

City of Fayetteville Staff Review Form

2022-0965

Legistar File ID

11/1/2022

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

Christine Rea

10/5/2022

City Clerk (051)

Submitted By

Submitted Date

Division / Department

Action Recommendation:

A RESOLUTION TO AUTHORIZE 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

General Fund

Account Number

Fund

Project Number

Project Title

Budgeted Item? Yes

Current Budget \$ 2,950.00

Funds Obligated \$ 117.90

Current Balance **\$ 2,832.10**

Does item have a cost? No

Item Cost \$ -

Budget Adjustment Attached? No

Budget Adjustment \$ -

Remaining Budget **\$ 2,832.10**

V20210527

Purchase Order Number: _____

Previous Ordinance or Resolution # _____

Change Order Number: _____

Approval Date: _____

Original Contract Number: _____

Comments:



MEETING OF NOVEMBER 1, 2022

TO: Mayor and City Council
THRU: Kara Paxton, City Clerk Treasurer
FROM: **Christine Rea, Document Manager**
DATE: October 5, 2022
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



Estimate for Shredding Services

Estimate Date: 9/28/2022

Estimate Number: 1182

Customer: City of Fayetteville Arkansas
attn: Jeana Marie Mathis
101 W Rock St
Fayetteville, AR 72701

Shredding Location: 101 W Rock St
Fayetteville, AR 72701

Estimated Materials to Shred: 70 standard size boxes of paper-based records

Process: Our technicians will empty your papers into containers for immediate shredding in our mobile shredding truck. Any empty cardboard boxes will be left for your recycling.

Rates: Your shredding project will be billed at a rate of \$12 per standard size box and \$18 per each double size box. There will be a minimum charge of \$199 for the project.

For Hard Drive, Tape or other destruction please request a quote. We are NAID AAA Certified for all destruction services!



Terms: A Credit Card is required in advance of the project, and the card on file will be charged when the shredding is completed. Please call our office at (417) 65-SHRED to make payment arrangements.

Scheduling: To schedule a date for this shredding project, please sign below and reply to this email.



All Secure Destruction Services are performed subject to the Terms and Conditions published at www.BigBearShredding.com/Terms.

Please Sign and
Date Here

Approved:



2022 Document Destruction

Big Bear Shredding -MO \$12/standard box
 \$18/large box

COF has 77 small boxes = \$924 Dist. Court has 15 small boxes = \$180.00

3 large boxes of rolled documents = \$54

Total = \$1,158.00

Fuel and Recycle Surcharges along with labor charges are included in the quote.

District Court boxes will be invoiced separately

Big Bear is available Nov 17, 2022 or Dec 1, 2022 (they are located in Missouri but they service our area twice a month so we would like to arrange for our destruction to be held one of these days.

City Clerk Document Inventory

10/4/2022 12:51:25 PM

	Date Received	Division Received From	Doc Years	Docs Received	Storage	Imaged By	Retention Years	Destr Year
1	09/14/2022	ACCOUNTING Accounting Accounting	1997	Internal Audit Files: 1995-1997	Rock Street	Document Management	7	2022
2	09/14/2022	ACCOUNTING Accounting Accounting	2015	Fire Grants	Rock Street	City Clerk	3	2022
3	09/14/2022	ACCOUNTING Accounting Accounting	2007	Closed Grants: 2003-2007	Rock Street	City Clerk	3	2022
4	09/14/2022	ACCOUNTING Accounting Accounting	1993	Fire and Police Pension Reconciliation: 1988-1993	Rock Street	City Clerk	1	2022
5	09/14/2022	ACCOUNTING Accounting Accounting	2012	Closed Grants: 2008-2012	Rock Street	City Clerk	3	2022
6	09/14/2022	ACCOUNTING Accounting Accounting	2010	Closed Grants: 2007-2010	Rock Street	Document Management	3	2022
7	09/14/2022	ACCOUNTING Accounting Accounting	1988	General Pension: 1986-1988	Rock Street	Document Management	1	2022
8	09/14/2022	ACCOUNTING Accounting Accounting	2010	Closed Grants: 2006-2010	Rock Street	Document Management	3	2022
9	09/14/2022	ACCOUNTING Accounting Accounting	2011	Cash Sheets Oct-Dec	Rock Street	Document Management	1	2022
10	09/14/2022	ACCOUNTING Accounting Accounting	2011	Cash Sheets July-Sept	Rock Street	Document Management	1	2022
11	09/14/2022	ACCOUNTING Accounting Accounting	2011	Cash Sheets Jan-March	Rock Street	Document Management	1	2022
12	09/14/2022	ACCOUNTING Accounting Accounting	2015	Cash Deposits: July-Aug	Rock Street	Document Management	4	2022
13	10/03/2022	ACCOUNTING Accounting Accounting	2019	AP P-Cards Backups December 2019 & AP Edit Listing	Rock Street Storage	Document Management	5	2022
14	09/15/2022	ACCOUNTING Accounting Dept	2018	P-Card Backups - Sept 2018	Rock St	Accounting	4	2022
15	09/15/2022	ACCOUNTING Accounting Dept	2018	AP P-Card Backups - Dec 2018	Rock St	Accounting	4	2022
16	09/15/2022	ACCOUNTING Accounting Dept	2018	AP P-Card Backups - Oct 2018	Rock St	Accounting	4	2022
17	09/15/2022	ACCOUNTING Accounting Dept	1985	Misc Files	Rock St	Document Management	4	2022
18	09/15/2022	ACCOUNTING Accounting Dept	2018	AP Check Backups & ACH Register 4/2/2018-5/4/2018	Rock St	Accounting	3	2022
19	09/15/2022	ACCOUNTING Accounting Dept	2019	Travel & Training M-Z 2018 (Box 1)	Rock St	Accounting	1	2022

	Date Received	Division Received From	Doc Years	Docs Received	Storage	Imaged By	Retention Years	Destr Year
20	09/15/2022	ACCOUNTING Accounting Dept	2019	Travel & Training M-Z 2019 (Box 2)	Rock St	Accounting	1	2022
21	09/15/2022	ACCOUNTING Accounting Dept	2019	Travel & Training A-L 2019	Rock St	Accounting	1	2022
22	09/15/2022	ACCOUNTING Accounting Dept	2011	Cash Register 2011	Rock St	Document Management	1	2022
23	09/15/2022	ACCOUNTING Accounting Dept	2009	Fixed Assets 2003-2009	Rock St	Document Management	7	2022
24	10/04/2022	ACCOUNTING Accounting Dept	2013	2009-2013 Fixed Assets	Rock St	Document Management	7	2022
25	10/04/2022	ACCOUNTING Accounting Dept	2007	2006-2007 Fixed Assets & 2007 Transportation Depreciation	Rock St	Document Management	7	2022
26	10/04/2022	ACCOUNTING Accounting Dept	2010	2003-2010 Fixed Assets	Rock St	Document Management	7	2022
27	09/14/2022	ADMINISTRATION Administration administration	1988	Kevin Crosson Misc: 1987-1988	Rock Street	Kristin Rogers	3	2022
28	09/14/2022	ADMINISTRATION Administration Dept	2006	Hugh Earnest 2003-2006 Misc Files	Rock St	Document Management	1	2022
29	09/15/2022	AIRPORT Airport Dept	2007	Bid Copies	Rock St	Document Management	3	2022
30	09/14/2022	BUILDING SAFETY building safety	1980	building plans	Rock St	Document Management	1	2022
31	09/14/2022	BUILDING SAFETY building safety	1980	Building plans	Rock St	Document Management	1	2022
32	09/14/2022	BUILDING SAFETY building safety	1980	Building Plans	Rock St	Document Management	1	2022
33	09/14/2022	CITY CLERK City Clerk City Clerk	1975	Filing Board of Directors/Petitions: 1965-1975	Rock Street	City Clerk	5	2022
34	09/14/2022	CITY CLERK City Clerk City Clerk	NA	Old Books	Rock Street	NA	1	2022
35	09/14/2022	CITY CLERK City Clerk City Clerk	NA	Old Books	Rock Street	NA	1	2022
36	09/14/2022	CITY CLERK City Clerk City Clerk	NA	Old Books	Rock Street	NA	1	2022
37	09/27/2022	CITY CLERK city clerk office	2020	2020 W/S EASEMENTS, MISC FILES FROM GINA'S DESK	ROCK ST	DOCUMENT MANAGEMENT	1	2022
38	09/28/2022	CITY CLERK Document Managment Document	2017	City Clerk Contracts	Rock Street	Document Management	5	2022
39	10/03/2022	CITY CLERK Library Library	2007	1989-1990 COF Misc. Policy Procedures	Rock Street Storage	Document Management	5	2022
40	09/15/2022	HUMAN RESOURCES HR Dept	1995	Medical Benefits 1988-1995	Rock St	Document Management	2	2022

	Date Received	Division Received From	Doc Years	Docs Received	Storage	Imaged By	Retention Years	Destr Year
41	09/15/2022	HUMAN RESOURCES HR Dept	1990	Civil Service Records	Rock St	Document Management	3	2022
42	09/26/2022	HUMAN RESOURCES HR Dept	1989	Miscellaneous police and fire civil service 1986-1989	Rock St	Document Management	3	2022
43	09/26/2022	HUMAN RESOURCES HR Dept	1988	Miscellaneous police and fire records 1988	Rock St	Document Management	3	2022
44	09/27/2022	HUMAN RESOURCES HR Dept	2003	Civil Service Police Applications	Rock St	Document Management	3	2022
45	09/14/2022	HUMAN RESOURCES Human Resources Human Resources	1987	ICMA Contribution Records & Terminated Employees: 1978-1987	Rock Street	Document Management	20	2022
46	09/14/2022	HUMAN RESOURCES Human Resources Human Resources	1991	Police and Fire Entry Level Promotional Exams: 1989-1991	Rock Street	Document Management	3	2022
47	09/14/2022	PARKING ENFORCEMENT Purchasing Purchasing	2019	Purchasing Department RFQ's & RFP's	Rock Street	Document Management	3	2022
48	09/14/2022	PARKS & RECREATION Alison Jumper	1980	Maintenance Standards	Rock Street	City Clerk	7	2022
49	09/14/2022	PARKS & RECREATION Alison Jumper	2002	Parks Misc/Urban Renewal Misc	Rock Street	Parks	3	2022
50	09/14/2022	PARKS & RECREATION Alison Jumper	2003	Wilson Pool Project 1970-2003 Files from Connie Edmonston	Rock St	not required	1	2022
51	09/14/2022	PARKS & RECREATION Alison Jumper	2000	PRAB Minutes , Newspaper Articles	Rock St	not required	1	2022
52	09/14/2022	PARKS & RECREATION Alison Jumper	1993	1993 Ordinance Copies, 1970's park land info, 2000 PRAB minutes , these	Rock St	not required	1	2022
53	09/14/2022	PARKS & RECREATION Alison Jumper	2008	Various files from Connie Edmonston office. 1998 Wilson Pool Project, 2000	Rock St	not required	1	2022
54	10/04/2022	PUCHASING Purchasing Dept	2001	1999-2001 Purchasing RFQ's	Rock St	Document Management	3	2022
55	09/14/2022	PUCHASING Purchasing Purchasing	2019	Purchasing Department RFQ's & RFP's	Rock Street	Document Management	3	2022
56	09/14/2022	PUCHASING Purchasing Purchasing	2019	Bids 19-32 thru 19-63 Purchasing Department	Rock Street	Document Management	3	2022
57	09/14/2022	PUCHASING Purchasing Purchasing	2018	P-Card Backups February	Rock Street	Document Management	1	2022
58	09/14/2022	PUCHASING Purchasing Purchasing	2018	P-Card Backups April	Rock Street	Document Management	1	2022
59	09/14/2022	PUCHASING Purchasing Purchasing	2018	P-Card Backups May	Rock Street	Document Management	1	2022
60	09/14/2022	PUCHASING Purchasing Purchasing	2018	P-Card Backups January	Rock Street	Document Management	1	2022
61	09/14/2022	PUCHASING Purchasing Purchasing	2018	P-Card Backups March	Rock Street	Document Management	1	2022

	Date Received	Division Received From	Doc Years	Docs Received	Storage	Imaged By	Retention Years	Destr Year
62	09/14/2022	PUCHASING Purchasing Purchasing	2018	P-Card Backups June	Rock Street	Document Management	1	2022
63	09/14/2022	PUCHASING Purchasing Purchasing	2018	P-Card Backups August	Rock Street	Document Management	1	2022
64	09/14/2022	PUCHASING Purchasing Purchasing	2018	P-Card Backups & ACH Backups: Aug-Oct	Rock Street	Document Management	1	2022
65	09/14/2022	PUCHASING Purchasing Purchasing	2018	P-Card Backups & ACH Backups: July-Aug	Rock Street	Document Management	1	2022
66	09/14/2022	PUCHASING Purchasing Purchasing	2018	P-Card Backups & ACH Backups: July	Rock Street	Document Management	1	2022
67	09/14/2022	SOLID WASTE Solid Waste Solid Waste	2001	Solid Waste Misc: 1988-2001	Rock Street	City Clerk	10	2022
68	09/15/2022	TRANSPORTATION Transportation Dept	2020	Vehicle Inspections	Rock ST	Document Management	1	2022
69	09/14/2022	UTILITIES SERVICES Purchasing Purchasing	2018	P-Card Backups : May-June	Rock Street	Document Management	1	2022
70	09/14/2022	UTILITIES SERVICES Utilities Utilities	2000	Public Works/Charles Venable: 1992-2000	Rock Street	City Clerk	3	2022
71	09/14/2022	WATER & SEWER water sewer Dept	2003	Work orders	Rock St	Document Management	1	2022
72	09/14/2022	WATER & SEWER water sewer dept	2006	Work Orders A-M	Rock St	Document Management	1	2022
73	09/15/2022	WATER & SEWER water sewer dept	2005	Various Sewer Projects 1990-2005	Rock St	Document Management	10	2022
74	09/15/2022	WATER & SEWER water sewer dept	2005	Various Sewer Projects (Box 2) 1990-2005	Rock St	Document Management	10	2022
75	09/15/2022	WATER & SEWER water sewer dept	2006	Various Projects 1997-2006	Rock St	Document Management	10	2022
76	09/14/2022	WATER & SEWER Water Sewer Water Sewer	2003	W/S Work Order Pay Sheet	Rock Street	Document Management	10	2022
77	10/03/2022	WATER & SEWER Water/Sewer Water/Sewer	2004	2002-2004 W/S Health Department Letters	Rock Street Storage	Document Management	5	2022

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

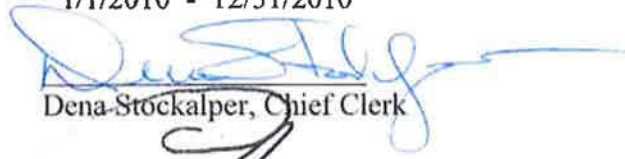
I, Dena Stockalper, do hereby certify that the following records of the Fayetteville District Court, have been retained for at least ten (7) years as specified under Ark. Cods Ann. 16-10-211 and have been audited as required by law. The records listed below, covering the time period stated, are to be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

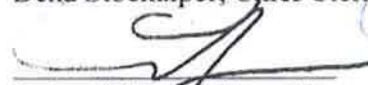
TYPE OF RECORD

TIME PERIOD

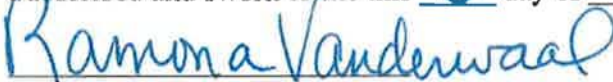
Settled Small Claims and Civil Files

1/1/2010 - 12/31/2010


Dena Stockalper, Chief Clerk


Judge (Clinton) Casey Jones
District Court Judge

Subscribed and sworn to me this 6 day of Oct., 2022


Notary Public



City Council Members

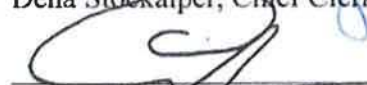
**AFFIDAVIT OF DESTRUCTION OF
FAYETTEVILLE DISTRICT COURT RECORDS**

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	1/1/2015 - 12/31/2015
Fines and Fess Assessed and collected	1/1/2015 - 12/31/2015
Case Files	1/1/2015 - 12/31/2015
Month End Settlements	1/1/2014 - 12/31/2015
Monthly distribution reports	1/1/2014 - 12/31/2012
Show cause orders	1/1/2012 - 12/31/2015
Case information, including arrest reports and affidavits	1/1/2015 - 12/31/2015
Alternative serve and community service time sheets	1/1/2008 - 12/31/2012



Dena Stockalper, Chief Clerk


Judge (Clinton) Casey Jones
District Court Judge

Subscribed and sworn to me this 6 day of Oct., 2022


Notary Public



City Council Members

AFFIDAVIT OF DESTRUCTION OF DISTRICT COURT RECORDS

I, Dena Stockalper, do hereby certify that the following records of the Washington County District Court, Fayetteville Department, 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.

TYPE OF RECORD

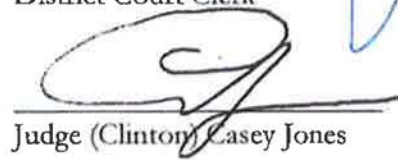
TIME PERIOD

Bank reconciliations
Check book registers
Cancelled checks
Bank statements
Receipts
Deposit collection records
Budget packets or books
Accounts payable
Payroll time sheets
Information concerning vacation and sick leave
Month-end payroll
Ticket books from each police department and sheriff's office

2019 and Prior



District Court Clerk



Judge (Clinton) Casey Jones

Subscribed and sworn to me this 6 day of Oct, 2022

Ramona Vanderwaal
Notary Public

City Council Members

