

**MINUTES OF MEETING
RECORDS CONTROL COMMITTEE
OF THE CITY OF LADUE
ST. LOUIS COUNTY, MISSOURI
WEDNESDAY, NOVEMBER 20, 2019**

A meeting of the Records Control Committee of the City of Ladue, St. Louis County, Missouri, was held on Wednesday, November 20, 2019, at 3:40 p.m., at City Hall, 9345 Clayton Road. The following members were present:

Sam Zes, Finance Director
Laura Rider, City Clerk

Absent:

Erin Seele, City Attorney

Ms. Rider moved approval of the minutes of the January 30, 2019 meeting, with second by Mr. Zes, the motion passed unanimously.

Ms. Rider moved approval of the request from the Administration Department for destruction of Liquor Licenses and related documents covering the period of 01/01/98 – 10/31/12 and Sign Permits and related documents covering the period of 03/24/61 – 07/13/08, in accordance with the proposed method of shredding by Citishred, with second by Mr. Zes, the motion passed unanimously.

Ms. Rider moved approval of the request from the Building Department for destruction of Construction Documents related to Residential Building Permits covering the period of 01/01/13 – 12/31/13 in accordance with the proposed method of shredding by Citishred, with second by Mr. Zes, the motion passed unanimously.

Ms. Rider moved approval of the request from the Building Department for destruction of Construction Documents related to Residential Building Permits covering the period of 1/1/14 - 12/31/14 in accordance with the proposed method of shredding by Citishred effective January 1, 2020, with second by Mr. Zes, the motion passed unanimously.

Ms. Rider moved approval of the request from the Building Department for destruction of Plumbing and HVAC Permits and related documents covering the period of 01/01/13 – 12/31/13 in accordance with the proposed method of shredding by Citishred, with second by Mr. Zes, the motion passed unanimously.

Ms. Rider moved approval of the request from the Building Department for destruction of Plumbing and HVAC Permits and related documents covering the period of 01/01/14 - 12/31/14 in accordance with the proposed method of shredding by

Citishred effective January 1, 2020, with second by Mr. Zes, the motion passed unanimously.

Ms. Rider moved approval of the request from the Finance Department for destruction of Accounts Payable Vendor Invoices covering the period of 01/01/13 – 12/31/13 in accordance with the proposed method of shredding by Citishred, with second by Mr. Zes, the motion passed unanimously.

Ms. Rider moved approval of the request from the Finance Department for destruction of Accounts Payable Vendor Invoices covering the period of 01/01/14 - 12/31/14 in accordance with the proposed method of shredding by Citishred effective January 1, 2020, with second by Mr. Zes, the motion passed unanimously.

Ms. Rider moved approval of the request from the Police Department for destruction of Arrest Records covering the period of 01/01/08 – 11/15/14, in accordance with the proposed method of shredding by Citishred, seconded by Mr. Zes, the motion passed unanimously.

Adjournment: Ms. Rider moved adjournment, with second by Mr. Zes, the motion passed unanimously. The meeting adjourned at 3:43 PM.



Laura Rider, City Clerk