



**Brenda Hinton**  
County Registrar

**To:** Joann Leykam, Director of Administration  
**From:** Brenda Hinton, County Registrar  
**Date:** 1/6/2022  
**Re:** Request for Record Destruction/Assessor's Office

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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.

- 2016 Personal Property Assessment Forms - 2.11 Personal Property - Assessments (Individual) – 5 years

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.

January 3, 2022

St. Charles County Registrar  
201 North Second Street  
Saint Charles, MO 63301

RE: Destruction of files

Dear Brenda Hinton:

The St. Charles County Assessor's Office is requesting permission to destroy the following files:

- 2016 Personal Property Assessment Forms

Please 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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