

City of Fayetteville Staff Review Form

2021-0725

Legistar File ID

10/5/2021

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

Christina Rea

9/14/2021

CITY CLERK (051)

Submitted By

Submitted Date

Division / Department

Action Recommendation:

A RESOLUTION AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS SHOWN ON THE ATTACHED AFFIDAVITS PURSUANT TO RELEVANT SECTIONS OF THE ARKANSAS CODE RELATED TO MAINTENANCE AND DESTRUCTION OF ACCOUNTING AND OTHER CITY RECORDS

Budget Impact:

1010.051.1510-5315.00

Account Number

General Fund

Fund

Project Number

Project Title

Budgeted Item? Yes

Current Budget \$ 2,000.00

Funds Obligated \$ 132.31

Current Balance \$ 1867.69

Does item have a cost? No

Item Cost \$ 0.00

Budget Adjustment Attached? No

Budget Adjustment \$ -

Remaining Budget \$ 1,867.69

V20210527

Purchase Order Number:

Previous Ordinance or Resolution #

Change Order Number:

Approval Date:

Original Contract Number:

Comments:



MEETING OF OCTOBER 5, 2021

TO: Mayor and City Council

THRU: Kara Paxton

FROM: Christine Rea, Document Manager

DATE: September 14, 2021

SUBJECT: Big Bear Shredding, 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



September 7, 2021

City of Fayetteville

Christine Rea
101 N Rock St
Fayetteville AR, 72701



Estimate 1:

Description of Service	Fee to COF	Expected qty	Extended
Onsite Trip Fee	\$100.00 Per Trip	1 Trip	\$100.00
NAID AAA Certified Onsite Shredding (Including rolled and boxed documents)	\$150.00 Per Hour	3 Hours	\$450.00
		Total	\$550.00

- ESTIMATE ONLY – INVOICE WILL REFLECT ACTUAL HRS, FEES, ETC. Computer Recycling Center will make every effort to communicate any/all changes to this estimate as more information becomes available.

Additional Notes

- Due to the nature of the business Computer Recycling Center from time to time may receive various items that are hazardous or not listed in this Proposal where proper disposition and recycling will incur additional costs to Computer Recycling Center and potentially in turn the customer. If this should occur Computer Recycling Center will note these items and inform customer primary contact prior to processing and/or billing.

Approved by (Print Name & Title)

Approved by (Signature)

Approved Date

2021 DOCUMENTS TO BE SHREDDED WITH COUNCIL APPROVAL

<u>DOCUMENTS</u>	<u>DEPARTMENT</u>	<u>SCANNED/MICROFILMED</u>	<u>HELD</u>	<u>#BOXES</u>
2001 BANK RECORDS	ACCOUNTING	YES		1
2018 PURCHASING RFQ	ACCOUNTING	YES		1
2017 JE DEC 2016 & JAN-MAR 2017	ACCOUNTING	YES		1
2017 JE APR-AUG	ACCOUNTING	YES		1
2017 JE FEB-JUN	ACCOUNTING	YES		1
2006-2007 FIXED ASSESTS	ACCOUNTING	YES		1
11/27/13-7/25/14 A/P PAYMENT BALANCING REPORT	ACCOUNTING	YES		1
2013 VENDOR EDIT REPORT	ACCOUNTING	YES		1
2011 JAN-DEC CASH SHEETS	ACCOUNTING	NO	HELD	4
1993 ACCOUNTING RECIEVEABLE / INV	ACCOUNTING	YES		1
2000 AIRPORT PFC'S	AIRPORT	YES		1
2016 CITY CLERK CONTRACTS	CITY CLERK	YES		1
1999-2002 MEETING CALENDARS	CITY CLERK	YES		1
1996 COURT FILE LISTINGS OUTSTANDING BONDS	DISTRICT COURT	NO	HELD	1
2006 COUNTY ADJUSTMENT JOURNAL	DISTRICT COURT	YES		1
1999 COURT FILES-PAID IN FULL	DISTRICT COURT	YES		1
2002 COUNTY ADJUSTMENTS	DISTRICT COURT	YES		1
2009 DUPLICATE VENDOR FILES A-Z	FIRE	YES		2
2010 DUPLICATE VENDOR FILES A-Z	FIRE	YES		2
2001 TERMINATED EMPLOYEE FILES S-Z	HR	YES		1
2001 TERMINATED EMPLOYEE FILES A-MAUL	HR	YES		1
2000 TERMINATED EMPLOYEE FILES J-R	HR	YES		1
1999 TERMINATED EMPLOYEE FILES H-RH	HR	YES		1
1999 TERMINATED EMPLOYEE FILES R-Z	HR	YES		1
2001 TERMINATED EMPLOYEE FILES A-I	HR	YES		1
2003 INSURANCE BILLING	HR	YES		1
1993-1997 CLOSED CONTRACT FILES	INTERNAL AUDITOR	YES		1

2021 DOCUMENTS TO BE SHREDDED WITH COUNCIL APPROVAL

<u>DOCUMENTS</u>	<u>DEPARTMENT</u>	<u>SCANNED/MICROFILMED</u>	<u>HELD</u>	<u>#BOXES</u>
1984-2000 PUBLIC WORKS DIRECTOR	PUBLIC WORKS	YES		1
2018 RFQ BIDS 18-01 THRU 18-43	PURCHASING	YES		1
RFP 17-03 THRU 17-10	PURCHASING	YES		1
2018 RFQ 18-01	PURCHASING	YES		1
2005 RFP 05-17	PURCHASING	YES		1
2005 RFQ 05-19	PURCHASING	YES		1
2019 VEHICLE INSPECTION REPORTS	TRANSPORTATION	YES		1
2000 W/S WORK ORDERS (WATER) A-Z	WATER & SEWER	YES		1
2004 W/S WORK ORDERS (WATER) M-Z	WATER & SEWER	YES		1
2006 W/S WORK ORDERS (WATER) A-M	WATER & SEWER	YES		1
1999 W/S WORK ORDERS (WATER)A-Z	WATER & SEWER	YES		1
2006 W/S WORK ORDERS (WATER) N-Z	WATER & SEWER	YES		1
2002 W/S WORK ORDERS (WATER)	WATER & SEWER	YES		1
1998 W/S DAILY REPORTS	WATER & SEWER	YES		1
2002 W/S WORK ORDERS (WATER)	WATER & SEWER	YES		1
2001 W/S WORK ORDERS (WATER) T-Z	WATER & SEWER	YES		1
2000 W/S WORK ORDERS (WATER) A-Z	WATER & SEWER	YES		1
2002 W/S WORK ORDERS (WATER) A-Z	WATER & SEWER	YES		2
1999 W/S WORK ORDERS (WATER) S-Z	WATER & SEWER	YES		1
2001 W/S WORK ORDERS (WATER) A-Z	WATER & SEWER	YES		1
2006 W/S WORK ORDERS A-Z	WATER & SEWER	YES		1
2003 W/S WORK ORDERS A-Z	WATER & SEWER	YES		1
				<hr/> 55 BOXES
				APPROX 18 BOXES @ 100 ea. ROLLED DRAWINGS PER BOX
2017, 2015 & PRIOR TO 2007 BUILDING SAFETY DRAWINGS	BUILDING SAFETY	YES		

FILED
WASHINGTON COUNTY
DISTRICT COURT
FAYETTEVILLE DEPARTMENT
2021 SEP 14 PM 12: 52

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

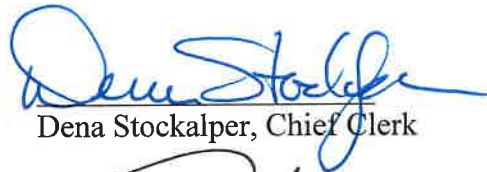
I, Dena Stockalper, do hereby certify that the following records of the Fayetteville District Court, have been retained for at least ten (7) years as specified under Ark. Code Ann. 16-10-211 and have been audited as required by law. The records listed below, covering the time period stated, are to be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

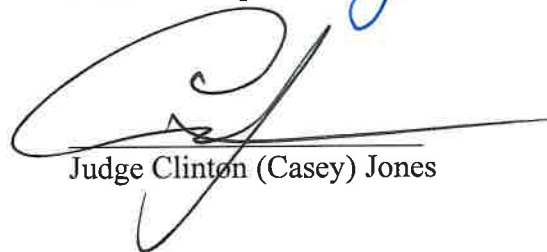
TYPE OF RECORD

TIME PERIOD

Settled Small Claims and Civil Files
Show cause orders
Arrest reports and affidavits


1/1/2008 - 12/31/2013
1/1/2008 - 12/31/2013
1/1/2008 - 12/31/2013


Dena Stockalper, Chief Clerk


Judge Clinton (Casey) Jones

City Council Members

Subscribed and Sworn to me this 14 day of Sept, 2021.



Notary Public



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

FILED
WASHINGTON COUNTY
DISTRICT COURT
FAYETTEVILLE DEPARTMENT

2021 SEP 14 PM 12:52

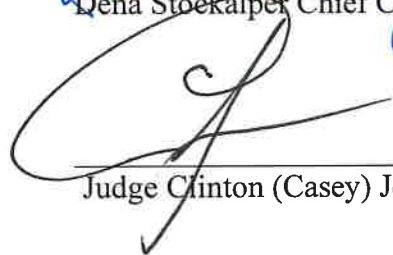
I, Dena Stockalper, do hereby certify that the following records of the Fayetteville District Court, have been retained for at least three (3) years as specified under Ark. Code Ann. 16-10-211 and have been audited as required by law. The records listed below, covering the time period stated, are to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

TYPE OF RECORD

TIME PERIOD


Receipts and Deposit Records	1/1/2010 - 12/31/2017
Deposits Records	1/1/2010 - 12/31/2017
Payroll records	1/1/2010 - 12/31/2017
Police Tickets books	1/1/2010 - 12/31/2017
Purged warrants	1/1/2010 - 12/31/2017
Misc. Clerk files	1/1/2010 - 12/31/2017
Distribution reports	1/1/2010 - 12/31/2017
Alternative service/Community Service sheets	1/1/2010 - 12/31/2017
Receipts and disbursement journals	1/1/2010 - 12/31/2017
Misc. reports	1/1/2010 - 12/31/2017
Time payment records	1/1/2010 - 12/31/2017
Citations books	1/1/2010 - 12/31/2017
Miscellaneous fee and fine report	1/1/2010 - 12/31/2017


Dena Stockalper, Chief Clerk


Judge Clinton (Casey) Jones

City Council Members

Subscribed and Sworn to me this 14 day of Sept, 2021.



Notary Public



Laws & Legal Resources.

[Go to previous versions of this Section](#)

2019 Arkansas Code

Title 16 - Practice, Procedure, and Courts

Subtitle 2 - Courts and Court Officers

Chapter 10 - General Provisions

Subchapter 2 - Accounting Practices

§ 16-10-211. Record Retention Schedule

Universal Citation: AR Code § 16-10-211 (2019)

(a) All towns, cities, and counties of the State of Arkansas shall maintain records for the district courts and are to:

(1) Permanently maintain:

- (A) Case indices for all district courts;
- (B) Case dockets for all district courts;
- (C) Active warrants;
- (D) Waivers;
- (E) Expungement and sealed records;
- (F) Files concerning convictions under the Omnibus DWI or BWI Act, § 5-65-101 et seq.; and
- (G) Domestic battering files;

(2) Maintain for a period of at least seven (7) years and in no event dispose of before being audited:

(A) Complete case files and written exhibits for all district courts, not including civil or small claims division cases in which the judgment is not satisfied;

(B) Show cause orders;

(C) Case information, including arrest reports and affidavits; and

(D) Files concerning cases resulting in a suspended imposition of sentence; and

(3) Maintain for a period of at least three (3) years and in no event dispose of before being audited:

(A) Bank reconciliations;

(B) Check book registers and check listings;

(C) Cancelled checks;

(D) Bank statements;

(E) Receipts;

(F) Deposit collection records;

(G) Receipts listings;

(H) Distribution reports;

(I) Receipt and disbursement journals;

(J) Time payment records;

(K) Citation book logs;

(L) Citation books from each police department and sheriff's office;

(M) Served, recalled, or quashed arrest warrants;

(N) Copies of citations;

(O) Alternative service or community service time sheets;

(P) Uniform filing fees collection remittance forms and fine reports;

(Q) Miscellaneous fee and fine collection reports; and

(R) Served or unexecuted search warrants.

(b) After a town, city, or county has maintained records for the time periods required by subdivision (a)(2) or subdivision (a)(3) of this section and after the records described in subdivision (a)(2) or subdivision (a)(3) of this section have been audited, the records may be destroyed.

(c) When records are destroyed under subsection (b) of this section, the town, city, or county shall document the destruction by the following procedure:

(1) An affidavit is to be prepared stating:

(A) Which records are being destroyed and to which period of time the records apply; and

(B) The method of destruction; and

(2) The affidavit is to be signed by the town, city, or county employee performing the destruction and one (1) employee of the governing body or, if applicable, governing bodies that contribute to the expenses of the court.

(d) In addition to the procedure described in subsection (c) of this section, the approval of the governing body or, if applicable, governing bodies that contribute to the expenses of the court shall be obtained before the destruction of district court records and an appropriate note of the approval indicated in the minutes of the governing body or bodies along with the destruction affidavit.

Disclaimer: These codes may not be the most recent version. Arkansas may have more current or accurate information. We make no warranties or guarantees about the accuracy, completeness, or adequacy of the information contained on this site or the information linked to on the state site. Please check official sources.

AFFIDAVIT OF DESTRUCTION OF CITY OF FAYETTEVILLE RECORDS

STATE OF ARKANSAS)
) SS:
COUNTY OF WASHINGTON)

I, Christine Rea, 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.

Christine Rea, Document Manger

City Council Member, Witness

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

Notary Public

My Commission Expires: _____

SEAL