

RESOLUTION NO. 1-2018

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:

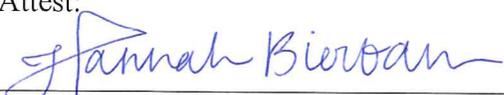
<u>Year</u>	<u>Document</u>
FY12 & earlier	Accounts Payable
FY12 & earlier	Utility Bill Records
FY12 & earlier	Bank Statements
FY12 & earlier	Commercial Insurance Policies
FY12 & earlier	Treasurer's Reports
FY12 & earlier	Agendas and Proofs of Publication
FY12 & earlier	Utility Bill Payment Stubs
2012 & earlier	Employee Timesheets
FY12 & earlier	IPAIT statements
FY12 & earlier	Receipt Books/Purchase Orders
2012 & earlier	Extra copies of Comprehensive plans/Code of Ordinances/ Urban Renewal/Builder Plans/ Payroll Forms (941 Report, W-2, IPERS, Iowa Workforce)
2012 & earlier	RFQ's/Proposals of those not accepted
2012 & earlier	Engineering questioner/reports
2012 & earlier	Ambulance insurance records
2012 & earlier	Receipts Management Reports

PASSED and APPROVED this 14th day of August 2017.

Moore: Aye
Askeland: Aye
Cook: Absent
Sorensen: Aye
Wyman: Aye



Jeb Peck - Mayor

Attest:


Hannah Bierbaum - City Clerk