

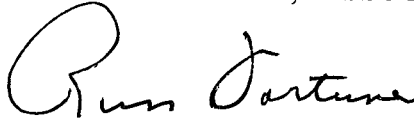
A RESOLUTION OF THE TWIN OAKS BOARD OF ALDERMEN APPROVING THE CITY CLERK'S REQUEST TO DESTROY CERTAIN RECORDS.

BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI, AS FOLLOWS:

Section 1. The Board of Aldermen hereby approves the City Clerk's request, attached as "Exhibit 1" and incorporated herein by reference, to destroy certain records of the City in keeping with the record retention policies of the City of Twin Oaks and the State of Missouri.

Section 2. This Resolution is adopted and shall be in full force and effect on and after its passage and approval.

THIS RESOLUTION WAS PASSED AND APPROVED THE 13th DAY OF APRIL 2022, BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI.



Russ Fortune, Mayor

Attest:



Frank Johnson, City Clerk/Administrator



TWIN OAKS

Records to be destroyed with approval of Board of Aldermen

Accounts Payable Records

Local Records Retention Schedule Code GS007

Minimum Retention: Completion of Audit

While the City will retain microfiche copies of these contracts, the following paper copies will be destroyed:

- Invoices and Check Vouchers for payments in 2020.
- _____
- _____
- _____

Approved by Board of Aldermen at Board Meeting on 4/13, 2022.



Frank Johnson
City Clerk/Administrator

Records destroyed on 4-18-22, and witnessed by P. Dubs.



TWIN OAKS

Records to be destroyed with approval of Board of Aldermen

Accounts Receivable Records

Local Records Retention Schedule Code GS008

Minimum Retention: Completion of Audit

While the City will retain microfiche copies of these contracts, the following paper copies will be destroyed:

- Tax distribution statements and deposit sheets for calendar year 2020.
- _____
- _____
- _____

Approved by Board of Aldermen at Board Meeting on 4/13, 2022.



 Frank Johnson
 City Clerk/Administrator

Records destroyed on 4-18-22, and witnessed by P. Davis.



TWIN OAKS

Records to be destroyed with approval of Board of Aldermen

Banking and Investment Records

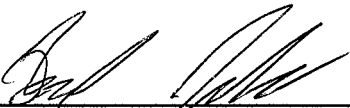
Local Records Retention Schedule Code GS010

Minimum Retention: Completion of Audit plus 1 year

While the City will retain microfiche copies of these contracts, the following paper copies will be destroyed:

- Bank Statements and reconciliations for calendar year 2020.
- _____
- _____
- _____

Approved by Board of Aldermen at Board Meeting on 4/13, 2022.



Frank Johnson
City Clerk/Administrator

Records destroyed on 4-18-22, and witnessed by P. Davis.



TWIN OAKS

Records to be destroyed with approval of Board of Aldermen

Contracts, Leases, and Agreements

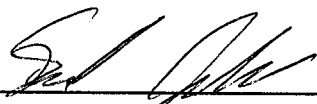
Local Records Retention Schedule Code GS060

Minimum Retention: 5 years after expiration

While the City will retain microfiche copies of these contracts, the following paper copies will be destroyed:

See attached Exhibit A

Approved by Board of Aldermen at Board Meeting on 4/13, 2022.



Frank Johnson
City Clerk/Administrator

Records destroyed on 4-18-22, and witnessed by .



TWIN OAKS

Records to be destroyed with approval of Board of Aldermen

Payroll Records

Local Records Retention Schedule Code GS068

Minimum Retention: 5 years after expiration

While the City will retain microfiche copies of these contracts, the following paper copies will be destroyed:

Payroll YTD Register, Payroll Summary, Department Summary, Check
Register, Time Sheets for calendar year 2016 and 2015

Approved by Board of Aldermen at Board Meeting on 4-13, 2022.



Frank Johnson
City Clerk/Administrator

Records destroyed on 4.18.22, and witnessed by P. Davis.

Exhibit A

RECORDS TO BE DESTROYED

| Contractor | Date | Service Provided |
|----------------------------|----------------|-------------------------|
| Acorn Landscapes | Feb. 17, 2016 | Landscape Design |
| ASCAP | Feb. 3, 2017 | Copyright License |
| Brain Mill | Oct. 15, 2014 | IT Services |
| Brain Mill | Dec. 3, 2014 | IT Services |
| Circus Kaput | July 29, 2016 | Event Entertainment |
| Crowder Construction | Sept. 17, 2014 | Snow and Ice Removal |
| Davey Tree | Dec. 8, 2016 | Forest Management |
| Extreme Pyrotechnics | April 28, 2016 | Fireworks display |
| Hartzog, Robert | Aug. 3, 2011 | Legal Services |
| Hendel Lawncare | Sept. 17, 2015 | Leaf Vacuuming |
| Hendel Lawncare | Sept. 16, 2016 | Leaf Vacuuming |
| Hirsch, Mike | June 21, 2016 | Musical Entertainment |
| Hochschild Bloom | Feb. 17, 2001 | Accounting Services |
| Hochschild Bloom | Oct. 19, 2005 | Accounting Services |
| Hochschild Bloom | Jan. 16, 2008 | Accounting Services |
| Hochschild Bloom | Sept. 15, 2010 | Accounting Services |
| Hochschild Bloom | Feb. 3, 2016 | Audit Services |
| Laytham, Scott | Feb. 21, 2017 | Musical Entertainment |
| Native Landscape Solutions | Feb. 1, 2017 | Honeysuckle Removal |
| NB West Contracting | July 10, 2012 | Picnic Table Pads |
| NB West Contracting | May 7, 2014 | Road Improvement |
| Playground Guardian | May 17, 2016 | Playground Inspection |
| RV Wagner | July 27, 2016 | Curb and Street Repairs |
| SESAC | March 8, 2017 | Copyright License |
| Sohn Enterprises | Feb. 17, 2016 | Mulch delivery |
| St. Louis County | Aug. 3, 2016 | Police Services |
| St. Louis County | July 22, 2015 | Police Services |
| Sullivan Publications | May 10, 1994 | Codification Services |
| Sullivan Publications | Oct. 11, 2013 | Codification Services |