



City Council Policy #05 Record Management

Date Approved: December 20, 2021
Dates Amended: 12/18/2023

The purpose of this policy is to define the official record management policy for the City of Kirksville. It will explain what is considered a record, what is the official record, appropriate methods of storage, and guidance for retention and destruction of records.

In 2021, the City of Kirksville implemented an Electronic Records Management (ERM) system (Laserfiche) which the City Clerk manages; the Police Department uses Omnigo. As a result, the City Council has determined that official City records will be retained via electronic format using an ERM system, and if not retained in the ERM system, a paper copy must be retained. Historical documents for electronically stored records may be maintained in paper format and noted in the ERM system file notes.

The City of Kirksville Records Management Policy shall comply with all regulations and procedures of Chapter 610 of the Missouri Revised Statutes (RSMo), more commonly referred to as the Missouri Sunshine Law.

This policy will also fulfill RSMo section 610.028(2), which requires each political subdivision to provide a reasonable written policy in compliance with RSMo sections 610.010 to 610.030.

This policy applies to all City departments, committees, commissions, and boards.

I. DEFINITIONS

- A. **NON-RECORD.** Includes convenience copies, rough drafts, working papers, and duplicates. These types of records do not fall under the record retention policy; however, they still need to be destroyed responsibly: i.e. shredding if sensitive data is involved, etc.
- B. **OFFICIAL RECORD.** The official document is the document stored in the ERM system; or any final document that remains in the file and has not been entered into the ERM system.
- C. **RECORD.** A document that provides evidence of an action and needs to be preserved and stored permanently or maintained until the retention period is met.
- D. **RECORD FORMAT.** Format can include paper, digital, email, media, website files, and video.

II. OFFICIAL RECORD RETENTION RESPONSIBILITIES

- A. **BID DOCUMENT.** The City Clerk is responsible for maintaining the bid files which contain the original bid documents which include bid bonds, performance bonds, and payment bonds. Bidding request documents (requests for bids and RFPs and RFQs) are stored

on the city common drive for access by departments. Bid tabulation sheets will be entered into the ERM program.

- B. **CONTRACTS AND AGREEMENTS.** The City Clerk maintains the copies of contracts and agreements. These documents are entered into the ERM program and paper documents are on file in the City Clerk's office.
- C. **CORRESPONDENCE FILES.** Correspondence related to projects, permits, licenses, and other specific areas, where the correspondence is a piece of the record, shall be retained in the appropriate files. Stand-alone general correspondence responding to questions or providing information should be retained based on Missouri retention schedules. Correspondence that addresses matters involving any other governmental entity or that is expected to carry over for more than one year shall be forwarded to and retained by the City Clerk.
- D. **EASEMENT AND PROPERTY FILES.** The City Clerk is responsible for maintaining the copies of easements and property files. These documents are entered into the ERM program and paper documents are on file in the City Clerk's office.
- E. **EMAIL FILES.** Email files are backed up with an email archiver and are kept indefinitely; state retention guidelines dictate a minimum of two (2) years.
- F. **EMPLOYMENT AND PAYROLL RECORDS.** The Human Resources Department maintains employment files and payroll records. These will be added to the ERM system for current employees.
- G. **GRANT FILES.** The Administration Department maintains the original grant files. The grants' retention schedules dictate retention. These will be added to the ERM system for new grants.
- H. **MEETING AGENDAS AND MINUTES.** The responsibility falls to the Department that supports that board or commission. Agenda packets and approved minutes will be entered into the ERM program as well as downloaded to the City's website.
- I. **VARIOUS CITY DEPARTMENTS FILES.** Various departments in the City maintain their records; police, fire, E911, finance, community and economic development, engineering, administration, etc. Although these records may not be specifically identified in this policy, all will be maintained following this City policy, retention, and destruction schedules.

III. PROCEDURES

When feasible, records should be scanned and entered in the ERM program, and paper files should be stored with the City Clerk or department as noted. Records should be maintained according to the appropriate retention schedules of the State of Missouri. Some files involving infrastructure are considered permanent as long as the infrastructure is in place, while other files may be considered permanent due to the nature of the file. Otherwise, files become inactive to be destroyed as dictated by the retention schedule, and then, only after Council approval, are files destroyed appropriately.

IV. RETENTION

The City follows appropriate schedules set by the Secretary of State's office (i.e. General Records Retention Schedule, Municipal Records Retention Schedule, Police Clerks Records Retention Schedule). Annually the City Clerk reaches out to all departments to review and list records that are eligible for destruction. These lists are reviewed with the appropriate records schedule and then brought before the City Council for approval (ref. RSMo 109.255).

V. CITY RECORD DESTRUCTION

For destruction guidelines, City Staff shall refer to the Administration Policy Manual (ref. RSMo 109.260).

VI. CUSTODIAN OR RECORDS

As provided in RSMo 610.023(1) the City Council shall appoint a Custodian of Records for the City of Kirksville who shall be responsible for the overall maintenance of the City's records including an assurance that the public access to City records complies with the Missouri Sunshine Law. The City Clerk shall be the appointed Custodian of Records for the City of Kirksville. As the responsible party for maintenance and control of all City records, the City Clerk is authorized to designate Deputy Custodians from any department, who may also respond to requests for records per the City Clerk's direction. All designees shall adhere to all requirements of RSMo 610.