



Brenda Hinton
County Registrar

To: Steve Ehlmann, County Executive

Cc: Jeffrey P. Smith, Director of Emergency Communications
Joann Leykam, Director of Administration

From: Brenda Hinton, County Registrar

Date: January 31, 2023

Re: Request for Record Destruction

Jeffrey P. Smith, Director of Emergency Communications is seeking permission to destroy the following records:

- Employee Payroll files December 2016, and prior. SOS – GS 028 (*3 years plus completion of audit*)

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, appearing to read "Brenda Hinton".

Brenda Hinton
County Registrar

**Missouri Secretary of State
General Record Retention Schedule**

GS 028 Time and Attendance Records Also Called: Time sheets, Time Cards, Attendance reports, Absence reports, Sign in/Sign out cards, Work Assignment Schedule, Work Schedule, Work Assignment
File Function: Records documenting hours worked and leave hours accrued or taken by employees on a daily, weekly, or monthly basis. Also documents hours of court ordered community service completed by non-employees. Content: May include: name, social security number, hours worked, type and number of leave hours taken or accrued, total hours, dates, signatures and related data. Minimum Retention: 3 years plus completion of audit Disposition: Destroy securely Note: See also: Leave Requests
Approval Date: August 19, 2003