

**City of Fayetteville Staff Review Form**

**2019-0244**

**Legistar File ID**

**5/7/2019**

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

Gina Roberts

4/15/2019

CITY CLERK (051)

**Submitted By**

**Submitted Date**

**Division / Department**

**Action Recommendation:**

A RESOLUTION AUTHORIZING ADVANCED INFORMATION MANAGEMENT (AIM) TO DESTROY CITY RECORDS AND APPROVING A BUDGET ADJUSTMENT. THE RECORDS HAVE BEEN MICROFILMED, 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 \$ 25.00

Current Balance **\$ 975.00**

**Does item have a cost?** Yes

Item Cost \$ 1,950.00

**Budget Adjustment Attached?** Yes

Budget Adjustment \$ 1,000.00

Remaining Budget **\$ 25.00**

V20180321

**Purchase Order Number:** \_\_\_\_\_

**Previous Ordinance or Resolution #** \_\_\_\_\_

**Change Order Number:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_

**Original Contract Number:** \_\_\_\_\_

**Comments:**



**MEETING OF MAY 7, 2019**

**TO:** Mayor and City Council

**THRU:** Sondra E. Smith

**FROM:** Gina Roberts, Document Manager

**DATE:** April 15, 2019

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

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**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

**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

**2019 DOCUMENTS TO BE SHRED WITH CITY COUNCIL APPROVAL**

	<b>Documents</b>	<b>Department</b>	<b>Scanned</b>	<b>Held</b>	<b>Boxes</b>
1.	2000-2006 Greg Boettcher, David Jurgens & Hugh Earnest	Administration	yes		1
2.	David Jurgens Files 2002-2008	Administration	yes		1
3.	Greg Boettcher, David Jurgens & Fred Hanna Files 2002-05	Administration	yes		1
4.	Strategic Planning Files for Local Govt 1990-94	Administration	no	Held	1
5.	A/P Check Back-up & ACH 5/26/17 thru 7/24/17	Accounting	yes		1
6.	A/P Check Back-up & ACH 10-3-17 thru 12-21-17	Accounting	yes		1
7.	District Court Reconciliation 7-2012 thru 12-2015	Accounting	yes		1
8.	2017 A/P P-Card Jun, Aug Sept	Accounting	yes		1
9.	A/P 2003 Vendor Files RJN thru Scottsdale	Accounting	yes		1
10.	2017 Travel & Training	Accounting	yes		1
11.	A/P Journal Postings & Refund Utilities 1/4/13 thru 11/23/13	Accounting	yes		1
12.	City General Investment 1/2006 thru 12/2008	<b>Accounting</b>	yes		1
13.	A/R Paid Invoices Jan-Mar 2016	<b>Accounting</b>	yes		1
14.	A/R Paid Invoices April thru June 2016	<b>Accounting</b>	<b>yes</b>		<b>1</b>
15.	A/R Paid Invoices July-November 17, 2016	<b>Accounting</b>	yes		1
16.	<b>2014 Journal Entries Dec</b>	<b>Accounting</b>	<b>yes</b>		<b>1</b>
17.	<b>2013 Journal Entries Jan-Mar</b>	<b>Accounting</b>	<b>yes</b>		<b>1</b>
18.	<b>2013 Journal Entries Apr-Jun</b>	<b>Accounting</b>	<b>yes</b>		<b>1</b>
19.	<b>2013 Journal Entries Jul-Sep</b>	<b>Accounting</b>	<b>yes</b>		<b>1</b>
20.	<b>2013 Journal Entries Oct-Nov</b>	<b>Accounting</b>	<b>yes</b>		<b>1</b>
21.	<b>2013 Journal Entries Dec</b>	<b>Accounting</b>	<b>yes</b>		<b>1</b>

22.	2013 Bank Reconciliation	Accounting	yes	1
23.	A/P Checks & Back-up 11/13/12 thru 1/18/13	Accounting	yes	1
24.	A/P Checks & Back-up 1/18/13 thru 3/25/13	Accounting	yes	1
25.	A/P Checks & Back-up 3/25/13 thru 5/20/13	Accounting	yes	1
26.	A/P Checks & Back-up 5/20/13 thru 7/5/13	Accounting	yes	1
27.	A/P Checks Jul 2013 thru Aug 26, 2013	Accounting	yes	1
28.	A/P Checks & Back-up 6/17/13 thru 10/14/13	Accounting	yes	1
29.	A/P Checks & Back-up 10/14/13 thru 12/6/13	Accounting	yes	1
30.	A/P Checks & Back-up 12/9/13 thru 2/14/14	Accounting	yes	1
31.	A/P Checks & Back-up 2/24/14 thru 4/21/14	Accounting	yes	1
32.	A/P Checks & Back-up 4/21/14 thru 6/9/14	Accounting	yes	1
33.	A/P Checks & Back-up 6/9/14 thru 8/4/14	Accounting	yes	1
34.	A/P Checks & Back-up 8/4/14 thru 9/26/14	Accounting	yes	1
35.	A/P Checks & Back-up 9/29/14 thru 11/13/14	Accounting	yes	1

36.	2013 AR/Request A-C	Accounting	yes	1
37.	2013 AR/Request D-I	Accounting	yes	1
38.	2013 AR/Request J-N	Accounting	yes	1
39.	2013 AR/Request O-Q	Accounting	yes	1
40.	2013 AR/Request R-T	Accounting	yes	1
41.	2013 AR/Request-Restitution, Bad Debt, Parking & Airport Adj.	Accounting	yes	1
42.	2014 AP/P P-Cards Jan-Oct	Accounting	yes	10
43.	2013 AP/P-Cards Jan-Dec	Accounting	yes	10
44.	2012 AP/P-Cards Jan-Dec	Accounting	yes	12
45.	2011 AP/P-Cards Jan-Dec	Accounting	yes	12
46.	2008 AP/P-Cards Jan-Apr	Accounting	yes	3
47.	2007 AP/P-Cards Mar-Dec	Accounting	yes	7
48.	2011 Bank Statements Jan-Dec	Accounting	yes	1
49.	Contracts 2064-2300 4/2006-9/2013	Accounting	yes	1
50.	2008 HMR Files 12/07-11/08	Accounting	yes	1
51.	2010 HMR Closed Business 12/09 -11/10	Accounting	yes	2
52.	2017 A/P P-Cards Jan	Accounting	yes	1
53.	2004 Old HMR Files 1 of 2	Accounting	yes	1
54.	2004 Old HMR Files 2 of2	Accounting	yes	1
55.	2004 Old HMR Files 2 of2	Accounting	yes	1
56.	2016 Journal Entries Oct-Nov	Accounting	yes	1
57.	2016 Journal Entries Apr-Jul	Accounting	yes	1
58.	2011 A/P Journal Postings &	Accounting	no/Held	1

Utility Refund Reg. 1/7/11-1/3/14

59.	.2005-2011 A/P Sales & Use Tax	Accounting	yes	1
	Filings			
60.	A/P Register 1/3/2011 10/6/2011	Accounting	yes	1
61.	2012 Daily Cash Posting Jan-Jun	Accounting	yes	1
62.	A/P Register 10/4/2011-3/02/12	Accounting	no/Held	1
63.	HMR Files 12/11 thru 11/12	Accounting	yes	1
	Hotel thru K & Sup. Beverage			
64.	HMR & Sup Bev Files 12/2010	Accounting	yes	1
	thru 11/2011 Hotel-L			
64.	JE Posting & A/P Reg & Cash Reg	Accounting	no/Held	34
	2008 thru 2010			
65.	A/P P-Cards February 2017	Accounting	yes	1
66.	A/P Check & ACH Backup	Accounting	yes	1
	4/11/2016 thru 5/20/2016			
67.	A/P P-Cards April 2017	Accounting	yes	1
68.	A/P Check & Backup from	Accounting	yes	1
	5/20/2016 thru 7/01/2016			
69.	A/P P-Card March 2017	Accounting	yes	1
70.	A/P Check & Backup from	Accounting	yes	1
	4/10/17 thru 6/05/2017			
71.	MR & Sup Beverage	Accounting	yes	1
	12/10 thru 11/11 M-Z			
72.	A/P Check & Backup from	Accounting	yes	1
	8/21/17 thru 10/23/2017			

73.	HMR & Sub Bev Files 12/03 thru 11/04	Accounting	yes	1
74.	2001 Payroll Time Sheets PR#10 thru PR#19	Accounting	yes	1
75.	HMR 11/16 thru 12/17 & some 2015	Accounting	yes	1
76.	2016 Cash- Sept thru Dec & 2017 Jan thru April	Accounting	yes	1
77.	2016 Travel & Training	Accounting	yes	1
78.	A/P Checks & ACH Back-up 12/15/15 to 2/19/16	Accounting	yes	1
79.	A/P Checks & ACH Back-up 1/13/17 to 2/27/17	Accounting	yes	1
80.	A/P Checks & ACH Back-up 2/17/17 to 4/17/17	Accounting	yes yes	1 1
81.	HMR & Sup Bev L-Z 12/11 thru 11/12	Accounting	yes	1
82.	2016 Cash Postings Jan-Aug	Accounting	yes	1
83.	2017 Cash Postings May-Dec	Accounting	yes	1
84.	2012 Journal Postings 3/7/12 thru 12/31/12	Accounting	no/Held	1
85.	A/P Checks & ACH Back-up 7/18/17 thru 9/1/17	Accounting	yes	1
86.	A/P Checks & ACH Back-up 11/11/16 thru 1/11/17	Accounting	yes	1



87.	A/P P-Cards July 2017	Accounting	yes	1
88.	2016 Journal Entries Jan-Apr	Accounting	yes	1
89.	A/P P-Cards Dec 2017	Accounting	yes	1
90.	A/P P-Cards Oct & Nov 2017	Accounting	yes	3
91.	2009 Cash Receipts Register	Accounting	yes	1
92.	1993 A/R Register Purged	Accounting	no/Microfilmed	1
93.	A/R Register 11/97 thru12/98	Accounting	no/Held	1
94.	HMR 2015 Files Hotels & A-Z	Accounting	yes	3
95.	HMR 2014 Hotel & A-L	Accounting	yes	1
96.	A/P Checks & ACH Back-up 8/29/16 thru 10/14/16	Accounting	yes	1
97.	A/P P-Cards May 2017	Accounting	yes	1
98.	Check Register/Payment & Utility Register 2012-2014	Accounting	yes	1
99.	HMR Files Apr- Nov 2016	Accounting	yes	1
100..	2012 Daily Cash Posting	Accounting	no/Held	1
101.	2015 A/R Airport	Airport	yes	1
102.	2001 Budget Workpapers	Budget & Research	no/Held	4
103.	Old City Attorney (Jerry Rose) Closed Files (Recorded at County Court House)	City Attorney	no/Held	72
104.	Boards & Committee Applications 1996-2016 Appointed & Non-App	City Clerk	yes	1
105	City Clerk Contracts 2011	City Clerk	yes	1

	2012 and 2013			
106.	2014 City Clerk Contract	City Clerk	yes	1
107.	2011 City Council Agenda's	City Clerk	yes	2
108.	2012 City Council Agenda's	City Clerk	yes	2
109.	2013 City Council Agenda's	City Clerk	yes	2
110.	2003 Inspection Street Files	Dev. Services	yes	1
111.	Certif. of Occupancy 1972-1994	Dev Services	yes	1
112.	City Daily Receipt Journal	District Court	Microfilmed	11
	Civil Docket, Small Claims			
113.	(Airport Board Agenda 2009-2012, Misc. Dept 2004 Cash Receipts Rec. Register 2016 Purchasing Change Orders & Memo from Dawn Warrick for Planning Commission)		yes	1
114.	2005 Bids 05-01 thru 05-84 & Cancelled Bids 05,53 thru 58 &	Purchasing	yes	2
115.	2009 Bids 09-01 thru 09-73 and RFQ & P's 09-01-09-23	Purchasing	yes	4
116.	2011 Bids 11-01 thru 11-71 and RFQ & P's	Purchasing	yes	7
117.	2012 Bids, RFQ, & RFP's	Purchasing	yes	4
118.	2013 Bids, RFQ & RFP's	Purchasing	yes	6
119.	2010 Purchase Orders	Purchasing	yes	1
120.	2012 Purchase Orders	Purchasing	yes	1
121.	RFP 07-10, 07-13, 07-14, 07-17 & 07-18	Purchasing	yes	1
122.	RFQ 06-04	Purchasing	yes	1
123.	RFQ 10-01 (Part of)	Purchasing	yes	1

124.	RFQ 10-01 thru 10-04	Purchasing	yes	1
125.	RFQ 06-17, 06-20, 06-21, 06-22, 06-23	Purchasing	yes	1
126.	RFP's & RFQ's 09-01 thru 09-24	Purchasing	yes	1
127.	RFP's 09-04, 09-05 & 09-10 (Ice Storm Proposal)	Purchasing	yes	1
128..	RFQ 02-03 and 04-03	Purchasing	yes	1
129.	2004 Purchasing Accident Report Files	Purchasing	yes	1
130.	RFQ 09-01 Architect& Engineering	Purchasing	yes	1
131.	2010 Bids 10-01 thru 10-58	Purchasing	yes	1
132.	2006 Bids 06-01-06-40	Purchasing	yes	2
133.	2005 Purchase Orders 05-1800 thru 05-2099	Purchasing	yes	1
134.	2005 Purchase Orders 05-0001 thru 05-0999	Purchasing	yes	1
135.	2005 Purchasing Orders 05-2100 thru 06-0799	Purchasing	yes	1
136.	2006 Purchasing Orders	Purchasing	yes	1
137.	2014 Vehicle Inspection	Transportation	yes	1
138.	2017 Vehicle, Fac. & Office Insp	Transportation	yes	1
139.	David Jurgens Water & Sewer Files 2005-2008	Water& Sewer	yes	1
140.	Hi Lo, Register Bank Draft, Adjustment Reg &Cash Receipts	Utilities Financial	no/Held	30

**Stockalper, Dena**

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**From:** Don Keller <don@aimrecords.com>  
**Sent:** Tuesday, April 16, 2019 2:03 PM  
**To:** Stockalper, Dena  
**Cc:** Roberts, Gina  
**Subject:** Shredding

Good afternoon!

Gina Roberts asked me to give you pricing on shredding for you while we are at your location. The cost will be \$6.50 per records carton. The carton will need to be brought to the area where the shredding will take place.

Please let me know if you have any questions!

Don Keller, CRM  
Managing Partner  
Advanced Information Management  
1720 East Highway 264  
Springdale, AR 72764  
479-751-8120  
[don@aimrecords.com](mailto:don@aimrecords.com)  
[www.aimrecords.com](http://www.aimrecords.com)

**AFFIDAVIT OF DESTRUCTION OF  
FAYETTEVILLE DISTRICT COURT RECORDS**

I, Dena Stockalper, do hereby certify that the following records of the Fayetteville District Court, have been retained for at least three (3) years as specified under Ark. Cods Ann. 16-10-211 and have been audited as required by law. The records listed below, covering the time period stated, are to be destroyed by shredding said records.

TYPE OF RECORD

TIME PERIOD

Receipts and Deposit Records	1/1/2012 - 12/31/2015
Deposits Records	1/1/2012 - 12/31/2015
Payroll records	1/1/2012 - 12/31/2015
Police Tickets books	1/1/2012 - 12/31/2015

  
Dena Stockalper, Chief Clerk  
William A. Storey, District Court Judge

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City Council Members


**AFFIDAVIT OF DESTRUCTION OF  
FAYETTEVILLE DISTRICT COURT RECORDS**


I, Dena Stockalper, do hereby certify that the following records of the Fayetteville District Court, have been retained for at least ten (10) years as specified under Ark. Cods Ann. 16-10-211 and have been audited as required by law. The records listed below, covering the time period stated, are to be destroyed by shredding said records.

TYPE OF RECORD

TIME PERIOD

Small Claims and Civil Files and documents      1/1/2001 - 12/31/2008

  
Dena Stockalper, Chief Clerk

  
William A. Storey, District Court Judge


\_\_\_\_\_  
City Council Members

**AFFIDAVIT OF DESTRUCTION OF  
FAYETTEVILLE DISTRICT COURT RECORDS**

I, Dena Stockalper, do hereby certify that the following records of the Fayetteville District Court, have been retained for at least seven (7) years as specified under Ark. Cods Ann. 16-10-211 and have been audited as required by law. The records listed below, covering the time period stated, are to be destroyed by shredding said records.

<u>TYPE OF RECORD</u>	<u>TIME PERIOD</u>
Records and reports of court costs	1/1/2004 - 12/31/2011
Fines and Fess Assessed and collected	1/1/2004 - 12/31/2011
Case Files	1/1/2004 - 12/31/2011
Month End Settlements	1/1/2004 - 12/31/2011
Monthly distribution reports	1/1/2004 - 12/31/2011
Show cause orders	1/1/2004 - 12/31/2011
Case information, including arrest reports and affidavits	1/1/2004 - 12/31/2011
Alternative serve and community service time sheets	1/1/2004 - 12/31/2011

  
\_\_\_\_\_  
Dena Stockalper, Chief Clerk

  
\_\_\_\_\_  
William A. Storey, District Court Judge

\_\_\_\_\_  
City Council Members