



Brenda Hinton
County Registrar

To: Joann Leykam, Director of Administration
From: Brenda Hinton, County Registrar
Date: 9/3/2021
Re: Request for Record Destruction/Assessor's Office

The St. Charles County Assessor's Office is seeking permission from St. Charles County Council to destroy the following records that has met their required retention per the Missouri Secretary of State's Local Records Board.

- 2013 Certificates of Value (002.015)
- 2014 Occupancy Criteria (002.015)
- 2014 and prior Board of Equalization/State Tax Commission Folders (002.021)

After your review, please forward this information to the County Council for their consideration on the next possible Consent Agenda. If you have any questions, please contact Starla Drake, Administrative Assistant, St. Charles County Assessor's Office.

July 27, 2021

St. Charles County Registrar
201 N. Second St.
St. Charles, MO 63301

Re: Destruction of files

Dear Brenda Hinton:

The St. Charles County Assessor's Office would like to request permission to destroy the following files:

- 2013 Certificates of Value (5-year retention)
- 2014 Occupancy Criteria (5-year retention)
- 2014 and prior Board of Equalization/State Tax Commission Folders (5-year retention)

Please kindly notify us as soon as permission to do so is granted. Should you have any questions, please contact Starla Drake at extension 3813. Thank you for your assistance in this matter.

Sincerely,



Scott Shipman
Assessor

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RECEIVED
OFFICE OF THE REGISTRAR

JUL 28 2021

ST CHARLES CO, MO