

RESOLUTION #93.1

Be it resolved that the City Clerk be authorized to destroy the following list of records:
(List attached)

Passed this 6th day of January 1993.

Mayor, Nile L. Boyle

City Clerk, Rose Bagley

**REQUEST FOR
AUTHORIZATION FOR DESTRUCTION
OF RECORDS**

Description of Record	Date of Record	Recommended Retention Period
Daily Cash Sheets	1986	5 years
Bank Statements	81-82	10 years
Uarcoes (yellow copy)	1987	5 years
Police Receipts	88-98 & 89-90	2 years
Misc Billing Receipts	89-90	2 years
Gas Slips	87,88,89	2 years
Purchase Order (yellow)	87-88	2 years
Credit Slips for Water Bills	81-84	2 years
Duplicate Daily Edits	81-90	2 years
2 years 1 st copy Handwritten minutes	91-92	2 years

Recommended by _____
City Clerk

Date

Approved by _____
Mayor

Date