

RESOLUTION NO. 2-2020

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>
FY13 & earlier	Accounts Payable
FY13 & earlier	Utility Bill Records
FY13 & earlier	Bank Statements
FY13 & earlier	Commercial Insurance Policies
FY13 & earlier	Treasurer's Reports
FY13 & earlier	Agendas and Proofs of Publication
FY13 & earlier	Utility Bill Payment Stubs
2013 & earlier	Employee Timesheets
FY13 & earlier	IPAIT statements
FY13 & earlier	Receipt Books/Purchase Orders
2013 & earlier	Extra copies of Comprehensive plans/Code of Ordinances/ Urban Renewal/Builder Plans
2013 & earlier	Payroll Forms (941 Report, W-2, IPERS, Iowa Workforce)
2013 & earlier	RFQ's/Proposals of those not accepted
2013 & earlier	Engineering questioner/reports
2013 & earlier	Ambulance insurance records
2013 & earlier	Receipts Management Reports

PASSED and APPROVED this 8th day of July 2019.

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

Brad Rhine
Brad Rhine, Mayor

Attest:
Hannah Bierbaum
Hannah Bierbaum, City Clerk