

RESOLUTION NO. 6-2015

Destruction of Documents

WHEREAS, the City of Griswold adheres to the Records Retention Manual of the State of Iowa; and

WHEREAS, certain records have exceeded their retention dates;

NOW THEREFORE BE IT RESOLVED, the following list of documents shall be destroyed in the presence of the City Clerk and City Administrator:

<u>Year</u>	<u>Document</u>
FY09 & earlier	Accounts Payable
FY09 & earlier	Utility Bill Records
FY09 & earlier	Bank Statements
FY09 & earlier	Commercial Insurance Policies
FY09 & earlier	Treasurer's Reports
FY09 & earlier	Agendas and Proofs of Publication
FY09 & earlier	Utility Bill Payment Stubs
2009 & earlier	Employee Timesheets
FY09 & earlier	IPAIT statements
FY09 & earlier	Receipt Books/Purchase Orders
2009 & earlier	Extra copies of Comprehensive plans/Code of Ordinances/ Urban Renewal/Builder Plans/ Payroll Forms (941 Report, W-2, IPERS, Iowa Workforce)
2009 & earlier	RFQ's/Proposals of those not accepted
2009 & earlier	Engineering questioner/reports
2009 & earlier	Ambulance insurance records
2009 & earlier	Receipts Management Reports

PASSED and APPROVED this 11th day of August, 2014.

Moore: AYL
 Askeland: AYL
 Cook: AYL
 Mundorf: AYL
 J. Wyman: AYL

[Signature]
 Mayor

Attest:
[Signature]
 City Clerk