

**RESOLUTION 2024-1**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI AUTHORIZING DESTRUCTION OF CERTAIN VILLAGE RECORDS IN ACCORDANCE WITH STATE LAW REQUIREMENTS**

**WHEREAS**, RSMo. Chapter 109, Section 255 establishes minimum retention periods for the administrative, fiscal and legal records created by local governments; and

**WHEREAS**, retention and disposition of records that are common to many offices are included in the General Records Retention Schedule; and

**WHEREAS**, according to said Records Retention Schedule, established by the Missouri Local Records Board, certain records of the Village of Innsbrook, Missouri are eligible for destruction; and

**WHEREAS**, the Village Administrator/Clerk has prepared the included list of records eligible for destruction; and

**WHEREAS**, the Board of Trustees, having found that the following records have no further administrative, legal, fiscal, research or historical value and are eligible for destruction in accordance with Missouri law, desires to authorize the destruction of the following records.

**NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI, AS FOLLOWS:**

**Section One.** The Board of Trustees hereby authorizes the following records to be destroyed in accordance with the Missouri Local Records Board’s records retention and destruction policies:

Year	Record
1999	Budget Preparation Records (GS 004)
	Accounts Receivable Records (GS 008)
	Insurance Policy Records (GS 056)
	Tax Assessment Files (0753)
2000	Budget Preparation Records (GS 004)
	Accounts Receivable Records (GS 008)
	Banking and Investment Records (GS 010)
	Wage & Tax Statements (GS 033)
	Insurance Policy Records (GS 056)
	Tax Assessment Files (0753)
2001	Budget Preparation Records (GS 004)
	Accounts Receivable Records (GS 008)
	Banking and Investment Records (GS 010)
	Wage & Tax Statements (GS 033)
	Insurance Policy Records (GS 056)
	Tax Assessment Files (0753)

2002	Budget Preparation Records (GS 004)
	Accounts Receivable Records (GS 008)
	Banking and Investment Records (GS 010)
	Wage & Tax Statements (GS 033)
	Insurance Policy Records (GS 056)
	Tax Assessment Files (0753)
2003	Budget Preparation Records (GS 004)
	Accounts Receivable Records (GS 008)
	Banking and Investment Records (GS 010)
	Wage & Tax Statements (GS 033)
	Insurance Policy Records (GS 056)
	Tax Assessment Files (0753)
2004	Budget Preparation Records (GS 004)
	Accounts Receivable Records (GS 008)
	Banking and Investment Records (GS 010)
	Wage & Tax Statements (GS 033)
	Insurance Policy Records (GS 056)
	Tax Assessment Files (0753)



2016	Budget Preparation Records (GS 004)
	Accounts Payable Records (GS 007)
	Accounts Receivable Records (GS 008)
	Banking and Investment Records (GS 010)
	Wage & Tax Statements (GS 033)
	Federal & State Tax Records (GS 034)
	Insurance Policy Records (GS 056)
2017	Budget Preparation Records (GS 004)
	Accounts Payable Records (GS 007)
	Accounts Receivable Records (GS 008)
	Banking and Investment Records (GS 010)
	Receipts (GS 011)
	Wage & Tax Statements (GS 033)
	Federal & State Tax Records (GS 034)
	Insurance Policy Records (GS 056)
2018	Budget Preparation Records (GS 004)
	Accounts Payable Records (GS 007)
	Accounts Receivable Records (GS 008)
	Banking and Investment Records (GS 010)
	Receipts (GS 011)
	Wage & Tax Statements (GS 033)
	Federal & State Tax Records (GS 034)

2019	Budget Preparation Records (GS 004)
	Accounts Payable Records (GS 007)
	Accounts Receivable Records (GS 008)
	Banking and Investment Records (GS 010)
	Receipts (GS 011)
2020	Accounts Payable Records (GS 007)
	Accounts Receivable Records (GS 008)
	Banking and Investment Records (GS 010)
	Receipts (GS 011)
2021	Accounts Payable Records (GS 007)
	Accounts Receivable Records (GS 008)
	Banking and Investment Records (GS 010)
	Receipts (GS 011)
2022	Accounts Payable Records (GS 007)
	Accounts Receivable Records (GS 008)
	Banking and Investment Records (GS 010)
	Receipts (GS 011)
2023	Accounts Payable Records (GS 007)
	Accounts Receivable Records (GS 008)

**Section Two.** The Village Administrator/Clerk is hereby authorized to take such further actions as are necessary to carry out the intent of this Resolution in accordance with Missouri Law.

**Section Three.** This Resolution adopted hereby shall be in full force and effect on and after its passage and approval.

**THIS RESOLUTION WAS PASSED AND APPROVED THIS 9TH DAY OF JANUARY, 2024, BY THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI.**

Attest:

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 Carla Ayala  
 Village Administrator/Clerk

(seal)

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 Daniel E. Reuter, Chairman  
 Village of Innsbrook Board of Trustees