



Brenda Hinton
County Registrar

To: Joann Leykam, Director of Administration
From: Brenda Hinton, County Registrar
Date: 12/14/2018
Re: Request for Record Destruction/Assessor's Office

The St. Charles County Assessor's Office is seeking permission from St. Charles County Council to destroy the following records that has met their required retention per the Missouri Secretary of State's Local Records Board.

2014 & 2015 Employee Time files – GS 028 Time and Attendance Records – 3 years + audit

- Time Sheets
- Vacation schedules
- Payroll proofs
- Accrual registers

2013 Personal Property Assessment Forms – 2.11 Personal Property - Assessments (Individual) – 5 years

2014 & 2015 Budget files including -

- External invoices- GS 007 Accounts Payable Records - Completion of audit
- Internal paid information sheets - GS 008 Accounts Receivable Records-Completion of Audit
- Mapping receipts - GS 008 Accounts Receivable Records – Completion of Audit

If you have any questions please contact Scott Shipman, County Assessor.

Thank you,

A handwritten signature in cursive script that reads "Brenda Hinton".

Brenda Hinton
County Registrar



Scott Shipman
County Assessor

December 12, 2018

St. Charles County Registrar
201 North Second Street
Saint Charles, MO 63301

RECEIVED
OFFICE OF COUNTY REGISTRAR

DEC 12 2018

ST CHARLES CO. MO

RE: Destruction of files

Dear Brenda Hinton:

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

- 2014 & 2015 Employee Time files including
 - Time sheets
 - Vacations schedules
 - Payroll proofs
 - Accrual registers
- 2013 Personal Property Assessment Forms
- 2014 & 2015 Budget files including
 - External invoices
 - Internal paid information sheets
 - Mapping receipts

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

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Shipman", followed by a horizontal line.

Scott Shipman
Assessor

sd