

RESOLUTION NO. 2-2017

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>
FY11 & earlier	Accounts Payable
FY11 & earlier	Utility Bill Records
FY11 & earlier	Bank Statements
FY11 & earlier	Commercial Insurance Policies
FY11 & earlier	Treasurer's Reports
FY11 & earlier	Agendas and Proofs of Publication
FY11 & earlier	Utility Bill Payment Stubs
2011 & earlier	Employee Timesheets
FY11 & earlier	IPAIT statements
FY11 & earlier	Receipt Books/Purchase Orders
2011 & earlier	Extra copies of Comprehensive plans/Code of Ordinances/ Urban Renewal/Builder Plans/
2011 & earlier	Payroll Forms (941 Report, W-2, IPERS, Iowa Workforce)
2011 & earlier	RFQ's/Proposals of those not accepted
2011 & earlier	Engineering questioner/reports
2011 & earlier	Ambulance insurance records
2011 & earlier	Receipts Management Reports

PASSED and APPROVED this 11<sup>th</sup> day of July 2016.

Moore: AYE

Askeland: AYE

Cook: AYE

Sorensen: AYE

Wyman: AYE

  
\_\_\_\_\_  
Mayor

Attest:  
  
\_\_\_\_\_  
City Clerk - Interim