



Brenda Hinton
County Registrar

TO: Joann Leykam, Director of Administrator
FROM: Brenda Hinton, County Registrar
DATE: March 14, 2022
RE: Request for Record Destruction/Registrar

My office is seeking Council's permission to destroy the following records that have met their required retention per the Missouri Secretary of State's Local Records Board.

1. Auctioneers License Applications 2015 – 2016
2. Bicycle/Parade Event Permits 2015-2016
3. Board of Equalization Appeal Forms 2015-2016
4. Liquor License Applications 2015-2016
5. Notary Commissions List 2015-2016
6. Tow Truck Applications 2014-2016

Notary Records

004.CC 007 Notary Public Commission Records

Also Called: Notary Book; Notary Commission Record; Notary Bond Book

Function: Listing of notaries registered with the county clerk and Secretary of State

Content: May contain security bond, name of notary, term, date of commission

Minimum Retention: Term of notary plus COA

Disposition: Destroy securely

Note:

Approval Date: August 23, 2011

004.CC 019.03 License and Permit Records

Also Called: Record of Licenses, Record of Licenses Issued; Register of Licenses; Liquor License; Dramshop License; Boat License; Auctioneer License; Ferry License

Function: Record of license issued to businesses operating within the county

Content: License number, date of issue, name and address of business, length of permit, amount of fee paid and signature of authorizing individual

Minimum Retention: Destroy when 5 years old; pre-1945 permanent

Disposition: Archive permanent records; Destroy others

Note:

Approval Date: August 23, 2011

004.CC 021.06 County Board of Equalization Record

Also Called: Minutes Board of Equalization; Record of Board of Equalization; Board of Equalization Record

Function: Documents proceedings of the County Board of Equalization; hearing citizen petitions for equalization or abatement of county taxes assessed.

Content: Date and place of meeting, names of officials present, name of tax payer presenting case before board and actions taken by board in response to petition.

Minimum Retention: Minutes, Permanent; Appeal applications, 5 Years

Disposition: Archive

Note:

Approval Date: August 23, 2011; Revised August 20, 2013