

**MEMORANDUM**

**DATE:** November 21, 2018  
**TO:** Mayor and City Council Members  
**FROM:** Cindy Karch, City Secretary  
**SUBJECT:** **Records Destruction Request  
Council Meeting Agenda Item for 11/21/2018**

**Background Information:**

The City of Mineola adopted a Records Retention Policy in 1994

**Discussion/Conclusion:**

Periodically as allowed by the City Records Retention Policy records are scheduled for destruction. This request is to destroy:

<b>Record Number</b>	<b>Record Title</b>	<b>Records Through:</b>	<b>State Retention Policy</b>
<b>GR 1025-26a</b>	Accounts Payable	09/30/2015	Fiscal YE + 3 years
<b>GR 1025-27a</b>	Water Bill Copies	09/30/2015	Fiscal YE + 3 years
<b>GR 1025-28</b>	Bank Statements/Records	09/30/2013	Fiscal YE + 5 years
<b>LC 2350-04a</b>	Closed Court Files	09/30/2013	5 years from the final disposition of the case

Additional items as listed from Records Retention Consultants, attached.

**Recommendation:**

I recommend approval of the destruction of the files listed above.

ALPHABETICAL LIST OF RECORDS ELIGIBLE FOR DESTRUCTION  
AS OF THE DATE OF THIS REPORT (D-BOXES ONLY)

**CITY OF MINEOLA**

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Record Name	Item #	Container	Department	Record Year
ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS, CHECK COPIES (PAYROLL) (1 JAN 00-31 DEC 01) 99-02	GR1025-26a	D-5035	PAYROLL	2002
ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS, CHECK COPIES (PAYROLL) (1 JAN 02-31 DEC 03) 01-04	GR1025-26a	D-5045	PAYROLL	2004
ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS, CHECK COPIES (PAYROLL) (30 JUL 93-15 JUN 97) 92-97	GR1025-26a	D-5036	PAYROLL	1997
ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS, CHECK COPIES (PAYROLL) (30 JUN 97-31 DEC 99) 96-00	GR1025-26a	D-5035	PAYROLL	2000
ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS, CHECK REGISTER AND CASH DISBURSEMENT JOURNALS 11/12	GR1025-26a	D-5000	FINANCE	2012
ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS, CHECKS VOIDED PRIOR TO AND 07/08	GR1025-26a	D-5019	FINANCE	2008
ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS, TEXAS MUNICIPAL RETIREMENT SYSTEM (TMRS) (SEP 89-SEP 98) 88-98	GR1025-26c	D-5047	FINANCE	1998
ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS, TEXAS MUNICIPAL RETIREMENT SYSTEM (TMRS) 77-84	GR1025-26c	D-5053	FINANCE	1984
ACCOUNTS RECEIVABLE RECORDS, CASH RECEIPT BOOKS (22 MAY 09-30 SEP 12) 08-12	GR1025-27b	D-5045	FINANCE	2012
ACCOUNTS RECEIVABLE RECORDS, CREDIT CARD TRANSACTIONS REPORTS (OCT 13-SEP 14) 13/14	GR1025-27a	D-5021	FINANCE	2014
ACCOUNTS RECEIVABLE RECORDS, RETURNED CHECKS 1999-2006	GR1025-27a	D-5018	FINANCE	2007
ACCOUNTS RECEIVABLE RECORDS, WATER CUSTOMER DEPOSIT SLIPS, CLOSED ACCOUNTS PRIOR TO AND 11/12	GR1025-27a	D-5046	WATER DEPARTMENT	2012
AGENDAS, CITY COUNCIL MEETING AGENDA AND INFORMATION 10/11	GR1000-01a	D-5022	ADMINISTRATION	2011

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IF USED AS A RECORD OF DESTRUCTION, THIS REPORT MUST BE RETAINED PERMANENTLY IN ACCORDANCE WITH TSLAC UNDER ITEM # 1000-40-B

THE COMPLETION OF THIS BLOCK MAY BE USED AS  
CERTIFICATION OF DESTRUCTION OF RECORDS

(signature of RMO)

I CERTIFY THAT THE RECORDS LISTED ABOVE WERE  
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AGENDAS, CITY COUNCIL MEETING AGENDA AND INFORMATION 11/12	GR1000-01a	D-5023	ADMINISTRATION	2012
AGENDAS, CITY COUNCIL MEETING AGENDA AND INFORMATION 12/13	GR1000-01a	D-5024	ADMINISTRATION	2013
AGENDAS, CITY COUNCIL MEETING AGENDA AND INFORMATION 13/14	GR1000-01a	D-5025	ADMINISTRATION	2014
AGENDAS, CITY COUNCIL MEETING AGENDA AND INFORMATION 14/15	GR1000-01a	D-5026	ADMINISTRATION	2015
AGENDAS, CITY COUNCIL PACKETS (WORK SHOP) 2012/2013	GR1000-01a	D-5042	CITY SECRETARY	2014
BANKING RECORDS, BALANCES, CASH DEPOSITS WITH MONTHLY FINANCIALS 10/11	GR1025-28	D-5012	FINANCE	2011
BANKING RECORDS, BALANCES, CASH DEPOSITS WITH MONTHLY FINANCIALS 11/12	GR1025-28	D-5002	FINANCE	2012
BANKING RECORDS, CHECK REGISTER, ACCOUNTS PAYABLES 96/97	GR1025-28	D-5033	FINANCE	1997
BANKING RECORDS, CHECK REGISTER, PAYROLL 1986-1989	GR1025-28	D-5034	PAYROLL	1990
BANKING RECORDS, CHECK REGISTER, PAYROLL 1995	GR1025-28	D-5034	PAYROLL	1996
BANKING RECORDS, CHECK REGISTER, PAYROLL WITH JOURNAL ENTRIES, TRACE AND VERIFY TIME CARDS (1 OCT 05-14 JUN 06) 05/06	GR1025-28	D-5032	PAYROLL	2006
BANKING RECORDS, CHECK REGISTER, PAYROLL WITH JOURNAL ENTRIES, TRACE AND VERIFY TIME CARDS 01-03	GR1025-28	D-5029	PAYROLL	2003
BANKING RECORDS, CHECK REGISTER, PAYROLL WITH JOURNAL ENTRIES, TRACE AND VERIFY TIME CARDS 03-05	GR1025-28	D-5030	PAYROLL	2005

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BANKING RECORDS, CHECK REGISTER, PAYROLL WITH JOURNAL ENTRIES, TRACE AND VERIFY TIME CARDS 98/99	GR1025-28	D-5032	PAYROLL	1999
BANKING RECORDS, CHECK REGISTER, PAYROLL WITH JOURNAL ENTRIES, TRACE AND VERIFY TIME CARDS 99-01	GR1025-28	D-5031	PAYROLL	2001
BANKING RECORDS, DEPOSIT SLIPS 11/12	GR1025-28	D-5018	FINANCE	2012
BANKING RECORDS, STATEMENTS (CITY ACCOUNTS) 10/11	GR1025-28	D-5001	FINANCE	2011
BANKING RECORDS, STATEMENTS (CITY ACCOUNTS) 11/12	GR1025-28	D-5000	FINANCE	2012
BANKING RECORDS, STATEMENTS (MASTER CLEARING) 10/11	GR1025-28	D-5001	FINANCE	2011
BANKING RECORDS, STATEMENTS (MASTER CLEARING) 11/12	GR1025-28	D-5000	FINANCE	2012
CANDIDACY APPLICATIONS AND CERTIFICATIONS, CITY COUNCIL APPLICATIONS 1988-1997	EL3125-02a	D-5051	CITY SECRETARY	1998
CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES, ADMINISTRATIVE FILES (TEXAS DEPARTMENT OF COMMERCE-LETTERS, NOTES) 87-01	GR1000-26a	D-5037	ADMINISTRATION	2001
CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES, ADMINISTRATIVE FILES (TEXAS DEPARTMENT OF COMMERCE-LETTERS, NOTES) 87-01	GR1000-26a	D-5038	ADMINISTRATION	2001
CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES, ADMINISTRATIVE FILES, POLICE DEPARTMENT (MIXED) PRIOR TO AND 97/98	GR1000-26a	D-5055	POLICE DEPARTMENT	1998
CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES, ADMINISTRATIVE FILES, TAX OFFICE (STATE MEMOS, TAX COLLECTION, TRAINING PUBLICATIONS) (MIXED) 1983-1991	GR1000-26a	D-5044	TAX OFFICE	1992
CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES, PURCHASE ORDERS VOIDED, COPIES OF 07-16	GR1000-26c	D-5046	FINANCE	2016

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Record Name	Item #	Container	Department	Record Year
CUSTOMER BILLING RECORDS, CREDIT CARD RECEIPTS (1 OCT 13-30 SEP 14) 13/14	UT5000-04b	D-5010	FINANCE	2014
CUSTOMER BILLING RECORDS, WATER PAYMENT CARDS (1 APR 14-30 JUN 14) 13/14	UT5000-04b	D-5009	FINANCE	2014
CUSTOMER BILLING RECORDS, WATER PAYMENT CARDS (1 DEC 13-31 JAN 14) 13/14	UT5000-04b	D-5008	FINANCE	2014
CUSTOMER BILLING RECORDS, WATER PAYMENT CARDS (1 FEB 13-31 MAR 13) 12/13	UT5000-04b	D-5005	FINANCE	2013
CUSTOMER BILLING RECORDS, WATER PAYMENT CARDS (1 FEB 14-30 SEP 14) 13/14	UT5000-04b	D-5006	FINANCE	2014
CUSTOMER BILLING RECORDS, WATER PAYMENT CARDS (1 FEB 14-31 MAR 14) 13/14	UT5000-04b	D-5003	FINANCE	2014
CUSTOMER BILLING RECORDS, WATER PAYMENT CARDS (1 JUN 13-31 JUL 13) 12/13	UT5000-04b	D-5007	FINANCE	2013
CUSTOMER BILLING RECORDS, WATER PAYMENT CARDS (1 OCT 13-2 NOV 13) 13/14	UT5000-04b	D-5004	FINANCE	2014
DEDUCTION AUTHORIZATIONS, CAFETERIA PLAN ELECTION FORMS (PAST EMPLOYEES) PRIOR TO AND 10/11	GR1050-50	D-5013	HUMAN RESOURCES	2011
EARNINGS AND DEDUCTION RECORDS, PAYROLL JOURNALS (1 OCT 08-15 JUN 09) 08/09	GR1050-52a	D-5034	PAYROLL	2009
EARNINGS AND DEDUCTION RECORDS, PAYROLL REPORTS (1 OCT 06-30 SEP 07) 06/07	GR1050-52a	D-5034	PAYROLL	2007
EARNINGS AND DEDUCTION RECORDS, PAYROLL REPORTS (1 OCT 07-30 SEP 08) 07/08	GR1050-52a	D-5028	PAYROLL	2008
FEDERAL AND STATE TAX FORMS AND REPORTS, W-2'S, 941'S 1987-1999	GR1050-53b	D-5053	PAYROLL	2000

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Record Name	Item #	Container	Department	Record Year
FIRE RECORD (1 JAN 54-31 DEC 62) 53-63	PS4450-03	D-5070	FIRE DEPARTMENT	1963
FIRE RECORD (1 JAN 63-18 OCT 62) 92-70	PS4450-03	D-5071	FIRE DEPARTMENT	1970
FIRE RECORD (1 JAN 74-12 JUN 75) 73-75	PS4450-03	D-5073	FIRE DEPARTMENT	1975
FIRE RECORD (18 OCT 69-31 DEC 73) 69-74	PS4450-03	D-5072	FIRE DEPARTMENT	1974
FISCAL AUDIT RECORDS, CLOSE OUT INFORMATION, ACCOUNTS RECEIVABLE LEDGERS, COPIES OF (MIXED) 13/14	GR1025-01e	D-5041	FINANCE	2014
FISCAL AUDIT RECORDS, CLOSE OUT INFORMATION, ACCOUNTS RECEIVABLE LEDGERS, COPIES OF (MIXED) 13/14	GR1025-01e	D-5040	FINANCE	2014
FISCAL AUDIT RECORDS, CLOSE OUT INFORMATION, ACCOUNTS RECEIVABLE LEDGERS, COPIES OF (MIXED) 13/14	GR1025-01e	D-5039	FINANCE	2014
GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS, EDA GRANT FILES (BENHAM, FREEMAN) 2012/2013	GR1025-08a	D-5049	FINANCE	2014
GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS, EDA GRANT FILES (BENHAM, FREEMAN) 2012/2013	GR1025-08a	D-5054	FINANCE	2014
GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS, TDHCA GRANT FILES (MIXED) 10-12	GR1025-08a	D-5052	FINANCE	2012
GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS, TEXAS COMMUNITY DEVELOPMENT PROGRAM (TCDP) GRANT FILES (MIXED) 1983-1985	GR1025-08a	D-5048	FINANCE	1986
GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS, TEXAS COMMUNITY DEVELOPMENT PROGRAM (TCDP) GRANT FILES (MIXED) 1994-1996	GR1025-08a	D-5050	FINANCE	1997
GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS, TEXAS COMMUNITY DEVELOPMENT PROGRAM (TCDP) GRANT FILES (MIXED) 1994-1998	GR1025-08a	D-5049	FINANCE	1999

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LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION, DISBURSEMENT JOURNALS, ACCOUNTS PAYABLES 10/11	GR1025-30c	D-5028	FINANCE	2011
LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION, GENERAL LEDGER (SEP 70-MAY 72) 1970-1972	GR1025-30a	D-5069	FINANCE	1973
LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION, GENERAL LEDGERS (TRIAL BALANCES) 11/12	GR1025-30a	D-5000	FINANCE	2012
LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION, GENERAL LEDGERS, TRIAL BALANCE 10/11	GR1025-30a	D-5028	FINANCE	2011
LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION, JOURNAL ENTRIES (1 OCT 10-30 SEP 11) 10/11	GR1025-30d	D-5028	FINANCE	2011
LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION, JOURNAL ENTRIES 11/12	GR1025-30d	D-5000	FINANCE	2012
METER READING RECORDS, METER REPORTS (OCT 13-SEP 14) 13/14	UT5000-11	D-5021	ADMINISTRATION	2014
METER READING RECORDS, ROUTE REPORTS (OCT 13-SEP 14) 13/14	UT5000-11	D-5021	ADMINISTRATION	2014
SERVICE APPLICATION AND DEPOSIT RECORDS, WATER APPLICATIONS (A-Z) PRIOR TO AND 2003	UT5000-16a	D-5011	WATER DEPARTMENT	2004
SERVICE REQUEST/WORK ORDERS 2011-2013	PW5200-02	D-5020	PUBLIC WORKS	2014
TAX ROLLS 1960-1964	TX3000-18	D-5056	TAX OFFICE	1965
TAX ROLLS 1970-1972	TX3000-18	D-5057	TAX OFFICE	1973
TAX ROLLS 1976	TX3000-18	D-5059	TAX OFFICE	1977

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TAX ROLLS 1977	TX3000-18	D-5058	TAX OFFICE	1978
TAX ROLLS 1978/1979	TX3000-18	D-5061	TAX OFFICE	1980
TAX ROLLS 1982	TX3000-18	D-5062	TAX OFFICE	1983
TAX ROLLS 1983	TX3000-18	D-5064	TAX OFFICE	1984
TAX ROLLS 1984	TX3000-18	D-5060	TAX OFFICE	1985
TAX ROLLS 1985	TX3000-18	D-5063	TAX OFFICE	1986
TAX ROLLS 1986	TX3000-18	D-5065	TAX OFFICE	1987
TAX ROLLS 1987	TX3000-18	D-5066	TAX OFFICE	1988
TAX ROLLS 1988	TX3000-18	D-5067	TAX OFFICE	1989
TAX ROLLS 1989	TX3000-18	D-5068	TAX OFFICE	1990
TIME AND ATTENDANCE REPORTS, PAYROLL TIMESHEETS WITH CHECK COPIES (1 JAN 04-31 DEC 05) 2004/2005	GR1050-56	D-5017	PAYROLL	2006
TIME AND ATTENDANCE REPORTS, PAYROLL TIMESHEETS WITH CHECK COPIES (1 JAN 06-31 DEC 06) 2006	GR1050-56	D-5016	PAYROLL	2007
TIME AND ATTENDANCE REPORTS, PAYROLL TIMESHEETS WITH CHECK COPIES (1 JAN 07-31 DEC 08) 2007/2008	GR1050-56	D-5014	PAYROLL	2009

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TIME AND ATTENDANCE REPORTS, PAYROLL TIMESHEETS WITH CHECK COPIES (1 JAN 09-31 DEC 10) 2009/2010	GR1050-56	D-5015	PAYROLL	2011
TIME AND ATTENDANCE REPORTS, PAYROLL TIMESHEETS WITH CHECK COPIES (1 JAN 11-31 DEC 12) 2011/2012	GR1050-56	D-5027	PAYROLL	2013
TIME AND ATTENDANCE REPORTS, TIMESHEETS (JAN 13-SEP 13) 12/13	GR1050-56	D-5043	PAYROLL	2013

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