

City of Fayetteville Staff Review Form

2017-0414

Legistar File ID

8/15/2017

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

Gina Roberts

7/24/2017

CITY CLERK (051)

Submitted By

Submitted Date

Division / Department

Action Recommendation:

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

Budget Impact:

1010.051.1510-5315.00

General

Account Number

Fund

Project Number

Project Title

Budgeted Item? Yes

Current Budget \$ 1,645.82

Funds Obligated \$ -

Current Balance **\$ 1,645.82**

Does item have a cost? Yes

Item Cost \$ 1,200.00

Budget Adjustment Attached? No

Budget Adjustment

Remaining Budget **\$ 445.82**

V20140710

Previous Ordinance or Resolution # _____

Original Contract Number: _____

Approval Date: _____

Comments:



MEETING OF AUGUST 15, 2017

TO: Mayor and City Council

THRU: Sondra E. Smith

FROM: Gina Roberts, Document Manager

DATE: July 24, 2017

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

RECOMMENDATION:

Staff recommends the destruction of records. All records recommended for destruction have been microfilmed or scanned and 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

DOCUMENTS TO BE SHRED WITH CITY COUNCIL APPROVAL

BOX #	DOCUMENT	DEPARTMENT	MICRO FILMED	OR	HELD FOR NUMBER	OF YEAR	Box Ct.	pg 1 of 5
1	1987 Terminated Employees A-Z	HR	M				2	
2	Internal Auditor 1995-99 #531-671 Internal Auditor 1994-97 94 Outdoor Grant, AIP 11, 17, 18, 19 & PFC Collection	Auditor	M				1	
3	1997 Internal Auditor 1998 PFC Collections 92-96	Auditor	M				1	
4	DLEP Grant & 91-96 CDBG Files Intern Jerry Coopers Files 1988-93 Lake	Auditor	M				1	
5	Fayetteville Water Transmission	Budget	M				1	
6	Budget Workpapers 1987-98 #01-004 Budget Workpapers Copies 1995-1997	Budget	M				2	
7	#001-007	Budget				H	2	
8	2015 Manual Journal Entries Jan-Mar	Accounting	S				1	
9	2004 BCBS, Vision, Delta Dental Billing HMR & Supplemental Beverage 12-2012	HR	S				1	
10	thru 11-2013 Box 1 of 2	Accounting	S				1	
11	HMR Tax Forms & Hotels K Box 2 of 2	Accounting	S				1	
12	Cashiers Balance Reports 2011 thru 2014	Accounting	S				1	
13	2015 Manual Journal Entries Jul- Oct	Accounting	S				1	
14	2015 Manual Journal Entries Apr-Jul	Accounting	S				1	
15	2015 Manual Journal Entries Nov-Dec	Accounting	S				1	
16	2016 A/P P-Card Back-up March	Accounting	S				1	
17	2016 A/P P-Card Back-up Febuary Building Safety Street Files 2012-2014 K-Z	Accounting	S				1	
18	Box 2 of 2	Building Safety	S				1	
19	2002 Payroll Register #1-6	Accounting	S				1	
20	2002 Payroll Register #7-11	Accounting	S				1	
21	2003 Vendor Files Box 18 M-N	Accounting	S				1	
22	2003 Vendor Files Box 15 K-L	Accounting	S				1	
23	1970-2002 City Board & Commission Files	City Clerk	S				1	
24	2015 Travel & Training File A-M	Accounting	S				1	
25	2015 Travel & Training File N-Z	Accounting	S				1	
26	2005 Payroll Time Sheets #10-16 2004 Payroll Time Sheets #24-26 Scanned & Bus Off. Penalty Reg Jan 2006 cy1-4, 7 &	Accounting	S				1	
27	9 Held	Acc/Bus Off	S			H	1	
28	2003 Vendor Files Box 11 F-G	Accounting	S				1	
29	2013-2014 Cus Applications	Bus Office	S				1	
30	2006 A/P P-Cards December Box 8 of 8	Accounting	S				1	

BOX #	DOCUMENT	DEPARTMENT	MICRO FILMED	HELD FOR NUMBER OF YEAR	Box Ct.	pg 2 of 5
31	2006 A/P P-Cards Oct-Dec Box 7 of 8	Accounting	S		1	
32	2016 Vehicle Inspection	Transportation	S		1	
33	2015 A/R Paid Invoices D-D	Accounting	S		1	
34	2005 Payroll Time Sheets #17-22	Accounting	S		1	
35	2005 Payroll Time Sheets #1-9	Accounting	S		1	
36	2015 A/R Paid Invoices T-Z	Accounting	S		1	
37	2005 Payroll Registers #23-26	Accounting	S		1	
38	2015 A/R Paid Invoices P-S	Accounting	S		1	
39	2002 Payroll Register #12-13	Accounting	S		1	
40	2003 Vendor Files H-I Box 13	Accounting	S		1	
41	2003 Vendor Files G-H Box 12	Accounting	S		1	
42	2012 to 2016 Building Safety Street Files A-J	Building Safety	S		1	
43	2015 A/R Paid Invoices L-O	Accounting	S		1	
44	2002 Payroll Clerks Terminated Employee Files	Accounting	S		1	
45	2014 Business Office Cus Applications	Bus Office	S		1	
46	2015 A/R Paid Invoices A-C	Accounting	S		1	
47	2013-2014 Business Office Cus Applications	Bus Office	S		1	
48	2014-2015 Business Office Cus Applications	Bus Office	S		1	
49	2006 A/P P-Cards Box 5 of 8	Accounting	S		1	
50	2015 Business Office Cus Applications	Bus Office	S		1	
51	2014-2015 Business Office Cus Applications	Bus Office	S		1	
52	2014 Business Office Cus Applications	Bus Office	S		1	
53	2004 Payroll Time Sheet #18-23	Accounting	S		1	
54	2008-2009 Check Register Summary	Accounting	S		1	
55	Hi-Lo Register 7-2006-11-2006	Bus Office		H	1	
56	Hi-Lo Register 3-2006 thru 8-2006	Bus Office		H	1	
57	Hi-Lo Register 2-2006 thru	Bus Office		H	1	
58	Hi-Lo Register 5-2006 thru 12-2006	Bus Office		H	1	
59	RFP, RFQ & Bids 2001-2002	Purchasing	S		1	
60	Manual Journal Entries Jan-Mar 2014	Accounting	S		1	
61	2015 A/P P-Cards January	Accounting	S		1	
62	2015 A/P P-Cards March	Accounting	S		1	
63	2014 Business Office Cus Applications	Bus Office	S		1	
64	2014 Business Office Cus Applications	Bus Office	S		1	
65	2015 A/P P-Card June	Accounting	S		1	
66	2015 A/P P-Card August	Accounting	S		1	
67	2015 A/P P-Card September	Accounting	S		1	
68	2015 A/P P-Card October	Accounting	S		1	
69	2014 Travel & Training A-L	Accounting	S		1	

	DOCUMENT	DEPARTMENT	MICRO FILMED	HELD FOR NUMBER OF YEAR	Box Ct.	pg 3 of 5
70	2014 Travel & Training Mc-Z	Accounting	S		1	
71	2014 Manual Journal Entries Oct thru Nov	Accounting	S		1	
72	2014 A/P P-Card December	Accounting	S		1	
73	2014 Manual Journal Entries July-Sept	Accounting	S		1	
74	2014 Business Office Cus Applications	Bus Office	S		1	
75	2016 Business Office Cus Application	Bus Office	S		1	
76	2016 Business Office Cus Application	Bus Office	S		1	
77	2016 Business Office Cus Application	Bus Office	S		1	
78	2016 Business Office Cus Application	Bus Office	S		1	
79	2016 Business Office Cus Application	Bus Office	S		1	
80	2016 Business Office Cus Application	Bus Office	S		1	
81	2014-2015 Business Office Cus Application	Bus Office	S		1	
82	2016 Business Office Cus Application	Bus Office	S		1	
83	2016 Business Office Cus Application	Bus Office	S		1	
84	2006 A/P P-Cards Sept-Oct Box 6 of 8	Accounting	S		1	
85	2014-2015 Business Office Cus Applications	Bus Office	S		1	
86	2013-2014 Business Office Cus Applications	Bus Office	S		1	
87	2015 A/P P-Cards November	Accounting	S		1	
88	2016 Business Office Cus Application	Bus Office	S		1	
89	2014-2015 Business Office Cus Applications	Bus Office	S		1	
90	2015 Business Office Cus Applications	Bus Office	S		1	
91	2015 Business Office Cus Applications	Bus Office	S		1	
92	2015 Business Office Cus Applications	Bus Office	S		1	
93	2015 Business Office Cus Applications	Bus Office	S		1	
94	2003 Vendor Files Box #20 "O"	Accounting	S		1	
95	2003 Vendor Files Box #21 "O"	Accounting	S		1	
96	2003 Vendor Files Box #19 "N-O"	Accounting	S		1	
97	2013 Bus Office Cus Applications	Bus Office	S		1	
98	2000 Inspection Closed Property Files 2000-03 Internal Auditor Hay Sales, District	Buliding Safety	S		1	
99	Court & Animal Shelter	Accounting	S		1	
100	1996-2000 Stale Checks	Accounting	S		1	
101	2003 Vendor Files Box #17 "M" 1989-1990 Old City Clerk Contracts & 2011,2012,2014,2015, & 2016 Proposed	Accounting	S		1	
102	Annual Budget and Work Program	City Clerk	S		1	
103	2010-2011 Summary Payment Register	Accounting	S		1	

	DOCUMENT	DEPARTMENT	MICRO FILMED	HELD FOR NUMBER OF YEAR	Box Ct.	pg 4 of 5
104	2007 A/P P-Card November	Accounting	S		1	
105	A/P Checks & Backup 3/23/15 thru 5/8/15	Accounting	S		1	
106	2015 A/P P-Cards July	Accounting	S		1	
107	A/P Checks & Backup 5/11/15 thru 6/22/15	Accounting	S		1	
108	2015 A/P P-Cards April	Accounting	S		1	
109	2008 A/P P-Cards Feb A-Z	Accounting	S		1	
110	A/P Checks & Backup 6/29/15 - 8/28/15	Accounting	S		1	
111	2008 A/P P-Cards Mar A-F	Accounting	S		1	
112	A/P Check & Backup 10/15/15-12/3/15	Accounting	S		1	
113	2014 A/R Paid Invoices A-C A/P Check & Backup 1/16/15 -3/23/15 &	Accounting	S		1	
114	Pcard Stm Dec 2014-Jan 2015	Accounting	S		1	
115	2014 A/R Paid Invoices D-L	Accounting	S		1	
116	A/P Checks & Backup 11-17-15-1/5/15	Accounting	S		1	
117	2014 A/R Paid Invoices M-P	Accounting	S		1	
118	2015 Transportation Vehicle Inspections	Transportation	S		1	
119	2013-2014 Business Office Cus Applications	Bus Office	S		1	
120	2014 Bank Reconciliations Jan-Dec	Accounting	S		1	
121	2014 Manual Journal Entries Apr-June	Accounting	S		1	
123	A/P P-Card November	Accounting	S		1	
123	2014 Business Office Cus Applications	Accounting	S		1	
124	2006 A/R Report Jan-June	Accounting		H	1	
125	2007 A/R Report Jan-April	Accounting		H	1	
126	A/R Report Nov 2006-Feb 2007	Accounting		H	1	
127	2000 Motorpool Charges	Accounting		H	1	
128	2010 City Clerk Contract Files	City Clerk	S		1	
129	A/P P-Card December	Accounting	S		1	
130	2014 Transportation Work Orders 2013-2014 Bus Office Customer	Transportation	S		1	
131	Applications	Bus Office	S		1	
132	2010 City Council Agendas Jan-June	City Clerk	S		1	
133	2010 City Council Agendas Jul- Dec	City Clerk	S		1	
134	2013 Bus Office Cus Applications	Bus Office	S		1	
135	City Clerk Infor on Elections from County	City Clerk		H	1	
136	2004 Payroll Time Sheet PR #1-9	Accounting	S		1	
137	2004 Payroll Time Sheets PR #10-17	Accounting	S		1	
138	2015 A/P P-Card Febuary	Accounting	S		1	

	DOCUMENT	DEPARTMENT	MICRO FILMED	HELD FOR NUMBER	Box Ct.	pg 5 of 5
			OR	OF YEAR		
139	1988-1991 Budget Workpapers	Budget		H	10	
140	2006 A/R Report Jul-Dec	Accounting		H	1	
141	2009 Bank Draft Register May-Oct	Accounting		H	1	
142	1999-2001 Add ons for RFP, RFQ & Bids	Purchasing	S		1	
143	2014 A/R Paid Invoices Q-Z	Accounting	S		1	
144	2006 A/R Report	Accounting		H	1	
145	Bank Draft Register 5/09-10/09	Bus Office		H	1	
146	Bank Draft Register 9/09-12/09	Bus Office		H	1	
	1999-2001 HR Police Non Hired Application					
147	Box 1 of 2	HR		H	1	
	1999-2001 HR Police Non Hired Application					
148	Box 2 of 2	HR		H	1	
149	2003-2006 HR Police Non Hired Applic	HR		H	1	

S= Scanned Document

M= Microfilmed Document

H= Held for the required number of years

AIM

Proposal for: City of Fayetteville

Advanced Information Management will provide On-site shredding for the City of Fayetteville. Fee for the shred truck is **\$150.00** plus **\$6.50 per box** (approximately 200 boxes) or **\$45.00** per Bin and removal fee for the cardboard boxes is **\$50.00**.

Please give us 1 week notice so we can get this on the shred trucks schedule.

If you have any question please give me call at 479-751-8120.

Thank you,

A handwritten signature in cursive script that reads "Judy Keller". The signature is written in black ink and is positioned above the printed name.

Judy Keller, General Manager

07/21/2017

Roberts, Gina

From: Howser, Matthew <Matthew.Howser@STERICYCLE.com>
Sent: Wednesday, July 26, 2017 1:53 PM
To: Roberts, Gina
Subject: Shred-it Purge Info

Gina,
Thank you for taking my call today. Please see our onsite pricing below.

On-site Destruction- Secured at your location shred at your location

\$6.00 per Bankers Box (12" x 10" x 15") or Copy Paper Box

\$8.00 per Binder box (15" x 10" x 24")

Fuel Surcharge

\$249 Minimum includes first 10 banker boxes

Thanks,

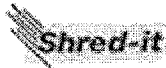
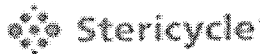
Matt Howser | Inside Sales Executive

Stericycle, Inc. | Arkansas

M: 501-628-4582 | Email: matthew.howser@stericycle.com

O: 847-205-5705 | Fax: 888-647-5642

www.Stericycle.com/



Shred-it is a proud member of the Stericycle suite of business services.

We protect what matters.

Please note my direct line has changed to 847-205-5705.

