



**Brenda Hinton**  
County Registrar

TO: Joann Leykam, Director of Administration  
FROM: Brenda Hinton, County Registrar/Ruth Miller  
DATE: October 16, 2019  
RE: Request for Record Destruction/Public Administrator

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The Public Administrator's Office is seeking Councils' permission to destroy the following records that have met their required retention per the Missouri Secretary of State's Local Records Board.

- See attached list



PUBLIC  
ADMINISTRATOR

Jacquelyn Miller  
Public Administrator

September 26, 2019

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

RECEIVED  
OFFICE OF COUNTY REGISTRAR

SEP 27 2019

ST CHARLES COUNTY, MO

RE: Destruction of files

Dear Ruth Miller,

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

**Financial and Accounting (5 years after State Audit)**

**Due to the 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 #1, Files 1-10, 1993-1997

Box #2, Files 11-21, 1992-1997

Box #3, Files 22-39, 1992-1996

Box #4, Files 40-50, 1993-1997

**Telecommunications Log (1 year retention)**

Box #1, Files 1-10, 1993-1997

Box #2, Files 11-21, 1992-1997

Box #3, Files 22-39, 1992-1996

Box #4, Files 40-50, 1993-1997

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

Sincerely,

Jacquelyn Miller  
Public Administrator