



MEETING OF SEPTEMBER 5, 2023

TO: Mayor Jordan and City Council
THRU: Kara Paxton, City Clerk/Treasurer
FROM: Christine Rea, Document Management Manager
DATE:
SUBJECT: 2023 Destruction of Documents

RECOMMENDATION:

Staff recommends the physical destruction of specific paper city documents. All documents recommended for destruction have been microfilmed or scanned and maintained for the required length of time per federal, state, and local laws.

BACKGROUND:

The local code shows that the City Clerk-Treasurer is empowered and authorized to oversee the destruction of city records pursuant to state law, particularly A.C.A. § 14-59-114 when authorized by City Council Resolution.

DISCUSSION:

Periodically, the document manager on the City Clerk Treasurer's team completes an audit of archived documents. This audit determines which archived documents are ready to be purged. By utilizing Laserfiche, our database management system, we are able to pull a list from the system that assists us to organize the physical boxes for destruction. This also assists us in the verification of ensuring that all records have been kept for the appropriate amount of time. In order to ensure that our office has the capacity to have space for new archived records, we are requesting to destroy records that have been electronically stored and/or records that the City is no longer required to keep.

Our goal is to be able to purge all documents at the same time. However, due to the number of documents that need to be purged, we may need to set up two separate dates and times in order to complete this process. We are asking that the City Council approve the archived documents to be destroyed now in order to start the process of coordinating the dates that the destruction will take place.

BUDGET/STAFF IMPACT:

The expenditure of funds to complete this process was approved within the 2023 budget. Due to the different types of documents that need to be destroyed, we were not able to obtain a quote from Shredmax or Shredit due to their inability to shred rolled documents. The cost to purge these documents has been estimated by Big Bear Shredding to be around \$3,100.

ATTACHMENTS: 2023-1013 SRF, 2023 Big Bear Revised Estimate (#1759), Final Document List 2023

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