



**Brenda Hinton**  
County Registrar

To: Steve Ehlmann, County Executive

Cc: Scott Shipman, Assessor  
Joann Leykam, Director of Administration

From: Brenda Hinton, County Registrar

Date: January 30, 2023

Re: Request for Record Destruction

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

- 2017 Personal Property - Assessments (Individual). *5-year retention SOS 002.011*
- 2014 -2017, and prior - Certificate of Values. *5-year retention SOS 002.015*
- 2015 – 2017, and prior - Occupancy files. *5-year retention SOS 002.015*
- 2015 – 2017, and prior - State Tax Commission folders/BOE. *SOS 002.021 Destroy when no longer necessary (Recommend retaining 5 years).*

These records are ready for destruction under the Missouri Secretary of State destruction schedule.

Upon your review, please forward to the County Council to be placed on the next available agenda.

Thank you,

A handwritten signature in blue ink that reads "Brenda Hinton".

Brenda Hinton  
County Registrar

RECEIVED  
OFFICE OF COUNTY REGISTRAR

JAN 17 2023

ST CHARLES COUNTY, MO

January 12, 2023

St. Charles County Registrar  
201 N Second St.  
St. Charles, MO 63301

Re: Destruction of files

Dear Brenda Hinton:

The St. Charles County Assessor's Office would like to request permission to destroy the following files:

- 2017 Personal Property Assessment Forms
- 2014, 2015, 2016, 2017 COV files
- 2015, 2016, 2017 Occupancy files
- 2015, 2016, 2017 State Tax Commission folders /BOE

Please kindly notify us as soon as permission to do so is granted. Should you have any questions please contact Sara Hannar at extension 3813. Thank you for your assistance in this matter.

Sincerely,



Scott Shipman  
Assessor

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## Secretary of State Retention Schedule

002.011 Personal Property - Assessments (Individual) Also Called: Assessment List, Personal Property Master List, Assessment Worksheet, Tax Return, Declaration Function: Form submitted by Tax Payer to Assessor. Lists all tangible, taxable property owned or declared by individuals on the first day of January each year. Used for adjustments and changes of personal property on tax bills. Content: May include: name, address, social security number and signature of taxpayer, date completed, description of personal property including: vehicles, watercraft, aircraft, farm machinery, crops, livestock, mobile homes, office equipment, and rentals, valuations and totals, codes for special tax districts (school, fire, water, city), corrections requested/supplied, account number, tax year, bill and batch number, remarks, signature of Assessor/Clerk, processing date. Minimum Retention: 5 Years Disposition: Destroy securely Note: Approval Date: November 19, 2003

002.015 Real Estate - Certificate of Value Also Called: Function: Documents the nature and circumstances peculiar to the sale of real estate, whether any personal property was included in the sale price, whether the purchaser assumed any mortgages or liens, loans, leases or taxes, the method of financing, and whether any special assessments are levied against the property. Content: May include: property address, parcel number, grantor, grantee and address, signature, purchase price, transaction information concerning market value, title transfer, reason for no exchange of money if applicable. Minimum Retention: 5 Years Disposition: Destroy Note: This records series is specific to charter forms of government and includes the City of St. Louis and the counties of Jackson, St. Charles, and St. Louis. Approval Date: November 19, 2003

002.021 Board of Equalization Records Also Called: Function: Record of BOE actions regarding the equalization of the valuation and assessment of all real and tangible personal property. Documents appeals on assessments. Content: May include: appeal form, record of board members vote, appraisal value, conclusion, level of assessment, exempt or taxable decision, recommendation by staff, sales, income approach, correspondence, photos, rental income, expense statements, cost estimates for renovation, waiver to appear, withdrawal documentation, contract, closing statements, Minimum Retention: Reference. Destroy when no longer necessary. See Note. Disposition: Destroy Note: Record copy retained permanently by Clerk. Exception: St. Louis City, Assessor maintains record copy permanently. Approval Date: November 19, 2003