



CITY OF ST. PETERS BOARD OF ALDERMEN
WORK SESSION MINUTES
September 8, 2016

BOARD OF ALDERMEN ITEMS FOR DISCUSSION

The Work Session was called to order at approximately 5:00 p.m. on Thursday, September 8, 2016 at the St. Peters Justice Center located at 1020 Grand Teton Drive. Patty Smith, City Clerk, called the roll. The following were present: Mayor Pagano; Alderman Aytes; Alderman Barclay; Alderman Bateman; Alderman Hollingsworth; Board President Reitmeyer; Alderman Shea; Alderman Thomas; Alderman Violet; Russ Batzel, City Administrator; Special Counsel Randy Weber; Jeff Finkelstein, Chief of Police; Cathy Pratt, Staff Support Services Manager; Burt Benesek, Transportation and Development Services Manager; Bill Malach, Water Environment Services Manager; Jeff Hutsler, Parks and Golf Services Manager; Rick Oloteo, Recreation and Cultural Services Manager; Dave Kuppler, Health and Environmental Services Manager; Beth French, Director of Finance; Patty Smith, City Clerk.

COMMUNICATIONS FROM BOARD MEMBERS/ALDERMANIC REPRESENTATIVES

Committee reports were given during this time.

BOARD OF ALDERMEN ITEMS FOR DISCUSSION

UNFINISHED (OLD) BUSINESS ITEMS

Alderman Hollingsworth moved and Alderman Violet seconded the motion to remove Discussion/Water Service Line Repair Program from the agenda for discussion. The motion was approved.

DISCUSSION/WATER SERVICE LINE REPAIR PROGRAM (CONTINUED FROM AUGUST 25, 2016) – THOMAS/REITMEYER

Alderman Thomas recounted the direction by the Board of Aldermen from the August 25, 2016 Work Session that staff further research this item and he requested Bill Malach to share that information. Mr. Malach stated that staff reviewed other water service line repair programs in the area and summarized their findings in an interoffice memo which was emailed to the Mayor and Board of Aldermen prior to tonight's meeting. This memo is attached and made part of these minutes. After discussion of this item, the following recommendations were made: the City contracts with a Leak Locating Service and makes the service available to residents; this service will be reimbursable up to \$300-\$350 and will be applied towards the maximum coverage amount of \$3000 for the repair; cost control options of bidding flat unit rates for a larger quantity of repairs instead of individually bidding each repair and only using seed and straw instead of sod for site restoration; Special Counsel to review with staff the possibility of program funds running out before the end of

the year, and if someone has a leak, what can and should the City do in response to this possibility; and staff to review if a resident turns in a receipt for leak locating, whether it can be reimbursed.

After discussion among the Aldermen on the above recommendations made, Alderman Thomas moved and Alderman Hollingsworth seconded the motion to set the leak detection value amount to \$350. All in favor, the motion was approved. Alderman Hollingsworth moved to have Special Counsel and staff review the policy on what can and should the City do if the program funds run out. Alderman Thomas seconded the motion. Alderman Hollingsworth moved and Alderman Thomas seconded the motion to place this item on next month's Work Session meeting agenda for further discussion. The motion was approved.

NEW BUSINESS ITEMS

DRAFT RESOLUTION/PRESCRIPTION DRUG MONITORING PROGRAM – BOA/MAYOR

Mayor stated this is a resolution in support of both St. Charles County leadership and State of Missouri leadership in urging the Missouri General Assembly to enact legislation to adopt a prescription drug monitoring program. Alderman Violet moved and Alderman Hollingsworth seconded the motion to place this item on the September 22, 2016 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the September 22, 2016 Board of Aldermen meeting agenda for consideration.**

MAYOR/CITY ADMINISTRATOR ITEM

DISCUSSION/CHAPTER 105 ELECTIONS – MAYOR

Mayor recommended placing this item on hold until the next Work Session meeting agenda. Alderman Reitmeyer moved and Alderman Hollingsworth seconded the motion to place this item on the September 22, 2016 Work Session meeting agenda. The motion was approved. **This item will be placed on the September 22, 2016 Work Session meeting agenda for further discussion.**

Alderman Reitmeyer moved and Alderman Bateman seconded the motion to remove No Parking on Grand Teton Drive between Mid Rivers Mall Drive and Dubray Drive from the agenda for discussion. The motion was approved.

NO PARKING ON GRAND TETON DRIVE BETWEEN MID RIVERS MALL DRIVE AND DUBRAY DRIVE – BENESEK

Mr. Benesek advised staff is recommending establishing no parking on Grand Teton Drive between Mid Rivers Mall Drive and Dubray Drive. Mr. Benesek presented a slideshow and background of this concern brought forward by the Police Department and residents regarding congestion with vehicles stopped on Grand Teton near DuBray Drive and DuBray Middle School, traffic backing up to Mid Rivers Mall Drive primarily during the afternoon student pick up time. This congestion causes a safety hazard for drivers turning onto

Grand Teton from Mid Rivers Mall Drive. He advised that staff met with the school principal and discussed the situation with him. The principal advised that prohibiting parking and stopping on Grand Teton would not interfere with their school's drop off/pick up traffic plan and he is notifying parents to only park along Dubray Drive which continues on the north side of Grand Teton. There are currently interim signs in place since August 29th which seems to be working well. Questions from the Aldermen were addressed. Alderman Shea moved and Alderman Thomas seconded the motion to place this item on the September 22, 2016 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the September 22, 2016 Board of Aldermen meeting agenda for consideration.**

Alderman Reitmeyer moved and Alderman Shea seconded the motion to remove No Parking on Timberbrook Drive near Salt Lick from the agenda for discussion. The motion was approved.

NO PARKING ON TIMBERBROOK DRIVE NEAR SALT LICK – BENESEK

As a result of a concern received from Central County Fire and Rescue, who owns property at the northeast corner of Timberbrook and Salt Lick Road, Mr. Benesek is requesting to restrict parking along Timberbrook Drive east of the Salt Lick Road intersection to a point 275 feet east of the intersection. Mr. Benesek displayed an aerial photo on the overhead. Their concern is with vehicles parked near their entrances to the fire station, making it difficult for their large emergency vehicles to get in and out of their site. Staff inspected the area and observed some vehicles parked in that area and agreed with their concern. Currently vehicles are prohibited from parking along both sides of Timberbrook Drive to a point of approximately 100 feet east of Salt Lick and recommends extending this parking restriction along the north side of Timberbrook Drive to the east boundary line of Central County Fire and Rescue's property, which is approximately 275 feet east of Salt Lick Road. Alderman Thomas moved and Alderman Hollingsworth seconded the motion to place this item on the September 22, 2016 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the September 22, 2016 Board of Aldermen meeting agenda for consideration.**

Alderman Hollingsworth moved and Alderman Reitmeyer seconded the motion to remove Sewer Lateral Program Intergovernmental Agreement from the agenda for discussion. The motion was approved.

SEWER LATERAL PROGRAM INTERGOVERNMENTAL AGREEMENT – MALACH

Mr. Malach explained that at this past election on August 2, 2016, St. Charles voters approved a proposition to assess fees to certain residents in unincorporated St. Charles County to cover approved repairs and/or replacement of private sanitary sewer laterals. He advised that St. Charles County will collect \$28 annually, account for, and disburse funds to cover the approved repairs collected from certain unincorporated County residents that are connected to St. Peters sewers for private sewer lateral repairs that have been contracted by each service provider. He advised that the intergovernmental agreement with St. Charles County, which is in this evenings packet is needed to establish this program for approximately 2100 qualifying residential properties within the City's incorporated area. Mr.

Malach addressed the Mayor's question regarding the City's current reserved plan for maintenance. Alderman Reitmeyer moved and Alderman Hollingsworth seconded the motion to place this item on the September 22, 2016 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the September 22, 2016 Board of Aldermen meeting agenda for consideration.**

Alderman Hollingsworth moved and Alderman Reitmeyer seconded the motion to remove Bid Proposal Recommendation/Woodlands Sports Park Field Lighting from the agenda for discussion. The motion was approved.

BID PROPOSAL RECOMMENDATION/WOODLANDS SPORTS PARK FIELD LIGHTING – HUTSLER

Mr. Hutsler recommended approval to accept the proposal for ball field lights at Woodlands Sports Park Diamond 25 to All Purpose Erectors from Lebanon, Illinois. He stated the approval of this recommendation will authorize the award of a contract in the amount of \$199,800. The budget for the project is \$200,000. Mr. Hutsler stated that five (5) companies submitted proposals for the project and All Purpose Erectors submitted the lowest cost proposal for field lights at \$184,900 but also included in the proposal specifications a bid option for additional LED parking lot lights near Diamond 25. All Purpose Erectors cost for this option was \$14,900 bringing the total cost to \$199,800. The City has worked with this company on several athletic field lighting projects and are very pleased with their work. Alderman Reitmeyer moved and Alderman Bateman seconded the motion to place this item on the September 22, 2016 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the September 22, 2016 Board of Aldermen meeting agenda for consideration.**

Alderman Barclay moved and Alderman Shea seconded the motion to remove Secretary of State/Records Retention Schedule from the agenda for discussion. The motion was approved.

SECRETARY OF STATE/RECORDS RETENTION SCHEDULE – SMITH

City Clerk Smith stated that the Destruction of Records forms provided in this evening's meeting packet necessitate being entered and made a part of the minutes of the Board of Aldermen for September 8, 2016. Alderman Reitmeyer moved and Alderman Hollingsworth seconded the motion to accept the City Clerk's report regarding the Destruction of Record forms provided in the Work Session packet to be entered into the September 8, 2016 minutes of the Board of Aldermen. The motion was approved. **No further Board of Aldermen action is required on this item.**

MISCELLANEOUS UPDATES – BATZEL

Mr. Benesek stated as part of the FY16 Transportation Trust Fund, there is \$125,000 budgeted for Joint and Crack Sealing. This is a preventative maintenance program for our concrete and asphalt streets to seal existing expansion joints in concrete pavement as well as any cracking that may take place due to normal age. He advised they are currently out for bid for this program and due on September 13th, and requested to place a bid

recommendation on this item before the Board of Aldermen on both the Work Session and the Board of Aldermen meeting agendas for September 22, 2016. Alderman Reitmeyer moved and Alderman Hollingsworth seconded the motion to place these items on both the September 22, 2016 Work Session and Board of Aldermen meeting agendas. The motion was approved. **This item will be placed on the September 22, 2016 Work Session and Board of Aldermen meeting agendas for consideration.**

BOARD MEETING AGENDA ITEM REVISIONS – BATZEL

None

EXECUTIVE SESSION RE: LITIGATION, REAL ESTATE AND PERSONNEL, PURSUANT TO SECTION 610.021 (1)(2)(3)(9)(12)(13)(14) & 610.022 (1-6)

Alderman Barclay moved and Alderman Shea seconded the motion to enter Executive Session re: Litigation, Real Estate and Personnel, pursuant to Section 610.021(1)(2)(3)(9)(12)(13)(14) & 610.022 (1-6) and then adjourn the Work Session meeting from the Executive Session. With the motion approved, the Board of Aldermen entered Executive Session at approximately 5:51 p.m. Roll Call was taken as follows: President of the Board of Aldermen, Alderman Reitmeyer: yes; Alderman Hollingsworth: yes; Alderman Thomas: yes; Alderman Bateman: yes; Alderman Violet: yes; Alderman Shea: yes; Alderman Barclay: yes; Alderman Aytes: yes.

ADJOURNMENT OF THE EXECUTIVE SESSION AND THE WORK SESSION

Alderman Hollingsworth moved and Alderman Reitmeyer seconded the motion to adjourn the Executive Session and the Work Session meetings. The motion carried and the Executive Session and the Work Session was adjourned at approximately 6:47 p.m. with roll call shown as follows: President of the Board of Aldermen, Alderman Reitmeyer, yes; Alderman Bateman, yes; Alderman Hollingsworth, yes; Alderman Thomas, yes; Alderman Barclay, yes; Alderman Violet, yes; Alderman Shea, yes; Alderman Aytes, yes.

Submitted by,



Patricia E. Smith
City Clerk



INTEROFFICE MEMORANDUM

TO: RUSS BATZEL
FROM: BILL MALACH
SUBJECT: WATER SERVICE LINE REPAIR PROGRAM
DATE: SEPTEMBER 6, 2016
CC: TIM MYERS; VANESSA PRINSTER; SUE HAYWOOD

The purpose of this memorandum is to summarize other Water Service Line Repair Programs in the area and propose modifications to keep our program solvent.

Program Comparison

Staff reviewed three (3) other governmental agency administered programs and two (2) programs administered by private insurance companies. A summary table is shown below.

Item	St. Peters	St. Charles	Lake St. Louis	STL County	AWR	NLC
Annual Fee	\$12	\$12	\$6	\$12	\$65.88	\$64
Deductible	\$0	\$0	\$0	\$0	\$0	\$0
Max Coverage	\$3,000	80%/ \$1500 max	\$3,000	No Max	\$5,000	\$4,000
Leak Detection	No	No	Resident Responsibility but reimbursable up to \$450	No	Not Stated	Not Stated
Bid Solicitation	Provider	Owner	Owner	Provider	Provider	Provider
Restoration	Seed or Sod	Seed	Sod	Seed	Seed	Seed
Water Loss Reimbursement	If usage => 3x normal usage, Resident only responsible for 2x normal usage	No	Not Stated	Determined by Water Company	No	Not Stated

AWR = American Water Resource; NCL=National League of Cities (Both Private)

Program Budget

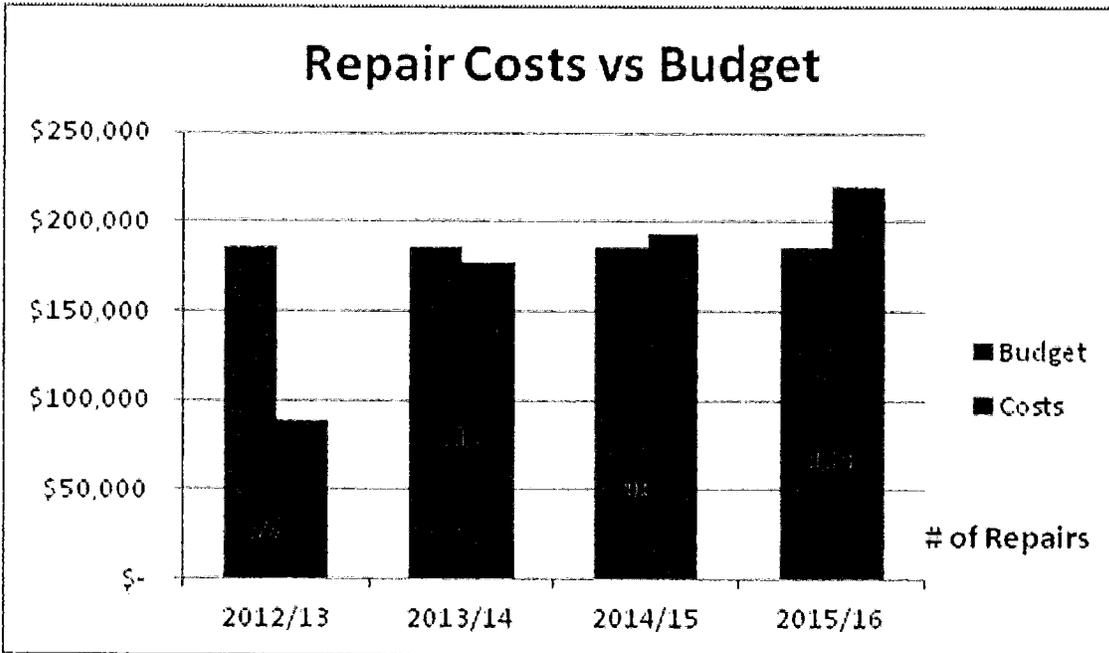
Revenue

City collects an average of \$223,000 annually to fund the Water Service Line Repair Program. This is funded by a \$12/year assessment to qualified residential units.

Expenses

Salary & Benefits (0.35 FTE)	\$31,500
Collection Expense and Assessment Fee:	\$5,100
Insurance	\$400
<u>Water Service Line Repairs</u>	<u>\$186,000</u>
Total Expenses	\$223,000

The following chart shows the history of service line repair costs vs. budget. As the chart indicates last fiscal year and current fiscal year costs exceed budget. This current fiscal year we transferred \$85,000 from previous years' savings to cover the overage. This lowered the fund balance reserve to \$94,032. The City has been averaging 100-repairs/FY. The average repair cost has increased from \$1,153 to \$1,981 per repair. The current fiscal year costs are estimated to finish at \$220,000, approximately \$34,000 over budget.



Note: Costs for FY2015/16 are actual costs through August 31(\$192,141) plus the average number of previous year's September repairs (14) times the current average repair cost (\$1,981).

Options for Controlling Costs and Including Leak Detection Locating

- 1) Bid flat unit rates for a larger quantity of repairs instead of individually bidding each repair. This should reduce repair costs and will decrease the time the resident has to wait for the repair to be completed.
- 2) Include Leak Detection Locating as part of the program but include leak detection as part of the maximum coverage costs.
- 3) Reduce the maximum coverage costs to from \$3,000/yr to \$2,500/yr.
- 4) Only provide seed and straw for site restoration and eliminate the sod option. Sod increases repair costs by approximately \$600 and is difficult to get sod throughout the entire year and sod is not always the best option for restoration.

Majority of other programs, only backfill the excavation, hump up the trench to account for trench settlement and seed and straw on top the trench. The contractor does not have to return to the site for yard work, which saves costs.



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 1 of 6

Department Name: SSS/ADMIN BUSINESS LICENSING		Total # of Boxes: 4
Department Records Coordinator: CHRIS CATTOOR		
Date: 08/09/16	Office Address: ONE ST PETERS CNTR BLVD, ST. PETERS, MO 63376	Telephone: 636-447-6600

Caution: A record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so.

Department Records Coordinator: <i>Chris Cattoor</i>	Date: 8-9-16	Date of Records Destruction: NOT BOXED animal lic. 8/10/16 BOXES 344/346 8/11/16 BOXES 347/345 8/12/16
Group Manager: <i>Cathy Pratt</i>	Date: 8-9-16	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: 9-8-16		

Request for Department Destruction

- I certify that these OFFICIAL RECORD COPIES are past the retention period specified by the Missouri Secretary of State Records Retention Schedule and that all audit and administrative requirements have been satisfied.
- I certify that no HOLD has been placed on these OFFICIAL RECORDS due to any litigation, claim, negotiation, audit, or open records requests and that all administrative requirements have been satisfied.

Required Approval Signature	
City Clerk: <i>Patty Smart</i>	Date: 8/9/16

Note: Please read the instructions on page 3 concerning Departmental Records Destruction.

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
UNBOXED	GS-050	COMMERCIAL ANIMAL LICENSES CLOSED 2009-2013. HOTEL LICENSES CLOSED 2009-2013, AMUSEMENT LICENSE 7-22-13, OUTPATIENT LICENSE CLOSED 2008.	2008-2013	2 YEARS	P
UNBOXED	GS-050	COMMERCIAL ANIMAL TEMPORARY FOR 2009, COMMERCIAL ANIMAL UNISSUED FOR 2007, 2012, 2013, CIRCUS CARNIVAL ISSUED FOR 2013, FIREWORKS PERMIT ISSUED 2012 AND 2013, REQUEST FOR BACKGROUND CHECKS (2013).	2007-2013	2 YEARS	

INTEROFFICE MEMORANDUM

TO: CHRIS CATOOR, RECORDS COORDINATOR
FROM: JOANIE KRUEP, LICENSING SPECIALIST
SUBJECT: RECORD RETENTION - TEMPORARY
DATE: JULY 22, 2016
CC: BARB DECAROLIS, ANN BURGENDORF

Attached is a request to destroy business license files Not Boxed:

Commercial Animal Closed

BL 65 - Cindy's Zoo (closed 2010)

BL 8241 - Dogville, LLC (closed 2013)

BL 5756- Dog Gone Pretty (closed 2012)

BL 1099 -Giddy Up Pony Rides & Petty Zoo (closed 2009)

BL 2149- Holiday Inn St. Peters (closed 2009) **Hotel License**

BL 7276 – Garden Plaza Hotel (closed 2013) **Hotel License**

BL 8309 Mark's Sports Bar & Grill – **Amusement License**

BL 4026 – The Surgery Center at St. Joseph – (closed 2008) **Outpatient License**

Commercial Animal Temporary for: 2009

Commercial Animal Unissued for: 2007, 2012, 2013

Circus Carnival Issued for 2013

Fireworks Permits Issued 2012 & 2013

Request for Background (2013)

These records are at the 2-year retention requirement, were reviewed on 7-22-16 and are now being recommended for destruction. Please advise if we may proceed.

Once approved for destruction, if possible, we would like to have our resident youth go through and remove any salvageable items, like paper clips, folders, etc. while removing the staples before destruction. It is my understanding that these records must be shredded. Thank you,

Approved for destruction by shredding per State retention schedule guidelines.



Chris Cattoor



CITY OF ST. PETERS, MO

INTEROFFICE MEMORANDUM

TO: CHRISTINE CATTOOR, RECORDS COORDINATOR
FROM: BARBARA DECAROLIS, LICENSING SPECIALIST
SUBJECT: RECORD RETENTION - TEMPORARY
DATE: JULY 22, 2016
CC: ANN BURGENDORF, JOANIE KRUEP

Attached is a request to review for destruction licensing records in temporary storage:

Boxes 344T, 345T, 346T and 347T marked for review January 2016

These records are at the 2-year retention requirement, were reviewed on 7-22-16 and are now being recommended for destruction. Please advise if we may proceed.

Once approved for destruction, if possible, we would like to have our resident youth go through and remove any salvageable items, like paper clips, folders, etc. while removing the staples before destruction. It is my understanding that these records must be shredded. Thank you,

Approved for destruction by shredding per State retention schedule guidelines.

A handwritten signature in cursive script, appearing to read "Christine Cattoor", is written over a horizontal line.

Christine Cattoor
Records Coordinator

FOR REVIEW JANUARY 2016
GENERAL RECORDS RETENTION CODE GS 050

BOX # 344T

Business Licensing Records

- 2013 General Business License Files 9950-10649

FOR REVIEW JANUARY 2016
GENERAL RECORDS RETENTION CODE GS 050

BOX # 345T

Business Licensing Records

2013 General Business License Files 10650 -10984

FOR REVIEW JANUARY 2016
GENERAL RECORDS RETENTION CODE GS 050

BOX # 346T

Business Licensing Records

- 2013 Temporary Food Business Licenses
- 2013 Food Business License Unissued Files
- 2013 Food Business License Files 1 - 10950

FOR REVIEW JANUARY 2016
GENERAL RECORDS RETENTION CODE GS 050

BOX # 347T

Business Licensing Records

- 2013 Peddler Business License Unissued
- 2013 Peddler Business License
- 2013 Multi-Vendor Business License Unissued
- 2013 Multi-Vendor Business License
- 2013 Itinerant Business License Unissued
- 2013 Itinerant Business Licenses 13-01 – 13-119
- 2013 Background Checks

GS 048**Orders Issued by Local Governing Bodies (commissions, councils, legislatures, etc.)***Also Called:*

County Court Orders; Writs of execution

Function:

Documents directives issued by local governing body, including those related to tax collection/abatement.

*Content:**Minimum Retention:*

If recorded in official minutes, retain through Completion of Audit. If not recorded, retain permanently as official copy.

Disposition:

Permanent records: Archive. Other records: Destroy securely.

Note:

Tax change must be entered into the permanent tax record book prior to the destruction of the court orders for tax abatements/additions.

Approval Date:

August 24, 2004

GS 049**Request and Complaint Files***Also Called:**Function:**Content:*

Documents citizen requests or complaints about service, maintenance, repairs, materials, etc. Information often includes name, phone number, and address of person making request or complaint, narration of request or complaint, name of person responding to request or complaint, dates of related activities, and other data.

Minimum Retention:

3 years after final disposition

Disposition:

Destroy securely.

Note:

See also: Equal Employment Opportunity (EEO) Records and Grievance and Complaint Records in the Personnel section; See also: Correspondence, General in this section for routine requests for information or publications.

Approval Date:

August 24, 2004

GS 050**Permits and Licenses***Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:*

Building Trades Certification; Contractor Licensing File; Application for Motor Vehicle License; Business License; Facility Use Permit; Parade Permit

Records documenting review, background investigations, recommendations and other actions related to permits and licenses issued for various activities such as: the use of public facilities for dances, parades, etc.; the operation of retail and other businesses including sales, solicitors, second-hand dealers and taxi cabs; also tree removal, temporary signs, keeping livestock, billboards, etc.

May include: applications, background investigation reports, permits, licenses, renewals and related records.

Retain 2 years after expiration.

Destroy securely

This record series does not apply to several types of permit records related to construction, certain public works functions, and others. See: GS 052 for Building Permits and Applications. See: specific office schedules for other permits.

August 24, 2004

GS 051**Disaster/Emergency Preparedness and Recovery Records***Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:*

Civil Defense Plans/Files; Homeland Security Plans; Emergency Management Files; Disaster Plan; Drill Records

Documents the plans for protection and reestablishment of services and equipment in the event of a disaster (natural, chemical, terrorist, etc.).

May include: plan, procedures, checklists, emergency phone numbers and addresses. Also records of practice drills and preparations.

Retain until superseded or no longer needed. Evaluate for historical content.

Retain documents with historical value permanently; all others: Destroy securely

Disaster/Emergency Preparedness and Recovery Plans are considered VITAL RECORDS (see note in introduction). Recommend duplicate copies be maintained in a secure location, accessible to authorized personnel in the event of an emergency.

August 24, 2004



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 1 of 1

Department Name: Parks & Golf Services		Total # of Boxes: 0
Department Records Coordinator: Mary Kuppler		
Date: 08/22/16	Office Address: 100 Boone Hills	Telephone: x 1319

Caution: A record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so.

Department Records Coordinator: <i>Mary Kuppler</i>	Date: <i>8-22-16</i>	Date of Records Destruction: <i>8/24/16</i>
Group Manager: <i>[Signature]</i>	Date: <i>8/23/16</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: <i>9-8-16</i>		

Request for Department Destruction

- I certify that these OFFICIAL RECORD COPIES are past the retention period specified by the Missouri Secretary of State Records Retention Schedule and that all audit and administrative requirements have been satisfied.
- I certify that no HOLD has been placed on these OFFICIAL RECORDS due to any litigation, claim, negotiation, audit, or open records requests and that all administrative requirements have been satisfied.

Required Approval Signature	
City Clerk: <i>[Signature]</i>	Date: <i>8/24/16</i>

Note: Please read the instructions on page 3 concerning Departmental Records Destruction.

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
N/A	N/A <i>GS 029</i>	Employee Vacation Requests - Parks Department	2010-2012	3 yrs	P

GS 029

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Leave Requests

Leave Applications

Records documenting an employee's request for sick, vacation, compensatory, or other leave time.

May include: employee's name, department, date, type of leave requested, leave dates, hours, related information, signature of individual authorizing leave and approval date.

3 years plus completion of audit

Destroy securely

See also: Time and Attendance Records

August 19, 2003

GS 030

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Equal Employment Opportunity (EEO) Records

Affirmative Action Records

Records documenting the adoption, administration and compliance with US Equal Employment Opportunity Commission regulations.

Records may include: policies, plans, procedures, work place analyses, EEO-4 reports and related records and complaint records (which may include reports, exhibits, withdrawal notices, copies of decision, hearing and meeting records, and related documentation and correspondence).

Plans, policies and updates: Permanent; Complaint records: 3 years after final decision;

Other records: 3 years

Destroy securely

August 19, 2003

GS 031

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Employment Eligibility Verification Forms

I-9 Forms

Documents the filing of US Immigration and Naturalization Service form I-9, which verifies that an applicant or employee is eligible to work in the United States.

Retain for length of employment plus one year

Destroy securely

This form is not part of the Employee Personnel Record and should be filed separately.

August 19, 2003

GS 032

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Employee Benefit Records

County Employee Retirement Fund (CERF) Records; LAGERS; Supplemental Insurance

Documents an individual employee's benefit information such as selection of insurance plans, retirement, pension and disability plans, deferred compensation plans, and other benefit information.

Records may include but are not limited to: plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, year-end leave balance reports, and related documentation.

Retain year-end leave balance reports and a copy of retirement enrollment records 75 years after date of hire. Retain other records 3 years after employee separation or eligibility expired.

Destroy securely

August 19, 2003; Revised August 28, 2012

GS 033

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Wage and Tax Statements

Federal tax form W-2

Annual statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax.

Information includes employer name and tax identification number, employee name and social security number, wages paid, amounts withheld, and related data.

5 years

Destroy securely

See also: Federal and State Tax Forms in this section for related records.

August 19, 2003