

RESOLUTION 2024-1

**A RESOLUTION OF THE CITY OF SAVANNAH, MISSOURI REQUESTING AND GRANTING
AUTHORIZATION FOR RECORDS DISPOSAL**


WHEREAS, the City of Savannah, Missouri has determined the need to dispose of old city records that have met the minimum retention period listed in the State of Missouri Local Records Retention Manual; and

WHEREAS, the City submitted to the Board of Aldermen a request for authorization to dispose of the attached records;

WHEREAS, the Board of Aldermen has reviewed said request and deem the records acceptable for disposal;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SAVANNAH, that the records listed meet the minimum retention period listed in the State of Missouri Records Retention Manual are hereby approved for disposal.

PASSED AND APPROVED this 22nd day of January, 2024



Kirk Larson, Mayor

ATTEST:



Brooke D. Atha Bell, City Clerk

Records Destruction 1.11.2024

- 1. Business Licenses**
FY 2020
- 2. Adjustments**
FY 2021
- 3. NSF's**
FY 2021
- 4. Clasbey Agreements**
FY 2019
- 5. Bank Reconciliations/
Bank Statements/ Deposits**
FY 2021
- 6. Timesheets**
FY 2020
- 7. Payroll Calculations**
FY 2019
- 8. Payment Remittance Stubs**
FY 2022