

RESOLUTION NO. 2023 - 33

**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OUTDATED DOCUMENTS OF THE SEARCY CITY CLERK-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WHEREAS, the City Clerk-Treasurer's Office of the City of Searcy has accumulated a large amount of outdated records and materials; and

WHEREAS, due to the lack of storage space, it has become necessary to destroy certain outdated documents to allow current data adequate space to be stored; and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 Tonia Hale, Councilmember, 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 13th day of June, 2023.

ATTEST:

/s/ Mat Faulkner
Mayor of Searcy

ATTEST:

/s/ Jerry Morris
City Clerk

City of Searcy
Affidavit for Record Destruction



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

1. Person Completing Form: Jerry Morris
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)
Ark Indust. Dev. Revenue Bonds Docs.	7 Years	1988	Shred
First National Bank Payroll Reconciliations	4 years	1994	Shred
First National Bank Cancelled Checks & Bank Statements	4 years	1995	Shred
Payroll Spread Info & Balances	4 years	1995	Shred
Ark Tax Withholdings	4 years	1995	Shred
Deposit Book First Nation Bank Payroll	4 years	1995	Shred
Federal Tax Deposits	4 years	1995	Shred
Accts Payable Back-up floppy disks	4 years	1998	Shred
Building Permit Receipts	4 years	2002	Shred
Payroll Quarterly Report	4 years	2003	Shred
Accts Payable Ledger	7 Years	2003	Shred
Check Register Computer print-out	4 years	2004	Shred
General Ledger Checks	4 years	2010	Shred
Payroll Bank Reconcilitations	4 years	2015	Shred
Cash Collector Receipt Register	4 years	2016	Shred
1099 Misc. Forms	4 years	1993-1999	Shred
Box of Docs for Summer/Springtime in the City	4 years	1995-2002	Shred
Statements of Financil Interest	7 Years	1999-2001	Shred
941 Submission form/Social Security reporting form	4 years	1999-2003	Shred
Garbage Collection Reciepts	4 years	2000 -2003	Shred
Payrol deduction records	4 years	2000-2005	Shred
Police Accident Report Receipts	4 years	2001-2002	Shred
Dog Tag Receipt Book	4 years	2009-2015	Shred
Bank Reconciliations	4 years	2011-2012	Shred

Destruction Approval

By signing below we certify these official records have met their minimun 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 and Sign): _____

4. Authorized Governing Body Official (Print and Sign): _____

5. Record Destruction Affirmed by (Print and Sign): _____

Date of Destruction: _____