

RESOLUTION NO. 2023-08

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

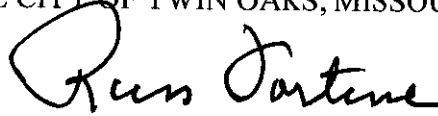
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**BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN  
OAKS, MISSOURI, AS FOLLOWS:**

**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 shall be in full force and effect on and after its passage and approval by the Mayor.

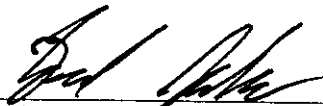
THIS RESOLUTION WAS PASSED AND APPROVED THE 5<sup>th</sup> DAY OF APRIL 2023, BY  
THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI.



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Russ Fortune, Mayor

Attest:



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Frank Johnson, City Clerk/Administrator

Exhibit 1

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 digital copies of these contracts, the following paper copies will be destroyed:

Invoices and Check Vouchers for payments in 2021.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by Board of Aldermen at Board Meeting on \_\_\_\_\_, 2023.

\_\_\_\_\_  
**Frank Johnson**  
**City Clerk/Administrator**

Records destroyed on \_\_\_\_\_, and witnessed by \_\_\_\_\_.

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 digital copies of these contracts, the following paper copies will be destroyed:

- Tax distribution statements and deposit sheets for calendar year 2021.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Approved by Board of Aldermen at Board Meeting on \_\_\_\_\_, 2023.

\_\_\_\_\_  
Frank Johnson  
City Clerk/Administrator

Records destroyed on \_\_\_\_\_, and witnessed by \_\_\_\_\_.

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 digital copies of these contracts, the following paper copies will be destroyed on July 1, 2023:

- Bank Statements and reconciliations for calendar year 2021.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Approved by Board of Aldermen at Board Meeting on \_\_\_\_\_, 2023.

\_\_\_\_\_  
Frank Johnson  
City Clerk/Administrator

Records destroyed on \_\_\_\_\_, and witnessed by \_\_\_\_\_.

# Records to be destroyed with approval of Board of Aldermen

## Contracts, Leases, and Agreements

Local Records Retention Schedule Code GS050

Minimum Retention: 2 years after expiration

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

Business Licenses 2017-18, 2018-19, 2019-20  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by Board of Aldermen at Board Meeting on \_\_\_\_\_, 2023.

\_\_\_\_\_  
Frank Johnson  
City Clerk/Administrator

Records destroyed on \_\_\_\_\_, and witnessed by \_\_\_\_\_.

Records to be destroyed with approval of Board of Aldermen

**Contracts, Leases, and Agreements**

Local Records Retention Schedule Code GS055

Minimum Retention: 5 years after contract expiration for accepted bids  
3 years for rejected bids

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

2014 Leaf Vacuuming Bids and RFP; 2016 Grass Cutting/Trimming and RFP;  
2014 Snow and Ice Management Bids and RFP; 2013 Snow and Ice Management  
Bids and RFP; 2017 Fireworks Bids and RFP; 2014 IT Services Bids and RFP; 2014  
Waste Collection and Disposal Bids and RFP

Approved by Board of Aldermen at Board Meeting on \_\_\_\_\_, 2023.

\_\_\_\_\_  
Frank Johnson  
City Clerk/Administrator

Records destroyed on \_\_\_\_\_, and witnessed by \_\_\_\_\_.

# 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 digital copies of these contracts, the following paper copies will be destroyed:

See attached Exhibit A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by Board of Aldermen at Board Meeting on \_\_\_\_\_, 2023.

\_\_\_\_\_  
Frank Johnson  
City Clerk/Administrator

Records destroyed on \_\_\_\_\_, and witnessed by \_\_\_\_\_.

Exhibit A

**RECORDS TO BE DESTROYED**

<b>Contractor</b>	<b>Date</b>	<b>Service Provided</b>
Amec Foster Wheeler	May 19, 2017	Landscape Design
BMI	March 1, 2017	Music copyright
Caroling Saint Louis	Oct. 5, 2017	Caroling for Holiday Lighting Event
Chesterfield Fence and Deck	Oct. 10, 2017	Fence Repair and Gate Install
Christian the Magician	June 7, 2017	Magic Show for Family Fun Day
Circus Kaput	Aug. 2, 2017	Family Entertainment
J&M Displays	May 3, 2017	Fireworks Display
Gateway Design and Construction	May 17, 2017	Asphalt Pavement Repairs
Hendel Lawncare	Sept. 20, 2017	Leaf Collection
Juniper Substrate	April 5, 2017	Musical Performance
Lake Management	Dec. 6, 2017	Pond Treatments
Landmark Sign Company	Dec. 21, 2017	Town Hall Signage
Lester Painting	May 3, 2017	Traffic Pole Painting
Mity Lite	Sept. 6, 2017	Furnishings for Town Hall
Oreo & Botta	Oct. 18, 2017	Driveway Installation
Neopost	Nov. 16, 2017	Postage Machine
Scott Laytham	Feb. 21, 2017	Musical Entertainment
SESAC	March 8, 2017	Music copyright
STL Holiday Lighting	Sept. 25, 2017	Holiday Lighting Decorations