



**Brenda Hinton**  
County Registrar

To: Steve Ehlmann, County Executive

Cc: Brent Statler, St. Charles County Auditor  
Joann Leykam, Director of Administration

From: Brenda Hinton, County Registrar

Date: February 10, 2023

Re: Request for Record Destruction

---

The Brent Statler, County Auditor is seeking permission to destroy the following records:

- See attached lists.

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

---

To: Brenda Hinton, County Registrar  
From: Brent Statler, County Auditor   
Date: February 3, 2023

Re: Record Destruction Request

In compliance with the County's Record Management policy, I am requesting that the following records have met the statutory requirements be destroyed. All items are duplicate records. Please see attached list.

If you have any questions or concerns, please contact me. Thank you.

Cc: Rory O'Sullivan, County Counselor

Registrar Box #	Type of Record	Record Classification	Last External Financial Stmnt Audit	Last Internal Audit	Retention Requirement	Destruction Req. Met
		duplicate				
3009	2009 Auditor Audit w/p duplicate file hard copies	record	12/30/2020	n/a		
		duplicate				
3447	DOC Cash ledgers 2005	record	12/30/2020	2014 CoA		2008
		duplicate				
3448	DOC Cash ledgers 2006-2008	record	12/30/2020	2014 CoA		2008
		duplicate				
3449	Civil Process - Deposit Slips 2011	record	12/30/2020	CoA		2011
		duplicate				
3450	Civil Process - Deposit Slips 2010	record	12/30/2020	2010 CoA		2010
		duplicate				
3451	DOC Inmate Account Ledgers 2004-2006	record	12/30/2020	2014 CoA		2008
		duplicate				
3596	Collector's Bank Reconciliation 2009	record	12/30/2020	12/31/2017 CoA		2014
		duplicate				
3597	Collector's Bank Reconciliation 2010	record	12/30/2020	12/31/2017 CoA		2015
		duplicate				
3598	Collector's Bank Reconciliation 2011	record	12/30/2020	12/31/2017 CoA		2016
		duplicate				
3599	Collector's Bank Reconciliation 2012	record	12/30/2020	12/31/2017 CoA		2017
		duplicate				
4124	Sheriff bank statement 2003-2004	record	12/30/2020	12/31/2021 CoA		2009
		duplicate				
4125	Finance Bank Reconciliations 1998-2002	record	12/30/2020	6/30/2018 CoA		2009

Auditor

Type of Record	Record	Classification	Last External	Financial	Stmnt Audit	Last Internal Audit
Retention Requirement	Destruction	Req. Met				
2008 Public Admin – Proof of Cash	copy	2021	11/9/2017	Financial Document		2013
2011 DoC Bond account Proof of Cash	copy	2021	through 5/31/22	Financial Document		2016
11,'12 & '14 DoC Inmate & Commissary Proof of Cash	copy	2021	through 5/31/22	Financial Doc.		2019
12 Collector Proof of Cash/Bank Statements	copy	2021	31-Dec-17	Financial Document		2017
08 Public Admin Statement of Accounts	copy	2021	11/9/2017	Financial Document		2013
11-12 Circuit Court Proof Cash/BS	copy	2021	31-Jul-19	Financial Document		2017
2012 Public Admin – Proof of Cash	copy	2021	11/9/2017	Financial Document		2017
2012 Law Library Bank Reconciliation	copy	2021	31-Jul-19	Financial Document		2017
2012 Muni Court Bank Reconciliation	copy	2021	31-Dec-19	Financial Document		2017
11-12 Humane Monthly Activity Report	copy	2021	31-Mar-17	Financial Report		2017