, Statements, PO Reports 2021 ✓					
Fin22-01	Contract Payables 2021 ✓					
Fin22-04	Cash receipts gen May-Aug 2022 ✓					
#1	Utilities 2021 ✓					
Fin22-12	AP D-F 2021 ✓					
Fin22-17	Misc AP Statements, PO reports 2021 ✓					
Fin22-01	Payroll liabilities 2022 ✓					
Fin22-03	Cash receipts gen Jan-Apr 2022 ✓					
Fin22-02	Payroll packets, payroll liabilities 2022 ✓					
Fin22-08	Audit / misc 2021 ✓					
Fin22-15	Regions CC 2022					
Fin22-06	Cash receipts gen Oct-Nov 2021 ✓					
Fin22-17	Finance director - council notes, JE's W9's 2022 ✓					

12

28  
less

Pulled by Liaq Meyer - JEM



**Gone for Good Shredding**  
 9720 N. Rodney Parham Rd. · Little Rock, AR 72227  
 (501) 228-3827 Service  
 (501) 228-3815 Billing/Payment

Wed Feb 18, 2026 next: Fri 3/13/26

Off-Site

Ticket # 65026

City of Bryant  
 Municipal Building-City Hall  
 210 SW. 3rd St.  
 Bryant, AR 72022

Contacts  
 Joy Black (501)943-0318

**Directions**

[Empty box for directions]

**Routine Instructions**

(5) Total Consoles- enter building then to the left  
 1 console located by front desk-copy room  
 1 console located in conference room area by door  
 1 console located up front in conference room  
 1 console locate in hall by the court/gate  
 1 console located down hall way- take a right (by copier)

**Special Instructions**

Send copy & Invoice to CRYSTAL

Room	Description	Container	Service Item	Qty	Actual
	Boxes (count)		Boxes (count)	0.00	
	Weight		Weight	0.00	

Time In: 9:00am Time Out: 9:30am Driver: M. Pagan Quantity: +/-

**Service / Comments**

Picked up (39) Boxes of MATERIAL FOR SECURE SHREDDING

Gone for Good Shredding hereby certifies that the materials received on the above date will be confidentially handled and destroyed and that the shredded material will then be recycled. A certificate of destruction will be included on your invoice.

X \_\_\_\_\_