

City of Fayetteville Staff Review Form

2016-0513

Legistar File ID

11/15/2016

City Council Meeting Date - Agenda Item Only
N/A for Non-Agenda Item

Gina Roberts

10/25/2016

City Clerk/Treasurer /
General Government Department

Submitted By

Submitted Date

Division / Department

Action Recommendation:

A RESOLUTION AUTHORIZING ADVANCED INFORMATION MANAGEMENT (AIM) TO DESTROY CITY RECORDS. THE RECORDS HAVE BEEN MICROFILMED OR SCANNED AND HAVE BEEN MAINTAINED FOR THE REQUIRED LENGTH OF TIME.

Budget Impact:

1010.1510.5315.00

Account Number

Fund

Project Number

Project Title

Budgeted Item? Yes

Current Budget \$ 1,000.00

Funds Obligated \$ -

Current Balance **\$ 1,000.00**

Does item have a cost? Yes

Item Cost \$ 500.00

Budget Adjustment Attached? No

Budget Adjustment

Remaining Budget **\$ 500.00**

V20140710

Previous Ordinance or Resolution # _____

Original Contract Number: _____

Approval Date: _____

Comments:



CITY COUNCIL AGENDA MEMO

MEETING OF NOVEMBER 15, 2016

TO: Mayor and City Council

THRU: Sondra E. Smith

FROM: Gina Roberts

DATE: October 25, 2016

SUBJECT: Advanced Information Management (AIM), Destruction of Records

RECOMMENDATION:

Staff recommends the destruction of records. All records have been microfilmed or scanned and have been maintained for the required length of time. Attached is a listing of records that are ready for destruction.

Attachments:

List of documents to be destroyed

LIST OF RECORD FOR DESTRUCTION

ACCOUNTING: (32-Boxes)

- 2003 A/P Vendor Files Box 1 -10 (A-Misc. thru Fuelman of Arkansas)
- 2002 A/P Vendor Files Box #18, 19 & 20
- 2002 A/P Vendor Files Box #25 & #26 (missed on last destruction)
- 2001 Payroll Time Sheets
- 2002 Payroll Time Sheets
- 2003 Payroll Time Sheets
- 2003 Payroll Register #3 & #25 1-20-03 thru 2-2-03 & 11-24-03 thru 12-7-03
- 2006 A/P P-Cards January A's thru July O's
- 2006 thru June 30, 2007 Check Register, Summary Payment & Refund Update Listing
- Cashiers Balance Report 2005, 2006, 2007, 2009 & 2010
- Outstanding Check Register, Summary Payment & Listing 1992, 1993, 1996
- Duplicate copies of City of Fayetteville Financial Statements 1980 to 1986
- Old Floppy Disk 7# @ \$.50 per pound \$3.50

AIRPORT: (2 Boxes)

- 1995 Paid Invoices
- 1995 A/R Register

CITY CLERK: (1 Box)

- Contract Files 1991 thru 1994 A-L

COMMUNITY RESOURCES: (1 Box)

- Community Development Project Files 1978

BUILDING SAFETY & PERMITS: (5 Boxes)

- Old Building Plans (putting extra copies of financial statement in with these boxes)

HUMAN RESOURCES: (8 Boxes)

- 2010 Applications Not Hired
- 1986 Terminated Employee Files
- 1993 Terminated Employee Files A-W
- 1997 Terminated Employee Files A-Y

INFORMATION MANAGEMENT: (2 Boxes)

- 1990 IT Back-up Printout

PURCHASING: (10 Boxes)

- 1999 Accident Reports
- 2000-2001 Accident Reports
- 2002 Accident Reports
- 2003 Accident Reports
- 2003 Bids #1-17
- 2003 Bids #34 to 85
- 2000 Purchase Orders
- 2001 Purchase Orders 00-800 thru 00-1599

UTILITY FINANCIAL SERVICES: (5 Boxes)

- Hilo Registers 1-2005 thru 10-2006

Branson, Lisa

From: Don Keller <don@aimrecords.com>
Sent: Tuesday, October 25, 2016 12:05 PM
To: Roberts, Gina
Subject: Certificate of Destruction

Hi Gina,

After the completion of your shred job we will give you a "Certificate of Destruction" to document the activity.

Thank You!

Don Keller, CRM
Managing Partner
Advanced Information Management
1720 East Highway 264
Springdale, AR 72764
479-751-8120
don@aimrecords.com
www.aimrecords.com

Branson, Lisa

From: Don Keller <don@aimrecords.com>
Sent: Tuesday, October 25, 2016 10:16 AM
To: Roberts, Gina
Subject: Shredding Details

Good morning Gina,

As I stated on the phone, our price for on-site shredding has a \$150.00 minimum which includes your first 23 boxes then it would be \$6.50 per box after that.

Another item I would like to bring up is that our company is "AAA" NAID Certified for security and confidentiality. This is the highest level of certification you can receive in our industry. You can look at www.naidonline.org to see how difficult this certification it is to achieve.

Please let me know if you have any further questions!

Don Keller, CRM
Managing Partner
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