



WILDWOOD

## MEMORANDUM

**To:** Mayor Jim Bowlin and City Council Members  
**From:** Megan Eldridge, City Clerk  
**Subject:** Records Destruction  
**Date:** January 4, 2023

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The City Clerk's Office has taken on the task of reviewing all records retained by the City and disposing of those that have met their retention period.

As set forth in the Missouri Revised Statutes (RSMo.) Chapter 109 (Public and Business Records), the Local Records Board establishes minimum retention periods for government records. Retention and disposition of records are set forth in Local Records Retention Schedules, which is published by the Missouri Secretary of State. RSMo. §109.260 sets forth that "no record shall be destroyed or otherwise disposed of by any agency unless its determined by the commission or board that the record has no further administrative, legal, fiscal, research or historical value."

The Local Records Retention Schedule sets forth that "disposition of records should be recorded in a document such as the minutes of the city council or other legally constituted authority that has permanent record status. The record should include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was accomplished."

The purpose of this memo is to explain this agenda item and inform you when records have met their retention schedule and can be destroyed, these requests must be presented to the City Council in the form of a *Records Destruction Form* for approval, which is then entered into the meeting minutes as a permanent record. Attached to this memo is a Records Destruction Form for a set of records that have met their retention period and can be disposed of upon approval by the City Council.

Please let me know if you have any questions.

Enc.



Department Name: City Clerk		Total # of Boxes: 1
Department Records Coordinator: Megan Eldridge		
Date: 12/30/2022	Office Address: 16860 Main Street, Wildwood, MO 63040	Telephone: 636-405-2029

**Caution:** A record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so.

Department Records Coordinator: City Clerk	Date: 12/30/2022	Date of Records Destruction:
Group Manager: Megan Eldridge 12/30/2022	Date:	Destruction Method:  Shredding <input checked="" type="checkbox"/> Discard <input checked="" type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of City Council Minutes:		

**Request for Department Destruction**

- I certify that these OFFICIAL RECORD COPIES are past the retention period specified by the Missouri Secretary of State Records Retention Schedule and that all audit and administrative requirements have been satisfied.
  
- I certify that no HOLD has been placed on these OFFICIAL RECORDS due to any litigation, claim, negotiation, audit, or open records requests and that all administrative requirements have been satisfied.

Required Approval Signature	
City Clerk: <i>Megan Eldridge</i>	Date: <i>1/4/23</i>

**Note:** Please read the instructions on page 3 concerning Departmental Records Destruction.

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
n/a	GS066	2017 public records requests	2017	3 years	E;P