

**MINUTES OF MEETING
RECORDS CONTROL COMMITTEE
OF THE CITY OF LADUE
ST. LOUIS COUNTY, MISSOURI
WEDNESDAY, FEBRUARY 22, 2017**

A meeting of the Records Control Committee of the City of Ladue, St. Louis County, Missouri, was held on Wednesday, February 22, 2017, at 3:40 p.m., at the City Hall, 9345 Clayton Road. The following members were present:

Laura Rider, City Clerk
Erin Seele, City Attorney

Absent:
Sam Zes, Finance Director

Ms. Rider made a motion to approve the minutes of the July 27, 2016 meeting, seconded by Ms. Seele, which motion passed unanimously.

Ms. Rider moved approval of the request from the Finance Department for destruction of Accounts Payable records consisting of check registers, payment and supporting documentation covering the period of 1/1/2009 – 12/31/2011 by recycling or shredding method, seconded by Ms. Seele, which motion passed unanimously.

Ms. Rider moved approval of the request from the Finance Department for destruction of Accounts Receivable records consisting of cash receipts, deposit slips, remittance stubs and transaction logs by shredding method, seconded by Ms. Seele, which motion passed unanimously.

Adjournment: Ms. Rider moved adjournment, seconded by Ms. Seele, which motion passed unanimously. The meeting adjourned at 3:43 PM.



Laura Rider, City Clerk