

MEMORANDUM

DATE: January 24, 2020
TO: Mayor and City Council Members
FROM: Cindy Karch, City Secretary
SUBJECT: **Records Destruction Request
Council Meeting Agenda Item for 1/27/2020**

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:

| Record Number | Record Title | Records Through: | State Retention Policy |
|----------------------|---|-------------------------|--|
| GR 1025-26a | Accounts Payable | 09/30/2016 | Fiscal YE + 3 years |
| GR 1025-27a | Water Bill Copies | 09/30/2016 | Fiscal YE + 3 years |
| GR 1025-28 | Bank Statements/Records | 09/30/2014 | Fiscal YE + 5 years |
| LC 2350-04a | Closed Court Files | 09/30/2014 | 5 years from the final disposition of the case |
| GR1000-34a | Public Information Act Requests – Non-exempt & withdrawn requests | 09/30/2018 | Date request for records fulfilled or withdrawn +1 year |
| GR1000-34b | Public Information Act Requests – Exempted | 09/30/2017 | Date of notification that records requested are exempt from disclosure + 2 years |
| PS2575-01 | Case Files and Working Papers | determined per case | Cases that have met their retention period |

Also to include any and all records that meet the protocol for destruction according to the Attorney General Records Retention Act.

Recommendation:

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