



Brenda Hinton
County Registrar

To: Steve Ehlmann, County Executive

Cc: Jacquelyn Miller, Public Administrator
Joann Leykam, Director of Administration

From: Brenda Hinton, County Registrar

Date: February 10, 2023

Re: Request for Record Destruction

The Jacquelyn Miller, Public Administrator is seeking permission to destroy the following records:

- See attached list.

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

February 8, 2023

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

Re: Destruction of Files

Dear Brenda Hinton,

The St. Charles County Public Administrator's office would like to request permission to destroy the following files:

**Financial and Accounting (5 years after State Audit)
Due to First Class county status, we are not audited by the state. All of the files have been audited by the County Finance Department as well as the Probate Court.**

Box #35, Files 546-549
Box # 52, Files 544-566
Box #56, Files 561-569
Box #57, Files 570-588
Box #58, Files 555-560
Box #59, Files 589-593
Box # 60, Files 600-603
Box #62, Files 609-614
Box # 63, Files 615-620
Box #64, Files 620-621
Box # 66, Files 624-626
Box # 67, Files 627-629
Box #68, Files 630-631
Box #70, Files 638-639
Box #71, Files 640-647
Box #73, File 651
Box #74, 652-653

Materials in files are between the years 1993 through 2017.

Telecommunications Log (1 year retention)

Box #35, Files 546-549
Box # 52, Files 544-566
Box #56, Files 561-569
Box #57, Files 570-588
Box #58, Files 555-560
Box #59, Files 589-593
Box #60, Files 600-603
Box #62, Files 609-614
Box #63, Files 615-620
Box #64, Files 620-621
Box #66, Files 624-626
Box #67, Files 627-629
Box #68, Files 630-631
Box #70, Files 638-639
Box #71, Files 640-647
Box #73, File 651
Box #74, 652-653

Materials in files are between the years 1993 – 2017.

Please notify us as soon as permission is granted. Should you have further questions, please contact Jacquelyn Miller at extension 7315. Thank you for our assistance in this matter.

Sincerely,



Jacquelyn Miller
Public Administrator