



Brenda Hinton
County Registrar

TO: Joann Leykam, Director of Administration

FROM: Brenda Hinton, County Registrar

DATE: January 13, 2022

RE: Request for Record Destruction/Office of Public Information, Emergency
Communications and Executive Office

Kelley Gibbs, Executive Assistant to the County Executive is requesting permission to destroy the following records that has met their required retention per the Missouri Secretary of State's Local Records Board.

- **2014 Payroll Time and Attendance Records** GS 028 – Retention 3 years plus completion of audit.

After your review, please forward this information to the County Council for their consideration on the next possible Consent Agenda.

Hinton, Brenda

From: Gibbs, Kelley
Sent: Wednesday, January 12, 2022 3:30 PM
To: Hinton, Brenda
Subject: Records Destruction

Hey Brenda,

I have payroll (time entry reports) to go to Council to be destroyed for:

2014 Office of Public Information
2014 Emergency Communication
2014 Executive Office

If I am reading this right, these items were eligible to be destroyed in 2019/2020.

Thanks.

Kelley



Kelley Gibbs

Executive Administrative Assistant

St. Charles County Government - Executive

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O 636-949-7900 ext. 3706 | kagibbs@sccmo.org



From: executiveoffice@sccmo.org <executiveoffice@sccmo.org>
Sent: Wednesday, January 12, 2022 3:33 PM
To: Gibbs, Kelley <kagibbs@sccmo.org>
Subject: Message from KM_C454e