

**MINUTES OF MEETING
RECORDS CONTROL COMMITTEE
OF THE CITY OF LADUE
ST. LOUIS COUNTY, MISSOURI
WEDNESDAY, JANUARY 30, 2019**

A meeting of the Records Control Committee of the City of Ladue, St. Louis County, Missouri, was held on Wednesday, January 30, 2019, at 3:47 p.m., at City Hall, 9345 Clayton Road. The following members were present:

Erin Seele, City Attorney
Laura Rider, City Clerk

Absent:

Sam Zes, Finance Director

Ms. Rider moved approval of the minutes of the October 30, 2018 meeting, seconded by Ms. Seele, which motion passed unanimously.

Ms. Seele moved approval of the request from the Police Department for destruction of accident reports – no injuries, arrest reports and incident reports all covering the period of 1/1/13 – 12/31/13, in accordance with the proposed method of shredding by Citishred, seconded by Ms. Rider, which motion passed unanimously.

Ms. Rider moved approval of the request from the Building Department for destruction of construction documents for residential building permits covering the period of 1/1/12 – 12/31/13, in accordance with the proposed method of shredding by Citishred, seconded by Ms. Seele, which motion passed unanimously.

Ms. Seele moved approval of the request from the Administration Department for destruction of prosecuting attorney recommendations covering the period of 1/1/13 – 12/3/2017 contingent upon confirmation that all are deferred prosecution cases, in accordance with the proposed method of shredding by Citishred, seconded by Ms. Rider, which motion passed unanimously.

Adjournment: Ms. Rider moved adjournment, seconded by Ms. Seele, which motion passed unanimously. The meeting adjourned at 3:51 PM.



Laura Rider, City Clerk