



**Brenda Hinton**  
County Registrar

**To:** Joann Leykam, Director of Administration  
**From:** Brenda Hinton, County Registrar  
**Date:** January 26, 2022  
**Re:** Request for Record Destruction/Airport

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Dennis Wiss, Director of the St. Charles County Regional Airport Smartt Field 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.

**Airport T-Hangar expired leases dated 2015-2016**  
*GS 060 Contracts, Leases, and Agreements - 5 years after expiration*

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 Dennis Wiss at extension 1893.

## MEMORANDUM

**TO:** Brenda Hinton, Registrar  
**FROM:** Dennis Wiss, Airport Manager  
**RE:** Records Retention – Disposal of Cancelled Airport T-Hangar Leases  
**DATE:** January 26, 2022

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In accordance with the County's record retention policy, I would like to dispose of a number of 2015 and 2016 airport T-Hangar leases that have been cancelled.