

City of Fayetteville Staff Review Form

2018-0599

Legistar File ID

11/8/2018

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

Gina Roberts

10/17/2018

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 \$ 1,000.00

Funds Obligated \$ -

Current Balance **\$ 1,000.00**

Does item have a cost? Yes

Item Cost \$ 988.50

Budget Adjustment Attached? No

Budget Adjustment

Remaining Budget **\$ 11.50**

V20180321

Purchase Order Number: _____

Previous Ordinance or Resolution # _____

Change Order Number: _____

Approval Date: _____

Original Contract Number: _____

Comments:



MEETING OF NOVEMBER 8, 2018

TO: Mayor and City Council

THRU: Sondra E. Smith

FROM: Gina Roberts, Document Manager

DATE: October 17, 2018

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

2018 DOCUMENTS TO BE SHRED WITH CITY COUNCIL APPROVAL

	Documents	Department	Scanned	Held for # of Years	Boxes
1	2003 Vendor Files Box 23	Accounting	S		6
2	Transportation Fleet Vehicle Maintenance Files Prior to 2005	Transportation	S		3
3	1999 HMR Files	Accounting	S		2
4	2001 HMR Files	Accounting	S		3
5	2002 HMR Files	Accounting	S		2
6	2003 HMR Files	Accounting	S		3
7	1999 PR Time Sheets # 1-26	Accounting	S		3
8	Inspect Plans & Street Files from 1995-1997	Development Serv.	S		1
7	Old Airport Corps Files 2000-2008	Transportation	S		3
8	2016 Airport Copies of JE	Transportation	S		1
9	2004 Bids 04-01 thru 04-91	Purchasing	S		2
10	2007 Bids 07-01 thru 07-79	Purchasing	S		4
11	2006 Bids 06-42 thru 06-67	Purchasing	S		4
12	2008 Bids 08-01 thru 08-08	Purchasing	S		1
13	HMR Closed Business Dec 2009 thru Nov 2010	Accounting	S		2
14	1997 Purchasing Accidents Report	Purchasing	S		1
15	2005 Purchasing Accidents Report	Purchasing	S		1
16	1991-1995 Budget Working Files	Budget		Held	8
17	2016 A/P P-Cards Jan-Dec	Accounting	S		12
18	City Investments Sheets Jan 2004 thru Dec 2005	Accounting	S		1

DOCUMENTS TO BE SHRED WITH CITY COUNCIL APPROVAL

	Documents	Department	Scanned	Held for # of Years	Boxes
19	2002 A/R Paid Invoices	Accounting	S		2
20	2003 A/R Paid Invoices	Accounting	S		2
21	2000 Bank Reconciliations	Accounting	S		1
22	2007 RFP & RFQ	Purchasing	S		2
23	2006 RFP & RFQ	Purchasing	S		1
24	2016 Daily Transaction Sheet & Fuel-Airport	Transportation	S		1
25	2002 Bank Reconciliations	Accounting	S		1
26	City Daily Receipt Journal, Civil Docket, Sm Claims Aged Acct Rec Registers	District Court	Microfilmed		36
27	2006, 2007 A/P Edits Register, JE Postings & Daily Cash Posting Registers	Accounting		Held of length of time	20

Total boxes 129

AFFIDAVIT OF DESTRUCTION OF CITY OF FAYETTEVILLE RECORDS

STATE OF ARKANSAS)
) SS:
COUNTY OF WASHINGTON)

I, Gina Roberts, Document Manager for the City of Fayetteville, do hereby certify that the records listed as Exhibit "A" have been retained for the required number of years. I further certify the following:

1. That the documents listed in Exhibit "A" attached hereto and made a part hereof are being destroyed by the City of Fayetteville as authorized by Fayetteville City Council Resolution No. _____ adopted on the ____ day of _____, _____.

2. These records have been maintained according to State statute and the Retention Schedule for the City of Fayetteville.

3. The method of destroying said documents was shredding.

Gina Roberts, Document Manger

City Council Member, Witness

Subscribed and Sworn to me, a Notary Public, this ____ day of _____, _____.

Notary Public

My Commission Expires: _____

SEAL