

City of Fayetteville Staff Review Form

2020-0935

Legistar File ID

11/17/2020

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

Gina Roberts

10/26/2020

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 MICROFILMED, SCANNED OR HAVE BEEN MAINTAINED 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 \$ 2,500.00

Funds Obligated \$ 26.85

Current Balance **\$ 2,473.15**

Does item have a cost? Yes

Item Cost \$ 1,725.00

Budget Adjustment Attached? No

Budget Adjustment

Remaining Budget **\$ 748.15**

V20180321

Purchase Order Number: _____

Previous Ordinance or Resolution # _____

Change Order Number: _____

Approval Date: _____

Original Contract Number: _____

Comments:



MEETING OF NOVEMBER 17, 2020

TO: Mayor and City Council

THRU: Kara Paxton

FROM: Gina Roberts, Document Manager

DATE: October 22, 2020

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

2020 DOCUMENTS TO BE SHRED WITH COUNCIL APPROVAL

<u>DOCUMENTS</u>	<u>DEPARTMENT</u>	SCANNED	HELD	# BOXES
1999-2012 W/S MONTHLY BOND STMS	ACCOUNTING	YES		1
2000 PAYROLL TIME SHEETS #10-18	ACCOUNTING	YES		1
2006 PAYROLL TIME SHEETS #1-#7	ACCOUNTING	YES		1
1995-2004 HMR FILES (CLOSED)	ACCOUNTING	YES		1
1999 HMR FILES A-FR	ACCOUNTING	YES		1
PRIOR TO 2001 HMR FILES	ACCOUNTING	YES		1
2002 HMR FILES	ACCOUNTING	YES		1
2003 HMR FILES (CLOSED)	ACCOUNTING	YES		1
2005 HMR FILES A-F BOX 1	ACCOUNTING	YES		1
2006 HMR FILES 12/2005-11/2006	ACCOUNTING	YES		1
2007 HMR FILES 12/2006-11/2007	ACCOUNTING	YES		2
1997-1999 CONTRACT 603-685	ACCOUNTING	YES		1
2004-06 CONTRACTS 796-1017	ACCOUNTING	YES		1
2004-06 CONTRACTS 1019-1052	ACCOUNTING	YES		1
2007-2008 CONTRACTS 2000-2055	ACCOUNTING	YES		1
2008-2013 CONTRACTS 2061-2296	ACCOUNTING	YES		1

<u>DOCUMENTS</u>	<u>DEPARTMENT</u>	SCANNED	HELD	# BOXES
2008 CASHIER BALANCE REPORT, FEB 2009 CASH REGISTER & DEC 2002 W/S INVENTORY, 2005 JAN CASH DEPOSIT REGISTER & DAILY CASH POSTING REGISTER JULY 2008 (SCANNED)	ACCOUNTING	NO	HELD	2
2002 & 2003 A/R PAYMENT EDIT LISTING	ACCOUNTING	NO	HELD	2
A/P REGISTER 1/09-12/09	ACCOUNTING	NO	HELD	1
A/P POSTING (UTILITY REFUND) JAN-DEC	ACCOUNTING	NO	HELD	1
A/R REGISITER 1/98 TO 12/98	ACCOUNTING	MICROFILMED	HELD	1
1/10 TO 7/10 A/P CASH PAYMENT JOURNAL & NOV 2009 CASH PAYMENT JOURNAL	ACCOUNTING	NO	HELD	1
2009 CASH RECEIPT REGISTER JAN & MAR	ACCOUNTING	NO	HELD	1
2010-2014 CONTRACTS 917-2322	ACCOUNTING	YES		1
2011 A/P-CARDS & BACK-UP AUGUST	ACCOUNTING	YES		1
2011 CASH SHEETS JAN-DEC	ACCOUNTING	YES		4
2014-2016 CONTRAT 2297-2402	ACCOUNTING	YES		1
2017 TRAVEL & TRAINING A-Z	ACCOUNTING	YES		2
2018 TRAVEL & TRAINING A-Z	ACCOUNTING	YES		2
DUPLICATE COPIES OF W/S & HMR BOND DOC	ACCOUNTING	YES		2

<u>DOCUMENTS</u>	<u>DEPARTMENT</u>	SCANNED	HELD	# BOXES
1997-1999 C. VENABLE, F. HANNA, OFF ST PARKING	ADMINISTRATION	YES		1
1990-2008 FILES (HANNA & COODY)	ADMINISTRATION	YES		1
1999-2007 IN-OUT CORRES BEN MAYES	ADMINISTRATION	YES		1
1990-1992 OLD CITY MGRS BLUE NOTE COPIES	ADMINISTRATION	NO		1
1993-2002 PLANNER CALENDAR BOOKS	ADMINISTRATION	NO	HELD	1
1994-2000 RESEARCH & TECH PARK	ADMINISTRATION	YES		1
1995-2006 WHITE RIVER-WSIP	ADMINISTRATION	YES		1
1999 MAYORS OFFICE PHONE LOGS	ADMINISTRATION	NO	HELD	1
2000-2002 MESSAGE CALL LOGS-L. BROYLES, P. HENSON, K. SWANNER	ADMINISTRATION	NO	HELD	1
1975-2002 OLD AIRPORT REPUBLIC PARKING FILES	AIRPORT	YES		1
1975-2009 OLD AIRPORT CORRESPONDENCE	AIRPORT	YES		1
1989 A/R & A/P AIRPORT FILES	AIRPORT	MICROFILMED		1
1994 PAID INVOICES (COPIES)	AIRPORT	YES		1
1997-2000 PASSENGER FACILITY CHARGE (PFC)	AIRPORT	NO	HELD	1
2014 AV FUEL DATA SHEETS (COPIES)	AIRPORT	NO	HELD	1
2015 AV FUEL DATA SHEETS (COPIES)	AIRPORT	NO	HELD	1
2016,2017 & 2018 DAILY CLOSEOUTS	AIRPORT	YES		5
2016 A/R PAID INVOICES (COPIES)	AIRPORT	YES		1

<u>DOCUMENTS</u>	<u>DEPARTMENT</u>	SCANNED	HELD	# BOXES
2001 BUDGET WORKPAPERS	BUDGET	NO	HELD	4
STREET INSPECTION FILES OCT 2002 A-O	BUILDING SAFETY	YES		1
2014 CITY CLERK CONTRACTS	CITY CLERK	YES		1
2015 CITY CLERK CONTRACTS	CITY CLERK	YES		1
1994-2000 HOME FUNDING FILES	COMMUNITY RESOURCES	YES		1
FLYERS FOR HOT CHECK PROGRAM	DISTRICT COURT	NO		1
OLD DISPOSED BONDS MEN FILES	DISTRICT COURT	IN SYSTEM	HELD	1
1992 WARRANTS	DISTRICT COURT	IN SYSTEM	HELD	1
1993 PURGED WARRENTS	DISTRICT COURT	IN SYSTEM	HELD	1
1995 PURGED WARRENTS	DISTRICT COURT	IN SYSTEM	HELD	1
DELETED WARRANTS 97-5218 TO 97-9390	DISTRICT COURT	IN SYSTEM	HELD	1
1997 THRU 2007 CIVIL CASES SETTLED	DISTRICT COURT	IN SYSTEM	HELD	18
1999-2002 CRIMINAL REFUND CHECKS	DISTRICT COURT	IN SYSTEM	HELD	1
2000 DIST COURT CLERK FILES & APPEALS 95-2000	DISTRICT COURT	IN SYSTEM	HELD	2
2001 CIVIL CASES NOT SETTLED	DISTRICT COURT	IN SYSTEM	HELD	1
2001-2002 PURGED WARRANTS A-Z	DISTRICT COURT	IN SYSTEM	HELD	3
2003-2006 DISTR COURT CLERKS FILES IN OUT CORR	DISTRICT COURT	IN SYSTEM	HELD	4
2004-2006 COUNTY CORRESPONDENCE	DISTRICT COURT	IN SYSTEM	HELD	1
2005 COURT INFORMATION SHEET A-Z	DISTRICT COURT	IN SYSTEM	HELD	2

<u>DOCUMENTS</u>	<u>DEPARTMENT</u>	SCANNED	HELD	# BOXES
3006 CRIMINAL FILES – LETTERS JAN-DEC	DISTRICT COURT	IN SYSTEM	HELD	1
2005 CRIMINAL FILES M-R	DISTRICT COURT	IN SYSTEM	HELD	1
2006 CRIMINAL FILES A-Z	DISTRICT COURT	IN SYSTEM	HELD	2
2007 CRIMINAL FILES M-T	DISTRICT COURT	IN SYSTEM	HELD	2
DUPLICATE COPIES OF PERSONNEL FILES	FIRE DEPT	YES		1
1995-2013 FIRE DEPT & PUBLIC WORKS	FIRE DEPT	YES		1
1992-98 FIRE DEPT <u>COPIES</u> OF PAYROLL Files have been scanned with Accounting Files)	FIRE DEPT	NO		1(All of the Fire Dept
2003 FIRE DEPT <u>COPIES</u> OF PAYROLL Files have been scanned with Accounting Files)	FIRE DEPT	NO		2(All of the Fire Dept
2005 FIRE DEPT <u>COPIES</u> OF PAYROLL 1-26 Files have been scanned with Accounting Files)	FIRE DEPT	NO		2 (All of the Fire Dept
2006 FIRE DEPT <u>COPIES</u> OF PAYROLL 14-26 Files have been scanned with Accounting Files)	FIRE DEPT	NO		1 (All of the Fire Dept
2006 FIRE DEPT <u>COPIES</u> OF PAYROLL 1-13 Files have been scanned with Accounting Files)	FIRE DEPT	NO		1(All of the Fire Dept
2007 FIRE DEPT <u>COPIES</u> OF PAYROLL 1-16 Files have been scanned with Accounting Files)	FIRE DEPT	NO		1(All of the Fire Dept
2007 FIRE DEPT <u>COPIES</u> OF PAYROLL 17-26 Files have been scanned with Accounting Files)	FIRE DEPT	NO		1(All of the Fire Dept
2008 FIRE DEPT <u>COPIES</u> OF PAYROLL 1-13 Files have been scanned with Accounting Files)	FIRE DEPT	NO		1(All of the Fire Dept

<u>DOCUMENTS</u>	<u>DEPARTMENT</u>	SCANNED	HELD	# BOXES
2008 FIRE DEPT <u>COPIES</u> OF PAYROLL 14-26 Files have been scanned with Accounting Files)	FIRE DEPT	NO		1(All of the Fire Dept
2009 FIRE DEPT <u>COPIES</u> OF PAYROLL 1-2 Files have been scanned with Accounting Files)	FIRE DEPT	NO		1(All of the Fire Dept
2009 FIRE DEPT <u>COPIES</u> OF PAYROLL 24-27 Files have been scanned with Accounting Files)	FIRE DEPT	NO		1(All of the Fire Dept
2010 FIRE DEPT <u>COPIES</u> OF PAYROLL 1-26 Files have been scanned with Accounting Files)	FIRE DEPT	NO		2(All of the Fire Dept
2001-2003 FIRE DEPT <u>COPIES</u> OF VENDOR FILES Files have been scanned with Accounting Files)	FIRE DEPT	NO		2(All of the Fire Dept
2004-2005 FIRE DEPT <u>COPIES</u> OF VENDOR FILES Files have been scanned with Accounting Files)	FIRE DEPT	NO		2(All of the Fire Dept
2006 FIRE DEPT <u>COPIES</u> OF VENDOR FILES Files have been scanned with Accounting Files)	FIRE DEPT	NO		2(All of the Fire Dept
2007 FIRE DEPT <u>COPIES</u> OF VENDOR FILES Files have been scanned with Accounting Files)	FIRE DEPT	NO		2(All of the Fire Dept
2008 FIRE DEPT <u>COPIES</u> OF VENDOR FILES Files have been scanned with Accounting Files)	FIRE DEPT	NO		1(All of the Fire Dept
2009 FIRE DEPT <u>COPIES</u> OF VENDOR FILES Files have been scanned with Accounting Files)	FIRE DEPT	NO		1(All of the Fire Dept
2010 FIRE DEPT <u>COPIES</u> OF VENDOR FILES Files have been scanned with Accounting Files)	FIRE DEPT	NO		1(All of the Fire Dept

<u>DOCUMENTS</u>	<u>DEPARTMENT</u>	SCANNED	HELD	# BOXES
2006-2009 TRAVEL AND TRAINING EXPENSES Files have been scanned with Accounting Files)	FIRE DEPT	NO		1(All of the Fire Dept
2013-2014 P-CARD COPIES OF RECEIPTS Files have been scanned with Accounting Files)	FIRE DEPT	NO		1 (All of the Fire Dept
2009, 2010 & 2011 COPIES OF FUEL RECEIPTS Files have been scanned with Accounting Files)	FIRE DEPT	NO		3 (All of the Fire Dept
MAY/1998-DEC/1998 QUARTLY REPORTS	FLEET	NO	HELD	1
1999 TERMINATED EMPLOYEE FILES	HR	YES		2
2000 TERMINATED EMPLOYEE FILES	HR	YES		2
1992-2002 EXEMPT & NON- EXEMPT TABLE OF PAY & 2002-03 ACCIDENT LOG FROM SAFETY COMMITTEE	HR	YES		1
1997-1999 OLD POSITION & INTERVIEWS	HR	YES		1
1990-1991 WORKERS COMP	HR	YES		1
2000-2005 WORKERS COMP	HR	YES		1
2001-2005 FMLA, MEDICAL, CAT LEAVE FILES	HR	YES		2
2000-2011 DOT, NON-DOT & SAFETY COM FILES	HR	YES		1
2002 BC/BS BILLING FOR DELTA DENTAL & LIFE	HR	YES		1
2004-05 BC/BS BILLING FOR DELTA DENTAL & LIFE been Scanned with Accounting Files)	HR	YES		1(All of the these have
1997-2000 FIRE APPLIC & 1994-2000				

<u>DOCUMENTS</u>	<u>DEPARTMENT</u>	SCANNED	HELD	# BOXES
POLCIE ENTRY LEVEL APPLIC PROM TESTING	HR	NO	HELD	1
1999 W/S PHYSICAL INVENTORY	INTERNAL AUDITOR	NO	HELD	1
2000 & 2001 PHYSICAL INVENTORY SHOP, PUR, W/S	INTERNAL AUDITOR	NO	HELD	1
2000 RECONCILED & ADJUSTMENT INVENTORY	INTERNAL AUDITOR	NO	HELD	1
2001 INVENTORY TRANSACTIONS	INTERNAL AUDITOR	NO	HELD	2
2001 & 02 DEPRECIATION INVEN & SHOP PHY INVEN	INTERNAL AUDITOR	NO	HELD	2
2001 FIXED ASSEST CHARGES & W/S PHY INVEN	INTERNAL AUDITOR	NO	HELD	1
2001 & 2002 WAREHOUSE INVENTORY ADJUST &	INTERNAL AUDITOR	NO	HELD	1
2001 & 2003 INVENTORY RECONCILIATION	INTERNAL AUDITOR	NO	HELD	1
12/00 -6/01 INVENTORY COST REPORT,	INTERNAL AUDITOR	NO	HELD	1
2002 INVENTORY WORK SHEET-500-900	INTERNAL AUDITOR	NO	HELD	1
W/S OCT 2003 INVENTORY &	INTERNAL AUDITOR	NO	HELD	1
PHYSICAL INVENTORY 10/03 TO 12/03				
2006 WAREHOUSE INVENTORY	INTERNAL AUDITOR	NO	HELD	1
1/1899-5/31/98 PURGED TICKET PD STATUS	PARKING ENFORCEMENT	NO	HELD	1
NEW TICKETS POSTED & VOID & PAID TICKETS &	PARKING ENFORCEMENT	NO	HELD	1
NEW TICKETS POSTED 1/01-4/01 & 8/01-10/01				

<u>DOCUMENTS</u>	<u>DEPARTMENT</u>	SCANNED	HELD	# BOXES
1997 & 1998 HANG TAG INVENTORY, 1996 SUMMONS,1995-98 RECONCILIATIONS 1996-1997 TICKETS, VOIDS & NOTICES POSTED	PARKING ENFORCEMENT	NO	HELD	1
2001 QUARTERLY BILLING PARKING LOTS	PARKING ENFORCEMENT	MICROFILMED		1
2001-POSTED PAYMENTS & TICKETS	PARKING ENFORCEMENT	MICROFILMED		1
2002 -POSTED PAYMENTS & TICKETS 1/02 -4/02	PARKING ENFORCEMENT	MICROFILMED		1
NOTICES FOR OVERDUE PARKING TICKETS JAN 2002 TO NOV 2003 & JAN 2004 TO MAR 2005 & PARKING TICKETS POSTED & VOIDED 5/03 TO 8/03	PARKING ENFORCEMENT	NO	HELD	1
NOTICES (OVERDUE PARKING TICKETS 5/05 TO 5/06	PARKING ENFORCEMENT	NO	HELD	1
2003 POSTED PAYM & 8 MONTHS POSTED TICKETS & NOV&DEC 2002 POSTED & VOID TICKETS & JUL – SEP 2009 POSTED & VOID TICKETS	PARKING ENFORCEMENT	NO	HELD	1
POSTED & VOID TICKETS 5/05 TO 12/05	PARKING ENFORCEMENT	NO	HELD	1
PAID PARKING TICKETS POSTED 1/05 TO 12/05 & PARKING TICKETS POSTED & VOID 7/06 TO 9/06	PARKING ENFORCEMENT	NO	HELD	1
POSTED & VOID TICKETS 1/07 TO 3/07 & 4/08-06/08	PARKING ENFORCEMENT	NO	HELD	1
2004-2006 PARKING TICKET REGISTER	PARKING ENFORCEMENT	NO	HELDS	13
NEW TICKETS POSTED & VOIDS 4/06-6/06 10-06-12/06	PARKING ENFORCEMENT	NO	HELD	1

POSTED PAYMENT 2006, INVOICES 2000 OUTSTANDING TICKETS PRIOR 1988 (MICROFILMED) & PURGED TICKETS PD STATUS THRU 5/31/1998	PARKING ENFORCEMENT	NO	HELD	1
NEW TICKETS POSTED & VOIDS 4/09- 6/09 & NOTICES SENT; TICKETS POSTED 1/07-6/07 & TICKETS PAYMENT POSTED 1/07-12/07	PARKING ENFORCEMENT	NO	HELD	1
2006 PURCHASE ORDERS 06-1300-06-1973	PURCHASING	YES		1
2011 PURCHASE ORDERS 11-001 THRU 11-399	PURCHASING	YES		1
2011 PURCHASE ORDERS 11-400-11-539 & C/ORD	PURCHASING	YES		1
2005 RFP 05-17 & RFQ 05-19	PURCHASING	YES		1
2007 RFP-07-10, 07-13, 07-14, 07-17, 07-18	PURCHASING	YES		1
2013 RFP & RFQ 1301 TO 13-18	PURCHASING	YES		1
2013 PURCHASE ORDERS 13-001-13-537	PURCHASING	YES		1
2014 PURCHASE ORDERS 14-001-14-515	PURCHASING	YES		1
2015 PURCHASE ORDER 15-001-15-439	PURCHASING	YES		1
2015 PURCHASE ORDERS 15-490-15-547 & C/ORD	PURCHASING	YES		1
2016 PURCHASE ORDERS 16-001 -16-391	PURCHASING	YES		1
2002 RFP & RFQ 02-11 TO 02-22	PURCHASING	YES		1
2003 BIDS 03-47-03-60,03-62 & 64 &03-78	PURCHASING	YES		1
2010 RFP & RFQ 03,06,08 & 09	PURCHASING	YES		1
2013 BIDS 13-01-13-33	PURCHASING	YES		1

<u>DOCUMENTS</u>	<u>DEPARTMENT</u>	SCANNED	HELD	# BOXES
2013 BIDS 26,30,34,44,46-52,54,55, & 56	PURCHASING	YES		1
2014 BIDS #14 TO #45	PURCHASING	YES		1
2014 BIDS #46 TO 64	PURCHASING	YES		1
2014 RFP & RF 14-03 TO 14-10	PURCHASING	YES		1
2014 RFP-14-11 NEW ERP SYSTEM	PURCHASING	YES		1
2015 RFP & RFQ 15-02-15-15,15-23 &51	PURCHASING	YES		1
2015 RFQ 15-01	PURCHASING	YES		1
2015 BIDS 15-01 TO 15-31	PURCHASING	YES		2
2015 BIDS 15-31 TO 15-45	PURCHASING	YES		1
2015 BIDS 15-46 TO 15-66	PURCHASING	YES		1
2016 BID FILES & SUBMITTALS	PURCHASING	YES		2
2016 BIDS 16-01 TO 16-35	PURCHASING	YES		1
2016 RFP 16-07 & 08	PURCHASING	YES		1
2017 RFQ 17-01 & SUBMITTALS	PURCHASING	YES		1
2017 RFQ & RFQ 17-11 TO 17-17	PURCHASING	YES		1
2017 BIDS 17-01- 17-35	PURCHASING	YES		1
2017 BIDS 17-32 -17-51	PURCHASING	YES		1
2017-BIDS 17-42 TO 17-56	PURCHASING	YES		1

<u>DOCUMENTS</u>	<u>DEPARTMENT</u>	SCANNED	HELD	# BOXES
2009 LOAD TICKET/MULCH TICKETS	SOLID WASTE	NO	HELD	9
1990-1995 PUBLIC WORK DEPT CORRES FILES	TRANSPORTATION	YES		1
1/98 THRU 1/99 SHOP/FLEET WORKORDERS	TRANSPORTATION	YES		1
2018 VEH, OFFICE&FACILITY INSPECTIONS	TRANSPORTATION	YES		1
1997 PAYMENT REGISTER	UTILITIES FINANCIAL	NO	HELD	1
2001 UTILITIES REFUNDS JAN-DEC	UTILITIES FINANCIAL	YES		2
2004 UTILITY REFUNDS 1/5 TO 12/31	UTILITIES FINANCIAL	YES		2
2005 BANK DRAFT REGISTERS JAN-SEP	UTILITIES FINANCIAL	NO	HELD	2
2005 DEPOSIT REGISTER, 4/05-7/05 REFUND	UTILITIES FINANCIAL	NO	HELD	1
DEPOSIT REGISTER & CASH RECEIPT REGISTER				
2006-2006 UPDATED METER READS FROM PC	UTILITIES FINANCIAL	NO	HELD	3
2008 DAILY CASH POSTINGS-AUGUST & CASH REGISTERS MAY THRU JULY	UTILITIES FINANCIAL	NO	HELD	1
OCT 2010 & APR 2009 CASH SHEET REGISTER	UTILITIES FINANCIAL	NO	HELD	1
2016-2019 UTILITES APPLICATIONS	UTILITIES FINANCIAL	YES		19
1999 W/S WORK ORDERS (WATER) A-R	WATER & SEWER	YES		1
2001 W/S WORK ORDERS (WATER) A-S	WATER & SEWER	YES		1
2001 W/S WORK ORDERS (WATER)T-Z	WATER & SEWER	YES		1
2001 W/S WORK ORDERS (SEWER) A-L	WATER & SEWER	YES		1

DOCUMENTS

DEPARTMENT

SCANNED

HELD

BOXES

2004 W/S WORK ORDERS (SEWER) A-L

WATER & SEWER

YES

1

2004 W/S WORK ORDERS (WATER) A-W

WATER & SEWER

YES

2

2003-06 -VALUE ENGINEERING STUDY

WATER & SEWER

YES

1

(WSIP-DESIGN WORKSHOP)