



CITY OF ST. PETERS BOARD OF ALDERMEN  
WORK SESSION MINUTES  
November 10, 2016

BOARD OF ALDERMEN ITEMS FOR DISCUSSION

The Work Session was called to order at approximately 5:00 p.m. on Thursday, November 10, 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 Scott Williams; Rick Struttmann, Police Captain; Cathy Pratt, Staff Support Services Manager; Burt Benesek, Transportation and Development Services Manager; Bill Malach, Water Environment Services Manager; Rick Olteo, Recreation and Cultural Services Manager; Jeff Hutsler, Parks and Golf Services Manager; Dave Kuppler, Health and Environmental Services Manager; Patty Smith, City Clerk.

COMMUNICATIONS FROM BOARD MEMBERS/ALDERMANIC REPRESENTATIVES

Committee reports were given during this time.

BOARD OF ALDERMEN ITEMS FOR DISCUSSION

None

MAYOR/CITY ADMINISTRATOR ITEM

UNFINISHED BUSINESS ITEMS

None

NEW BUSINESS ITEMS

Alderman Hollingsworth moved and Alderman Shea seconded the motion to remove Amendment to City Code Chapter 110 Meeting Time Change from the agenda for discussion. The motion was approved.

AMENDMENT TO CITY CODE CHAPTER 110 MEETING TIME CHANGE – MAYOR

Mayor proposed changing the start time for the Board of Aldermen meetings from 7:00 p.m. to 6:30 p.m. effective January 12, 2017, because of the timeline in which the Board meeting agendas have been occurring lately. He recommended bringing this item back in ordinance form for consideration at the December 15, 2016 Board of Aldermen meeting. Alderman Hollingsworth moved and Alderman Shea seconded the motion to place this item on the December 15, 2016 Board of Aldermen meeting agenda for consideration. The motion was

approved. **This item will be placed on the December 15, 2016 Board of Aldermen meeting agenda for consideration.**

Alderman Barclay moved and Alderman Reitmeyer seconded the motion to remove Calwood Storm Water Project P-27 Bid Recommendation from the agenda for discussion. The motion was approved.

#### CALWOOD STORM WATER PROJECT P-27 BID RECOMMENDATION – BENESEK

Mr. Benesek advised that on November 2, 2016, the City received three (3) bids for the construction of the Calwood Creek Stormwater Retrofit Project (P-27). The project will perform creek stabilization as well as vegetation clearing and maintenance along an existing creek channel bordering Canterbury Park and Summerwinds. Staff is recommending awarding the project to the low bidder, JTL Landscaping, LLC who submitted the low, responsive bid of \$549,014.63, which is below the engineer's opinion of probable cost of \$650,000. JTL Landscaping, LLC and their subcontractor DJM Ecological Services have completed similar projects for the City and have the staff and resources to complete the project as specified. **This is business item I-05 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Barclay moved and Alderman Shea seconded the motion to remove Mobile Screening Plant Bid Recommendation from the agenda for discussion. The motion was approved.

#### MOBILE SCREENING PLANT BID RECOMMENDATION – MALACH

Mr. Malach introduced Elliot Schneider, Earth Centre Attendant, who assisted with the selection of the Mobile Screening Plant bid. Mr. Malach discussed the step by step evaluation and explained the extensive process of eliminating the three (3) low bidders based on equipment service and product specifications; which is included in the work session packet. Staff recommended awarding the bid to Modern Tech Equipment of St. Louis for a 2017 Backers 3-MAL at a cost of \$542,427. Mr. Malach added that Hanson's Tree Service did an evaluation and also purchased and recommended the Backers. He advised that the purchase order needs to be issued by December 1<sup>st</sup> or the cost will increase due to the Tier IV emissions requirements. Questions from the Aldermen were addressed. **This is business item I-07 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Thomas stepped out of meeting in progress at 5:15 p.m. and returned at approximately 5:18 p.m.

Alderman Hollingsworth moved and Alderman Reitmeyer 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 November 10, 2016. Alderman Hollingsworth moved and Alderman Shea seconded the motion to accept the City Clerk's report regarding the Destruction of Record forms that are provided in the Work Session packet and to be entered into the November 10, 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

Dave Kuppler gave an update on the kennel services agreement, which was discussed at the previous Work Session meeting of October 27, 2016. He advised that the agreement language is in the process of being reviewed and should be ready for consideration at the December 15, 2016 Board of Aldermen meeting, before it expires at the end of December.

#### BOARD MEETING AGENDA ITEM REVISIONS – BATZEL

Mr. Batzel advised of a correction to a scrivener's error on Business Item I-05 where JTL was transposed in one of the paragraphs within the bill, which was handed out this evening.

#### 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 Bateman 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 5:28 p.m. Roll Call was taken as follows: Alderman Hollingsworth: yes; Alderman Reitmeyer: yes; Alderman Thomas: yes; Alderman Bateman: yes; Alderman Violet: yes; Alderman Shea: yes; Alderman Barclay: yes; Alderman Aytes: yes.

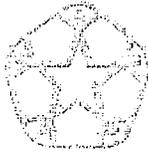
#### ADJOURNMENT OF THE EXECUTIVE SESSION AND THE WORK SESSION

Alderman Shea moved and Alderman Hollingsworth 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 6:10 p.m. with roll call shown as follows: Alderman Hollingsworth, yes; Alderman Bateman, yes; Alderman Reitmeyer, yes; Alderman Thomas, yes; Alderman Barclay, yes; Alderman Violet, yes; Alderman Shea, yes; Alderman Aytes, yes.

Submitted by,



Patricia E. Smith  
City Clerk



CITY OF ST. PETERS, MO

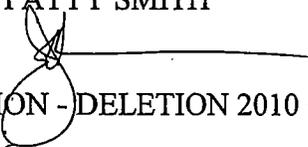
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**INTEROFFICE MEMORANDUM**

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**TO:** CATHY PRATT, PATTY SMITH  
**FROM:** JOHN BECHER   
**SUBJECT:** EMAIL RETENTION - DELETION 2010 OR EARLIER  
**DATE:** OCTOBER 5, 2016  
**CC:**

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I have directed David Baker to initiate the automatic deletion of emails from all personal mailboxes on the Exchange Server for emails sent or received before January 1, 2011. This process will begin today, October 5, 2016 at 6pm.

We have advised staff to review and retain emails considered to be "records" by either printing or moving to a GROUP mailbox specifically created for this retention purpose. We have notified Records Coordinators to review their department's emails and retain "records" that have a retention period longer than 6 years or emails that have been identified by our attorneys to be retained for pending litigation.

There are 14,234,759 emails on the Exchange Server of which 3,789,797 are from 2010 or earlier that will be deleted with the automated process that will run this evening.



City of St. Peters - Records Management  
**RECORDS DESTRUCTION FORM**

Page 1 of 1

|                                                   |                                                                        |                            |
|---------------------------------------------------|------------------------------------------------------------------------|----------------------------|
| Department Name: <b>Human Resources</b>           |                                                                        | Total # of Boxes:          |
| Department Records Coordinator: <b>Cyndi Wade</b> |                                                                        |                            |
| Date: <b>10/04/16</b>                             | Office Address: <b>1 St. Peters Centre Blvd., St. Peters, MO 63376</b> | Telephone: <b>Ext 1243</b> |

**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>Cyndi Wade</i> | Date: <i>10/4/16</i>  | Date of Records Destruction: <b>10/04/16</b>                                                                                                        |
| Group Manager: <i>Cathy Pratt</i>                 | Date: <i>10-14-16</i> | Destruction Method:<br>Shredding <input type="checkbox"/><br>Discard <input checked="" type="checkbox"/><br>Outside Vendor <input type="checkbox"/> |
| Date of BOA Minutes: <i>11/10/16</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>Patricia Smith</i> | Date: <i>10/14/16</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        | GS012                             | Correspondence - general emails city-wide all mailboxes. | 2010 & older      | 1 year           | E      |
|            |                                   |                                                          |                   |                  |        |



City of St. Peters - Records Management  
**RECORDS DESTRUCTION FORM**

Page 1 of 1

|                                                        |                                                               |                                                 |
|--------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------------|
| Department Name: <u>St. Peters Police Dept.</u>        |                                                               | Total # of Boxes: <u>N/A</u>                    |
| Department Records Coordinator: <u>Theresa Wilkins</u> |                                                               |                                                 |
| Date: <u>10/04/16</u>                                  | Office Address: <u>1020 Grand Teton, St. Peters, MO 63376</u> | Telephone: <u>(636) 278-2244</u><br><u>3578</u> |

**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.

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|--------------------------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Department Records Coordinator: <u>Theresa Wilkins</u> | Date: <u>10/04/16</u> | Date of Records Destruction: <u>10/04/16</u>                                                                                                        |
| Group Manager: <u>[Signature]</u>                      | Date: <u>10/11/16</u> | Destruction Method:<br>Shredding <input type="checkbox"/><br>Discard <input checked="" type="checkbox"/><br>Outside Vendor <input type="checkbox"/> |
| Date of BOM Minutes: <u>11/10/16</u>                   |                       |                                                                                                                                                     |

**Request for Department Destruction**

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| Required Approval Signature    |                       |
|--------------------------------|-----------------------|
| City Clerk: <u>Patty Smith</u> | Date: <u>10/13/16</u> |

**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        | GS012                             | Correspondence - general emails city-wide all mailboxes. | 2010 & older      | 1 year           | E      |
|            |                                   |                                                          |                   |                  |        |



City of St. Peters - Records Management  
**RECORDS DESTRUCTION FORM**

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|                                                       |                                          |                             |
|-------------------------------------------------------|------------------------------------------|-----------------------------|
| Department Name: <b>WES</b>                           |                                          | Total # of Boxes:           |
| Department Records Coordinator: <b>Nancy Mutchler</b> |                                          |                             |
| Date: <b>10/04/16</b>                                 | Office Address: <b>100 Ecology Drive</b> | Telephone: <b>ext. 1388</b> |

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|----------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Department Records Coordinator:<br><i>Nancy Mutchler</i> | Date:<br><i>10/4/16</i> | Date of Records Destruction:<br><b>10/04/16</b>                                                                                                     |
| Group Manager:<br><i>Bill Mohr</i>                       | Date:<br><i>10/7/16</i> | Destruction Method:<br>Shredding <input type="checkbox"/><br>Discard <input checked="" type="checkbox"/><br>Outside Vendor <input type="checkbox"/> |
| Date of BOA Minutes:<br><i>11/10/16</i>                  |                         |                                                                                                                                                     |

**Request for Department Destruction**

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| Required Approval Signature             |                          |
|-----------------------------------------|--------------------------|
| City Clerk:<br><i>Patricia E. Smith</i> | Date:<br><i>10/13/16</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        | GS012                             | Correspondence - general emails city-wide all mailboxes. | 2010 & older      | 1 year           | E      |
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**City of St. Peters – Records Management  
RECORDS DESTRUCTION FORM**

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|-------------------------------------------------------------|------------------------------------------|-----------------------------------------|
| Department Name: <b>Health &amp; Environmental Services</b> |                                          | Total # of Boxes:<br><i>N/A</i>         |
| Department Records Coordinator: <b>Jeanette Turnbaugh</b>   |                                          |                                         |
| Date: <b>10/04/16</b>                                       | Office Address: <b>131 Ecology Drive</b> | Telephone: <b>636-477-6600 ext 1471</b> |

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|--------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Department Records Coordinator:<br><i>J. Turnbaugh</i> | Date:<br><i>10-4-16</i> | Date of Records Destruction:<br><b>10/04/16</b>                                                                                                     |
| Group Manager:<br><i>[Signature]</i>                   | Date:<br><i>10.4.16</i> | Destruction Method:<br>Shredding <input type="checkbox"/><br>Discard <input checked="" type="checkbox"/><br>Outside Vendor <input type="checkbox"/> |
| Date of BOA Minutes:<br><i>11/10/16</i>                |                         |                                                                                                                                                     |

**Request for Department Destruction**

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| Required Approval Signature          |                          |
|--------------------------------------|--------------------------|
| City Clerk:<br><i>Patricia Smart</i> | Date:<br><i>10/14/16</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        | GS012                             | Correspondence - general emails city-wide all mailboxes. | 2010 & older      | 1 year           | E      |
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**City of St. Peters - Records Management  
RECORDS DESTRUCTION FORM**

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|                                                       |                                  |                        |
|-------------------------------------------------------|----------------------------------|------------------------|
| Department Name: <b>SSS-FINANCE</b>                   |                                  | Total # of Boxes:      |
| Department Records Coordinator: <b>RITA WESTERSON</b> |                                  |                        |
| Date: <b>10/04/16</b>                                 | Office Address: <b>CITY HALL</b> | Telephone: <b>1224</b> |

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|----------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Department Records Coordinator:<br><i>Rita Westerson</i> | Date:<br><i>10-4-16</i> | Date of Records Destruction:<br><b>10/04/16</b>                                                                                                     |
| Group Manager:<br><i>C Pratt</i>                         | Date:<br><i>10-4-16</i> | Destruction Method:<br>Shredding <input type="checkbox"/><br>Discard <input checked="" type="checkbox"/><br>Outside Vendor <input type="checkbox"/> |
| Date of BOA Minutes:<br><i>11/10/16</i>                  |                         |                                                                                                                                                     |

**Request for Department Destruction**

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**Required Approval Signature**

|                                      |                         |
|--------------------------------------|-------------------------|
| City Clerk:<br><i>Patricia Smith</i> | Date:<br><i>10/4/16</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        | GS012                             | Correspondence - general emails city-wide all mailboxes. | 2010 & older      | 1 year           | E      |
|            |                                   |                                                          |                   |                  |        |



**City of St. Peters - Records Management  
RECORDS DESTRUCTION FORM**

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|                                                                  |                                                                 |                                |
|------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------------|
| Department Name: <b>Recreation &amp; Cultural Services (RCS)</b> |                                                                 | Total # of Boxes:              |
| Department Records Coordinator: <b>Shane Kelly</b>               |                                                                 |                                |
| Date: <b>10/04/16</b>                                            | Office Address: <b>5200 Mexico Road, Saint Peters, MO 63376</b> | Telephone: <b>636-939-2686</b> |

**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.

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|----------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Department Records Coordinator: <i>Shane Kelly</i> | Date: <b>10/3/16</b> | Date of Records Destruction: <b>10/04/16</b>                                                                                                        |
| Group Manager: <i>[Signature]</i>                  | Date: <b>10/4/16</b> | Destruction Method:<br>Shredding <input type="checkbox"/><br>Discard <input checked="" type="checkbox"/><br>Outside Vendor <input type="checkbox"/> |
| Date of BOA Minutes: <b>11/10/16</b>               |                      |                                                                                                                                                     |

**Request for Department Destruction**

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| Required Approval Signature    |                      |
|--------------------------------|----------------------|
| City Clerk: <i>[Signature]</i> | Date: <b>10/4/16</b> |

**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        | GS012                             | Correspondence - general emails city-wide all mailboxes. | 2010 & older      | 1 year           | E      |
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City of St. Peters - Records Management  
**RECORDS DESTRUCTION FORM**

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|                                                      |                                                                         |                                |
|------------------------------------------------------|-------------------------------------------------------------------------|--------------------------------|
| Department Name: <b>SSS/ADMINISTRATION</b>           |                                                                         | Total # of Boxes: <b>0/A</b>   |
| Department Records Coordinator: <b>CHRIS CATTOOR</b> |                                                                         |                                |
| Date: <b>10/04/16</b>                                | Office Address: <b>ONE ST PETERS CENTRE BLVD., ST. PETERS, MO 63376</b> | Telephone: <b>636-477-6600</b> |

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|                                                      |                       |                                                                                                                                                     |
|------------------------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Department Records Coordinator: <i>Chris Cattoor</i> | Date: <b>10/4/16</b>  | Date of Records Destruction: <b>10/04/16</b>                                                                                                        |
| Group Manager: <i>Cathy Pratt</i>                    | Date: <b>10/24/16</b> | Destruction Method:<br>Shredding <input type="checkbox"/><br>Discard <input checked="" type="checkbox"/><br>Outside Vendor <input type="checkbox"/> |
| Date of BOA Minutes: <b>11/16/16</b>                 |                       |                                                                                                                                                     |

**Request for Department Destruction**

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| Required Approval Signature    |                       |
|--------------------------------|-----------------------|
| City Clerk: <i>Patsy Smith</i> | Date: <b>10/26/16</b> |

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        | GS012                             | Correspondence - general emails city-wide all mailboxes. | 2010 & older      | 1 year           | E      |
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City of St. Peters – Records Management  
**RECORDS DESTRUCTION FORM**

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|                                                     |                                                    |                   |
|-----------------------------------------------------|----------------------------------------------------|-------------------|
| Department Name: <b>WES/City Hall</b>               |                                                    | Total # of Boxes: |
| Department Records Coordinator: <b>Mary Spinner</b> |                                                    |                   |
| Date: <b>10/04/16</b>                               | Office Address: <b>One St. Peters Centre Blvd.</b> | Telephone:        |

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|--------------------------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Department Records Coordinator:<br><i>Mary Spinner</i> | Date:<br><i>10-31-16</i> | Date of Records Destruction:<br><b>10/05/16</b>                                                                                                     |
| Group Manager:<br><i>Bill Madd</i>                     | Date:<br><i>10-31-16</i> | Destruction Method:<br>Shredding <input type="checkbox"/><br>Discard <input checked="" type="checkbox"/><br>Outside Vendor <input type="checkbox"/> |
| Date of BOA Minutes:<br><i>11/10/16</i>                |                          |                                                                                                                                                     |

**Request for Department Destruction**

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| Required Approval Signature       |                          |
|-----------------------------------|--------------------------|
| City Clerk:<br><i>Patty Smith</i> | Date:<br><i>10/21/16</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        | GS012                             | Correspondence - general emails city-wide all mailboxes. | 2010 & older      | 1 year           | E      |
|            |                                   |                                                          |                   |                  |        |



City of St. Peters - Records Management  
**RECORDS DESTRUCTION FORM**

Page 1 of 1

|                                                            |                                                    |                   |
|------------------------------------------------------------|----------------------------------------------------|-------------------|
| Department Name: <b>TDS/PL, <del>BELLEVILLE, ENG</del></b> |                                                    | Total # of Boxes: |
| Department Records Coordinator: <b>Melissa Vollmer</b>     |                                                    |                   |
| Date: <b>10/04/16</b>                                      | Office Address: <b>One St. Peters Centre Blvd.</b> | Telephone:        |

**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:<br><i>Melissa Vollmer</i> | Date:<br><i>10-31-16</i> | Date of Records Destruction:<br><b>10/05/16</b>                                                                                                     |
| Group Manager:<br><i>Cathy Pratt</i>                      | Date:<br><i>10-31-16</i> | Destruction Method:<br>Shredding <input type="checkbox"/><br>Discard <input checked="" type="checkbox"/><br>Outside Vendor <input type="checkbox"/> |
| Date of BOA Minutes:<br><i>11/10/16</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:<br><i>Patty Smith</i> | Date:<br><i>10/31/16</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        | GS012                             | Correspondence - general emails city-wide all mailboxes. | 2010 & older      | 1 year           | E      |
|            |                                   |                                                          |                   |                  |        |



**City of St. Peters – Records Management  
RECORDS DESTRUCTION FORM**

Page 1 of 1

|                                                     |                                                    |                   |
|-----------------------------------------------------|----------------------------------------------------|-------------------|
| Department Name: <b>PGS</b>                         |                                                    | Total # of Boxes: |
| Department Records Coordinator: <b>Mary Kuppler</b> |                                                    |                   |
| Date: <b>10/04/16</b>                               | Office Address: <b>One St. Peters Centre Blvd.</b> | Telephone:        |

**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:        | Date:                | Date of Records Destruction: <b>10/05/16</b>                                                                                                        |
| Group Manager: <i>William R. Smith</i> | Date: <b>11/3/16</b> | Destruction Method:<br>Shredding <input type="checkbox"/><br>Discard <input checked="" type="checkbox"/><br>Outside Vendor <input type="checkbox"/> |
| Date of BOA Minutes: <b>11/10/16</b>   |                      |                                                                                                                                                     |

**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 Smith</i> | Date: <b>10/3/16</b> |

**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        | GS012                             | Correspondence - general emails city-wide all mailboxes. | 2010 & older      | 1 year           | E      |
|            |                                   |                                                          |                   |                  |        |