

CITY OF CEDARVILLE, ARKANSAS

RESOLUTION NO. 2015-7-21-1

A RESOLUTION SETTING THE RECORD RETENTION AND DESTRUCTION POLICY OF THE CITY OF CEDARVILLE, ARKANSAS.

WHEREAS, the City of Cedarville wishes to set a record retention and destruction policy consistent with state and federal law;

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CEDARVILLE, ARKANSAS, AS FOLLOWS:

SECTION 1: In the event that any provision in this resolution shall be contrary to state or federal law or regulation, the conflicting state or federal law or regulation shall supersede this resolution.

SECTION 2: Pursuant to Ark. Code Ann. § 14-59-114, accounting records shall be kept in the following manner:

A. Support documents shall be kept for four (4) years and may not be destroyed before an audit. Support documents consist of cancelled checks, invoices, bank statements, receipts, deposit slips, bank reconciliations, checkbook registers or listings, receipts listings, monthly financial reports, payroll records, budget documents, and bids, quotes, and related documentation.

B. Semi permanent records shall be kept for seven (7) years and may not be destroyed before an audit. Semi permanent records consist of fixed asset and equipment detail records, investment and certificate of deposit records, journals, ledgers, and subsidiary ledgers, and annual financial reports. For investment and certificate of deposit records, the time period begins to run on the date of maturity.

C. Permanent records shall be maintained permanently. Permanent records consist of city council minutes, ordinances, resolutions, employee retirement documents, and annual financial audits.

SECTION 3: Police records shall be maintained pursuant to Ark. Code Ann. § 14-2-204 and A.C.A. §12-12-104 in the following manner:

A. Closed municipal police files for felony and Class A misdemeanor offenses and expungement orders of municipal police cases shall be maintained for seven (7) years.

B. Physical evidence for sexual offenses and/or violent offenses resulting convictions shall be maintained pursuant to Ark. Code Ann. § 12-12-104.

C. Police ticket books shall be kept for three (3) years and may not be destroyed before an audit.

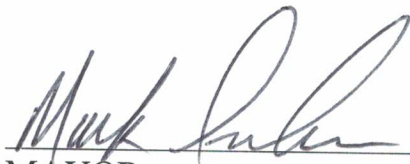
D. Accident, incident, and offense reports, fine and bond and parking meter records, radio logs and complaint cards, employment records, payroll sheets, time cards, and leave requests shall be maintained for three (3) years and then may be destroyed.

SECTION 4: Any document over fifty (50) years old may not be destroyed. Before any records other than ephemeral materials are destroyed, the city must notify the history commission in writing and give any records deemed to have historical value to the commission.

SECTION 5: Subject to compliance with any other applicable law or regulation, the mayor may authorize and carry out the disposal, archival storage, or destruction of records after any required period of maintenance has been met.

PASSED AND APPROVED THIS 21ST DAY OF JULY 2015.

APPROVED:


MAYOR

ATTEST:


RECORDER/TREASURER