



**CITY OF ST. PETERS
BOARD OF ALDERMEN WORK SESSION MINUTES
April 23, 2026**

CALL TO ORDER

Board President Bateman called the Work Session to order at approximately 5:00 p.m. on Thursday, April 23, 2026, at the St. Peters Justice Center located at 1020 Grand Teton Drive.

ROLL CALL

City Clerk Lisa Schroeder called the roll. The following Elected Officials were present: Mayor Len Pagano; Ward 1: Alderman Rocky Reitmeyer and Alderman Joyce Townsend; Ward 2: Alderman Randy Green and Board President Alderman Judy Bateman; Ward 3: Alderman Dave Kuppler and Alderman Melissa Reimer; Ward 4: Alderman Patrick Barclay and Alderman Nick Trupiano. A quorum was established.

The following staff were present: Bill Malach, City Administrator; Andrew Ramirez, Police Chief; Elliot Schneider, Environmental and Fleet Services Manager; Amy Heckart, Operations Support Services Manager; Dan Emrick, Parks & Recreation Services Manager; Burt Benesek, Staff Support Services Manager; Liane Sargent, Transportation Development Services; Lisa Schroeder, City Clerk. Tom "Rusty" Kinion, Director of Plant Operations; John Young, City Attorney, was also present. Amy Haddock, Water and Environment Services Manager, was absent.

COMMUNICATIONS FROM BOARD MEMBERS/ALDERMANIC REPRESENTATIVES

Committee reports were given during this time.

BOARD OF ALDERMEN ITEMS FOR DISCUSSION

UNFINISHED BUSINESS ITEMS:

Alderman Townsend moved, and Alderman Kuppler seconded the motion to remove Draft Ordinance Imposing Data Center Moratorium from the agenda. All in favor, the motion was approved.

**DRAFT ORDINANCE IMPOSING DATA CENTER MORATORIUM – POWERS
[SPONSORED BY ALDERMEN KUPPLER & BARCLAY AND CONTINUED FROM
1/13/26 BUDGET WORK SESSION]**

Ms. Powers referenced a prior discussion from the January budget work session regarding the need to establish regulations for data centers. She noted that, while such regulations are being developed, there is a need to implement a temporary moratorium.

She explained that the City's attorneys have drafted an ordinance to establish this moratorium, which is included in the meeting packet. The ordinance includes a definition of an Information Technology and Data Processing Facility; imposes a moratorium on zoning amendments, site plans, special use permits, and building permits for this use; outlines a waiver process through application to the Board of Adjustment; and sets the moratorium term for up to one year from the ordinance's effective date. Ms. Powers added that staff have begun developing a schedule for drafting the necessary regulations. The next steps include continued preparation of the draft ordinance for staff and legal review, followed by a public hearing. She noted that the code development process may extend through the summer.

Alderman Barclay expressed appreciation to staff and Attorney Young for their work in reviewing and preparing the ordinance.

Alderman Reimer raised questions regarding Sections 4 and 5, specifically the 90-day waiver provision. Ms. Powers responded that there have been no inquiries on any properties to date and noted that any potentially viable sites would likely be located near the Lakeside Premiere area. Attorney Young explained that the waiver is not intended as a means to circumvent the moratorium, but rather as a procedural safeguard to ensure the ordinance remains constitutional. Alderman Reimer asked whether an applicant submitting within the 90-day period following adoption would be exempt from the same rules and regulations. Attorney Young clarified that exemption would only apply if the applicant qualifies for a waiver, which is not automatically granted. He further explained that Sections 4 and 5 are intended to work together, addressing vested rights and determinations of no reasonable economic use. The waiver process is designed for limited circumstances in which the City determines it is appropriate to allow a project that may not align with the moratorium's original intent.

Alderman Reimer expressed concern regarding the ordinance language and inquired whether an environmental impact assessment could be conducted. Attorney Young stated that such assessments could be completed during the study and analysis phase. Ms. Powers added that she has begun reviewing data center ordinances from other jurisdictions, many of which include some level of environmental assessment.

Ms. Powers concluded that the moratorium ordinance is scheduled to proceed to the May 14th meeting and noted that the Planning and Zoning Commission supports the recommendation for approval.

NEW BUSINESS ITEMS:

Alderman Barclay moved, and Alderman Reimer seconded the motion to remove Discuss Proposed Slate of Aldermen Assignments from the agenda. All in favor, the motion was approved.

DISCUSS PROPOSED SLATE OF ALDERMEN ASSIGNMENTS – BATEMAN

Alderman Bateman reviewed the proposed slate of aldermanic representative assignments to boards and commissions, as well as the Board President designation, as follows:

- Board of Aldermen President: Alderman Dave Kuppler, Ward 3
- Planning & Zoning Commission: Alderman Judy Bateman, Ward 2
- Parks, Recreation & Arts Advisory Board – Focus Groups
 - Historical: Alderman Joyce Townsend, Ward 1
 - Parks & Trails: Alderman Patrick Barclay, Ward 4
 - Recreation & Arts: Alderman Randy Green, Ward 2
 - Sustainability: Alderman Nick Trupiano, Ward 4
- Veterans Memorial Commission, Alderman Rocky Reitmeyer, Ward 1
- Senior Advisory Committee: Alderman Melissa Reimer, Ward 3

The appointments will run from April 24, 2026, to April 22, 2027.

Alderman Bateman expressed appreciation for the opportunity to serve in her position over the last year. Mayor Pagano commented on the level of activity among the committees and thanked Alderman Bateman for her support.

MAYOR/CITY ADMINISTRATOR ITEMS

UNFINISHED BUSINESS ITEMS:

Alderman Barclay moved, and Alderman Reitmeyer seconded the motion to remove Ice Cream Trucks Code Amendments from the agenda. All in favor, the motion was approved.

**AGREEMENT AMENDMENT NO. 1 WITH WHISTLE STOP 301 – POWERS
[CONTINUED FROM 4/9/26 WORK SESSION]**

Ms. Powers provided an update on the agreement amendment with Whistle Stop 301. Staff and Ward 1 Aldermen met with Katie Reuther, the operator of Whistle Stop 301, to discuss improvements. The Board supported the need for additional signage, particularly yard signs along Mid Rivers Mall Drive, as well as staff assistance with installation. The signs have been ordered and will be installed prior to the May 9th Twilight Market event. Additional signage will also be placed at events such as That Old Thing, Sunset Fridays, and at the Rec-Plex. The Communications and Strategy Department developed signage.

Mayor Pagano highlighted the success of the first event, noting strong attendance. While there was some traffic congestion, he stated it ultimately benefited local businesses and brought significant activity to the area.

Alderman Townsend commented that the event was well attended and ran smoothly. She noted that nearby businesses are expected to see increasing benefits from the market. She encouraged others to attend future events and emphasized the wide variety of booths and activities available.

Alderman Reitmeyer added that the Ancient Hibernians will be providing barbecue at the May 9 event. **This is Business Item I-09 on tonight's Board of Aldermen agenda.**

NEW BUSINESS ITEMS:

Alderman Reimer moved, and Alderman Townsend seconded the motion to remove the Levee Mowing and Maintenance Bid Recommendation from the agenda. All in favor, the motion was approved.

LEVEE MOWING AND MAINTENANCE BID RECOMMENDATION - KINION

Mr. Kinion presented the FY'26 levee mowing and maintenance bid recommendation which covers mowing, overseeding, fertilization, and road maintenance for the city-maintained levees, including Old Town levee, Sandfort Agricultural levee, and the 370 Agricultural levee. The city received two bids, and the lowest bid was from GPM, Inc. The recommendation is to execute an agreement with GPM, Inc. in the initial amount of \$100,897.52 for the Levee Mowing and Maintenance contract. With approval, an authorizing ordinance will be placed on May 14, 2026, Board of Aldermen Meeting Agenda.

Alderman Kuppler asked whether the city performs mowing at these locations and is reimbursed by the levee district. Mr. Kinion explained that the levees are maintained by the city and no reimbursement is received. He added that the city previously maintained the federal levee at Lakeside, but that responsibility has since been taken over, so reimbursement no longer applies. City Administrator Malach then clarified the levee locations.

Alderman Barclay asked whether the Sandfort Agricultural levee borders the City of St. Charles and if the city receives any assistance from St. Charles. Mr. Malach clarified the levee location and stated it is completely within the city limits of St. Peters. **Alderman Barclay moved, and Alderman Green seconded the motion to place this item on the May 14, 2026, Board of Aldermen meeting agenda. All in favor, the motion was approved.**

Alderman Kuppler moved, and Alderman Reimer seconded the motion to remove the Basin and BMP Stewardship Maintenance Bid Recommendation from the agenda. All in favor, the motion was approved.

BASIN AND BMP STEWARDSHIP MAINTENANCE BID RECOMMENDATION – KINION

Mr. Kinion presented an overview of the FY'26 stormwater basins and best management practices bid recommendation. This includes rain gardens and native planted soils, and it is accounted for as an annual budgeted expense. The city received three bids. The lowest bid was from Native Landscape Solutions, Inc, who have provided these services for several years. Mr. Kinion stated staff recommend entering a contract with Native Landscape Solutions, Inc., for the initial amount of \$140,080.00. With approval, an authorizing ordinance will be placed on May 14, 2026, Board of Aldermen Meeting Agenda. **Alderman Townsend moved, and Alderman Kuppler seconded the motion to place this item on the May 14, 2026, Board of Aldermen meeting agenda. All in favor, the motion was approved.**

Alderman Green moved, and Alderman Reitmeyer seconded the motion to remove the Creek Corridor Stewardship Maintenance Bid Recommendation from the agenda. All in favor, the motion was approved.

CREEK CORRIDOR STEWARDSHIP MAINTENANCE BID RECOMMENDATION - KINION

Mr. Kinion gave an overview of the FY26 Creek Corridor Stewardship bid recommendation. The city hires a specialty contractor to provide stewardship on the improved stormwater and creek channels. This is an annual budgeted expense. The city received two bids, and the lowest bid was received from Native Landscape Solutions, Inc. The recommendation is to enter a contract with Native Landscape Solutions, Inc. in the initial amount of \$135,870.00 for the Creek Corridor Stewardship contract.

Alderman Townsend asked whether the initial amount listed would change. Mr. Kinion explained why the budgeted amount was higher than the initial amount, noting that while the work is outlined in the specifications, for instance - they may encounter downed trees that could require a change order. He added that he does not expect the project to reach the full budgeted amount. Mr. Malach further clarified that staff recommendations often include language such as "in the initial amount of" to allow flexibility with City Administrator approval. With approval, an authorizing ordinance will be placed on May 14, 2026, Board of Aldermen Meeting Agenda. **Alderman Bateman moved, and Alderman Reitmeyer seconded the motion to place this item on the May 14, 2026, Board of Aldermen meeting agenda. All in favor, the motion was approved.**

Alderman Townsend moved, and Alderman Reitmeyer seconded the motion to remove the Behavior Helper Academy Parking Lot License Agreement from the agenda. All in favor, the motion was approved.

THE BEHAVIOR HELPER ACADEMY PARKING LOT LICENSE AGREEMENT – EMRICK

Mr. Emrick explained the scope of the agreement, which includes non-exclusive use of 40 parking spaces at Shady Springs Park from Monday through Friday 7:00am-4:30pm only. There was a previous agreement with the Center of Autism. However, the center vacated the building before the end of their agreement. The Behavior Helper Academy is now in that building. The proposed agreement would start June 1, 2026, and continue through May 31, 2029 (a one-year agreement with two auto-renewals). Annual fees would total \$7,030.77. The recommendation is to enter into an agreement with the Behavior Helper Academy for the use of up to 40 parking spaces at Shady Springs Park between 7:00am-4:30pm, Monday-Friday only. With approval, an authorizing ordinance will be placed on May 14, 2026, Board of Aldermen Meeting Agenda.

Alderman Kuppler asked whether there had been any prior issues with use of the parking lot or any public concerns. Mr. Emrick responded that there have been no issues, as the activity occurs during the day when the city is not using the spaces for events. **Alderman Barclay moved, and Alderman Kuppler seconded the motion to place this item on the May 14, 2026, Board of Aldermen meeting agenda. All in favor, the motion was approved.**

Alderman Kuppler moved, and Alderman Green seconded the motion to remove the Secretary of State/Records Retention Schedule from the agenda. All in favor, the motion was approved.

SECRETARY OF STATE/RECORDS RETENTION SCHEDULE - SCHROEDER

City Clerk Schroeder stated that the Destruction of Records forms provided in this evening's meeting packet necessitate being entered and made a part of the minutes of the Board of Aldermen for April 23, 2026. Alderman Townsend moved, and Alderman Bateman seconded the motion to accept the City Clerk's report regarding the Destruction of Record forms that are provided in the Work Session packet and to be entered into the April 23, 2026, minutes of the Board of Aldermen. The motion was approved. **No further Board of Aldermen action is required on this item.**

MISCELLANEOUS UPDATES – MALACH

City Administrator Malach stated there was one miscellaneous update from Mr. Kinion. Mr. Kinion explained that his department annually purchases dioxide, a chemical used in wastewater treatment and at certain pump stations to control hydrogen sulfide gas and protect equipment. The current purchase order is set to expire April 30, 2026. He requested that this item be placed on both the May 14, 2026, Work Session agenda and the Board of Aldermen meeting agenda for consideration. He noted that the department has sufficient supply to last until that time. **Alderman Barclay moved, and Alderman Kuppler seconded the motion to place this item on the May 14, 2026, Work Session and Board of Aldermen meeting agenda. All in favor, the motion was approved.**

BOARD MEETING AGENDA ITEM REVISIONS – MALACH

Mr. Malach stated business items 2 and 3 on tonight's regular Board of Aldermen meeting packet had updated legal descriptions that were emailed to the Board and copies provided at their seats.

EXECUTIVE SESSION RE: LITIGATION, REAL ESTATE, AND PERSONNEL, PURSUANT TO SECTION 610.021(1)(2)(3)(9)(12)(13)(14)(18)(19)(20) & 610.022(1-6)

Alderman Bateman moved and Alderman Barclay seconded the motion to enter the Executive Session re: Litigation, Real Estate, And Personnel, Pursuant To Section 610.021 (1)(2)(3)(9)(12)(13)(14)(18)(19)(20) & 610.022 (1-6) and then adjourn the Work Session Board of Aldermen meeting from the Executive Session. The Board voted by roll call to enter Executive Session as follows: Alderman Barclay, yes; Board President Alderman Bateman, yes; Alderman Kuppler, yes; Alderman Reimer, yes; Alderman Reitmeyer, yes; Alderman Green, yes; Alderman Townsend, yes; Alderman Trupiano, yes. The motion passed.

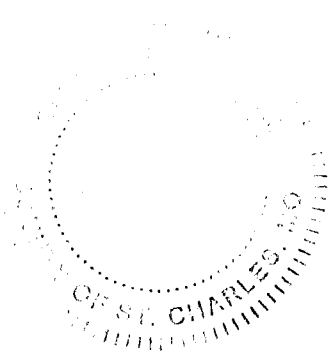
ADJOURNMENT OF THE WORK SESSION

The Board of Aldermen Work Session meeting recessed to an Executive Session meeting at 5:53 p.m.

Submitted by,



Lisa Schroeder
City Clerk





**City of St. Peters - Records Management
RECORDS DESTRUCTION FORM**

Page 1 of 2

Department Name: Human Resources		Total # of Boxes: 2
Department Records Coordinator: Cyndi Wade		
Date: 01/22/26	Office Address: One St. Peters Center Blvd, St. Peters, MO 63376	Telephone: 636.477.6600

Caution: A record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so.

Department Records Coordinator: <i>Cyndi Wade</i>	Date: <i>1/21/26</i>	Date of Records Destruction: <i>1/30/26</i>
Group/Manager: <i>Wade</i>	Date: <i>1/21/26</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input checked="" type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: <i>4/23/24</i>		

Request for Department Destruction

- I certify that these OFFICIAL RECORD COPIES are past the retention period specified by the Missouri Secretary of State Records Retention Schedule and that all audit and administrative requirements have been satisfied.
- I certify that no HOLD has been placed on these OFFICIAL RECORDS due to any litigation, claim, negotiation, audit, or open records requests and that all administrative requirements have been satisfied.

Required Approval Signature	
City Clerk: <i>Lisa Johnson</i>	Date: <i>1/26/26</i>

Note: Please read the instructions on page 3 concerning Departmental Records Destruction.

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
Box #1	GS042	Volunteer Records: Incomplete Applications, inactive volunteers who haven't worked since 2020 or earlier	1996-2020	3 years after separation	P
Box #2	GS042	Volunteer Records: inactive volunteers who haven't worked since 2020 or earlier,	1996-2020	3 years after separation	P

GS 042

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Volunteer Worker Records

Documents work performed by citizens without compensation for their services. May include agreements, applications, skills test results, training documentation, tasks assigned and monitoring records, and related information.

3 years after separation; Unaccepted volunteer applications, 1 Year

Destroy securely

August 19, 2003; Revised August 24, 2022

GS 043

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Drug Testing Records

Drug screening records

Documents the testing of current and prospective employees for controlled substances prohibited by policy, procedure, or statute.

Records may include but are not limited to the documentation of test results, the collection process, the random sample process, and those documenting the decision to administer reasonable suspicion drug testing.

Retain positive test results 5 years. Retain negative test results 1 year. See Note.

Destroy securely

If filed with Employee Medical Records, retain 7 years after separation. For USDOT drug testing requirements, see Multimodal and Transit Records Retention Schedule

August 19, 2003; Updated August 21, 2019

GS 061

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Employment Grievance and Complaint Records

Grievance Record

Grievances or complaints filed by current employees, terminated employees, applicants, or private citizens regarding employment practices. Often relates to interpretations and alleged violations of employment contracts.

May include complaints, investigation records, interview and hearing reports, arbitrator's findings and decisions, tape recordings and related records.

5 years after final disposition

Destroy securely

May be filed with employee's personnel records.

August 24, 2004

GS 062

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Employment Recruitment and Selection Records

Employee Application Files; Applications for Employment;

Documents the recruitment and selection of employees. Records may also document the recruitment and selection of contracted service providers such as attorneys, auditors, insurance agents, consultants, and others.

Records may include but are not limited to job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, classification specifications, affirmative action records, interview questions, interview and application scoring notes, applicant background investigation information, letters of reference, civil service records, position authorization forms, certifications of eligibility, recruitment summary records (job announcement, position description, documentation relating to the announcement and test, and test items and ratings levels), and related correspondence and documentation.

Retain announcement records and position description 3 years; Retain unsolicited applications and resumes 6 months if not returned to the solicitor; Retain unsuccessful applications, all background checks and other records 1 year after position filled or recruitment

Destroy securely.

See also: Employee Personnel Records and Employment Eligibility Verification Forms (I-9), GS 126 Civil Service Exams, GS 127 Eligible List.

August 24, 2004; Updated August 23, 2023

GS 063*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Position Description, Classification, and Compensation Records**

Records document the description, classification, and compensation of jobs and positions. Usually includes details of duties and responsibilities of each position, time percentage breakdowns of tasks, skills and abilities needed for each position, and related records documenting the development, modification, or redefinition of each job or position. Records often include reports, position descriptions, position evaluations, compensation studies, wage determination surveys, job analyses, interview data, selection criteria, authorizations, agreements, and related records.

3 years after obsolete or superseded

Destroy

August 24, 2004

GS 064*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Training Records**

Training Materials; Training Program Records

All records associated with or documenting the job-related instruction of employees/officials for job proficiency, enhancement or for the promotion of skill attainment or improvement.

1) Training materials may include, but are not limited to: course descriptions, manuals, textbooks, worksheets, handouts, films, videos, and course outlines. 2) Program records may include but are not limited to: instructor roster and certifications, planning and development documentation, class enrollment and attendance records, and course evaluations. 3) Individual Employee/Official Training Records may include, but are not limited to: name of employee, social security number, date attended, course title, agency or educational institution, hours of credit, test scores, final grades, certificates of training.

1) Training materials, retain one copy until superseded; 2) Program materials, retain 3 years; 3) Individual Employee/Official Training Records, retain 5 years after termination of employment any records not transferred to the employee/official's master Personnel Record

Destroy

Administrators must determine which Individual Employee/Official Training Records should be included in the Employee Personnel Records (GS 026)

August 24, 2005; Revised August 20, 2013

GS 090*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Unemployment Insurance Case Files**

Unemployment Case Files; Unemployment Claims Files

Documents unemployment claims

2 years after last action

Destroy

August 24, 2010

GS 091*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Worker's Compensation Case File**

Worker's Compensation Claims; Worker's Comp

Documents claims filed against local government

May include: insurance claim forms, copy of hospital, physician, ambulance and medication bills, death and birth certificates, reports, photographs, summaries, reviews, notices, audio and videotapes, transcriptions of recorded statements, memoranda, correspondence, and related documents used in processing the claim.

If action taken, retain 10 years after case closed, dismissed, or date of last action; If no action taken, retain 3 years

Destroy

August 24, 2010



City of St. Peters – Records Management
RECORDS DESTRUCTION FORM

Page 1 of 1

Department Name: St. Peters Police, Julie H. Smith, Chiefs Administrative Specialist		Total # of Boxes: 1
Department Records Coordinator: Melissa Creasy, Records Administrator		
Date: 01/23/25	Office Address: 1020 Grand Teton Drive, St. Peters, MO 63376	Telephone: Ext. 3549

Caution: A record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so.

Department Records Coordinator: <i>Melissa Creasy</i>	Date: <i>1/8/26</i>	Date of Records Destruction: <i>1/23/2026</i>
Group Manager: <i>AKC</i>	Date: <i>1-7-06</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input checked="" type="checkbox"/>
Date of BOA Minutes: <i>4/23/26</i>		

Request for Department Destruction

- I certify that these OFFICIAL RECORD COPIES are past the retention period specified by the Missouri Secretary of State Records Retention Schedule and that all audit and administrative requirements have been satisfied.
- I certify that no HOLD has been placed on these OFFICIAL RECORDS due to any litigation, claim, negotiation, audit, or open records requests and that all administrative requirements have been satisfied.

Required Approval Signature	
City Clerk: <i>[Signature]</i>	Date: <i>1-9/26</i>

Note: Please read the instructions on page 3 concerning Departmental Records Destruction.

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
1	GS029	St. Peters Police, Vacation Leave Request. Includes employee's name, date request, and Individual authorizing leave and approval date.	December 2020-December 2021	3 YEARS	P
					P



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page ____ of ____

Department Name: FINANCE		Total # of Boxes:
Department Records Coordinator: Dawn Blazier		
Date: 11/19/25	Office Address: City Hall	Telephone: 636-477-6600

Caution: A record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so.

Department Records Coordinator: <i>Dawn Blazier</i>	Date: <i>11/19/25</i>	Date of Records Destruction: <i>12/26/25</i>
Group Manager: <i>[Signature]</i>	Date: <i>11/19/25</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: <i>4/23/26</i>		

Request for Department Destruction

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Required Approval Signature	
City Clerk: <i>[Signature]</i>	Date: <i>12/10/25</i>

Note: Please read the instructions on page 3 concerning Departmental Records Destruction.

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
	G007 G007	ELECTRONIC FILES CONTAINING FRANCHISE TAX REFUND INFORMATION IN SUPPORT OF FY 20 AP FILES	FY21	COMPLETION OF AUDIT	E



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 1 of 1

Department Name: WES		Total # of Boxes: 2
Department Records Coordinator: Tammy Shewfelt		
Date: 03/19/26	Office Address: 100 Ecology Drive, 63376	Telephone: 636-477-6600 ext 1388

Caution: A record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so.

Department Records Coordinator: Tammy Shewfelt	Date: <small>Digitally signed by Tammy Shewfelt DN: DC=Missouri, OU=St. Peters, CN=Tammy Shewfelt, E=shewfelt@stpetersmo.net Reason: I have reviewed this document Location: WES Date: 2026.03.19 16:30:19-0500 Font: PDF-Edition Version: 12.1.0</small>	Date of Records Destruction: 4/11/26
Group Manager: Amy Haddock	Date: <small>Digitally signed by Amy Haddock DN: DC=Missouri, OU=St. Peters, CN=Amy Haddock, E=haddock@stpetersmo.net Reason: I am approving this document Location: WES Date: 2026.03.19 16:30:19-0500 Font: PDF-Edition Version: 12.1.0</small>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: 4/23/26		

Request for Department Destruction

- I certify that these OFFICIAL RECORD COPIES are past the retention period specified by the Missouri Secretary of State Records Retention Schedule and that all audit and administrative requirements have been satisfied.
- I certify that no HOLD has been placed on these OFFICIAL RECORDS due to any litigation, claim, negotiation, audit, or open records requests and that all administrative requirements have been satisfied.

Required Approval Signature	
City Clerk: <i>[Signature]</i>	Date: 3/29/26

Note: Please read the instructions on page 3 concerning Departmental Records Destruction.

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
208	1302	WWTP Lab Chains of Custody Records, WWTP Operational Log Pages	2020	5 years	P
208	1302	WWTP Daily Operational Sheets & Lab Records	2019-2020	5 Years	P
208	1302	Acute WET Test	2020	5 Years	P
208	GS072	Desk Calendar	2020	1 Year	P
208	1303	EDMR Reports	2018-2020	5 Years	P
208	1304	VENMP, Biosolids, DNR Reports and Yes	2020	5 Years	P
208	1302	Grease/Oil % Chlorine Quarterly Report	2019	5 Years	P
46	1302	Daily Plant Log Sheets Jan-Oct	2020	5 Years	P



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 1 of 2

Department Name: WES		Total # of Boxes: 3
Department Records Coordinator: Tammy Shewfelt		
Date: 3/9/26	Office Address: 100 Ecology Drive, 63376	Telephone: 636-477-6600 ext 1388

Caution: A record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so.

Department Records Coordinator:	Date: 3/9/26	Date of Records Destruction: 4/11/26
Group Manager: Amy Haddock	Date: 4/23/26	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>

Digitally signed by Amy Haddock
DN: cn=AM, o=City of St. Peters, ou=Records Management, email=ahaddock@stpetersmo.net
Reason: I am approving this document
Location: WES
Date: 2026.03.10 11:27:42-0500
Form RDC-Editer Version: 12.1.0

Request for Department Destruction

- I certify that these OFFICIAL RECORD COPIES are past the retention period specified by the Missouri Secretary of State Records Retention Schedule and that all audit and administrative requirements have been satisfied.
- I certify that no HOLD has been placed on these OFFICIAL RECORDS due to any litigation, claim, negotiation, audit, or open records requests and that all administrative requirements have been satisfied.

Required Approval Signature	
City Clerk:	Date: 3/20/26

Note: Please read the instructions on page 3 concerning Departmental Records Destruction.

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
156	1304	Monthly Monitoring Records for WWTP	2008	5 Years	P
156	1302	Chains of Custody	2008	5 Years	P
156	1304	Biosolids	2008	5 Years	P
156	1304	WET Test	2008	1 Year	P
156	1302	pH Meter Logs	2008	5 Years	P
156	1302	Effluent Grease and Oil	2008	5 Years	P
156	1302	Bac-T Reports Jan-Dec	2008	5 Years	P
156	1302	St. Louis Bacteriological/Turbidity Analysis	2008	5 Years	P



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 2 of 2

Department Name: <u>WES</u>		Total # of Boxes: <u>3</u>
Department Records Coordinator: <u>Tammy Shewfelt</u>		
Date: <u>3/9/26</u>	Office Address: <u>100 Ecology Dr.</u>	Telephone: <u>636-477-6600</u>

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
156	1304	Fecal Collform	2008	5 Years	P
156	1302	Compost	2008	5 Years	P
156	1302	Influent Comp	2008	5 Years	P
156	1302	St. Louis Quarterly Trihalomethanes/Haloacetic Acids/TOC	2008	5 Years	P
156	1302	St. Louis Annual Nitrate Analysis/VOC&IOC Monitoring	2008	5 Years	P
156	1302	Misc Analysis	2008	5 Years	P
156	1304	Priority Pollutant	2008	5 Years	P
156	1302	LAP	2008	5 Years	P
156	1302	St. Louis Quarterly SOC Monitoring	2008	5 Years	P
156	1302	DMR-QA 25	2005	5 Years	P
156	1302	DMR-QA 26	2006	5 Years	P
141	1302	Misc Analysis	2006	5 Years	P
141	1302	Wastewater Tests Jan-Dec	2006	5 Years	P
141	1302	Chains of Custody	2006	5 Years	P
141	1304	Biosolids	2006	5 Years	P
141	1304	Fecal Collform and Total Solids	2006	5 Years	P
141	1304	Priority Pollutants	2006	5 Years	P
141	1302	Influent Composite	2006	5 Years	P
141	1302	Effluent Grab Grease and Oil	2006	5 Years	P
141	1302	Compost	2006	5 Years	P
141	1304	Wet Test	2006	1 Year	P
141	GS020	Water Complaints	2006	5 Years	P
141	1302	pH Meter Log	2006	5 Years	P
141	1302	Bacteriological Reports Jan-Dec	2006	5 Years	P
141	1302	Bacteriological Turbidity Analysis - St. Louis	2006	5 Years	P
141	1302	Quarterly Haloacetic Acids St. Louis	2006	5 Years	P
141	1302	Quarterly Trihalomethanes St. Louis	2006	5 Years	P
141	1302	TOC and Atrazine St. Louis	2006	5 Years	P
141	1302	VOC and IOC St. Louis	2006	5 Years	P
141	1302	Land Application	2006	5 Years	P
141	1304	Duplicate Reports	2006	5 Years	P
141	1302	Lead and Copper	2001/2004	12 Years	P
95	GS012	Misc Correspondence	1985-1990	1 Year	P
95	GS072	Planners	1984-1986	1 Year	P
95	GS029	Vacation Requests	1989-1990	3 Years	P
95	GS049	Complaint Logs	12/89-12/9	3 Years	P
95	GS072	Calendar	1988	1 Year	P
95	GS012	Memo Books/Notes	1987-1989	1 Year	P
95	GS020	Work Orders	1990	3 Years	P
95	GS085	Safety Meeting Notes	1990	3 Years	P



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 1 of 2

Department Name: WES		Total # of Boxes: 6
Department Records Coordinator: Tammy Shewfelt		
Date: 04/07/26	Office Address: 100 Ecology Drive, 63376	Telephone: 636-477-6600 ext 1388

Caution: A record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so.

Department Records Coordinator: Tammy Shewfelt <small>Digitally signed by Tammy Shewfelt DN: c=US, o=City of St. Peters, ou=IT/PROXY, cn=Tammy Shewfelt, email=shewfelt@stpetersmo.net Reason: I am approving this document Location: WES Date: 2026.04.07 13:38:25-0500 Form PDF Editor Version: 12.1.9</small>	Date:	Date of Records Destruction: 4/11/26
Group Manager: Amy Haddock <small>Digitally signed by Amy Haddock DN: c=US, o=City of St. Peters, ou=IT/PROXY, cn=Amy Haddock, email=haddock@stpetersmo.net Reason: I am approving this document Location: WES Date: 2026.04.07 13:29:06-0500 Form PDF Editor Version: 12.1.9</small>	Date:	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: 4/28/26		

Request for Department Destruction

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Required Approval Signature	
City Clerk: 	Date: 4/8/26

Note: Please read the instructions on page 3 concerning Departmental Records Destruction.

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
207	1302	Water Plant Daily Operations Logs Oct-Dec	2020	5 years	P
207	1302	pH Log	2020	5 Years	P
207	1302	Fridge/Incubator Temperature Charts	2020	5 Years	P
207	1302	VOC/IC/Nitrates	2020	5 Years	P
207	1302	Bac T Results	2020	5 Years	P
85	GS012	General Correspondence	2002	1 Year	P
85	GS049	Resident Concerns	2002-2003	3 Years	P
206	1302	Water Plant Operations Logs Jan-Oct	2020	5 Years	P

TDS-2026-1

	City of St. Peters - Records Management RECORDS DESTRUCTION FORM	Page <u>1</u> of <u>1</u>
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Department Name: TDS/CDBG		Total # of Boxes: 1
Department Records Coordinator: Amanda May		
Date: 01/02/26	Office Address: One St. Peters Centre Blvd., St. Peters, MO 63376	Telephone: 636-477-6600

Caution: A record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so.

Department Records Coordinator: <i>Amanda May</i>	Date: <i>1/27/26</i>	Date of Records Destruction: <i>4/10/26</i>
Group Manager: <i>Lois J...</i>	Date: <i>4/28/26</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: <i>4/23/26</i>		

Request for Department Destruction

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Required Approval Signature	
City Clerk: <i>Lois J. ...</i>	Date: <i>3/29/26</i>

Note: Please read the instructions on page 3 concerning Departmental Records Destruction.

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
CDBG	GS 040	Removed Transportation Participant Files	Removed 09/2022	1 Year Retention	P
					P

CDBG Transportation Removed Applicants as of 09/28/22

(Participant Files/Applications Inactive and Removed Participants)

<u>Last Name</u>	<u>First Name</u>	<u>Address</u>	<u>Date of Removal</u>
Abrahamczyk	Jeanette	128 Calwood Drive	03.03.20
Alexander	Lanette	615 S. Church St. Apt. 113	03.29.22
Agee	CathyI	303 Spencer Place	03.26.21
Armistead	Gary Ray	2 West Summywood Court	08.24.22
Baker	Steven	866 Du Pre Court	03.03.20
Bitko	Milton	5400 Executive Centre Parkway	09.23.21
Boettler	Mary Jane	8110 Wyrndham Park Dr.	06.28.21
Bowdem	Christina	104 Angle Drive, Apt. A	09.02.22
Boyd	Louis	9 Jane Drive	09.28.22
Bracken	Barbara	212 Troyers Trail	02.18.22
Bruce	Nellie	363 Jungemann Rd., Apt 247	03.03.20
Brooks	Sharon	1744 Coupe Ct.	11.29.21
Brooks	Emily Rachelle	1744 Coupe Ct.	11.29.21
Buskirk	Robert	43 Oxbow Rd	08.23.22
Callaway	James	5011 Royal Burgess Drive	06.06.22
Degenreff	Rose	363 Jungemann Rd Apt 333	10.04.21
Demasy	Chris	807 Angle Drive, Apt. C	03.03.20
Dompierre	Michael	119 Long & Winding Road	03.03.20
Dugan	Jean	3028 Valley Ridge Drive	03.03.22
Endraske	Elsa	1201 Wyrndham Park Dr	08.23.22
Evans	Ann	65 McClay Trail Drive	03.23.22
Fink	Sarah	1110 Amberglan Drive	06.06.22
Forim	Suzanne	19 Soenker Circle	02.18.22
Gambino	Linda	200 Cardinal Place, #36	03.03.20
Christ	Raymond	94 Vera Cruz Ct.	06.08.20
Graham	Betty Lou	363 Jungemann Rd	09.04.20
Grittini	Vito	1840 Sterling Oaks Drive	01.17.20
Gumm	Shirley	514 Aldemay S.	03.03.20
Hall	Debois	4209 Wyrndham Park Drive	06.03.22
Hernandez	Billie D.	312 Crown Colony Court	10.13.21
Kaczmarki	Kenneth	10 Ellington Oaks Ct.	03.25.22
Kelly	Juanita	103 Lindy's Landing Court	06.28.21
Krueger	Marshall	12 River Boat Drive	01.04.21
Kuhn	Lydia	265 Spencer Road	07.15.22
Larkin	Kathleen	212 Wyrndham Park Drive	01.31.20
Layton	Susan	724 Magnolia Lane	08.25.22
Layton	Susan	724 Magnolia Lane	08.25.22
Leeman	Barbara	3801 McClay Road	09.23.22
Ludvik	Pam	1918 Peach St.	09.18.20
Madden	Sheila	8 Oak Hill Lane	09.21.21
Main	Kim (Chun Hwa)	19 Valley View Drive	03.26.21
Mannon	Carma	19 Valley View Drive	05.04.20
Mannon	Carma	114 Canterbury Park	02.22.21
Miller	Brenda	615 S. Church St. Apt. 111	04.08.21

Montgomery	Becky	8211 Wyrndham Park	09.22.20
Noble-Martenau	Gloria	1905 S. Bithmore Way	09.27.22
Norman	Francis "Ed"	3156 Meadow Trail Drive	03.03.20
Of	Linda S.	4 Twelve Oaks	03.21.22
Pangborn	Lisa	406 Angle Drive Apt. B	04.23.21
Peery	Mildred	615 S Church, apt. 205	03.03.20
Perry	Joan	49 Canterbury Park Dr.	03.18.21
Ponder	Christina	731 Sugar Glen Drive	03.03.20
Price	Margaret	200 Cardinal Place, #92	07.14.22
Quindry	Charles	209 Barkwood Trails	03.14.22
Rice-Bugett	Janice	230 Spencer Rd.	04.07.22
Sahl	Linda	135 Kesslers Run	03.03.20
Schlinker	Margie	230 Spencer Rd.	05.18.22
Schmidt	Robin	1206 Garden Valley Dr. Apt B	08.24.20
Schmidt	Mary E.	200 Cardinal Place, Apt. 13	05.02.22
Scroggins	Euretha	4307 Wyrndham Park Dr	03.18.21
Sherrod	Martha	1113 Saravalle Drive	09.02.20
Starrfield	Paula. J.	103 Canterbury Park Drive	06.28.21
Stone	Debra	8110 Wyrndham Park Drive	03.28.22
Strelow	Arlene	1202 Wyrndham Park Dr.	06.21.21
Stubber	Charles	5300 Mexico Rd. Apt. 2324	09.21.22
Swimney	David	363 Jungermann Rd. Apt. 264	04.16.21
Tharp	Laverne	77 Canterbury Park Drive	08.25.22
Urban	Mary	615 S. Church Street Apt. 115	03.15.22
Volkman	Donna	93 Aspen Ridge Court	03.03.20
Weldon	Martha	405 Villa Circle Dr.	02.22.21
Wilson	Alice D.	615 S Church Street, Apt 102	09.21.20
Wineschler	Carol	38 Deer Grove Drive	03.03.20
Woods	Marshal	102 Donner Pass, Apt. B	01.23.20
Zeiss	Carol	3400 Executive Centre, Rm 425	01.22.20
Zichler	Mary	8210 Wyrndham Park Drive	03.03.20
Zuchero	Rosetta	229 Troyers Trail	10.18.21

INSTRUCTIONS/PROCESS FOR FILLING OUT THE RECORDS DESTRUCTION FORM

1. Fill in your department name, address, phone number, date, and the total number of boxes to be destroyed.
2. Place a unique number on each box and write that same number in the "User Box #" column.
3. Locate a description of your records in the Records Retention Schedule and enter the Records Item Number (Records Retention Schedule) that corresponds with the records series in the column labeled "Retention Schedule Records Item #" of the form.
4. Enter the description of the records (Records Retention Schedule) in the "Description of Records" column.
5. Fill in the "Inclusive Dates" of the records for each box. Please include month and year.
6. Fill in the "Retention Period" listed for the records in the Records Retention Schedule.
7. Fill in the "Medium" of the records (for example, P=paper, E=electronic, A=audio, CD=compact disc, V=video, DVD=digital versatile disc, etc.)
8. The Department Records Coordinator and the Group Manager must sign the form.
9. After being signed by the Department Records Coordinator and the Group Manager, the form must be forwarded to the City Clerk's Office at City Hall, One St. Peters Blvd., St. Peters, MO 63376 for approval.
10. Upon City Clerk approval, a copy of the Records Destruction form will be sent back to the department and the records can be destroyed.
11. Once the records are destroyed, contact the City Clerk's office with a Records Destruction Date for the form.
12. The copy of the completed Records Destruction form may be kept in the department for reference by the department's Records Coordinator. The original Records Destruction form will be made a part the City's permanent record and recorded in the Board of Aldermen meeting minutes.

TDS-2026-2

	City of St. Peters - Records Management RECORDS DESTRUCTION FORM	Page <u>1</u> of <u>1</u>
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Department Name: TDS - STAFF SUPPORT		Total # of Boxes: 1
Department Records Coordinator: AMANDA MAY		
Date: 01/28/26	Office Address: 1 ST. PETERS CENTRE BLVD	Telephone: 636-477-6600 X 1313

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Department Records Coordinator: <i>[Signature]</i>	Date: 1/28/26	Date of Records Destruction: 4/10/26
Group Manager: <i>[Signature]</i>	Date: 4/28/26	Destruction Method: Shredding <input type="checkbox"/> Discard <input checked="" type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: 4/23/26		

Request for Department Destruction


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Required Approval Signature	
City Clerk: <i>[Signature]</i>	Date: 3/22/26

Note: Please read the instructions on page 3 concerning Departmental Records Destruction.

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
1	GS004	DEPARTMENT CUSTOMER SERVICE SURVEYS FOR BUDGET PREPERATION	2021-2024	Completi n of audit	P

TDS-2026-3

	City of St. Peters – Records Management RECORDS DESTRUCTION FORM	Page <u>1</u> of <u>2</u>
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Department Name: TDS - Health Department		Total # of Boxes: 1
Department Records Coordinator: Amanda May		
Date: 01/27/26	Office Address: One St. Peters Centre Blvd	Telephone: Ext 1313

Caution: A record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so.

Department Records Coordinator: <i>[Signature]</i>	Date: 2/2/26	Date of Records Destruction: 4/10/26
Group Manager: <i>[Signature]</i>	Date: 2/4/26	Destruction Method: <ul style="list-style-type: none"> Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: 4/23/26		

Request for Department Destruction

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Required Approval Signature	
City Clerk: <i>[Signature]</i>	Date: 3/29/26

Note: Please read the instructions on page 3 concerning Departmental Records Destruction.

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
TDS- Health 1	AC001	Case/Investigation	1994-2019	5 yrs	P
TDS- Health 1	AC001	Statements for Cases/Investigations	2020	5 yrs	P



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Department Name: TDS-Health Department		Total # of Boxes: 1
Department Records Coordinator: Amanda May		
Date: 12/30/24 12-31-24	Office Address: One St. Peters Centre Blvd	Telephone: Ext 1313

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
TDS- Health 1	AC001	Summons investigation/ case	2019/2020	5 years	P
TDS- Health 1	AC002	Dangerous Dog Case	2015	10 years	P
TDS- Health 1	AC002	Dangerous Dog Case	2012	10 years	P
TDS- Health 1	AC002	Dangerous Dog Case	2015	10 years	P
TDS- Health 1	AC002	Dangerous Dog Case	2014	10 years	P



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 1 of 2

Department Name: EFS / Fleet Maintenance		Total # of Boxes: 3
Department Records Coordinator: Lisa Bowden		
Date: 03/18/26	Office Address: 135 Ecology Drive, St. Peters, MO 63376	Telephone: 636-477-6600

Caution: A record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so.

Department Records Coordinator: <i>Lisa Bowden</i>	Date: 3/18/26	Date of Records Destruction: 4/11/26
Group Manager: <i>[Signature]</i>	Date: 3/18/26	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: 4/23/26		

Request for Department Destruction

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Required Approval Signature	
City Clerk: <i>[Signature]</i>	Date: 4/7/26

Note: Please read the instructions on page 3 concerning Departmental Records Destruction.

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
FL 26-A	GS 067	Vehicle Information Including: Asset Disposal Forms; Copies of Titles, Purchase Orders, Title Applications, Certificate of Origin, etc; Copies of Vendor Repair Invoices; Vehicle Information from GovDeals Auction - ALL SOLD (See Attached Vehicle Asset Number List)	2024-2025	Unit Sold or Disposed Of	P
FL 26-B	0718	Fuel Inventory Report Thermal Tapes	2019-2020	5 Years	P

CITY VEHICLE ASSET #

1361	1734
1408	1742
1481	1751
1483	1810
1489	1811
1521	1818
1533	1827
1547	1828
1550	1835
1555	1838
1566	1839
1571	1844
1582	1845
1588	1856
1589	
1593	
1601	
1611	
1618	
1619	
1620	
1625	
1634	
1636	
1647	
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