



**Brenda Hinton**  
County Registrar

TO: Joann Leykam, Director of Administration  
FROM: Brenda Hinton, County Registrar  
DATE: March 5, 2021  
RE: Request for Record Destruction/Public Administrator

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Jacquelyn Miller, Public Administrator 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

March 3, 2021

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

RECEIVED  
OFFICE OF THE REGISTRAR

MAR 05 2021

ST CHARLES CO, MO

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 #16, Files 235-248  
Box #17, Files 249-254  
Box #18, Files 255-267  
Box #19, Files 268-277  
Box #20, Files 278-288  
Box #21, Files 289-295  
Box #22, Files 296-308  
Box #23, Files 309-320

Box #24, Files 321-327  
Box #25, Files 328-337  
Box #26, Files 338-360  
Box #27, Files 361-369  
Box #28, Files 370-379  
Box #29, Files 380-384  
Box #30, Files 385-392

**Materials in files are between the years 1981 through 2003.**

**Telecommunications Log (1 year retention)**

Box #16, Files 235-248  
Box #17, Files 249-254  
Box #18, Files 255-267  
Box #19, Files 268-277  
Box #20, Files 278-288  
Box #21, Files 289-295  
Box #22, Files 296-308  
Box #23, Files 309-320

Box #24, Files 321-327  
Box #25, Files 328-337  
Box #26, Files 338-360  
Box #27, Files 361-369  
Box #28, Files 370-379  
Box #29, Files 380-384  
Box #30, Files 385-392

**Materials in files are between the years 1981 through 2010.**

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

Sincerely,

A handwritten signature in blue ink that reads "Jacquelyn Miller". The signature is fluid and cursive, with the first name and last name clearly legible.

Jacquelyn Miller  
Public Administrator