

**AN ORDINANCE AUTHORIZING THE FINAL DISPOSITION OF CERTAIN CITY
RECORDS WHICH HAVE MET ALL REQUIREMENTS
TO BE ELIGIBLE FOR DESTRUCTION**

WHEREAS, the City keeps administrative, fiscal, and legal records as required by the State of Missouri Revised Statutes Chapter 109. The Secretary of State's Office publishes a records retention manual which establishes minimum retention periods for the administrative, fiscal and legal records created by local governments. Some records are permanent while others must be kept for various lengths of time. When non-permanent records have reached their retention date, the State recommends those records be destroyed by certified shred; and,

WHEREAS, it has been determined that certain documents have met the minimum retention schedule listed in the Missouri Records Manual as outlined in Section 109.200 RSMo.

- 2021 Business Licenses and License Receipts
- 2021 Fall Festival Event Vendor Applications
- 2021 Freedom Festival Event Vendor Applications
- 2021 Freedom Festival Parade Waivers
- 2021 Purchase Orders (Carbon Copies)
- 2021 Retail Liquor by the Drink Licenses
- 2021 Sunday Liquor by the Drink Licenses
- 2021 Temporary Liquor Licenses
- 2020 Business Licenses and License Receipts
- 2020 Liquor Licenses and Applications
- 2019 Liquor Licenses and Applications
- 2019 Temporary Business Licenses
- 2019 Pet Licenses
- 2018 Outdoor Warning Siren System Bids
- 2018 Liquor Licenses and Applications
- 2018-2016 Applications for Peddler/Solicitor Permits
- 2017-2008 Comcast Cable Customer Service Notices
- 2017 Purchase Orders (Carbon Copies)
- 2017 Pet Licenses
- 2017 Liquor Licenses and Applications
- 2017 Scanning Software Bids
- 2016 Purchase Orders (Carbon Copies)
- 2016 Website Redesign RFP Responses
- 2016 Solid Waste Bid Specifications
- 2016 Pet Licenses
- 2015 Purchase Orders (Carbon Copies)

- 2013 Solid Waste Bid Specifications
- 2013 Purchase Orders (Carbon Copies)
- 2012 City Hall Janitorial Cleaning and Carpet Cleaning Bids
- 2012 Street Overlay Bids
- 2012 Tree Brush Removal Bids
- 2011-2006 Liquor Permit Applications and Permit Cards
- 2011 Outdoor Safety Sirens Bid Proposal
- 2009 Public Safety Committee Applications
- 2007 Audit Services Bid Proposals

WHEREAS, it has been determined that these records and documents have no further administrative, legal, fiscal, research or historical value; and

WHEREAS, destruction of said records will allow for easier access to needed records, provide a better environment of records, allow for more space for operations and increase storage space, which must be legally retained; and

WHEREAS, the City of Greenwood Board of Aldermen wish to authorize the destruction of said records.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF GREENWOOD, MISSOURI, AS FOLLOWS:

Section 1. That the City of Greenwood Board of Aldermen hereby elects, pursuant to Section 109.200 RSMo., to approve the destruction of certain finance and administration documents that have met the requirements of the retention schedule and no longer have value.

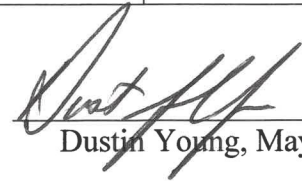
Section 2. The Board of Aldermen hereby directs the City Clerk, or his or her designee, to find a method of destruction approved by the State of Missouri.

Section 3. This Ordinance shall take effect and be in full force from and after its passage according to law.


Section 4. That the Mayor, City Clerk, City Administrator, and other appropriate City officials are hereby authorized to take any and all actions as may be deemed necessary or convenient to carry out and comply with the intent of this Ordinance, and to execute and deliver on behalf of the City, all certificates, instruments, agreements, and other documents, as may be necessary or convenient to perform all matters herein authorized.

BE IT REMEMBERED that the above was read two times by title only, PASSED AND APPROVED by a majority of the Board of Aldermen and APPROVED by the Mayor of the City of Greenwood, Missouri, this 13th Day of January 2026.

Alderman	Vote			
	Aye	Nay	Abstain	Absent
Fulton	X			
Thompson	X			
Murray	X			
LaMaster	X			
Young (in case of a tie)				


Dustin Young, Mayor

ATTEST:


Stephen Larson, City Administrator