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SEP 21 2021

Robert W. Schnur, CPA
Director of Finance



COUNTY EXECUTIVE OFFICE

MEMORANDUM

TO: Brenda Hinton, Registrar

FROM: Bob Schnur, Finance Director

DATE: September 20, 2021

RE: Records Destruction Request – Finance Department

A handwritten signature in blue ink, appearing to be "Bob Schnur", is written over the "FROM" line. The signature is stylized and includes a large flourish.

By this correspondence I am requesting your approval to destroy the records that follow on the list below. The Director of Administration has reviewed this list and authorized disposal of these records as they constitute routine monthly investment reports that are no longer needed and are not required to be retained in hard-copy form.

2008 through 2017 Monthly Investment Summary Reports:

- Accrued Interest Reconciliation by Intention
- Book Value Reconciliation by Intention
- Security Inventory Report

2008 through 2017 Investment Transaction Advices for transactions that have matured or have been sold.

Should you concur with this request, please indicate by signing below and returning to me. Thank you for your assistance.

A handwritten signature in blue ink, appearing to be "Brenda Hinton", is written over the "Approved:" line. The signature is stylized and includes a large flourish.

Approved:

Brenda Hinton, Registrar

Schnur, Robert

From: Hinton, Brenda
Sent: Monday, September 13, 2021 7:29 AM
To: Schnur, Robert
Subject: RE: Retention Period for Investment Transaction Registers

Bob,

If this fits the description of your record, looks like completion of audit plus 1 year.

GS 010

Banking and Investment Records

Also Called:

Account Statements, Deposit books, Deposit and Withdrawal Slips, cancelled checks, Check Registers, Passbooks, Statements and Receipts for Interest Income; Monthly Statements; Investment Returns; Certificates of Deposit; Treasury Bills

Function:

Records documenting the transactions of government offices with financial institutions, the status of accounts, investments, and the current status of public funds.

Content:

May include bank and/or account numbers, transaction dates, beginning balance, check or deposit amount, document numbers, adjustments, description of transaction, ending balance, and other related information.

Minimum Retention:

Completion of audit plus 1 year

Disposition:

Destroy

Note:

This entry deals with the investment of public monies in banks, certificates of deposit, stocks, and bonds. For the management of publicly issued bonds, please see the appropriate office/entity retention schedule

Approval Date:

August 15, 2001; Revised August 28, 2012

*Brenda Hinton
County Registrar
201 North 2nd Street, Room 541
St. Charles, MO. 63301*

☎: 636-949-7900 Ext.3886 - 📠: 636-949-7562 - ✉: bhinton@sccmo.org

From: Schnur, Robert <RSchnur@sccmo.org>
Sent: Friday, September 10, 2021 4:59 PM
To: Hinton, Brenda <BHinton@sccmo.org>
Subject: Retention Period for Investment Transaction Registers

Brenda

Can you see how long I need to maintain monthly investment transaction reports ? I'd like to destroy 2008 to 2014.

Thanks