



**Brenda Hinton**  
County Registrar

TO: Joann Leykam, Director of Administration  
FROM: Brenda Hinton, County Registrar  
DATE: September 3, 2021  
RE: Request for Record Destruction/Public Administrator

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Jacquelyn Miller, Public Administrator is seeking Councils' permission to destroy the following records that have met their required retention per the Missouri Secretary of State's Local Records Board.

- See attached list

RECEIVED  
OFFICE OF THE REGISTRAR

JUL 08 2021

ST CHARLES CO, MO

July 6, 2021

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

Re: Destruction of Files

Dear Brenda Hinton,

The St. Charles County Public Administrator's office would like to request permission to destroy the following files:

**Financial and Accounting (5 years after State Audit)**

**Due to First Class county status, we are not audited by the state. All of the files have been audited by the County Finance Department as well as the Probate Court.**

Box #31, Files 393 – 395  
Box #32, Files 396 – 405  
Box #33, Files 406 – 410  
Box #34, Files 411  
Box #35, Files 412 - 420  
Box #36, Files 421 - 425  
Box #37, Files 426 - 437  
Box #38, Files 438 - 447  
Box #39, Files 448 - 452  
Box #40, Files 453 - 459

Box #41, Files 460 - 462  
Box #42, Files 463 - 467  
Box #43, Files 468 - 469  
Box #44, Files 470 - 475  
Box #45, Files 476 - 486  
Box #46, Files 487 - 493  
Box #47, Files 494 - 507  
Box #48, Files 508 - 516  
Box #49, Files 517 - 528

**Materials in files are between the years 1997 through 2014.**

**Telecommunications Log (1 year retention)**

Box #31, Files 393 – 395  
Box #32, Files 396 – 405  
Box #33, Files 406 – 410  
Box #34, Files 411  
Box #35, Files 412 - 420  
Box #36, Files 421 - 425  
Box #37, Files 426 - 437  
Box #38, Files 438 - 447  
Box #39, Files 448 - 452  
Box #40, Files 453 - 459

Box #41, Files 460 - 462  
Box #42, Files 463 - 467  
Box #43, Files 468 - 469  
Box #44, Files 470 - 475  
Box #45, Files 476 - 486  
Box #46, Files 487 - 493  
Box #47, Files 494 - 507  
Box #48, Files 508 - 516  
Box #49, Files 517 - 528

**Materials in files are between the years 1997 – 2014.**

Please notify us as soon as permission is granted. Should you have further questions, please contact Jacquelyn Miller at extension 7315. Thank you for our assistance in this matter.

Sincerely,



Jacquelyn Miller  
Public Administrator