

**AGENDA ITEM**  
February 3, 2026

Subject: Record Disposal

Department: City Clerk

Notes: These records have been verified by their respective dept. heads that they have met the retention schedule and may be disposed of by shredding.

**RESOLUTION NO. 1904**

**A RESOLUTION OF THE CITY OF NEVADA, MISSOURI, AUTHORIZING THE DISPOSAL OF CERTAIN RECORDS IN ACCORDANCE WITH THE MISSOURI SECRETARY OF STATE'S RECORDS RETENTION SCHEDULES**

**WHEREAS**, the Missouri Secretary of State's Local Government Records Retention Schedule sets forth the requirements for the retention and disposal of public records; and

**WHEREAS**, certain records maintained by the City have met or exceeded the required retention periods and are eligible for disposal; and

**WHEREAS**, the disposal of said records shall be conducted by shredding to ensure the secure destruction of sensitive and confidential information; and

**WHEREAS**, the City Clerk shall document the disposal of records and shall maintain such documentation as part of the City's permanent records. Documentation of the disposal shall be attached to this Resolution as Appendix A; and

**WHEREAS**, the City Manager or his designee is hereby authorized to dispose of records that have met or exceeded the retention requirements as set forth in the Missouri Secretary of State's Local Government Records Retention Schedule.

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Nevada authorizes the disposal of certain records in accordance with the Missouri Secretary of State's records retention schedule.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Nevada, Missouri, this 3rd day of February, 2026.

(seal)

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CAROL BRANHAM, MAYOR

ATTEST:

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CYNTHIA DYE, CITY CLERK

## APPENDIX A

Department: City Clerk				
YEAR	ITEM	SCHEDULE	RETENTION	DATE MET
2020	Bid Packets	GS-055	5 yrs	1/1/26
2022	Record Requests	GS-066	3 yrs	1/1/26
2022	Proof of Publications	GS-022	3 yrs	1/1/26
2024	Department Reports	GS-021	1 yr	1/1/26
2024	Council Packets	GS-021	1 yr	1/1/26
2024	Speaker Cards/Public Participation	GS-021	1 yr	1/1/26
2024	Proclamations	MS-0043	1 yr	1/1/26
Department: Planning & Zoning Building Inspector				
YEAR	ITEM	SCHEDULE	RETENTION	DATE MET
2016	Backflow Prevention Reports	MS-1323	5 yrs	1/1/22
2017	Backflow Prevention Reports	MS-1323	5 yrs	1/1/23
2018	Backflow Prevention Reports	MS-1323	5 yrs	1/1/24
2006	Backflow Prevention-NRMC	MS-1323	5 yrs	1/1/12
2007	Backflow Prevention-NRMC	MS-1323	5 yrs	1/1/13
2008	Backflow Prevention-NRMC	MS-1323	5 yrs	1/1/14
2009	Backflow Prevention-NRMC	MS-1323	5 yrs	1/1/15
2010	Backflow Prevention-NRMC	MS-1323	5 yrs	1/1/16
2011	Backflow Prevention-NRMC	MS-1323	5 yrs	1/1/17
2012	Backflow Prevention-NRMC	MS-1323	5 yrs	1/1/18
2013	Backflow Prevention-NRMC	MS-1323	5 yrs	1/1/19
2016	Backflow Prevention-NRMC	MS-1323	5 yrs	1/1/22
2017	Backflow Prevention-NRMC	MS-1323	5 yrs	1/1/23
2018	Backflow Prevention-NRMC	MS-1323	5 yrs	1/1/24
2010	Nuisance-compl. form and pictures	GS-113	5 yrs	1/1/16
2011	Nuisance-Notice of Hearing	GS-113	5 yrs	1/1/18
2012	Nuisance-Notice, compl, picutures	GS-113	5 yrs	1/1/18
2013	Nuisance-Notice, compl, picutures	GS-113	5 yrs	1/1/19
2014	Nuisance-Notice, compl, picutures	GS-113	5 yrs	1/1/20
2015	Nuisance-Notice, compl, picutures	GS-113	5 yrs	1/1/21
2016	Nuisance-Notice, compl, picutures	GS-113	5 yrs	1/1/22
2017	Nuisance-Notice, compl, picutures	GS-113	5 yrs	1/1/23
2018	Nuisance-Notice, compl, picutures	GS-113	5 yrs	1/1/24
Department: Finance				
YEAR	ITEM	SCHEDULE	RETENTION	DATE MET
2020	Accounts Payable	GS-007	Completion of Audit	1/1/26
2020	Cash Collections/AR payments	GS-008	Completion of Audit	1/1/26
2020	Purchasing Records	GS-009	3 yrs + compl of audit	1/1/26
2020	Banking and Investments records	GS-010	1 yr + Compl of audit	1/1/26
2020	Receipts	GS-011	Completion of Audit	1/1/26
2020	Fee records	GS-053	Completion of Audit	1/1/26
2020	Contracts, Leases, & Agreements	GS-060	5 yrs. after expiration	1/1/26
2020	Journal entries and vouchers	GS-0717	5 yrs	1/1/26