

RESOLUTION 2016- 10

A Resolution of the City of Cherokee Village, Arkansas

A Resolution providing for the adoption of a policy for the retention and timely destruction of the records of the City of Cherokee Village, Arkansas.

WHEREAS, THE CITY COUNCIL of the City of Cherokee Village, Arkansas, has the responsibility to retain the official records of the City as provided for in A.C.A. §14-59-114; and

WHEREAS, THE CITY COUNCIL of the City of Cherokee Village, Arkansas, desires to adopt a written policy for the proper retention of the official records of the City; and

WHEREAS, THE CITY COUNCIL of the City of Cherokee Village, Arkansas, desires to adopt a written policy concerning the proper destruction of outdated public records of the City as provided for under State statutes.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Cherokee Village, Arkansas that:

SECTION 1: Retention and Destruction of Accounting Records.

(A)(1) Support documents consist primarily of the following items:

- (i) Cancelled checks;
- (ii) Invoices;
- (iii) Bank statements;
- (iv) Receipts;

- (v) Deposit slips;
- (vi) Bank reconciliations;
- (vii) Checkbook register or listing;
- (viii) Receipts listing;
- (ix) Monthly financial reports;
- (x) Payroll records;
- (xi) Budget documents; and
- (xii) Bids, quotes, and related documentation.

(A)(2) These records shall be maintained for a period of at least four (4) years and in no event shall be disposed of before being audited for the period in question.

(B)(1) Semi-permanent records consist of:

- (i) Fixed assets and equipment detail records;
- (ii) Investment and certificate of deposit records;
- (iii) Journals, ledgers, and subsidiary ledgers; and
- (iv) Annual financial reports.

(B)(2) These records shall be maintained for a period of not less than seven (7) years and in no event shall be disposed of before being audited for the period in question. For investment and certificate of deposit records, the seven (7) years of required maintenance begins on the date of maturity.

(C) (1) Permanent records consist of:

- (i) City or town council minutes;
- (ii) Ordinances;
- (iii) Resolutions;
- (iv) Employee retirement documents; and
- (v) Annual financial audits.

(C)(2) These records shall be maintained permanently.

SECTION 2: Destruction.

When documents are destroyed, the destruction shall be documented by the following procedure:

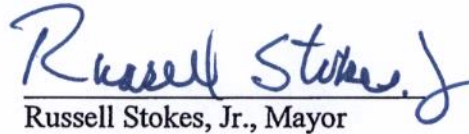
(1) (A) An affidavit is to be prepared stating which documents are being destroyed and to which period of time they apply, indicating the method of destruction;

(B) This affidavit is to be signed by the city employee performing the destruction and one (1) council member.

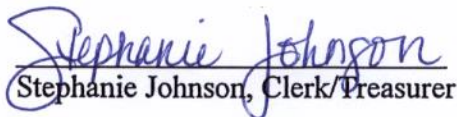
(2) (A) In addition, the approval of the city council for destruction of documents shall be obtained, and an appropriate note of the approval indicated in the council minutes along with the destruction affidavit.

(B) This council approval shall be obtained before the destruction of the records.

Approved and adopted this the 18<sup>th</sup> day of August, 2016.

  
Russell Stokes, Jr., Mayor

ATTEST:

  
Stephanie Johnson, Clerk/Treasurer