

Retention Basics





Local Government Records Retention Schedules

- A retention schedule is a document that tells you how long to keep specific types of records and what should happen to those records when you no longer need them.

Local Records Board

- The Local Records Board serves as the coordinating board to establish proper retention schedules for all local governments. It derives its authority from RSMo 109.230 and 109.255, Missouri's Business and Public Records Law.
- Laura Burbridge - Republic City Clerk - 2025
- Anita Cotter - Springfield City Clerk - 2026
- Annie Golden - Jasper County Archivist - -2025
- Kelly Hall - Christian County Recorder - 2028

Records Management

- Records Management governs how organizations create, receive, store, use, access, and dispose of records, regardless of whether records are in paper or electronic format.
- Taking care of government records and retaining or disposing of them using local government records retention schedules developed and maintained by the Local Records Board.



Everyday's An
ADVENTURE
When You're An
ARCHIVIST

What is a Record?

- A "record" is defined as any "**document, book, paper, photograph, map, sound recording or other material**, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo).
- This definition includes those records created, used and maintained in electronic form.

Non-Records

- According to Section 109.210(5) RSMo, the following are not records...
- Superseded manuals, blank forms
- Work papers and drafts of reports or correspondence.
- Catalogs, trade journals and other reference materials
- Extra copies of official copies; identical copies of documents maintained in the same file.

Non-Records

- Non-records do not require retention scheduling or destruction authorization or reporting.
- To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied.
- Avoid filing non-record material with records.

ONE DOES NOT SIMPLY

**DISPOSE OF RECORDS WITHOUT A
LEGALLY APPROVED RETENTION SCHEDULE**

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Destruction of Records

- The records classification and retention periods...constitute legal authority for retention and disposal of official records. No records can be destroyed until they meet the minimum retention period listed in this manual. In cases where there is no schedule for a particular record series, the Local Records Board must grant permission for the destruction.

Destruction of Records

- The disposition of records should be recorded in a document such as the minutes of the city council or other legally constituted authority that has permanent record status. The record should include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was accomplished.

21-A-32 C-8 – Contents:

- 2004-2007 Cingular Election Phone Documents
 - p.5, GS 012 **Correspondence – General**, 1 year, destroy
 - p.25, GS 011 **Receipts**, completion of audit, destroy
- 1997-2017 Salary Commission
 - Non-records – copies
- 2015 Position Analysis Questionnaires Job Descriptions
 - p.33, GS 063 **Position Description, Classification, and Compensation Records**, 3 years after obsolete or superseded, destroy
- 1993-1995, 2007-2015 Job Descriptions
 - p.33, GS 063 **Position Description, Classification, and Compensation Records**, 3 years after obsolete or superseded, destroy
- 2008-2017 Employee Time Sheets and Related Documents
 - p.30, GS 028 **Time and Attendance Records**, 3 years plus completion of audit, destroy
 - p.31, GS 029 **Leave Requests**, 3 years plus completion of audit, destroy
 - p.5, GS 012 **Correspondence – General**, 1 year, destroy
 - p.27, GS 068 **Payroll Records**, 5 years, destroy
- 2009-2015, 2020 – Job Applications – Not hired
 - p.33, GS 062 **Employment Recruitment and Selection Records**, position description, 3 years; unsuccessful applications, 1 year after position filled or recruitment, destroy
- 2018 & 2016 Requisitions for Contract Labor (Kelly Services, Inc. Invoices)
 - p.24, GS 007 **Accounts Payable Records**, County Clerks – 5 years, destroy
- 2014 No Use Tax Recommended Worksheet
 - p.23, GS 004 **Budget Preparation Records**, completion of audit, destroy
- 2008-2011 Tax Records
 - p.13, 004.CC 018.02 **County Official Financial Settlements and Reports**, completion of audit, destroy
 - p.17, 004.CC 021.03 **Tax Reports and Aggregate Abstracts**, 5 years, destroy
 - p.18, 004.CC 021.04 **Tax Assessments and Valuations**, 5 years, destroy
 - p.20, 004.CC 021.12 **Certification of Property Tax Rates**, 5 years, destroy
- 2011 Correspondence
 - p.5, GS 012 **Correspondence – General**, 1 year, destroy

APPLICATION FOR COUNTY LICENSE
UNDER PROVISIONS OF THE
MISSOURI LIQUOR CONTROL ACT OF 1935

Tuesday November 18, 2014
License ID: 22349

TO THE HONORABLE COUNTY COMMISSION OF GREENE COUNTY, MISSOURI:
PIZZA PLUS (CLOSED) the undersigned hereby makes application for a county license to be granted by the County Commission of the aforesaid County for the sale of 5% Sunday By the Drink under provision of the Missouri Liquor Control Act of 1935, at the following designated location, to-wit:

2025 W SUNSHINE, STE 144 SPRINGFIELD MO 65807

Mail Addr: P.O. BOX 8017

I hereby certify that I am a citizen of the United States, and a qualified legal voter and taxpaying citizen of the above named county and city, and of good moral character, and that I have not been convicted since the ratification of the twenty-first (21st) Amendment to the Constitution of the United States of a violation of the provisions of any law of the State of Missouri relating to the manufacture or sale of intoxicating liquor, nor do I employ any person who has been so convicted, nor has any license heretofore granted me for the same of intoxicating liquor, or heretofore granted to any employee of mine been revoked since the date last aforesaid. That I am able to furnish bond to the State of Missouri in the sum of two thousand dollars (\$2,000.00) as required by law for the performance of my duty as a licensed seller of intoxicating liquor. That no distiller, wholesaler, winemaker, or brewer, or the employee, officer, or agent of any such, has directly or indirectly furnished me with financial aid, money or credit except ordinary commercial credit for the transaction of my business, or is directly or indirectly interested financially in said business. It is expressly understood and agreed by me that the license issued hereunder shall not be effective until I shall have applied for and been granted a license by the Supervisor of Liquor Control of the State of Missouri, and shall have applied for and been granted license by the above mentioned City. It is also expressly understood and agreed that the license hereby granted to me by the County Commission shall be revocable by said County Commission at any time upon proper showing of any violation by me or my employee, or any law of the State of Missouri or of any regulation, ordinance, or rule of the aforesaid city concerning said business of selling intoxicating 5% Sunday By the Drink and upon revocation I shall not be entitled to the refund in whole or in part of the fee paid for this license.

I hereby tender the sum of \$203.00 as payment of the fee required by this license which will expire Thursday December 31, 2015.

APPLICANT SIGN HERE

Ordered by the County Commission of Greene County that a license be issued as above for a fee of \$203.00. License to expire Thursday December 31, 2015.

COMMISSIONER

COMMISSIONER

ATTEST:

GREENE COUNTY CLERK

Record or
Non-record

Record or Non-record

FIRST ANNUAL BANQUET LAST MAN'S CLUB.

The following men were present and signed the roll.

Herman Lauritson
 J. H. Karchmer
 O. S. Traylor
 Harry B. Adams
 B. W. Law
 V. H. Wilson
 Hugh Hosey
 Clyde H. Ormsbee
 H. Emmett Wilson
 O. A. Beyer
 Chas. L. Chalender
 Roy Reed
 Fred R. McMahon
 J. R. Frank
 J. P. O'Connor
 Thos. S. Proctor
 C. H. Patterson
 Paul L. Knapp
 John J. Prugger
 A. P. Armstrong
 Richard B. Pickett
 Otto Schaffetzel
 C. G. Smith
 J. C. Parmar
 William Gorum
 L. V. Whittam
 Walt. Bussell
 Frank Allen
 Max B. Plummer
 George Skidmore

Abstract of Bids at		SIZE OF PIPE	QUANTITY	DEPTH OF CUT
Blackmer & Post Pipe Co. St. Louis, Mo.				
NAME OF BIDDER				
<i>Herman Lauritson</i>				
<i>J. H. Karchmer</i>				
<i>O. S. Traylor</i>				
<i>Harry B. Adams</i>				
<i>B. W. Law</i>				
<i>V. H. Wilson</i>				
<i>Hugh Hosey</i>				
<i>Clyde H. Ormsbee</i>				
<i>H. Emmett Wilson</i>				
<i>O. A. Beyer</i>				
<i>Chas. L. Chalender</i>				
<i>Roy Reed</i>				
<i>Fred R. McMahon</i>				
<i>J. R. Frank</i>				
<i>J. P. O'Connor</i>				
<i>Thos. S. Proctor</i>				
<i>C. H. Patterson</i>				
<i>Paul L. Knapp</i>				
<i>John J. Prugger</i>				
<i>A. P. Armstrong</i>				
<i>Richard B. Pickett</i>				
<i>Otto Schaffetzel</i>				
<i>C. G. Smith</i>				
<i>J. C. Parmar</i>				
<i>William Gorum</i>				
<i>L. V. Whittam</i>				
<i>Walt. Bussell</i>				
<i>Frank Allen</i>				
<i>Max B. Plummer</i>				
<i>George Skidmore</i>				

Record or
Non-record

Indep on Sckt. 334 90906

IN THE CIRCUIT COURT OF GREENE COUNTY
MISSOURI.
JANUARY TERM 1927

~~FILED~~

In the matter of the application of
THE U. S. 66 HIGHWAY ASSOCIATION
For Pro Forma Decree of Incorporation

To The Honorable Judge Of The Circuit Court
Within And For The County Of Greene:

Your petitioners, the undersigned, holding the offices, respectively, of president, secretary and treasurer of The U. S. 66 Highway Association, respectively represent that they, in connection with others, have associated themselves together, by articles of agreement, in writing, as an association, for educational purposes under the name of The U. S. 66 Highway Association.

Your petitioners beg to submit herewith said written articles of agreement, and pray that a pro forma decree may be granted thereon, constituting them a body corporate and politic by the name designated in pursuance of the statutes in such cases made and provided.

John J. Woodman
President.

Lou Scott
Secretary.

W. B. Daniel
Treasurer.

FILED
APR 2 1927
GUY C. GIBBS,
CLERK CIRCUIT COURT
W. B. Daniel

Record or Non-record

222

COUNTY COURT RECORD

Monday, September 20th, 1920, Forty-ninth day of July Term

In the matter of the establishment of twenty
voting precincts in the City of Springfield, : Order establishing same.
Greene County, Missouri, :

✓ Now at this day the Court taking up the matter of the voting precincts of the City
of Springfield, Greene County, Missouri,

The Court finds that there are now fourteen voting precincts in the City of
Springfield, Missouri, and that on account of the right of suffrage having been granted
to women and the right of suffrage will apply and may be exercised by the women at the
November election, the Court finds that the number of voting precincts in the said
City of Springfield to be insufficient.

IT IS THEREFORE, ordered by the Court that there be and is hereby established twenty
voting precincts in the City of Springfield, Greene County, Missouri, with the
boundaries described as follows:

PRECINCT NUMBER ONE:

That the First Precinct shall be bounded as follows: Beginning at the intersection
of Delaware Street and Catalpa Street; running thence North to the center line of Cherry
Street; thence West and along the center line of Cherry Street to the center line of
Hampton Street; running South; thence South along the center line of said Hampton Street
to the center of Madison Street; thence East along the center line of said Madison
Street to the center of the National Boulevard; thence South along the center line of said
National Boulevard to the center line of Catalpa Street; thence East to the point of
beginning.

PRECINCT NUMBER TWO:

Record or Non-record

August

Fannin Genealogy

My Great Grand Father Parrish was from England to Virginia
and Died in Bedford County Virginia upwards of a one hun-
-dred years old: = And He had Two Sons, one was named
Berry, the other was named Joseph; = Berry Parrish was
killed by lightning; = He had ^{one} son named Berry; = who
moved to Kentucky; = when last heard of was somewhere on
Green River. Joseph's family emigrated to Kentucky in 1792 or 93. to the northern
part of the State now called Bourbon County, ^{there} from Logan County, ^{from} thence to Wayne County
Missouri; where he died in 1836, aged 81 years.

My Grand Father Joseph Parrish was married
to a Daughter of John Edgar, originally from Scotland
and had Five Sons and Five Daughters.
The Sons were named Alexander (the oldest) John (the second)
William (the third) Peyton L. (the fourth) and Horatio (the fifth).
The Daughters were named Polly (oldest) Charlotte (second)
Segis (the third) Sarah (fourth) and Pamela (the fifth).
Polly married a man named Ellison Logan: Lives in Arkansas.
Sarah married a Mr. Dillow. Segis married a Mr. Black, ^{now in Arkansas.}
There are also some Cousins, (1st 2nd or 3rd) somewhere in the western States,
by the name of Parrish; = and possibly in Virginia. = One married a Mr. Clarkson
on the northern part of Ky, and moved to Marion County Missouri. We have
relatives also in some of the Southern States, by what names we know not, besides Parrish
or Carter. A man by the name of Shunk married into the family many years ago.

**ONE DOES NOT SIMPLY CARE FOR
ARCHIVAL RECORDS**

**WITHOUT FIRST PLEDGING LIFE
AND LIMB**

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