



**CITY OF ST. PETERS
BOARD OF ALDERMEN WORK SESSION MINUTES
MARCH 9, 2023**

The Work Session was called to order at approximately 5:00 p.m. on Thursday, March 9, 2023 at the St. Peters Justice Center located at 1020 Grand Teton Drive.

Patty Smith, City Clerk, called the roll.

The following Elected Officials were present: Mayor Len Pagano

Ward 1 - Alderman Joyce Townsend and Alderman John "Rocky" Reitmeyer

Ward 2 – Alderman Judy Bateman

Ward 3 - Alderman Melissa Reimer

Ward 4 - Board President Nick Trupiano and Alderman Patrick Barclay

Alderman Terri Violet and Alderman Dr. Gregg Sartorius were absent. A quorum was established.

The following staff were present:

Amy Haddock, Water Environment Services Manager; Carl Crain, Environmental & Fleet Services Manager; Captain Andrew Ramirez; Burt Benesek, Transportation Development Services Manager; Bill Malach, City Administrator; and Patty Smith, City Clerk. John Young, City Attorney was also present.

Cathy Pratt, Staff Support Services Manager and Chief Rick Struttmann were absent.

COMMUNICATIONS FROM BOARD MEMBERS/ALDERMANIC REPRESENTATIVES

Committee reports were given during this time.

BOARD OF ALDERMEN ITEMS FOR DISCUSSION

Unfinished Business Items: None

New Business Items:

Board President Trupiano brought up for discussion the following agenda item and deferred to Mr. Dan Emrick to present since Alderman Sartorius was absent this evening.

ST. PETERS GOLF CLUB/WATER'S EDGE BANQUET CENTER MONUMENT PLAQUE LOCATION – SARTORIUS

Mr. Emrick explained that Alderman Sartorius is requesting permission to place a monument plaque near the circle drive entrance to Water's Edge Banquet Center. The proposed location was displayed on an aerial map, and will be a very visible location for golfers and trail users to see the monument; and the honoree will be named at a later date. It was noted that the monument is fully paid for by pledges; and a question addressed regarding why Waters' Edge location versus a playground within the City.

Alderman Reitmeyer moved and Alderman Barclay seconded a motion to postpone the following Resolution Calling on Congress, U.S. DOT and MO DOT Regarding Transporting Hazardous Waste item sponsored by Mayor Pagano and Alderman Reitmeyer until the April 13, 2023 Work Session meeting for discussion. By a voice vote, with no objections, the motion was approved. **This item will be placed on the April 13, 2023 Work Session agenda for discussion.**

RESOLUTION CALLING ON CONGRESS, U.S. DOT AND MO DOT REGARDING TRANSPORTING HAZARDOUS WASTE – MAYOR / REITMEYER

MAYOR/CITY ADMINISTRATOR ITEMS

Unfinished Business Items: None

New Business Items:

Alderman Townsend moved and Alderman Reimer seconded the motion to remove FY23 Storm Sewer CIPP Lining Bid Recommendation from the agenda for discussion. All in favor, the motion was approved.

FY23 STORM SEWER CIPP LINING BID RECOMMENDATION – HADDOCK

Ms. Haddock recommends the FY23 Storm water CIPP Lining project (Bid 23-117) be awarded to the lowest responsive bidder, Visu-Sewer of Missouri, LLC. Approval of this recommendation will authorize award of a contract in the initial amount of \$121,246.50. Ms. Haddock explained the use of CIPP Lining and bid recommendation process. With no questions from the Aldermen, Alderman Reitmeyer moved and Alderman Bateman seconded the motion to place this item on the March 23, 2023 Board of Aldermen meeting agenda for consideration. All in favor, the motion was approved. **This business item will be on the March 23, 2023 Board of Alderman meeting agenda for consideration.**

Alderman Townsend moved and Alderman Barclay seconded the motion to remove Mexico Road Bridge Rehabilitation Design Services Recommendation from the agenda for discussion. All in favor, the motion was approved.

MEXICO ROAD BRIDGE REHABILITATION DESIGN SERVICES RECOMMENDATION – BENESEK

Mr. Benesek informed that the City has been awarded both Federal and St. Charles County Road Board reimbursement funding for rehabilitation and widening of the Mexico Road at Dardenne Creek Bridge. He explained the project will perform repairs intended to extend the bridge's service life and widen the north side of the bridge to create a ten feet multi-use path; and provide a more direct connection to the nearby Dardenne Greenway trail. A consultant is needed to prepare all required plans and specifications. Proposals were solicited and two were received from qualified engineering consultants on February 23, 2023. These are currently under review. Staff requests Board approval to bring this item back to the March 23, 2023 Work Session and Board of Aldermen meetings with a recommendation to consider. Alderman Reimer moved and Alderman Trupiano seconded the motion to place this item on

both the March 23, 2023 Work Session and Board of Aldermen meeting agendas for consideration. All in favor, the motion was approved. **This business item will be on both the March 23, 2023 Work Session and Board of Alderman meeting agendas for consideration.**

Alderman Reimer moved and Alderman Reitmeyer seconded the motion to remove Barkwood Trails Drive Reconstruction Recommendation from the agenda for discussion. All in favor, the motion was approved.

BARKWOOD TRAILS DRIVE RECONSTRUCTION RECOMMENDATION – BENESEK

Mr. Benesek informed that the City has been awarded both Federal and St. Charles County Road Board reimbursement funding to reconstruct and install safety improvements on Barkwood Trails Drive, from Jungermann Road to Maple Tree Drive. Similar to the Spencer Road Reconstruction project, planned for construction in 2024, the Barkwood Trails project will reconstruct existing roadway pavement to meet current design standards, construct traffic calming improvements to control vehicle speeds and allow the removal of unwarranted stop signs. In order to complete the project, a consultant is needed to prepare all required plans and specifications and prepare property acquisition descriptions.

The City publically solicited proposals from qualified engineering consultants. Two proposals were received on Thursday, February 23, 2023, and are currently under review. In order to maintain the project's implementation schedule, staff requests approval to present a consultant recommendation and consideration of an authorizing ordinance at the March 23, 2023 Work Session and Board of Alderman meetings. Alderman Townsend moved and Alderman Reimer seconded the motion to place this item on both the March 23, 2023 Work Session and Board of Aldermen meeting agendas for consideration. All in favor, the motion was approved. **This business item will be on both the March 23, 2023 Work Session and Board of Alderman meeting agendas for consideration.**

Alderman Reitmeyer moved and Alderman Bateman seconded the motion to remove Whistle Stop 301 Agreement Regarding Urban Market from the agenda for discussion. All in favor, the motion was approved.

WHISTLE STOP 301 AGREEMENT REGARDING URBAN MARKET – POWERS

Ms. Powers discussed a previous authorization from the Board of Aldermen, for staff to obtain a study of a multi-vendor market in the Old Town area. The study included the goals of the market, and the three options recommended by the consultant. The most direct approach is to partner with Whistle Stop 301 to support monthly markets that are already planned, and as newly named - Twilight Markets 2023. The proposed draft agreement includes City support, marketing/promotion, signage, and a street closing for the Market area. The operator requested additional items not included in the agreement in this evening's packet. The following additional items requested by the operator for the City to provide are: restrooms and food truck assistance, music – sponsor bands, and assistance with yard/trash maintenance if event grows in attendance. The additional financial support from the City is estimated at \$6240. The City would expand the signage commitment to include temporary signs and wayfinding signs. The next steps would be to finalize the agreement, with consideration for

approval by the Board on March 23rd, and review a marketing concept being prepared by Communications.

Questions and comments from the Board were addressed; and discussion related to the restrooms, music, parking, food trucks and street closing was held. Alderman Barclay requested two separate votes pertaining to the music and the restrooms. Mayor called for a vote on the City sponsorship. Alderman Bateman moved and Alderman Reitmeyer seconded the motion to approve this item. Alderman Barclay moved to amend the motion to include two separate votes for the music and the restrooms, and Alderman Trupiano seconded the motion. All in favor the motion was approved. A roll call vote followed to approve City sponsorship and to include the bathrooms: Barclay: Yes, Reimer: Yes, Sartorius: Absent, Reitmeyer: Yes, Trupiano: Yes, Violet: Absent, Bateman: Yes, Townsend: Yes
AYES: 6 NAYS: 0 ABSTENTIONS: 0 ABSENT: 2 MAYOR: Passed

Alderman Townsend moved and Alderman Bateman seconded the motion for the City to sponsor the cost of the bands at the market. A roll call vote followed to approve City sponsorship for the cost of the bands at the market: Barclay: No, Reimer: Yes, Sartorius: Absent, Reitmeyer: Yes, Trupiano: Yes, Violet: Absent, Bateman: Yes, Townsend: Yes, AYES: 5 NAYS: 1 ABSTENTIONS: 0 ABSENT: 2 MAYOR: Passed

Alderman Townsend moved and Alderman Reitmeyer seconded the motion to remove Secretary of State/Records Retention Schedule from the agenda for discussion. All in favor, 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 March 9, 2023. Alderman Reitmeyer moved and Board President Trupiano 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 March 9, 2023 minutes of the Board of Aldermen. The motion was approved. **No further Board of Aldermen action is required on this item.**

MISCELLANEOUS UPDATES – MALACH

Mr. Malach gave an update on staff's investigation of a sanitary sewer pipeline downstream of the Brown Road pump station where a hole was discovered in the pipe, which needs either repair or replacement. The costs may exceed \$100,000.00. Mr. Malach explained that where an emergency situation requires immediate purchase of supplies or services and time is of the essence, there are exceptions to the bid procedure where the Director of Finance shall be authorized to procure the supplies or services needed without bidding, and the City Administrator must approve the purchases. He will keep the Board informed as staff negotiates costs with various contractors.

BOARD MEETING AGENDA ITEM REVISIONS – MALACH

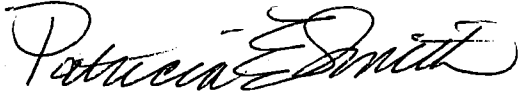
None

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

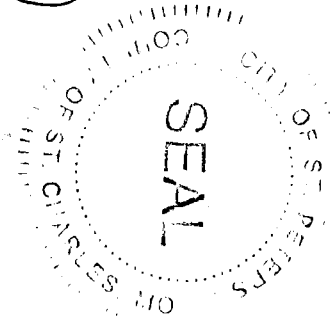
ADJOURNMENT OF THE WORK SESSION AND EXECUTIVE SESSION

Alderman Bateman moved and Alderman Barclay seconded the motion to adjourn the Work Session meeting and the Executive Session meeting. The motion was approved and the Work Session and Executive Session meetings were adjourned at approximately 6:35 p.m.

Submitted by,



Patricia E. Smith
City Clerk





City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 1 of 1

Department Name: Parks and Recreation Services		Total # of Boxes: 1
Department Records Coordinator: Mary Kuppler/jk		
Date: 02/02/23	Office Address: 100 Boone Hills Drive	Telephone: 636.477.6600 ext 1401

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>2-22-23</i>	Date of Records Destruction: <i>2/28/23</i>
Group Manager: <i>[Signature]</i> "For Dan Emrick"	Date: <i>2/28/23</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: <i>3/9/23</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>2/28/23</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		Leave Request - Vacation Request from 2019	2019	3 years	



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 1 of 2

Department Name: St. Peters Police Department		Total # of Boxes: 17
Department Records Coordinator: Sgt. Melissa Doss		
Date: 01/26/23	Office Address: 1020 Grand Teton, St. Peters, MO 63376	Telephone: 636-477-6600, ext. 3550

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>Melissa Doss</i>	Date: <i>1-26-23</i>	Date of Records Destruction: <i>2-17-2023</i>
Group Manager: <i>R. Stueffert</i>	Date: <i>1-26-23</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input checked="" type="checkbox"/>
Date of BOA Minutes: <i>3/9/23</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.
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Required Approval Signature	
City Clerk: <i>Patricia Smith</i>	Date: <i>1/30/23</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
1-2	GS066	PUBLIC INFORMATION REQUESTS AND DOCUMENTATION Sunshine Law Requests/Related Documents	2019	3 years	P
3	GS012	CORRESPONDENCE - GENERAL Court Orders for Fingerprints Non-Sunshine Requests for Information	2021	1 year	P



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

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User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
3	POL006	ARREST RECORDS Arrest Logs	2017	5 years	P
4	POL002	NON-CRIMINAL INCIDENT REPORT/FILE Tow Sheets	2021	1 year	P
4	POL004	MISSING PERSON/RUNAWAY REPORT Missing Person Located Safe	2021	1 year	P
4	GS066	PUBLIC INFORMATION REQUESTS AND DOCUMENTATION Police Record Checks	2019	3 years	P
4	GS012	CORRESPONDENCE - GENERAL Warrant App Refusals/Additional Info Requests Customer Survey Requests	2021	1 year	P
5	POL001	INCIDENT REPORT/FILE Tickets	2017	5 years	P
5	POL009	SUBPOENA Officer Subpoenas	2020	1 year from court date	P
6-17	POL006	ARREST RECORDS Booking Sheets/Fingerprint Cards/Related Documents	2017	5 years	P

Police Clerks Records Retention Schedule

See also the General Records Retention Schedule.

Note: Any record in this schedule that becomes part of an investigative file/report will assume the retention requirements of the investigative file. Do not destroy records pertinent to active investigations/prosecutions.

POL 001

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Incident Report/File

Offense Report; Police Report; Investigative Report; Supplemental Report; Case File; Robbery Photo File; Citations; Tickets; Controlled Substance Test Report; Evidence Sheet Documents an alleged violation of law or ordinance

Date, time, location, description of incident; who, what, when, where and how of an incident; All investigative materials related to incident

If case is filed, retain until final disposition; If no charges are filed: Class A felony, Permanent; Other felony, 3 years; Sex crime involving minor, 30 years after victim reaches 18; Misdemeanor, 1 year; Infraction, 6 months

Destroy

May include Juvenile or other confidential files. Note: if the municipality adopted all, or part, of the Missouri Model Traffic Ordinance, RSMo 300, traffic violations must be maintained for five years; Retentions based on statute of limitations, see RSMo 556.036-037; for non-criminal Death Investigations, see POL 027.

August 20, 2008; Revised December 21, 2011

POL 002

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Non-Criminal Incident Report/File

Lost Property, Found Property, False Alarm, Private Property Accident, Civil Situation, Tow sheets, Abandoned Vehicle Tows, Motorist Assist

Documents an incident that is not criminal in nature, but may be a requirement of insurance or other industry

Date, time, location, description of incident; who, what when where and how of an incident; Evidence Sheet

1 Year

Destroy

August 20, 2008

POL 003

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Accident Report/File

Crash Report

Documents accident on public property or highway

Date, time, location, description of incident; who, what when where and how of an incident; Evidence Sheet

7 Years--felony case; 5 Years all others

Destroy

August 20, 2008

POL 004

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Missing Person/Runaway Report

Juvenile Missing, Juvenile Runaway

Documents report of missing person or runaway

Date, time, location, description of incident; who, what when where and how of an Person not found, Permanent; Person located safe, 1 Year; Person located deceased, not suspicious, 1 Year; Person located deceased, suspicious, retain until resolved

Destroy Securely

August 25, 2009

POL 005

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Messages/Teletypes

911 printouts, MULES Messages, Weather Reports

Interdepartmental messages between jurisdictions

Reference

Destroy Securely

Refer to NCIC Operations Manual and MULES Policy and Procedures Manual for current regulations

August 25, 2009; Revised August 20, 2013

POL 006

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Arrest Records

Arrest Log, Arrest Files, Arrest Register, Arrest Register ID, Fingerprints, Booking Sheet

Document arrest

Name, d.o.b., Social Security Number, Address, Phone Number, cause of arrest

5 Years

Destroy Securely

Fingerprints are normally sent to Highway Patrol, Central Repository; if copies are kept locally, they are merely reference

August 25, 2009

POL 007

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Orders of Protection/Full Orders

Ex-Parte

Court orders of protection

Reference

Destroy

Court keeps original copy 12 years

August 25, 2009

POL 008

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Logs

Desk Books, Activity Logs, Car Logs, Daily Logs, Officer Logs, P.M. Appointments, Watchman File-Printout, Commander Book, Holdover Inspection, Complaint Numbers Log, Unsecure Building Report, Standby Book/list/notification, Case Assignment Book

Record of daily, weekly or monthly activities

Date, time, activity, car number, Officer DSN

5 Years or Completion of Audit

Destroy

August 25, 2009

POL 009*Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Subpoena**

Order for records or personnel to attend court proceeding

1 Year from court date

Destroy

August 25, 2009

POL 010*Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Racial Profiling Statistics**

1 Year after submission to Attorney General

Destroy

August 25, 2009

POL 011*Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Audio/Video Recordings**

Car Audio/Video recording; Booking Surveillance; Surveillance; Body Camera video; License Plate Reader

30 Days--Evaluate*

*Managers should extract significant information that may impact criminal or major case investigation prior to deleting video/re-using the tape. Extracted video must be retained until administrative/judicial proceedings are complete. This retention does not apply to interrogation videos which are by their nature evidentiary and should be part of the investigative files—See POL001

August 25, 2009; Revised August 23, 2011; Updated December 1, 2015; Updated June 16, 2016

POL 012*Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Warrants**

Bench Warrants; Fugitive Files; out-of-jurisdiction files

Class A Felony, 75 years; Class B Felony, 3 years; Misdemeanor, 1 year

Destroy

May destroy immediately if recalled by the court or served

August 25, 2009

POL 013*Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Information Received, Confidential**Tip line, CrimeStoppers, Information received, Intelligence files
Record of information received

1 Year

Destroy

August 25, 2009

POL 014*Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Police Auction Records**

Record of police sales

Completion of Audit

Destroy

August 25, 2009

General Records Retention Schedule

Administrative Records

GS 001

Annual and Special Reports

Also Called:

Function:

Summary reports documenting the program or primary activities and accomplishments of the local government unit for the previous year. Often compiled from monthly, quarterly or other subsidiary activity reports, including surveys.

Content:

May include: statistics, narratives, graphs, diagrams, and similar information.

Minimum Retention:

Permanent

Disposition:

Archive. Microfilm for preservation

Note:

Provides administrative history of the office. Any report read into the official minutes may be destroyed

Approval Date:

August 15, 2001

GS 012

Correspondence - General

Also Called:

Letters, Memoranda, E-mail

Function:

Correspondence that pertains to routine matters handled in accordance with existing policies and procedures. Does not contain significant information about office policies or programs.

Content:

May include: incoming and outgoing letters, memoranda, notes, acknowledgements, notices, non-Sunshine requests for information or publications, enclosures, and attachments.

Minimum Retention:

1 year

Disposition:

Destroy

Note:

See also GS 013 Correspondence-Policy; GS 066 Public Information Requests and Documentation

Approval Date:

August 15, 2001; Revised August 23, 2011

GS 012.1

Correspondence - Transitory

Also Called:

Letters, Memoranda, E-mail

Function:

Documents of short-term interest that have no documentary or evidentiary value, which are not included in another record series

Content:

May include: correspondence which requires no administrative action, policy decision, special compilation or research; quasi-official notices that do not serve as the basis of official action, such as holiday notices, reminders of charitable campaigns, upcoming events, unsolicited vendor solicitations, etc.

Minimum Retention:

None

Disposition:

Destroy

Note:

See also: GS 012 Correspondence-General; GS 013; GS 066

Approval Date:

August 25, 2009; Revised August 23, 2011

GS 013

Correspondence - Policy

Also Called:

Letters, Memoranda, E-mail

Function:

Correspondence which state or form the basis of policy, set important precedents or record important events in the operational and organizational history of the governmental body.

Content:

May include: incoming and outgoing letters, memoranda, notes, reports, studies, and other records.

Minimum Retention:

Permanent

Disposition:

Archive. Microfilm for preservation

Note:

This form of correspondence will come exclusively from elected officials, administrators, managers, or supervisors. See also GS 012; GS 012.1

Approval Date:

August 15, 2001; Revised August 23 2011

GS 065*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Participant Registration and Attendance Records**

Documents the registration and attendance of participants in sponsored events, activities, and classes.

Records may include registration forms or cards, class or activity rosters, consent/waiver forms and related documents. Information usually includes name, dates, and times of class or activity, fee paid, and name, address, phone number, and signature of participant. Further information may include pertinent medical data, date of birth, signature of parent or guardian, and other data.

3 years

Destroy securely.

August 24, 2005

GS 066*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Public Information Requests and Documentation**

Sunshine Law Requests; Open Records Requests; Request for Voter Information Data Requests for information pursuant to RSMo 610 (Sunshine Law) and related documentation. May include, but is not limited to: a description of the records being requested (a specific document created on a certain date, or records of a general subject matter within a general date span); whether a copy will be required or the records will be viewed in person; and the name, address, phone number or electronic mail address of the person requesting information. If the record does not exist or cannot be found, certification of this information may be included. When a request is denied, contents may also include a statement of denial, appeal records, documentation of review and decision.

Retain request forms for military information 5 years. (RSMO 59.480) Retain all other requests 3 years.

Destroy

For detailed information about Missouri's Sunshine Law, go to the Attorney General's web site: <http://www.ago.state.mo.us/sunshinelaw/sunshinelaw.htm>.

August 24, 2005

GS 067*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Vehicle Ownership and Maintenance Records**

Certificate of Title; Registration; Licenses; Warranties; Maintenance Record; Vehicle and Equipment Checklist.

Documents purchase, ownership, licensing and maintenance of all office-owned vehicles. May include, but is not limited to: legal titles, registration documents, purchase invoice, contracts, warranties, inspections, maintenance logs.

Retain titles, licenses, warranties, and maintenance records until vehicle is sold or disposed of. Retain registration records until superseded or disposition of vehicle.

Destroy

August 24, 2005

GS 069*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Equipment Ownership and Maintenance Records**

Legal titles; warranties; maintenance log

Records documenting the legal ownership and maintenance of all office-owned equipment. May include, but is not limited to: date of purchase or lease; purchase price; contract or lease agreement; warranty information; ownership information; make and model; owner's manual; maintenance/service agreements; maintenance logs.

Retain for the life of the equipment, then transfer to the new owner of the equipment or destroy as appropriate.

See also: Vehicle Ownership and Maintenance Records.

August 24, 2005