

Olivette

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CITY COUNCIL AGENDA SUBMISSION
March 23, 2021

Agenda Item:

Request for Document Destruction – Finance Department

Description:

The Finance Department is requesting to securely destroyed documents according retention classifications adopted with Ordinance #2552. Record classification and a description of the items are contained within the accompanying memo.

Recommended Action:

Approve secure destruction of documents as classified and described in memo dated 3/11/2021.

Attachments:

Document Destruction Memo Dated March 11, 2021

Funding Request:

None

Submitted by:

Darren Mann, CPA
DEPARTMENT HEAD



Memorandum

To: City Council
From: Darren Mann, Finance Director
Subject: Document Destruction
Date: March 11, 2021

The following documents are requested to be securely destroyed under the following document retention classifications adopted with Ordinance #2552.

| <u>Classification</u> | <u>Description</u> | <u>Itemization</u> |
|-----------------------|------------------------------------|-------------------------|
| GS 007 | Cancelled Checks 7/2/99–5/28/01 | Check #'s 20769 – 25831 |
| GS 007 | Cancelled Checks 3/7/02 – 2/19/03 | Check #'s ? – 30220 |
| GS 007 | Cancelled Checks 2/21/03–1/29/04 | Check #'s 30221 – 32199 |
| GS 007 | Cancelled Checks 1/12/04 – 2/10/05 | Check #'s 32200 – 34577 |
| GS 007 | Cancelled Checks 2/1/05 – 10/10/05 | Check #'s 34641 – 36565 |
| GS 007 | Cancelled Checks 3/9/06 – 6/21/09 | Check #'s 37392 – 40516 |
| GS 007 | Accounts Payable Journal Records | Fiscal Year 2010-2011 |
| GS 007 | Accounts Payable Records | Fiscal Year 2011-2012 |
| GS 007 | Accounts Payable Records | Fiscal Year 2012-2013 |
| GS 007 | Accounts Payable Journal Records | Fiscal Year 2014-2015 |
| GS 008 | Cash Receipt Records | 12/16/06 – 02/29/04 |
| GS 008 | Cash Receipt Records | 03/01/04 - 05/31/04 |
| GS 008 | Cash Receipt Records | 06/01/04 – 07/31/04 |
| GS 008 | Cash Receipt Books | 11/25/96 – 4/19/20 |
| GS 008 | Cash Receipt Records | 03/01/91 – 02/29/92 |
| GS 010 | Deposit Slips | 2007 |
| GS 010 | Bank Statements | 7/30/2004 – 2/2/2004 |

Recommendation

Approved destruction of the documents described as classified.