

RESOLUTION NO. 2021 - 29

**A RESOLUTION APPROVING THE DESTRUCTION OF
CERTAIN OUTDATED DOCUMENTS OF THE SEARCY
CITY CLERK-TREASURER' S OFFICE**

WHEREAS, the City Clerk-Treasurer's Office of the City of Searcy has accumulated a large amount of outdated records and materials; and

WHEREAS, due to the lack of storage space, it has become necessary to destroy certain outdated documents to allow current data adequate space to be stored; and

WHEREAS, Ark. Code Annotated Section 14-59-114 allows for the destruction of said records if supported by an affidavit signed by the municipal employee performing the destruction and one council member.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Searcy, Arkansas that

Section 1: Pursuant to the above-cited Code provision, the supporting affidavit signed by Jerry Morris, Clerk-Treasurer, and Logan Cothorn, Council Member, the City Council does hereby give its approval for the destruction of the documents as set forth in the affidavit, which is attached hereto and made a part hereof as though set out word for word.

Section 2: This resolution shall be in full force and effect from and after the date of its passage.

PASSED AND ADOPTED this 12th day of October, 2021.

ATTEST:

/s/ Kyle Osborne

Mayor of Searcy

ATTEST:

/s/ Jerry Morris

City Clerk



Affidavit for Record Destruction

This form documents the destruction of official records in accordance with Arkansas State Laws and Statutes § 14-59-114 and § 25-19-106.

1. Name of person completing the form:

JERRY MORRIS, City Clerk/Treasurer

2. Department: CLERK - TREASURER

Records to be Destroyed

Note: Prior authorization from the Searcy Arkansas City Council
Is required before the destruction of official City records.

A) RECORD	B) RETENTION PERIOD	C) DATE RANGE	D) DESTRUCTION METHOD (SHRED, DELETE, RECYCLE)
PAYROLL-REPORTS	4 YEARS	01/01/2000- 12/31/2015	SHRED
ACCTS. PAYABLE- INVOICES	4 YEARS	01/01/2015- 12/31/2016	SHRED

Destruction Approval

By signing below, we certify these official records have met their minimum retention period by law, any audits are completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

3. **Approving City Official:**

(Print Name and Sign) _____

4. **Authorized Governing Body Official:**

(Print Name and Sign) _____

5. **Record Destruction Affirmed by:**

(Print Name and Sign) _____

Date of Destruction: _____