## A ORDINANCE PROVIDING FOR PERMISSION TO DESTROY CERTIAIN 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, 2025.

APPROVED:

Chris Treat, Mayor

ATTEST:

Mark Smith, City Clerk

## CITY OF BRYANT, AR

## Records Storage Inventory Sheets

2025

1121/25	Finance Department		1	\	1/2
Date 1 21 (2)	<b>Department Head Signature</b>	0	-	for	
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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.

Series Number	Description of Contents	Misc Info	Binder	Вох	Dept	Initia
FIN01	Disposed Assets prior to 2019			X	Finance	CLV
FIN02	Disposed Assets prior to 2019			X	Finance'	CLV
FIN16	Regions Credit Cards 2020			X	Finance	CLV
IN21-12	AP A-C 2020			X	Finance	CLV
IN21-03	Cash Receipts Aug-Apr 2020			X	Finance	CLV
IN21-05	Cash Receipts Jan-Dec 2020			X	Finance Compa	
IN21-07	Payroll Liabiltities 2020			X	Finance	CLV
IN21-01	Payroll Packets/Capital Work Packets 2020			X	Finance	CLV
IN20-32	Non Bond Bank Statements 2020			X	Finance	CL\
IN21-15	AP Q-T 2020			Х	Finance	CLI
IN21-06	Payroll Liabiltities 2020			X	Finance	CLV
IN21-04	Cash Receipts Aug-Dec 2020			X	Finance	CLV
IN21-13	AP D-L 2020			Х	Finance	· CLV
IN21-08	Misc Notes 2020			X	Finance	CL
IN20-34	Payroll Liabiltities 2019			X	Finance	CLV
N21-16	AP U-Z 2020			X	Finance	CL
IN21-10	Non Bond Bank Statements 2020			X	Finance	CLV
IN21-09	Utility Bills 2020			X	Finance	CL
IN21-02	Cash Receipts Jan-Mar 2020			X		CL
FINO3	2003-2011 Grants Notes			X	Finance	CL
IN21-14	AP M-P 2020			X	Financé	CLV
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