

**MINUTES OF MEETING  
RECORDS CONTROL COMMITTEE  
OF THE CITY OF LADUE  
ST. LOUIS COUNTY, MISSOURI  
WEDNESDAY, FEBRUARY 24, 2021**

A meeting of the Records Control Committee of the City of Ladue, St. Louis County, Missouri, was held on Wednesday, February 24, 2021, at 3:30 p.m., via Zoom video conference and at City Hall, 9345 Clayton Road. The following members were present:

Sam Zes, Finance Director (via Zoom at City Hall)  
Erin Seele, City Attorney (via Zoom)

Absent:  
Laura Rider, City Clerk

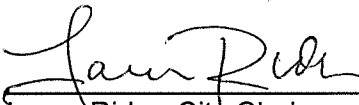
Ms. Seele asked if there were any corrections or additions to the minutes and hearing none made a motion to approve the minutes as submitted. Mr. Zes seconded the motion. Upon voice vote, the motion passed.

Ms. Seele stated the first request was from the Finance Department and consisted of Accounts Payable Invoice/Stubs, Cash receipts, and Bank Reconciliations. Ms. Seele stated from the request and information provided the proposed destruction method is shredding and the records meet or exceed the time for retention under the record retention schedule. Mr. Zes agreed. Ms. Seele made a motion to authorize destruction of the requested Finance Department records by shredding. Mr. Zes seconded the motion. Upon voice vote, the motion passed.

Ms. Seele discussed that the Building Department had also submitted a request for destruction via shredding of a voluminous amount of building permits. Ms. Seele noted that based on the request and information provided, it appeared the subject building permits were not for the completed structure but either HVAC/electrical or other permits which only have a 5 year retention period and building plans or drawings which is 5 years after occupancy, and therefore, all met or exceeded the time for retention. Mr. Zes agreed. Ms. Seele made a motion to authorize destruction of the requested Building Department records by shredding. Mr. Zes seconded the motion. Upon voice vote, the motion passed.

With no further business, Ms. Seele moved adjournment. Mr. Zes seconded the motion. Upon a voice vote, the motion passed.

**Adjournment:** The meeting adjourned at 3:34 PM.

  
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Laura Rider, City Clerk