

RESOLUTION NO. 1-2019

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
2012 & earlier	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 9th day of July 2018.

Adams: Aye
 Askeland: Aye
 Cook: Aye
 Preston: Aye
 Sorensen: Aye

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 Mayor

Attest:
Hannah Bierbaum

 City Clerk

	<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
✓	2012 & earlier	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

Jannah Bierbaum

Laura A. Harber