

RESOLUTION NO.22-\_\_09\_\_

RESOLUTION AUTHORIZING THE CITY CLERK TO DESTROY CERTAIN RECORDS OF THE CITY OF EARLY, IOWA IN ACCORDANCE WITH SECTION 372.13 (5) OF THE IOWA CODE

WHEREAS, Section 372.13 (5) of the Iowa code provides that the "Council" shall determine its own rules and maintain records of its proceedings. City records and documents, or accurate reproductions, shall be kept for at least five years except that Ordinances, resolutions, council proceedings, records and documents, or accurate reproductions, relating to the issuance of public bonds or obligations shall be kept for at least eleven years following the final maturity of the bonds or obligations. Thereafter, such records, documents, and reproductions may be destroyed, preserving confidentiality as necessary. Records and documents pertaining to the transfer of ownership of bonds shall be kept as provided in section 76.10. Ordinances, resolutions, council proceedings, records and documents, or accurate reproductions, relating to real property transactions shall be maintained permanently.

WHEREAS, the city clerk reviewed the records and documents of the City of Early for the possible destruction of unnecessary items; and

WHEREAS, said City Clerk having so reviewed the records and documents in the light of the provisions of Section 372.13 (5) of the Iowa Code recommended to the City Council that the records and documents set forth in the "Records Retention Schedule" be destroyed; and

WHEREAS, the city Council after consideration of such recommendation and review of the "Records Retention Manual" desired to provide for the destruction of the records and documents set forth in the Said "Records Retention Manual"

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EARLY, IOWA:

That the City Clerk be and is hereby authorized to cause to be destroyed by shredding or burning those records and documents of the City of Early, Iowa, that are set forth in the "Records Retention Manual" as last approved on May 6<sup>th</sup>, 2014.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF EARLY, IOWA:

That the City clerk be and is hereby authorized to view said destruction and to certify that the records and documents referred to in the "Records Retention Manual" were destroyed when they were and who authorized the destruction. Such certificate shall be in writing and shall be presented to the City Council at a regular meeting of the City Council and that such certificate shall be retained by the City of Early permanently.

*1<sup>st</sup> B. Pickhinke and 2<sup>nd</sup> by Becky Blackman*

	AYES	NAYS	ABSTAIN	ABSENT
B. PICKHINKE	X			
W. COUGILL				X
T. LANGNER				X
S. SCHMITT	X			
B. BLACKMAN	X			

Passed and approved May 10<sup>th</sup>, 2022

Attest: *L. Bainbridge*  
Lexi Bainbridge, City Clerk

*Sharon Ann Irwin*  
Sharon Irwin, Mayor

Date of Record	Record Title	Retention Period	Reason	Notes
1998 - 2008	<u>Utility Billing Records</u> Service Orders/misc charges delinquent/payments/month end bill adjustments/ journals penalties	5 years	Fiscal value ends	
2002-2009	<u>Accounts Payable</u> Check/warrant copies or stubs Invoice, statements bills vendor ledger/ claims list	5 years	Fiscal value ends	
2002-2009	<u>Account Receivable</u> Receipt copies and books	5 years	Fiscal value ends	
2005-2016	<u>Investment Statements</u>	5 years	Fiscal value ends	
2009-2016	<u>Bank Statements</u> cash reports bank reconciliation	5 years	Fiscal value ends	
1994-1997	<u>Bank Statements</u> cash reports bank reconciliation	5 years	Fiscal value ends	
2008-2016	<u>Utility Billing Records</u> Service Orders/misc charges delinquent/payments/month end bill adjustments/ journals penalties	5 years	Fiscal value ends	
2011	<u>Utility Rental Inspections</u>	10 years	Administrative value ends	
1995-2016	<u>Utility Service applications</u>	5 years	Administrative value ends	
2004-2018	<u>City Rental Applications</u>	3 years	Administrative value ends	
2001-2016	<u>Civial cases/citations- closed</u>	5 years	Administrative value ends	
2001-2019	<u>Complaints/Nusicances- closed</u>	3 years	Administrative value ends	
2007-2016	<u>Utility Billing Records</u> Reciept copies and books	5 years	Fiscal value ends	
2009-2016	<u>Accounts Payable</u> Check/warrant copies or stubs Invoice, statements bills vendor ledger/ claims list	5 years	Fiscal value ends	
2010-2014	<u>Account Receivable</u> Reciept copies and books	5 years	Fiscal value ends	
2009-2016	<u>Pet/ATV registrations</u>	5 years	Administrative value ends	
2006-2016	<u>Monthly Sheriff Reports</u>	5 years	Administrative value ends	
2000-2009	<u>Utility Billing History</u>	5 years	Fiscal value ends	
2002-2014	<u>Monthly DPW Logs</u>	5 Years	Administrative value ends	
2013-2016	<u>Debt Service Reports</u>	5 years	Fiscal value ends	
2005-2016	<u>Sales Tax Filings</u>	5 years	Fiscal value ends	
1982-2002	<u>Community Chest</u> Bank Statements/register deposits check blanks	10 years	Fiscal value ends	
1963-1976	<u>Goodman Pool</u> correspondance/bidding cards/ bank statements/check blanks/ registers	10 years	Fiscal value ends	
2003-2016	<u>Budget Reports</u> budget worksheets/tax valuations from county/special report rev/exp reports/mo. Treas report franchise fee deposits property tax report	5 years	Fiscal value ends two copies of final budget and cert page to be kept permanetly	
2003-2016	<u>Affidavits of Publication</u>	Re: Budget until audited or 5years Re: Ordinancae until recodification Other- 5 years	fiscal and legal value ends fiscal and legal value ends	
2001-2016	<u>Alarm Permit Applications</u>	5 years	Administrative value ends	
2003-2016	<u>Notice of Property Tax Allocations</u>	5 years	Fiscal value ends	
2002-2008	<u>Monthly Early Police Dept Reports</u>	5 years	Administrative value ends	