RESOLUTION NO. 2023 -___

RESOLUTION ACCEPTING PROOF OF RECORD DESTRUCTION AUTHORIZED BY ORDINANCE NO. 2023-21

WHEREAS, The City of Bryant City Council Authorized the destruction of certain records via the authority granted in Ordinance No. 2023-21, adopted September 26, 2023;

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 S

THEREFO	DRE, BE IT RESOLVED BY THE CITY COUNCIL OF T	HE CITY OF BRYANT, ARKANSAS
Section 1.	The City Council of the City of Bryant accepts the attached approved documents per Ordinance No. 2023-21.	documents as proof of destruction of the
Section 2.	Any resolution, resolution section, policy, or directive in con amended to reflect and achieve the purposes stated herein.	nflict with this Resolution is repealed or
	PASSED AND APPROVED this 28th day of November,	2023.
		APPROVED:
		Rhonda Sanders, Mayor
ATTEST:		
Mark Smith	th, 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 ______ (initials) and Jack Moseley ______ (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 2023-21, approved on September 26, 2023, to *Gone for Good Shredding*, of 9720 N. Rodney Parham Road, Little Rock, Arkansas, 72227

I, Tabatha Koder Y. K. (initials) and Jack Moseley W (initials), met the representative of *Gone for Good Shredding* at the City of Bryant City Hall, on October 30, 2023, where W boxes of city records, as identified in the attached Exhibit "A", were provided to the representative for destruction in accordance with *Gone for Good Shredding* policy and practice.

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Tabatha Koder T. (initials) and Jack Moseley 5 (initials)

IN WITNESS WHEREOF, I hereunto set my hand this 30th day of October 2023.

	Jack Moseley
SUBSCRIBED AND SWORN to before me this 30 day	y of October, 2023. Cuptal & Winkler Notary Public
My commission expires:	OTAR 1 200 NOTAR 1
3-10-2030	PUBLIC SALE
-AND-)
	Tabatha Koder, Tabatha Koder
SUBSCRIBED AND SWORN to before me this	day of October, 2023. Cupted L. Winkler Notary Public
My commission expires: 3-10-2030	NOTARL SALITION NOTARL SALITIO
	The state of the s

Page 2 of 2

Tabatha Koder (initials) and Jack Moseley (initials)

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.

N

OW, THERI	EFORE, 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 September, 2023.
	APPROVED:
	Allen E. Scott, Mayor
ATTEST:	

Mark Smith, City Clerk



Gone for Good Shredding 9720 N. Rodney Parham Rd. · Little Rock, AR 72227 (501) 228-3827 Service (501) 228-3909 Billing/Payment

Mon Oct 30, 202	3 next:Fit 11/10/23	Off-Site	Ticket # 52330	
City of Bryant Municipal Building-City Hall 210 SW. 3rd St. Bryant, AR 72022 Contacts Joy Black (501)943-0318		Directions Jack Moseley - Council Member Will be there 2 9! WAM TO WITNESS Special Instructions (44) Boxes 9:00AM	Routine Instructions (3) Total Consoles- enter building then to the left 1 console located by front desk-copy room 1 console located up front in conference room 1 console located down hall way-take a right (by copier)	
Room	Description	Container Service Item	Qty Actual	
	Boxes (count)	Boxes (count)	0.00	
	Weight	Weight	0.00	
Time In:	Time O	ut: Driver:	Quantity: +/-	
P/Q 4	4 BKES	Service / Comments		

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

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.

Records			T	
Series	Description of Contents	Misc Info	Box	Dept
Number	Description of Contents	14113C IIIIO	00%	ocp.
01-Misc	Animal Cash Receipts	CLW	X	Finance
FIN20-22	2018 AP Statements	CLW	X	Finance
F11120 40	****	CLW	X	Finance
		CLW	x	Finance
FIN20-18		CLW	$\frac{1}{x}$	Finance
F11120 24	2018 AP A-M Water/Waste Water 2018 AP G-M General	CLW	T x	Finance
FIN20-21		CLW	1 x	Finance
FIN19-25	2015 Sur Charge Audit	CLW	T x	
FIN19-05	2018 Payroll Liabilities		- x	Finance
2	2017 Payroll Liabilities	CLW		Finance
18	2016 Council Notes	CLW	X	Finance
FIN20-06	2018 AP Misc	CLW	Х	Finance
FIN20-23		CLW	X	Finance
FIN20-24		CLW	X	Finance
FIN20-25	2018 AP A-B General	CLW	X	Finance
FIN20-26	2018 AP N-Z Water/Waste Water	CLW	X	Finance
3	2015 Quarterly Payroll Reports	CLW	X	Finance
4	2017 Payroll Liabilities	CLW	X	Finance
FIN19-34	2018 Cash Receipts General	CLW	X	Finance
FIN19-32	2018 Cash Receipts General	CLW	X	Finance
FIN19-33	2018 Cash Receipts General	CLW	X	Finance
5	2016 Quarterly Payroll Reports	CLW	X	Finance
6	2009 Old PD Paper Files	CLW	X	Finance
7	2010 Old Pd Paper Files	CLW	X	Finance
8	Springbrook Directions	CLW	X	Finance
WTR17-01	Water Stubs	AS	X	Water Billing
WTR18-01	Water bill Stubs	AS	X	Water Billing
WTR18-02	Water bill Stubs	AS	X	Water Billing
WTR18-03	Receipt Stubs	AS	X	Water Billing
WTR18-04	Bill Stub Receipts	AS	X	Water Billing
WTR19-01	Water Bill Receipts - January	AS	X	Water Billing
WTR18-05	Bill Stub Receipts	AS	X	Water Billing
WTR19-02	Bill Stub Receipts	AS	X	Water Billing
WTR18-06	Water/Stub Receipts	AS	X	Water Billing
•	Check Copies	AS	X	Water Billing
	Adjustments & Fees	AS	X	Water Billing
-	Water Receipts March	AS	X	Water Billing
	Water bill Stubs	AS	X	Water Billing
-	Water Stubs Receipts	AS	X	Water Billing
-	Water bill Stubs	AS	Х	Water Billing
-	Cashier Receipts & Final Reports	AS	X	Water Billing
-	Water Receipt Books	AS	X	Water Billing
	Cashier Receipts & Final Reports	AS	X	Water Billing
7	Water Bill Receipts April	AS	X	Water Billing
V	Water Bill Receipts	AS	X	Water Billing
WIN10-11	Trace on necespio			9.
	Total Box Count		44	
	Trotter por count		1 77	100