



AGENDA
FINANCE AND ADMINISTRATION COMMITTEE
MEETING

Conference Room 101
Monday, January 5, 2026
4:30 PM

I. NEW BUSINESS

- A. Destruction of Records — F&A Policy No. 1 and State of Missouri Records Retention Schedule
- B. City Hall Directional Signage
- C. St. Louis County Budget Concerns
- D. City Council Strategic Prioritization
- E. Anonymous Code Enforcement Complaints

II. ADJOURNMENT

PERSONS REQUIRING AN ACCOMMODATION TO ATTEND AND PARTICIPATE IN THE FINANCE & ADMINISTRATION COMMITTEE MEETING SHOULD CONTACT CITY CLERK VICKIE MCGOWND AT (636)537-6716 AT LEAST TWO (2) BUSINESS DAYS PRIOR TO THE MEETING.



DATE: December 19, 2025
TO: Finance & Administration Committee
FROM: Vickie McGownd, City Clerk *mgownd*
SUBJECT: Request for Approval of Records Destruction

This memorandum requests approval for the destruction of records that have met or exceeded applicable state retention requirements and no longer possess administrative, legal, fiscal, or historical value to the City of Chesterfield.

On August 8 and September 12, 2025, a representative from the Missouri Secretary of State – Local Records Program – came to City Hall and assisted staff in reviewing and organizing archived files. As a result, certain records were determined to have met or exceeded applicable retention requirements.

The attached Records Destruction List identifies records eligible for destruction, along with the corresponding retention schedule.

Separately, the Police Department has submitted an attached request to destroy records that have met required police-specific retention periods, with the applicable retention schedule also included.

The Missouri Secretary of State recommends that records disposition be documented in the minutes of the City Council or other legally constituted authority with permanent record status. Approval of this request will allow compliance with this guidance.

Staff requests a recommendation to approve the records destruction items for City Council consideration.

**Records Destruction List
Office of City Clerk
April, 2026**

Record Series Title	Inclusive Dates	Cubic Feet (1 box=1.7cf)
City Council/Executive Session Meeting Packets (GS021) <i>1 year recommended; we retain for 5 years</i>	2020	3.40 cf
Files identified at 2025-08-08 meeting		
Banking and Investment Records (GS010) <i>Completion of audit plus 1 year</i>	2018-2020, 2023	17.30 cf
Accounts Receivable Records (GS008) <i>Completion of audit</i>	2018-2023	3.40 cf
Employment Recruitment and Selection Records (GS062) <i>1 year after position filled or recruitment</i>	2012-2016, 2020-2023	9.80 cf
Temporary Employee Files – seasonal workers (GS114) <i>5 years</i>	2012-2018	8.00 cf
Files identified at 2025-09-12 meeting		
Accounts Payable Records (GS007) <i>Completion of audit</i>	2007-2019	4.40 cf
Accounts Receivable Records (GS008) <i>Completion of audit</i>	2013	1.70 cf
Special Program Applications (GS131) <i>Sewer lateral; completion of audit</i>	2010, 2023	3.40 cf
Temporary Employee Files (GS114) <i>Seasonal workers; 5 years</i>	2006-2009	3.40 cf
Permits and Licenses (GS050) <i>Business licenses; retain 2 years after expiration</i>	2009-2022	2.00 cf
Receipts (GS011) <i>Completion of audit</i>	2023	1.70 cf
Federal and State Tax Records (GS034) <i>1099s; 5 years</i>	1990-2011	1.00 cf
Monthly Reports of Building Permits Issued (GS122) <i>3 years</i>	1990	1.70 cf
Total Cubic Feet		61.20

Included with City Council Minutes – Date: _____

Records destroyed – Date: _____

Signature: _____

Vickie McGownd, City Clerk

Date: _____



LOCAL RECORDS PROGRAM DISPOSITION LIST

OFFICE: City of Chesterfield,
Office of the City Clerk
DATE: August 8, 2025

The following records have met their retention schedule and are recommended for disposal under RSMo 109.230 subsection 4. The officeholder with jurisdiction over these records may elect to take the following action: store the records, destroy the records, or de-accession the records. If the records are destroyed or donated to a local historical agency, the action should be recorded in the jurisdictional minutes with the record series and inclusive dates.

During this visit, 55.40 cubic feet of municipal records were reviewed.

RECORD SERIES TITLE	INCLUSIVE DATES	CUBIC FEET
Banking and Investment Records (GS010), Completion of audit plus 1 year; destroy	2018-2020, 2023	17.30 cf.
Accounts Receivable Records (GS008), Completion of audit; destroy	2018-2023	3.40 cf.
Employment Recruitment and Selection Records (GS062) Retain unsuccessful applications, all background checks and other records 1 year after position filled or recruitment; destroy securely	2012-2016, 2020-2023	9.80 cf.
Temporary Employee Files – seasonal workers (GS114) 5 years; destroy	2012-2018	8.00 cf.

Total Cubic Feet: 38.5

Read into City Minutes – Date: _____

Destroyed – Date: _____

Signature: _____ Date: _____



LOCAL RECORDS PROGRAM DISPOSITION LIST

OFFICE: City of Chesterfield,
Office of the City Clerk

DATE: September 12, 2025

The following records have met their retention schedule and are recommended for disposal under RSMo 109.230 subsection 4. The officeholder with jurisdiction over these records may elect to take the following action: store the records, destroy the records, or de-accession the records. If the records are destroyed or donated to a local historical agency, the action should be recorded in the jurisdictional minutes with the record series and inclusive dates.

During this visit, 30 cubic feet of records were reviewed.

RECORD SERIES TITLE	INCLUSIVE DATES	CUBIC FEET
Accounts Payable Records (GS007) Completion of Audit, destroy	2007-2019	4.40 cf.
Accounts Receivable Records (GS008) Completion of audit, destroy	2013	1.70 cf.
Special Program Applications (GS131) Sewer Lateral; Completion of audit, destroy	2010, 2023	3.40 cf.
Temporary Employee Files (GS114) Seasonal workers; 5 years, destroy	2006-2009	3.40 cf.
Permits and Licenses (GS050) Business licenses; Retain 2 years after expiration, Destroy securely	2009-2022	2.00 cf.
Receipts (GS011) Completion of audit, destroy	2023	1.70 cf.
Federal and State Tax Records (GS034) 1099s; 5 years, destroy securely	1990-2011	1.00 cf.
Monthly Reports of Building Permits Issued File (GS122) 3 years, destroy	1990	1.70 cf.

Total Cubic Feet: 19.3

Read into City Minutes – Date: _____

Destroyed – Date: _____

Signature: _____ Date: _____

Local Records Retention Schedules

Missouri Revised Statutes Chapter 109 (Public and Business Records) Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal and legal records created by local governments.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules.

August 2025

GS 021 Meeting Records – updated note on best practice
GS 131 Special Program Applications – Updated with Sr. Citizen Tax Applications 7/7/2025
Added GS 132 Photo/Video Release Waiver
Added GS 133 Purchasing Card Authorization
Added GS 134 Traffic Impact Study
Added GS 135 Comprehensive Development Plans
Added GS 136 Financial Instrument Files

General Records Retention Schedule

Using this Records Retention Schedule

Every day local government offices throughout Missouri produce records that document the rights of citizens, the actions of the government that serves them and the history of the community in which they live. It is the responsibility of local government to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that have enduring and permanent value.

The introduction to this retention schedule provides local government officials with basic information on records and the application of retention schedules.

What is a Record?

A "**record**" is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

Non-Records

Even though records include a broad spectrum of recorded information, not all recorded information is a record. According to Section 109.210(5) RSMo, the following are not records: "...Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records..."

Other examples of non-records include the following materials:

- Identical copies of documents maintained in the same file.
- Extra copies of printed or processed materials (official copies of which are retained by the office of record).
- Superseded manuals and other directives (maintained outside the office of record).
- Materials documenting employee fringe activities (blood donors, charitable funds, social and professional meetings, etc.)
- Work papers and drafts of reports or correspondence. Transcribed stenographic materials.
- Blank forms.

- Materials received from other activities that require no action (official copies of which are retained by the office of record).
- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record.
- Survey forms

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Avoid filing non-record material with records.

The Value of Local Government Records

Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and the feasibility of preservation microfilming. Examples of permanent records include year-end reports; minutes; property records such as deeds; and birth, death and marriage records.

Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching end of the retention period, be destroyed.

Statutory Authority for Establishing Records Retention Requirements

In 1965, the Missouri General Assembly established a State Records Commission to approve retentions for records produced by state agencies. In 1972, Missouri's Business and Public Records Law (Chapter 109) was expanded to include local government. Thus, the Missouri Local Records Board was established to set retention times for local government records. The 16-member board, chaired by the Secretary of State, consists of local government officials from all classes of counties and cities, elementary and secondary education, higher education and a person active in historical society groups.

Supplemental to the Local Records Board, the Records Management and Archives Service of the Secretary of State's office provides assistance to local governments and implements board policy.

Application of the Records Retention Schedule

This schedule establishes minimum retention periods and authorizes dispositions for many of the administrative, fiscal and legal records common to most local governments. Retention periods are based upon federal and state mandates, record surveys, business needs, and general knowledge as to how long records should be kept. Using the schedule as a guide and without seeking further approval from the Local Records Board, any local government may regularly dispose of any of its records that appear on this schedule. The schedule is subject to the following exceptions and limitations:

- A. Local government offices may retain any of their records beyond the retention periods set by the schedule, as they deem necessary. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so. Unnecessary retention of records can be expensive in space and filing equipment and may expose the office to costly litigation and discovery requirements.
- B. This schedule does not relieve local governments of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.
- C. This schedule generally reflects audit requirements in its prescribed retention periods, but audits are not always completed in a timely fashion. Therefore, any record required for an audit must be retained until completion of that audit, regardless of its stated retention period in the schedule.
- D. This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules. All schedules are available on the Secretary of State's website at <http://www.sos.mo.gov/archives/localreecs/schedules>

Destruction of Records

The records classification and retention periods in this manual constitute legal authority for retention and disposal of official records. No records can be destroyed until they meet the minimum retention period listed in this manual. In cases where there is no schedule for a particular record series, the Local Records Board must grant permission for the destruction.

The disposition of records should be recorded in a document such as the minutes of the city council or other legally constituted authority that has permanent record status. The record should include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was accomplished.

The retention schedule does not prescribe the method of destruction (shredding, burning, landfills, etc.), however, record series with a disposition of *Destroy securely* contain confidential data. These records should be destroyed under the supervision of a competent person(s) designated (or appointed) to ensure that no records fall into unauthorized hands and that the data cannot be reconstructed.

When records, open or confidential, have been destroyed by decay, vermin, fire, water or other means making their remains illegible, the custodian of records may dispose of the remains after verification and documentation by the Local Records Program, Office of the Secretary of State.

Preservation of Permanent Records

A fundamental, yet often neglected obligation of local government is to care for the permanent records it generates and receives regardless of format. The records, both electronic and physical, that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a physical record's medium: paper, magnetic tape, film, etc. -and the quality of the environment in which it is kept-temperature, humidity, light, and air-determines the severity and rate of its deterioration. For electronic records the concerns include media decay, hardware/software obsolescence, and migration of data into the current standard: PDF-A, TIF, etc.

By imaging permanently valuable records, local governments can generate durable microfilm for preservation and disaster recovery, while also maintaining an electronic version for access. When microfilmed, processed, and maintained to archival specifications, a master negative will ensure that permanently valuable records are preserved for generations to come (microfilm has an estimated shelf life of over 500 years). Microfilm that meets the standards outlined here is eligible to be stored by the Missouri State Archives at no cost.

The Missouri Local Records Grant program can provide financial assistance in the form of grants-in-aid to supplement local funds for preservation initiatives, such as archival supplies, shelving and preservation microfilming.

Reformatting Standards

In accordance with RSMo 109.241.4, the Local Records Board has adopted the following standards for microfilm and digitized records. To be in compliance for image permanence, microfilm must conform to the technical standards outlined in the *Guidelines for Microfilming Public Records*, drafted by the Local Records Program and available on the Secretary of State's website at: <http://www.sos.mo.gov/archives/pubs/mfmg>. To ensure the permanence of electronic records and digitized records, electronic records management systems must meet the standards outlined in the most current version of ISO 15489. Certification that records have been reformatted in accordance with these standards should be maintained locally and classified under *General Records Retention Schedule* "GS 018 Records Management Records."

Essential Records

Certain records are so important to the continued operations of a government or to the protection of the rights and property of citizens that the records are considered vital. Essential records require special safeguards to ensure that the information and evidence in the records will survive a disaster.

The best method to safeguard essential records is to store a duplicate copy in another location (i.e., bank vault, off-site private storage, or Secretary of State's Office). In many instances, duplicate copies are created as part of the regular operating routine of the office—security copies on computer tapes, microfilm, or paper copies distributed to other offices or agencies. If these copies and the originals are stored in separate buildings, these essential records are adequately protected.

A Note about Retention Periods

This schedule provides minimum retentions. Local authorities may choose to keep a particular series or record for a longer period of time. It should be kept in mind, however, that a record kept beyond its listed retention must be made available for inspection upon request.

The point at which a retention period begins is termed a cutoff, or trigger. Typically this is on a regular cycle—the end of the calendar year, the end of the fiscal year, etc. This is the period of the inactive record. A traditional example of this would be the period when records are boxed and removed from active file cabinets and work areas.

When determining cutoffs, a good rubric is outlined in DoD 5015.02 “Electronic Records Management Software Applications Design Criteria Standard”:

- A. retention periods of less than 1 Year, the cutoff is equal to the retention period;
- B. retention periods of 1 Year, or more, the cutoff is at the end of the fiscal or calendar year;
- C. for records with a retention period based on an event or action, the cutoff is the date the action is completed;
- D. for records with a retention period based on a specific time period after an event or action, apply the retention period after the action is complete.

Retention Definitions:

COA=Completion of Audit. Note that COA is coupled with a lot of 5-year entries to help encourage regular audits. Not all jurisdictions are required to have audits by statute. Audits for some municipalities are governed by the level of federal financing for bonds and public improvements, and thus are governed by federal retentions. Most municipalities are governed by their local authority (alderman, council, mayor, etc.) for auditing policy. Local jurisdictions may consult RSMo 29 to review the State Auditor's chapter for petition audits (see RSMo 250 for large capital projects such as bonds for water and sewer). For general auditing explanations and advice we recommend that clerks contact the State Auditor's office at 573.751.4213.

DCA=Destroy in Current Area/Reference. Series with these retentions are considered “reference” records and may be destroyed when they are no longer of use.

Modifications and Additions

Because records reflect activities that are constantly changing, the retention requirements for them sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. Furthermore, because local governments are so large, it is impractical to consult with every office regarding specific schedule entries. There may be some retention periods and disposition requirements within this schedule that fail to account for all relevant factors and there may be some important record series not addressed here which need to be added. The Local Records Program welcomes all comments and suggestions concerned with improvement of record retention schedules through modifications and additions.

For further information on any records management or preservation issue, please contact:

Missouri Secretary of State
Local Records Preservation Program
PO Box 1747, Jefferson City, MO 65101-1747
Telephone: (573) 751-9047
local.records@sos.mo.gov

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General Records Retention Schedule

Administrative Records

GS 001

Also Called:
Function:

Content:
Minimum Retention:
Disposition:
Note:

Approval Date:

Annual and Special Reports

Summary reports documenting the program or primary activities and accomplishments of the local government unit for the previous year. Often compiled from monthly, quarterly or other subsidiary activity reports, including surveys.

May include: statistics, narratives, graphs, diagrams, and similar information.

Permanent

Archive. Microfilm for preservation

Provides administrative history of the office. Any report read into the official minutes may be destroyed

August 15, 2001

GS 012

Also Called:
Function:

Content:

Minimum Retention:
Disposition:
Note:

Approval Date:

Correspondence - General

Letters, Memoranda, E-mail

Correspondence that pertains to routine matters handled in accordance with existing policies and procedures. Does not contain significant information about office policies or programs.

May include: incoming and outgoing letters, memoranda, notes, acknowledgements, notices, non-Sunshine requests for information or publications, enclosures, and attachments.

1 year

Destroy

See also GS 013 Correspondence-Policy; GS 066 Public Information Requests and Documentation

August 15, 2001; Revised August 23, 2011

GS 012.1

Also Called:
Function:

Content:

Minimum Retention:
Disposition:
Note:
Approval Date:

Correspondence - Transitory

Letters, Memoranda, E-mail

Documents of short-term interest that have no documentary or evidentiary value, which are not included in another record series

May include: correspondence which requires no administrative action, policy decision, special compilation or research; quasi-official notices that do not serve as the basis of official action, such as holiday notices, reminders of charitable campaigns, upcoming events, unsolicited vendor solicitations, etc.

None

Destroy

See also: GS 012 Correspondence-General; GS 013; GS 066

August 25, 2009; Revised August 23, 2011

GS 013

Also Called:
Function:

Content:

Minimum Retention:
Disposition:
Note:

Approval Date:

Correspondence - Policy

Letters, Memoranda, E-mail

Correspondence which state or form the basis of policy, set important precedents or record important events in the operational and organizational history of the governmental body.

May include: incoming and outgoing letters, memoranda, notes, reports, studies, and other records.

Permanent

Archive. Microfilm for preservation

This form of correspondence will come exclusively from elected officials, administrators, managers, or supervisors. See also GS 012; GS 012.1

August 15, 2001; Revised August 23 2011

GS 014

Also Called:
Function:
Content:

Minimum Retention:
Disposition:
Note:
Approval Date:

Mailing Lists

Lists compiled to facilitate billing, official notification, etc.
 May include: name of individual, group or business, address, name and title of contact person, telephone number, comments and similar data.
 Destroy when superseded or obsolete
 Destroy

August 15, 2001

GS 016

Also Called:
Function:

Content:

Minimum Retention:
Disposition:
Note:
Approval Date:

Telecommunications Log

Telephone Log, Communications Log
 Registers incoming and outgoing communications including radio, telephone, fax, computer aided dispatch, and teletype transmissions.
 May include: telephone number initiating/receiving call, length of call, date and time, subject, location, response, message, and other data depending on the type of transmission.
 1 year
 Destroy

August 15, 2001

GS 017

Also Called:
Function:
Content:

Minimum Retention:
Disposition:
Note:
Approval Date:

Telecommunications System Management Records

Documents the creation, modification or disposition of telecommunications systems.
 Records may include but are not limited to: equipment records, Federal Communication Commission records, repaid order forms, systems planning records, telecommunication maintenance contracts, service orders, and correspondence.
 Destroy 1 year after system is superseded
 Destroy

August 15, 2001

GS 018

Also Called:
Function:
Content:

Minimum Retention:
Disposition:
Note:
Approval Date:

Records Management Records

Documents the authorized retention, scheduling, inventory and disposition of public records.
 May include, but not limited to: procedural guidelines, records retention schedules, inventory reports, transfer agreements, disposal lists, destruction authorizations, and correspondence.
 Retain permanently all inventories; disposal lists; destruction authorizations and transfer agreements. Other records: Retain until superseded or no longer useful.
 Records with permanent value: Archive. Microfilm optional. Other records: destroy.

August 15, 2001

GS 019

Also Called:
Function:
Content:

Minimum Retention:
Disposition:
Note:
Approval Date:

Vendor Files

Vendor Lists, Registers or Logs
 Documents vendors providing goods and services to local government.
 May include: name of vendor or company, name of contact or agent, address, telephone and fax numbers, e-mail and web site address, description of goods and services provided.
 Destroy when superseded or obsolete
 Destroy

August 15, 2001

GS 020

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Work Orders

Maintenance requests; Service requests; Service report; Application for Services Active/Inactive; Rejected Application for Services.

Internal records documenting requests and authorizations for needed services, including repair of government owned property.

May include: copy center work order, telephone service and installation requests, printing orders, repair authorizations, and similar records.

3 years

Destroy

August 15, 2001

GS 021

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Meeting Records (for Boards, Commissions, Committees, or Other Public Bodies)

Documents the proceedings of public bodies described in RSMo 610.010 (4).

May include: minutes, agendas, exhibits, resolutions, indexes, staff reports, correspondence, related documentation, audio or visual recordings.

Permanent - Minutes, agendas, exhibits, resolutions, and indexes (not retained permanently elsewhere); Other records - 1 year

Permanent records - Archive. Microfilm for preservation. Other records - Destroy.

NOTE: Best practice for meeting records is to not include, or to redact, personally identifiable information (pii) in permanent minutes such as: e-verify forms from contractors bidding on public contracts. See also: GS 085 Meeting Records (internal agency staff/committee)

August 19, 2003; Updated August 19, 2025

GS 022

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Public Notice Records

Affidavits of Publication, Notice of Meetings, Public Notices, Proof of Publication, Zoning Notices, Written Notice of Public Hearing

Records documenting compliance with laws requiring public notice of governmental activities

May include: public or legal notices, certificates, affidavits of publication, and similar documents

3 years

Destroy

See also: GS 055 Bid Records

August 19, 2003; Updated August 25, 2020

GS 023

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Capital Improvement Projects Files

Records related to construction/renovation/repair of publicly owned buildings, structures, streets, sidewalks or other infrastructure.

May include: correspondence, bids, specifications, plans, designs, drawings, reports, notes, change orders, etc.

Retain for the life of the structure, sidewalk, or road, plus 10 years; May be subject to federal requirements.

Destroy

August 19, 2003; Revised August 23, 2011

GS 024

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Computer Software Licensing Files

Documents proving the licensure and implementation of computer software programs by the agency.

May include: permitted uses, rights and restrictions, warranty information, liability statement, and laws governing the product.

Retain for the duration of license plus 5 years

Destroy

August 19, 2003

GS 025*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Computer System Documentation**

Records related to the development, implementation, modification, and use of computer programs and systems.

May include but is not limited to: system overviews, operation logs, system instruction manuals, system development logs, system specifications and changes, conversion notes, flow charts, data set logs, inventories, and record layouts, hard copies of tables, data dictionaries, programming logs, program specifications and changes, program listings, migration plans, commercial software manuals, related correspondence and documentation. Migration plans: Until superseded; Other records: 1 year after system is superseded
Destroy

August 19, 2003

GS 036*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Publications**

Published records produced by or for a local government entity or any of its departments or programs and made available to the public.

Includes newsletters, pamphlets, brochures, leaflets, reports, studies, proposals, and similar published records.

Retain brochures, pamphlets, and leaflets until superseded or obsolete. Retain one copy of all others permanently.

Permanent records: Archive. Other records: Destroy.

Does not include publications received from federal, state, private or other sources - these publications and extra copies of local government-produced publications should be retained as needed.

August 19, 2003

GS 037*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***News Releases**

Prepared statements, announcements, news conference transcripts, and similar records issued to the news media by the local government entity.

May include news releases announcing routine events or actions carried out within the scope of existing policies.

Retain policy and historic news releases permanently. Retain routine news releases 2 years.

Permanent records: Archive. Other records: Destroy.

Some releases may merit inclusion in applicable related record series (e.g., Incident Case Files, Fire Investigation Records, etc.)

August 19, 2003

GS 038*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Scrapbooks, Photographs and Clippings**

News Clipping File; Scrapbooks; Photo File; Photograph Album

Documents a chronological or similar record of the local government entity.

May contain photographs, newspaper or magazine clippings, commentaries, and other items pertaining to the activities, actions, and reactions of the local government officials, personnel, and citizens. Scrapbooks vary greatly in their content and value. Some may have historical value e.g. World War II Servicemen/Women scrapbooks.

Retain as needed.

Records with permanent value: Archive. Other records: destroy.

Contact the Missouri Local Records Program for historical evaluation.

August 19, 2003

GS 039

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Technical Manuals, Specifications, and Warranties

Owners manuals and warranties for government-owned vehicles and equipment. Manuals often include specifications, operating instructions, and safety information. Warranties include terms of coverage for repair or replacement of equipment. Retain manuals until disposition of vehicle or equipment. Retain warranties until expiration. Destroy

August 19, 2003

GS 044

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Commission and Appointment Records

Board Committee files; Appointment files
Appointments made by authorized elected officials to committees, boards, commissions, task forces, other advisory groups, or public offices. May include applications, interview notes, resumes, staff reports, letters of recommendation, letters of appointment, and related non-routine correspondence. Record in official minutes. Retain records 1 year after expiration of appointment. Destroy securely.

August 24, 2004

GS 045

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Bonds, Public Officials and Employees

Public Official Bond, Commissions and Official Bonds
Documents the posting of fidelity, performance, or position bonds to guarantee the honest and faithful performance of elected officials, individual employees, or groups of employees. May include: bond number; name and position(s) of individual or group; insurance company; amount of coverage; appointment data; effective and expiration dates; attorney-in-fact; signatures; attached affidavit and attached power of attorney from insurance company. Retain 6 years after expiration. Destroy securely.

August 24, 2004

GS 046

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Oaths of Office

Oaths of Office of Elected and Appointed Officials
Signed oaths taken by various elected and appointed officials before discharging duties of office. May include: date, name, office held, text, and signatures. May also include certificate of election. Retain 1 year after expiration of term. Review for historical value. Retain permanently those with historical value, destroy all others. May be filed separately or with appointment files. August 24, 2004

GS 047

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Policy and Procedure Files

Directives; Manuals
Documents policies, procedural directives and manuals developed by the agency to govern its internal management functions such as payroll, procurement, personnel administration, equipment inventory, and other internal management matters. May include: internal rules and regulations, sometimes separated by departments; step-by-step procedures used as training manual for job functions; policies for vacation pay, hiring, firing, employee safety and other personnel matters. Often published in manual or booklet format. Retain routine clerical manuals until superseded, updated, or no longer needed for reference. Retain one copy of all other policy documentation permanently. Permanent records: Archive. Other records: Destroy securely. August 24, 2004

GS 048**Orders Issued by Local Governing Bodies (commissions, councils, legislatures, etc.)**

Also Called:
Function:

County Court Orders; Writs of execution
Documents directives issued by local governing body, including those related to tax collection/abatement.

Content:
Minimum Retention:

If recorded in official minutes, retain through Completion of Audit. If not recorded, retain permanently as official copy.

Disposition:
Note:

Permanent records: Archive. Other records: Destroy securely.
Tax change must be entered into the permanent tax record book prior to the destruction of the court orders for tax abatements/additions.

Approval Date:

August 24, 2004

GS 049**Request and Complaint Files**

Also Called:
Function:
Content:

Documents citizen requests or complaints about service, maintenance, repairs, materials, etc. Information often includes name, phone number, and address of person making request or complaint, narration of request or complaint, name of person responding to request or complaint, dates of related activities, and other data.

Minimum Retention:
Disposition:
Note:

3 years after final disposition
Destroy securely.
See also: Equal Employment Opportunity (EEO) Records and Grievance and Complaint Records in the Personnel section; See also: Correspondence, General in this section for routine requests for information or publications.

Approval Date:

August 24, 2004

GS 050**Permits and Licenses**

Also Called:
Function:

Building Trades Certification; Contractor Licensing File; Application for Motor Vehicle License; Business License; Facility Use Permit; Parade Permit; Liquor License
Records documenting review, background investigations, recommendations and other actions related to permits and licenses issued for various activities such as: the use of public facilities for dances, parades, etc.; the operation of retail and other businesses including sales, solicitors, second-hand dealers and taxi cabs; also tree removal, temporary signs, keeping livestock, billboards, etc.

Content:
Minimum Retention:
Disposition:
Note:

May include: applications, background investigation reports, permits, licenses, renewals and related records.

Retain 2 years after expiration.

Destroy securely

This record series does not apply to several types of permit records related to construction, certain public works functions, and others. See: GS 052 for Building Permits and Applications. See: specific office schedules for other permits.

Approval Date:

August 24, 2004

GS 051**Disaster/Emergency Preparedness and Recovery Records**

Also Called:
Function:

Civil Defense Plans/Files; Homeland Security Plans; Emergency Management Files; Disaster Plan; Drill Records

Documents the plans for protection and reestablishment of services and equipment in the event of a disaster (natural, chemical, terrorist, etc.).

Content:
Minimum Retention:
Disposition:
Note:

May include: plan, procedures, checklists, emergency phone numbers and addresses. Also records of practice drills and preparations.

Retain until superseded or no longer needed. Evaluate for historical content.

Retain documents with historical value permanently; all others: Destroy securely

Disaster/Emergency Preparedness and Recovery Plans are considered ESSENTIAL RECORDS (see note in introduction). Recommend duplicate copies be maintained in a secure location, accessible to authorized personnel in the event of an emergency.

Approval Date:

August 24, 2004

GS 065*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Participant Registration and Attendance Records**

Documents the registration and attendance of participants in sponsored events, activities, and classes.

Records may include registration forms or cards, class or activity rosters, consent/waiver forms and related documents. Information usually includes name, dates, and times of class or activity, fee paid, and name, address, phone number, and signature of participant. Further information may include pertinent medical data, date of birth, signature of parent or guardian, and other data.

3 years

Destroy securely.

August 24, 2005

GS 066*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Public Information Requests and Documentation**

Sunshine Law Requests; Open Records Requests; Request for Voter Information Data Requests for information pursuant to RSMo 610 (Sunshine Law) and related documentation. May include, but is not limited to: a description of the records being requested (a specific document created on a certain date, or records of a general subject matter within a general date span); whether a copy will be required or the records will be viewed in person; and the name, address, phone number or electronic mail address of the person requesting information. If the record does not exist or cannot be found, certification of this information may be included. When a request is denied, contents may also include a statement of denial, appeal records, documentation of review and decision.

Retain request forms for military information 5 years. (RSMO 59.480) Retain all other requests 3 years.

Destroy

For detailed information about Missouri's Sunshine Law, go to the Attorney General's web site: <http://www.ago.state.mo.us/sunshinelaw/sunshinelaw.htm>.

August 24, 2005

GS 067*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Vehicle Ownership and Maintenance Records**

Certificate of Title; Registration; Licenses; Warranties; Maintenance Record; Vehicle and Equipment Checklist.

Documents purchase, ownership, licensing and maintenance of all office-owned vehicles. May include, but is not limited to: legal titles, registration documents, purchase invoice, contracts, warranties, inspections, maintenance logs.

Retain titles, licenses, warranties, and maintenance records until vehicle is sold or disposed of. Retain registration records until superseded or disposition of vehicle.

Destroy

August 24, 2005

GS 069*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Equipment Ownership and Maintenance Records**

Legal titles; warranties; maintenance log

Records documenting the legal ownership and maintenance of all office-owned equipment.

May include, but is not limited to: date of purchase or lease; purchase price; contract or lease agreement; warranty information; ownership information; make and model; owner's manual; maintenance/service agreements; maintenance logs.

Retain for the life of the equipment, then transfer to the new owner of the equipment or destroy as appropriate.

See also: Vehicle Ownership and Maintenance Records.

August 24, 2005

GS 071*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Gift and Contribution Records**

Donations; memorials; fundraising records

Records documenting gifts and contributions to the local government that result from fundraising efforts, donations, memorials, or tributes by private individuals or corporations. May include, but is not limited to: donor and acknowledgment letters, acquisition lists itemizing purchases made with contributed money (books, art, equipment, etc.), checks, receipts, conditions or restrictions, plans and work lists for fundraising events, and related records. Memorials, bequests, major single donations--Permanent; Other fundraising activities--COA

Permanent records: Archive. Other records: Destroy

August 24, 2005; Revised August 24, 2016

GS 072*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Calendars and Scheduling Records**

Appointment books; planners

Records kept to document and facilitate the routine planning and scheduling of meetings, appointments, daily tasks, or similar activities.

May include, but is not limited to: time, location, and topic of meetings, appointments, or events; names and phone numbers of participants of meetings or events; prioritized daily tasks; travel schedules.

1 year

Destroy

August 24, 2005

GS 074*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Audit Reports - Non-Financial**

Performance Audits; Attestation Engagements; Non-audit Services

Documents investigations or reviews prepared or conducted by internal/external auditors regarding the performance or management of a program, department or agency. Audits may assess effectiveness, economy, and efficiency; internal controls; and compliance with legal or other requirements. May also provide prospective analyses, guidance, or summary information.

May include, but is not limited to: reports; recommendations; working papers; analysis; supporting documents; correspondence.

Retain final reports permanently. Retain working papers and supporting documentation 5 years from report date.

Permanent records: Archive. Other records: Destroy.

See also GS 002 Audit Reports - Financial.

August 24, 2005

GS 075*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Charters and Articles of Incorporation**

A written instrument that creates and defines the rights and privileges of a city, educational institution, corporation, or other organization.

May include, but is not limited to: original charter, petitions for incorporation, constitution, by-laws, amendments.

Permanent

In the case of citizen petitions for incorporations, only one sample need be retained.

August 24, 2005

GS 076

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Administrative Reports

Activity reports; daily, weekly, monthly, or quarterly reports; management reports; subsidiary

Security Sign in/Sign out sheet, etc.

Internal documents that are produced daily, weekly, monthly, or quarterly by local government units to detail program activities, operations, and/or accomplishments. Useful for compiling annual reports, planning and budgeting, and monitoring work progress.

May include, but is not limited to: type of activity; employees and/or volunteers involved; time spent on activity; work completed; related information in narrative or statistical form.

Completion of audit

Destroy

August 24, 2005; Revised August 28, 2012

GS 077

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Deeds and Conveyances

Dedication deeds; Record of Right of Way; Deed of Conveyance; Easements

Transfer of property or property rights to/from a local government entity.

May include, but is not limited to: names and addresses of grantors and grantees; description of property; date property was transferred or granted; cross-referenced volume; page number of recorder's plat books; and signature confirming transaction. Similar records in this series include title opinions, abstracts and certificates of title, title insurance, and documentation concerning alterations or transfer of title.

Permanent

Archive

August 24, 2005; Updated July 7, 2025

GS 078

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Ordinances and Resolutions

Legislative and non-legislative actions that document policy development. An ordinance defines a law set forth by the governmental authority; a resolution is a formal expression of opinion, will, or intent voted by the official body.

May include, but is not limited to: ordinance or resolution number; title; text; date; appropriate signatures; seal; supporting documentation.

Permanent

Archive. Microfilm for preservation.

Codified ordinances and resolutions are considered reference copies and may be destroyed when superseded.

August 24, 2005; Revised August 25, 2015

GS 079

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Websites

A group of World Wide Web pages usually containing hyperlinks to each other and made available online by the local government entity for responding to public inquiries and providing information about the entity.

May include, but is not limited to: location of office; hours of operation; organization and officials; services provided; publications; announcements; other information related to the entity and the conduct of its business.

DCA

Destroy

August 24, 2005; Revised August 24, 2010

GS 082

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Mission Statement

Outlines functions and duties of organization, board, etc.

Destroy when Superseded
Destroy

August 20, 2008

GS 085

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Meeting Records (internal agency staff/committee)

Documents proceedings of internal agency/departmental meetings
May include: minutes, agendas, exhibits, reports or related documentation
Minutes, agendas, reports retain 3 years; Other materials, DCA

Destroy
See also: GS 021 Meeting Records (for Boards, Commissions, Committees, or Other Public Bodies)

August 24, 2010

GS 087

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Unclaimed Property

Abandoned Property

Documents the handling of property that has been abandoned: may include cash from bank accounts, stocks, bonds and safe deposit boxes; may also include uncollected insurance policy proceeds, government refunds, utility deposits and wages from past jobs

1 year after turning over State Treasurer

Destroy

State law requires financial institutions, insurance companies, public agencies and businesses to turn over unclaimed property to the state if they have had no contact with the owners for 5 or more years. Per RSMo 447.532, unclaimed property held by political subdivisions can be turned over to the state after 3 years of no contact with an individual. See also GS115 Abandoned Property—Towing/Sales Records

August 24, 2010

GS 088

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Electronic Recordings

Surveillance Camera Video; Body Camera Video/Footage; Audio Recordings; Utility Radio Traffic; Customer Service Recordings; Multimedia Recordings; Audio/Visual Recordings
Recordings made for security/oversight purposes

30 days and review*

Destroy/reuse

*Managers should extract significant information involving criminal or other liability issues prior to deleting video/reusing tape. Extracted video/audio must be maintained until administrative/judicial proceedings are complete. The North American Electric Reliability Corporation (NERC) sets standards for power system operations and requires utility radio communication recordings to be retained for 90 days. See Also Police Schedule and Sheriff Schedule for law enforcement/corrections video.

August 24, 2010; Revised August 23, 2023

GS 092

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Local Finance Initiative Administrative Records

Tax Increment Financing (TIF); Community Improvement District (CID); Local Option Economic Development Sales Tax; Neighborhood Improvement District (NID); Property Tax Abatement; Transportation Development District (TDD)

Documents verifying the creation and governance of special economic development districts
May include resolutions, agreements, certifications, etc.

Life of the district + 10 years; withdrawn petitions, or those denied or rejected for technical issues, 1 Year

Destroy

TIFs are governed under RSMo 99.800-99.865; Local Option Economic Development Sales Tax, RSMo 67.1300; Neighborhood Improvement District, RSMo 67.453-457; Property Tax Abatement, RSMo 353; Transportation Development District (TDD), RSMo 238.200-275.
August 24, 2010; Revised August 28, 2012; Revised August 25, 2015

GS 093

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Local Finance Initiative Financial Support Records

Tax Increment Financing (TIF); Community Improvement District (CID); Local Option Economic Development Sales Tax; Neighborhood Improvement District (NID); Property Tax Abatement; Transportation Development District (TDD)

Documents that provide the basis for the permanent general ledger for special economic development districts

Bills, invoices, receipts, vouchers, etc.

10 years after creation of record

Destroy

TIFs are governed under RSMo 99.800-99.865; Local Option Economic Development Sales Tax, RSMo 67.1300; Neighborhood Improvement District, RSMo 67.453-457; Property Tax Abatement, RSMo 353; Transportation Development District (TDD), RSMo 238.200-275.
These documents are short term records, the permanent financial record is the General Ledger which is scheduled under the County Collector, 005.033
August 24, 2010; August 28, 2012

GS 095

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Domestic Partnership Registry

Documents formal domestic partnership relationships for purposes of employee benefits, hospital and nursing home visitation or other privileges associated with family/spouse
Names, Addresses, Date of Registration, Date of Separation

Permanent

Archive

These registries are created through local ordinances.

August 23, 2011

GS 097

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Domestic Violence Shelter Records

Documents operations of publicly operated domestic violence shelters

May include social worker notes, class notes, signed consents, referrals to other agencies, medical records

5 Years after last contact

Destroy

Per RSMo 455.200-230, domestic violence shelters may be established under the authority of various city or county offices. These are confidential client records of the shelter.

August 28, 2012

GS 098

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Maps and Plats File

Emergency Maps; Parking Meter Maps; Traffic Light Maps; Electrical Line Maps; Gas Line Maps; Water Pipe/Main Maps; Cemetery Maps and Plats; Landfill Site Map; Sewer Map; Street Map; Plat Map; etc.

General reference maps to political subdivision

May include existing and proposed dwellings and structures, street maps, utility maps, annexation and zoning maps, landfill site location maps, etc.

Original and all revisions, Permanent

Archive; microfilm for preservation

August 20, 2013

GS 101

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Vehicle Operation Records

Mileage log, Engine hours log, daily inspection reports, weekly inspection reports

Records documenting use of government vehicles, and daily safety inspections

Completion of Audit

Destroy

August 19, 2014

GS 102

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Geographic Information System (GIS) Derivative Data

Snow removal maps; traffic incident maps; road construction maps

Data sets and related reports, drawn from permanent core data, that document short-term, or temporary activities.

Until Superseded or Outdated

Destroy

See also, GS 098 Maps and Plats File

August 25, 2015

GS 103

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Land Trust Property Records

Records of land trusts, created to manage, sell or otherwise disposed of real estate acquired by foreclosure of lien for delinquent real estate taxes

See note

Destroy

For retention of Land Trust Property Records, see applicable records series on this schedule. For Land Trust authorizations see RSMo 141.210-141.810; 141.980-141.1015

August 25, 2015; Revised August 24, 2016

GS 104

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Accreditation Records

Hospital Accreditation Records; School Accreditation Records; Commission on Fire Accreditation International (CFAI) Records; State Licensure Inspections; Joint Commission Accreditation, AOA Accreditation, etc.

Documents accreditation by recognized professional/governmental organizations

May include: documentation on planning and assessment, essential resources, external systems relations, financial resources, goals and objectives, governance and administration, human resources, physical resources, programs, training and competency; community risk analysis; strategic planning; annual compliance reports

Keep records through two (2) reaccreditation cycles

Destroy

August 24, 2016

GS 105

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Board Election Ballots

Retirement Board Elections

Document elections of special boards within a political subdivision--internal, non-public

1 Year

Destroy

These are internal elections, not open to the general public. For the retention of ballots for public elections, see: Election Authority Retention Schedule

August 24, 2016

GS 106

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Security Monitoring--Access Records

Document employee, contractor, volunteer, or other access to agency structures, systems, and data.

May include: staff access/entry logs; swipe-card/badge logs and data

3 Years after date of report or log entry

Destroy

For retention of video, see: GS 088 Security Camera Video Recordings

August 24, 2016

GS 107

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Youth and Community Intervention/Outreach Program Records

DARE records, Youth Fire setters Intervention Program; Juvenile Fire setters Program; Explorers Program, etc.

Documents participation in various community programs

May include: assessments, names, d.o.b., questionnaires, locations of sessions, evaluations, follow-up contacts

2 Years after last contact

Destroy

August 24, 2016

GS 108

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Passport Transmittal Records

Documents transmittal of passport application information from local government acceptance offices to the State Department

2 Years

Destroy

August 24, 2017

GS 115

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Abandoned Property--Towing/Sale Records

Vehicle Tows; Manufactured Home Tows

Records related to the removal, titling, or sale of abandoned property.

May include: authorization for tow, correspondence with DOR, final disposition of vehicle, year, make, model, VIN, date of sale, name of scrap/salvage operator, copies of notifications sent to owner/lienholder/driver

3 Years from tow

Destroy

This record series applies to local governments that operate their own towing departments. When private tow companies are used, then the tow operator is the record keeper. See also, Missouri Department of Revenue, Motor Vehicle Bureau, "Abandoned and Unclaimed Property Manual" https://dor.mo.gov/forms/Abandoned_Vehicle_Manual.pdf

August 24, 2022

GS 129

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Financial Interest Statement Records

Personal Financial Disclosure Statements; Financial Disclosure Statement

Documents financial activity of officials and employees who make binding decisions, issue licenses and permits, and have the power to contract or are empowered to adopt rules and regulations.

Employers; name of sole proprietorship, partnership, or joint venture along with general nature of business; name of any closely held corporation in which person owns 1-% or more of outstanding stock; name of any publicly traded corporation listed on regulated exchange in which the person owns 2% or more of any class of outstanding stock; name of any other source of income not reported in other sections; location of any real property in the state (other than personal home); other requirements as laid out in RSMo 105.485 or in local ordinance.

5 Years

Destroy Securely

August 23, 2023

GS 130

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Real Property Acquisition Records

Supporting documentation for acquisition/disposition of real property by local government entities

May include: appraisals, offers, site assessments, geological studies

10 Years after transaction

Destroy

See also: GS077 Deeds and Conveyances; GS060 Contracts, Leases, and Agreements

August 28, 2024

GS 131

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Special Program Applications

Sewer Lateral Program; Trash Exemption Program; Senior Citizen Property Tax Freeze

Applications; Other Special Programs

Applications documenting eligibility for reimbursement, fee waivers for various government services and programs

May contain: name, address, financial information

Completion of Audit

Destroy

August 28, 2024 Updated July 7, 2025

GS 132

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Photo/Video Release Waiver

Documents permission to use images recorded during events, programs, etc. in official publications, social media, etc.

3 Years

Destroy

August 19, 2025

Candidacy Records

Also Called:

Note:

Declaration of Candidate for Nomination; Declaration of Intent of Write-in Candidate;

Candidate Withdrawal; Filing Fee Receipt

See the Election Authority Schedule, 028.009

Building Records

GS 052

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Building Applications and Permits

Building Permit Log; Roofing Permit; Sign and Banner Permit; Street Opening and Sewer Permit; Missouri 1 Call*; Missouri Dig Right*

Records documenting requests and authorizations for property owners to erect new structures, including signs, or make structural modifications to existing ones. Serves as official authorization for construction including installation of plumbing, electrical and mechanical equipment and other related work.

Information usually includes name, address, phone number, and signature of applicant, permit number, type and location of building, name of builder or contractor, legal description, description of work, and value of construction.

Retain permanently records documenting changes to or demolition of historical structures. Retain permits for completed structures for the life of the structure; Retain demolition permits 10 years after demolition; Retain other permits (including but not limited to: excavation/Dig Right notifications, curb cuts, culverts, pavement renewals, sidewalk/driveway) 5 years after expiration.

Permanent records: Archive. Other records: Destroy.

This entry refers to the official record copy of applications and permits. See: office specific schedules e.g. Assessor, Fire Department for retentions of reference copies. *Per RSMo 319.026 (4) A record of each notice of intent to excavate shall be maintained by the notification center. August 24, 2004; Revised August 28, 2012; Revised August 20, 2013; Revised August 24, 2022

GS 080

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Buildings and Grounds Maintenance Records

Documents all maintenance and repairs to buildings and grounds owned or leased by the local government entity. Used to verify that repairs were made.

May include, but is not limited to: location, narrative of work completed, materials used, personnel completing work, authorization, dates of activities, and related data.

3 years

Destroy

See also: Capital Improvement Projects Files.

August 24, 2005

GS 099

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Building Plans and Drawings

Blueprint and Specification File

Construction designs presented to local government for zoning/building approval

Drawings and designs of proposed structures, may include specifications and construction documents

Commercial structures, 10 years after certificate of occupancy; Residential structures, 5 years after certificate of occupancy; Other structures, 1 Year

Destroy

Local jurisdictions are encouraged to review plans for historical, legal, or administrative significance before destroying. "Other" plans include sheds, outbuildings, decks or other structures that do not fall under the categories of "Commercial" or "Residential." Please note, for government building plans and specification, see GS 023 Capital Improvement Projects File

August 20, 2013

GS 120

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Certificates of Occupancy File

Records certifying that a building complies with the minimum standards required by state and local laws

May include: building name, location, occupancy, classification land limitation, date issued, fee, building permits and fee schedules

Until Superseded

Destroy

Formerly Municipal Schedule--0205

August 24, 2022

GS 121

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Dangerous Building File

Records relating to the demolition and boarding-up of buildings deemed unfit for human habitation by building inspectors

May include: building reports, letters to property owners, demolition documents, copies of contracts and payment documentation

5 Years after assessment paid if building/structure is demolished or boarded-up by the local government. All other demolitions or boardings of building by owner, 1 year after case is closed

Destroy

Formerly Municipal Schedule--0207

August 24, 2022

GS 122

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Monthly Reports of Building Permits Issued File

Records compiled for the U.S. Census Bureau on the number of residential and commercial building permits issued and local public construction.

3 Years

Destroy

Formerly Municipal Schedule--0208

August 24, 2022

GS 123

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Building Code Inspection and Enforcement File

Elevator Inspection; Mechanical Inspection; Plumbing Inspection; Property Maintenance Inspection; Electrical Inspection; Fire and Life Safety Inspection; Inspection File; Playground Inspection; Fire Hydrant Inspection; Alarm Test and Maintenance File

Records used in the inspection, enforcement, and possibly certification of building codes

5 Years, or 5 Years after defects corrected

Destroy

Formerly Municipal Schedule--0217

August 24, 2022

GS 124

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Certificate of Compliance: Building Codes

Until Superseded

Destroy

Formerly Municipal Schedule--0215

August 24, 2022

Planning and Zoning Records

GS 112

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Development and Zoning Requests

Development Applications; Rezoning Requests; Application for Zoning Determination; Variance Request; Building Variance Request; Development Applications

Records documenting zoning, rezoning, variance, or similar requests

May include surveys, correspondence, petitions

Accepted requests--Permanent; denied requests - 5 Years; withdrawn requests that have been publicized, placed on an agenda, or heard - 5 Years*

Permanent records-archive, microfilm recommended; denied records-destroy

*If withdrawn before being publicized, scheduled, or heard, may be treated as non-records and destroyed. These records were formerly listed on the Municipal Retention Schedule as--1201

Development (Land) and Applications, 1203 Rezoning Requests, 1204 Variance Requests:

Building and Zoning Requirements

August 25, 2020

GS 113

Also Called:
Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Zoning Violations

Citations, Code Violations, Nuisance Violations, Code Enforcement

Records relating to enforcement of local government agency's official code, not covered by law enforcement agencies.

May include petitions, notices of violation to the zoning board, and correspondence. Complaints, warnings, and notices to/from relevant agency/department.

5 Years after correction of violation

Destroy

See also GS 123 Building Code Inspection and Enforcement File, GS 124 Certificate of Compliance: Building Codes, Fire District Schedule: Fire 014 Fire Inspections. This series was formerly listed on the Municipal Retention Schedule as 1205 Zoning Violations: Written Notice (Citation).

August 25, 2020; Updated December 21, 2023

GS 134

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Traffic Impact Study

Traffic Study; Traffic Count

Reports of traffic passage on streets, roads, highways, bridges, intersection, etc.

May include: project summary, location, summary of existing conditions, projected growth rates, improvements and planned development

10 Years

Destroy

August 19, 2025

GS 135

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Comprehensive Development Plans

Growth Plans, Comprehensive Plans

Provides guidance for development and land use

May include: maps, charts, land description, commentary/recommendations for development

Permanent

Archive

See Also GS 112 Development and Zoning Requests and GS 113 Zoning Violations

August 19, 2025

Cemetery Records

GS 109

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Cemetery Register

Lot Owner; Card File

Records showing all lots of cemetery

May include plat location, name of purchase, deed number, price of lot, and date of purchase

Permanent

Archive

ESSENTIAL RECORD: see Introduction for further guidance. Formerly Municipal Schedule 0303

August 21, 2018

GS 110

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Cemetery Deed Books

Records that certify ownership of cemetery lots, numbered or unnumbered.

May include forms stating name of plot owner, location of plot, date of purchase, and plot dimensions

Permanent

Archive

ESSENTIAL RECORD: see Introduction for further guidance

August 21, 2018. Formerly Municipal Schedule 0304

GS 004

Also Called:
Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Budget Preparation Records

Budget Working Papers, Budget Requests

Documents used in the preparation of the annual office budget; Estimates expenditures and disbursements.

May include: correspondence, budget requests, proposal and instructions, computer reports, notes, staff reports, worksheets, surveys, and other related materials.

Completion of audit

Destroy

August 15, 2001

GS 005

Also Called:
Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

General Ledgers

Year end print-out with aggregate totals, Year-end ledger

Documents the summary of accounts, financial receipts and expenditures normally used to monitor, manage and verify the budget and financial position of the office.

May include: debit, credit and balance amounts per account, budget, fund and department numbers, and totals for notes receivable, interest income, amounts due from other funds, federal and state grants received, bank loans received, cash in escrow, deferred loans received, cash, encumbrances, revenues, accounts receivable, accounts payable and other data.

Permanent

Archive. Microfilm for preservation

Provides administrative history of the office.

August 15, 2001

GS 006

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Subsidiary Ledgers

Journals, Registers, Monthly Ledgers, Accounting Summary Report File, Revenue Sharing, Trial Balance Fund

May include: date, payee, purpose, fund credited or debited, check number and similar or related data.

Completion of audit

Destroy

August 15, 2001

GS 007

Also Called:
Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Accounts Payable Records

Invoices, Vouchers, Warrants, Billing Records, Refund File

Records documenting payment of bills for goods and services received. Payment from general accounts.

May include: correspondence, reports, invoices, statements, vouchers, purchase orders, payment authorizations, receipt records, canceled checks or warrants, and similar documents.

Completion of audit*#

Destroy

*Per RSMo 50.172 (2), County Clerks must keep these records for five (5) years. #Per RSMo 198.052 and 19 CSR 30-85 Nursing Homes must keep these records for seven (7) years

August 15, 2001; Revised August 19, 2014

GS 008*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Accounts Receivable Records**

Cash Receipt File; Sales Tax/Use Tax Distribution

Records documenting revenues owed to the local government unit by citizens, organizations, other governmental units, vendors and others to be credited to general accounts. Also documents billing and collection of moneys.

May include: reports, receipts, invoices, awards, logs, lists, summaries, statements and similar records. Information may include: receipt amount, date, invoice number, name, account number, account balance, adjustment, and similar data.

Completion of audit*

Destroy

*Per RSMo 198.052 and 19 CSR 30-85 Nursing Homes must keep these records for seven (7) years.

August 15, 2001; Revised August 19, 2014; Updated July 11, 2018

GS 009*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Purchasing Records**

Purchase Orders Ledger, Purchasing Requests, Requisitions, Authorizations, Material and Cost specifications, Acquisition Orders.

Records documenting orders, authorization, and evidence of receipt of the purchase of goods and services by local government office.

May include: vendor number, project number, date of purchase order, department, vendor name and address, shipping instructions, quantity ordered, unit of issue, description of goods/services ordered, unit price, extended price, purchasing agent signature, notations of shortages or damaged goods, signature of individual signing for receipt of goods/services. 3 years plus completion of audit*

Destroy

*Per RSMo 198.052 and 19 CSR 30-85 Nursing Homes must keep these records for seven (7) years.

August 15, 2001; Revised August 19, 2014

GS 010*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Banking and Investment Records**

Account Statements, Deposit books, Deposit and Withdrawal Slips, Cancelled checks, Check Registers, Passbooks, Statements and Receipts for Interest Income; Monthly Statements; Investment Returns; Certificates of Deposit; Treasury Bills

Records documenting the transactions of government offices with financial institutions, the status of accounts, investments and the current status of public funds.

May include: bank and/or account numbers, transaction dates, beginning balance, check or deposit amount, document numbers, adjustments, description of transaction, ending balance, and other related information.

Completion of audit plus 1 year

Destroy

This entry deals with the investment of public monies in banks, certificates of deposit, stocks and bonds. For the management of publicly issued bonds, please see the appropriate office/entity retention schedule

August 15, 2001; Revised August 28, 2012

GS 011*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Receipts**

Copies of receipts issued by the office to persons paying fees, turning over funds, or for the accounting of petty cash expenses.

May include: date, number, from whom received, amount, purpose, and authorizing signatures.

Completion of audit

Destroy

August 15, 2001

GS 015

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Postal Records

Records documenting transactions with the US Postal Service and private carriers. May include: postal meter records, receipts for registered and certified mail, insured mail, special delivery receipts and forms, loss reports, and related items.

1 year
Destroy

August 15, 2001

GS 040

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Grant Records

Documents the application, evaluation, awarding, administration, monitoring, and status of grants in which a local government entity is the recipient, grantor, allocator, or administrator. Grants may come from federal or state governments or foundation and other private funding sources.

Records may include but are not limited to: applications including project proposals, summaries, objectives, activities, budgets, exhibits, and award notification, grant evaluation records and recommendations concerning grant applications, grant administration records including progress reports, budgets, project objectives, proposals, and summaries, records documenting allocation of funds, contracts, records monitoring project plans and measuring achievement, equipment inventories, financial reports, accounting records, audit reports, expenditure reports, and related correspondence and documentation.

Retain final reports from significant grants permanently. Retain other grant records 3 years after submission of final report or as specified by the granting agency, whichever is longer. Retain unsuccessful grant applications 1 year after rejection or withdrawal.

Permanent records: Archive. Other records: Destroy securely.

August 19, 2003

GS 053

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Fee Records

Fee Books, Inquest Fee Statements, Statement of Fees Collected; Motor Vehicle Listing (Fee Office)

Records documenting billing and collection of fees.

May include: date, fee service, by whom paid, settlements, penalties, and total paid.

Completion of audit

Destroy

Fees should not be confused with other monies payable to local government e.g. taxes.

August 24, 2004

GS 054

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Fixed Assets Inventory

Property Inventory; Property Control List; Equipment Inventory

Listing of all fixed assets owned by local government.

Information includes assets by department, method of acquisition, purchase authority, fund, origination, physical location.

Retain current inventory in office until superseded. Retain superseded inventories through Completion of Audit.

Destroy

August 24, 2004

GS 055*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Bid Records**

Bids and Quotes File, Bids and Specs

Documents the publicizing, evaluation, and awarding of quoted bids to vendors and other individuals or organizations. Provides recorded evidence of accepted and rejected bids. May include requests for proposals (RFP), bid exemption documents, bid and quote lists, notices of bid opening and award, comparison summaries, spreadsheets, tabulation worksheets, bid advertising records, tally sheets, bid specifications, bid award letter and other related correspondence or records.

Accepted, destroy 5 years after contract expiration if filed separately from Contracts and Agreements. Rejected, destroy when 3 years old or on completion of audit whichever is later.

Destroy

August 24, 2004

GS 068*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Payroll Records**

Payroll Register; Payroll Earnings and Deduction Registers; Employee Earnings Record; Payroll Journal; Payroll Check Register; Employee Payroll Adjustment Files; CERF Form DE, County Deposit Exception; Garnishment File

Documents the earnings, deductions, and withholdings of employees.

May include, but is not limited to: employee name; address; social security number; date of payment; hours worked; gross pay; withholdings for taxes and retirement; net pay; voluntary deductions for life or health insurance, credit union accounts, pension fund, etc. May also include year-to-date earnings and deductions which culminate in a final year-to-date summary report. Employee Payroll Adjustment Files include employee name or number and display current adjustments to payroll master file such as rate, marital status, insurance premiums, other deductions, garnishments, federal and state withholdings, errors, etc. Payroll Journal or Check Register may also include the payroll check number and the amount of the check.

5 Years

Destroy securely.

See GS119 Employee Retirement/Pension Verification for enrollment/payroll information related to retirement

August 24, 2005; Revised August 28, 2024

GS 070*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Expense Reimbursement Records**

Travel Vouchers; Expense Reports; Uniform Allowance; Equipment Allowance
Records documenting requests, authorizations, mileage, claims for reimbursements and other actions related to employment expenses.

May include, but is not limited to: employee's expense report, expense receipts, check vouchers, authorizations to pay, purchase orders and other supporting papers.

Completion of audit plus 1 year.

Destroy

August 24, 2005; Revised August 21, 2018

GS 073

Also Called:
Function:

Content:

Minimum Retention:
Disposition:
Note:

Approval Date:

Annual Financial Statements

Annual Financial Reports; Financial Statement File; Semiannual Financial Statements
Documents the general financial condition and operation of the local government entity on an annual basis.

May include, but is not limited to: receipts or revenues for each of the funds set up by the local government during the designated year; disbursements or expenditures for each of the funds during the designated year; changes in cash for each of the funds during the designated year; comparisons of the receipts, disbursements, and change in cash with the corresponding budgeted information for the various funds.

Retain 5 years; retain permanently if not included in audit report file. *

Archive. Microfilm for preservation.

*Semiannual financial reports which have not been compiled into a comprehensive annual report, must be maintained like annual reports. For examples of semiannual financial report requirements, see: RSMo 77.110; 79.160; 80.210. If an annual financial report is generated, see GS 076 for retention of semiannual report.

August 24, 2005; Updated May 4, 2015

GS 056

Also Called:
Function:

Content:

Minimum Retention:

Disposition:
Note:

Approval Date:

Insurance Policy Records

Documents the terms and conditions of insurance policies between local government and insurers. Types of insurance include liability, property, group employee health and life, motor vehicle, workers' compensation, flood, and others.

Records usually include policies, endorsements, premium rate change notices, agent of record, and related documents.

Retain until canceled or expired, plus 6 calendar years. Retain insurance policy and carrier information until all claims have been settled.

Destroy securely.

Policies in effect are considered ESSENTIAL RECORDS (see introduction) and as such, duplicate copies should be maintained in a secure location, accessible to authorized personnel in the event of an emergency.

August 24, 2004

GS 125

Also Called:
Function:

Content:

Minimum Retention:

Disposition:
Note:

Approval Date:

Certification of Tax Rates

Pro-Forma Tax Rate Letter

Documents tax rates generated by State Auditor and sent to County Clerk. Based on information submitted by the taxing authority and local government entity in compliance with RSMo 137.073.6 designating the real and personal property tax rates.

Completion of Audit

Destroy

This is a copy of the record kept by the County Clerk, see 004.CC 021.12

August 23, 2023

GS 128

Also Called:
Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Autopay Authorizations

Provides authority for autopay transactions via a physical or electronic signature.

Authorization form, stop payment form

Retain authorization form Until Superseded; Retain stop payment form or account closure COA + 2 years

Destroy Securely

August 23, 2023

GS 133

Also Called:
Function:

Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Purchasing Card Authorization

Documents the issuance of purchasing card to employee and authorization to use same for official purchases

May include: name, card number, account number, employee ID number/SSN
3 Years after Card Surrendered/Separation + COA
Destroy

August 19, 2025

GS 136

Also Called:
Function:

Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Financial Instrument Files

Bank Loan Files; Letters of Credit

Records documenting access to non-revenue funds such as loans or letters of credit, statements, notices of principal and interest due, and other related records

May include documentation of intent to proceed, loan agreements, promissory notes, letters of credit, statements, notices of principal and interest due, and other related records
Until Cancellation of Instrument + 5 Years + COA
Destroy

This series was previously situated on the Municipal Schedule 0704 Bank Loan Files
August 19, 2025

Legal Records

GS 057

Also Called:
Function:

Content:

Minimum Retention:

Disposition:
Note:
Approval Date:

Insurance Claims Files

Damage and Loss Report; Accident Report (government-owned) vehicle

Documents various types of insurance claims filed for or against local government. These include personal injury, property damage, motor vehicle accident, false arrest, storm damage, fire/water damage, and others.

May include: insurance claim forms, copy of hospital, physician, ambulance and medication bills, death and birth certificates, reports, photographs, summaries, reviews, notices, audio and videotapes, transcriptions of recorded statements, memoranda, correspondence, and related documents used in processing the claim.

If legal action taken, retain 10 years after case disposed, or date of last action; If no legal action taken, retain 5 years + legal review.

Destroy securely.

August 24, 2004; Revised August 24, 2017; Updated July 7, 2025

GS 058

Also Called:
Function:
Content:

Minimum Retention:
Disposition:
Note:

Approval Date:

Litigation Case Files

Dispute Resolution/Arbitration File; Bankruptcy File

Documents judicial proceedings which involve local government offices.

Files include some or all of the following documents: affidavits, summons and complaints, responses, orders of dismissals, notice and general appeal, laws and regulations applying to a particular case, legal briefs, transcripts of proceedings, orders, court decisions, and related information.

6 years after the case is disposed. Microfilm optional.

Destroy securely.

Court records in this series are also available in the court having jurisdiction over the case. Consult the Office of State Courts Administrator (OSCA), Rule 8, for court records retention schedule.

August 24, 2004, Revised August 24, 2016

GS 059*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Legal Opinions**

Legal opinions (requested by local government); Attorney General opinions; legal reviews
 Formal opinions rendered by government counsel. Documents the rationale for policy and maintains consistency in related issues.

Information usually includes date, office requesting opinion, and the text of the opinion.

Retain until superseded, or outdated. *

Destroy

*Counsel should review all legal records in this series before destruction for ongoing administrative, legal or policy value.

August 24, 2004; Revised August 25, 2015

GS 060*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Contracts, Leases, and Agreements**

Memorandum of Understanding

Official agreements enforceable by law to acquire services, equipment, or maintenance.

Documents the terms and conditions of agreements between local government(s), private companies, and individuals.

May include contracts, exhibits, bid documents, change orders and amendments, leases, agreements and significant related correspondence. Information in contracts usually includes contract number, certificate of required insurance, dates, terms, parties involved, period covered, and signatures. May also include leases, rental schedules, specifications, bids awarded and attached copies of payments, receipts, and other supporting papers used in managing the contract.

5 years after expiration *

Prevailing wage documentation – 1 Year after completion of contract

Destroy

Contracts, leases and agreements in effect are considered ESSENTIAL RECORDS (see introduction). Recommend duplicate copies be maintained in a secure location, accessible to authorized personnel in the event of an emergency. *Consult RSM0 516.110 for any exceptions.

Prevailing wage, see 8 CSR 30-3.010

August 24, 2004; Revised August 28, 2012; Revised, August 24, 2017; Revised August 21, 2018

Personnel Records

GS 026*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Employee Personnel Records**

The master personnel records maintained for each employee.

May include: job application, notices of appointment, personnel transaction records reflecting position classification and salary level, employee orientation checklists, payroll withholding information, leave summary record, performance documentation, and other records related to an individual's employment.

Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years*

Destroy securely

Duplicate copies may be kept at the office or department level. These records should be retained one year following separation, then transferred to the Personnel Officer for evaluation. * If no employment summary is prepared, the personnel file is kept 20 years after separation.

Summary files contain the following pertinent information condensed from the personnel files: appointments, resignations, promotions, salary history, years of service, and all accumulate leave. See also: GS 114 Temporary Employee Files.

August 19, 2003; Revised August 20, 2013; Revised August 25, 2015

GS 027

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Employee Medical Records

Family Medical Leave Act Records; Americans with Disabilities Act Records; Hazardous Exposure Records; Employment Physicals or Screenings

Records documenting an individual employee's work related medical history.

Records may include but are not limited to: medical examination records (pre-employment, pre-assignment, periodic, or episodic), X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hearing test records, hazard exposure records (see below), drug testing records, first aid incident records, physical examination statements, Family Medical Leave Act records, release consent forms, and related correspondence. Hazard exposure records document an employee's exposure to hazardous conditions such as chemicals, toxic substances, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous conditions.

Hazard Exposure Records 30 years after separation; all other records 7 years after separation
Destroy securely

These records are not personnel records. Pursuant to the Americans with Disabilities Act, medical records must be kept physically separate from personnel records. See also: 29 CFR 1910.1020 for more information on the retention of Hazard Exposure Records.

August 19, 2003; Updated January 8, 2015

GS 028

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Time and Attendance Records

Time sheets, Time Cards, Attendance reports, Absence reports, Sign in/Sign out cards, Work Assignment Schedule, Work Schedule, Work Assignment File

Records documenting hours worked and leave hours accrued or taken by employees on a daily, weekly, or monthly basis. Also documents hours of court ordered community service completed by non-employees.

May include: name, social security number, hours worked, type and number of leave hours taken or accrued, total hours, dates, signatures and related data.

3 years plus completion of audit

Destroy securely

See also: Leave Requests

August 19, 2003

GS 029

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Leave Requests

Leave Applications

Records documenting an employee's request for sick, vacation, compensatory, or other leave time.

May include: employee's name, department, date, type of leave requested, leave dates, hours, related information, signature of individual authorizing leave and approval date.

3 years plus completion of audit

Destroy securely

See also: Time and Attendance Records

August 19, 2003

GS 030

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Equal Employment Opportunity (EEO) Records

Affirmative Action Records

Records documenting the adoption, administration and compliance with US Equal Employment Opportunity Commission regulations.

Records may include: policies, plans, procedures, work place analyses, EEO-4 reports and related records and complaint records (which may include reports, exhibits, withdrawal notices, copies of decision, hearing and meeting records, and related documentation and correspondence).

Plans, policies and updates: Permanent; Complaint records: 3 years after final decision;

Other records: 3 years

Destroy securely

August 19, 2003

GS 031

Also Called:
Function:

Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Employment Eligibility Verification Forms

I-9 Forms
Documents the filing of US Immigration and Naturalization Service form I-9, which verifies that an applicant or employee is eligible to work in the United States.

3 years from date of hire, or 1 year after date of separation, whichever is later
Destroy securely
This form is not part of the Employee Personnel Record and should be filed separately.
August 19, 2003; Revised August 24, 2017

GS 032

Note:
Approval Date:

Employee Benefit Records

See GS 116, GS 117, GS 118, GS 119
August 19, 2003; Revised August 28, 2012; Obsolete August 24, 2022

GS 033

Also Called:
Function:

Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Wage and Tax Statements

Federal tax form W-2
Annual statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax.
Information includes employer name and tax identification number, employee name and social security number, wages paid, amounts withheld, and related data.
5 years
Destroy securely
See also: Federal and State Tax Forms in this section for related records.
August 19, 2003

GS 034

Also Called:
Function:

Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Federal and State Tax Records

Records used to report the collection, distribution, deposit, and transmittal of federal and state income, social security, and unemployment taxes.
Examples include the federal miscellaneous income statement (1099), request for taxpayer identification number and certificate (W-9), employers' quarterly federal tax return (941, 941E), tax deposit coupon (8109), and similar federal and state completed forms.
5 years
Destroy securely
See also: Wage and Tax Statements and Withholding Allowance Certificates in this section for related records.
August 19, 2003

GS 035

Also Called:
Function:
Content:

Minimum Retention:
Disposition:
Note:
Approval Date:

Employee's Withholding Allowance Certificates

W-4 form
Documents the exemption status of individual employees.
Information includes employee name and address, social security number, designation of exemption status, and signature.
5 years after superseded or employee separation
Destroy securely
See also: Federal and State Tax Forms for related information.
August 19, 2003

GS 041

Also Called:
Function:
Content:

Minimum Retention:
Disposition:
Note:
Approval Date:

Volunteer Program Records

Documents the activities and administration of volunteer programs. Used for program planning. May include volunteer hour statistics, volunteer program publicity records, insurance requirement information, inactive volunteer files, and related records.
5 years
Destroy
For records related to individual volunteers, see Volunteer Worker Records.
August 19, 2003

GS 042

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Volunteer Worker Records

Documents work performed by citizens without compensation for their services. May include agreements, applications, skills test results, training documentation, tasks assigned and monitoring records, and related information.

3 years after separation; Unaccepted volunteer applications, 1 Year

Destroy securely

August 19, 2003; Revised August 24, 2022

GS 043

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Drug Testing Records

Drug screening records

Documents the testing of current and prospective employees for controlled substances prohibited by policy, procedure, or statute.

Records may include but are not limited to the documentation of test results, the collection process, the random sample process, and those documenting the decision to administer reasonable suspicion drug testing.

Retain positive test results 5 years. Retain negative test results 1 year. See Note.

Destroy securely

If filed with Employee Medical Records, retain 7 years after separation. For USDoT drug testing requirements, see Multimodal and Transit Records Retention Schedule

August 19, 2003; Updated August 21, 2019

GS 061

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Employment Grievance and Complaint Records

Grievance Record

Grievances or complaints filed by current employees, terminated employees, applicants, or private citizens regarding employment practices. Often relates to interpretations and alleged violations of employment contracts.

May include complaints, investigation records, interview and hearing reports, arbitrator's findings and decisions, tape recordings and related records.

5 years after final disposition

Destroy securely

May be filed with employee's personnel records.

August 24, 2004

GS 062

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Employment Recruitment and Selection Records

Employee Application Files; Applications for Employment;

Documents the recruitment and selection of employees. Records may also document the recruitment and selection of contracted service providers such as attorneys, auditors, insurance agents, consultants, and others.

Records may include but are not limited to job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, classification specifications, affirmative action records, interview questions, interview and application scoring notes, applicant background investigation information, letters of reference, civil service records, position authorization forms, certifications of eligibility, recruitment summary records (job announcement, position description, documentation relating to the announcement and test, and test items and ratings levels), and related correspondence and documentation.

Retain announcement records and position description 3 years; Retain unsolicited applications and resumes 6 months if not returned to the solicitor; Retain unsuccessful applications, all background checks and other records 1 year after position filled or recruitment

Destroy securely.

See also: Employee Personnel Records and Employment Eligibility Verification Forms (I-9),

GS 126 Civil Service Exams, GS 127 Eligible List.

August 24, 2004; Updated August 23, 2023

GS 063

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Position Description, Classification, and Compensation Records

Records document the description, classification, and compensation of jobs and positions. Usually includes details of duties and responsibilities of each position, time percentage breakdowns of tasks, skills and abilities needed for each position, and related records documenting the development, modification, or redefinition of each job or position. Records often include reports, position descriptions, position evaluations, compensation studies, wage determination surveys, job analyses, interview data, selection criteria, authorizations, agreements, and related records.

3 years after obsolete or superseded

Destroy

August 24, 2004

GS 064

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Training Records

Training Materials; Training Program Records

All records associated with or documenting the job-related instruction of employees/officials for job proficiency, enhancement or for the promotion of skill attainment or improvement.

1) Training materials may include, but are not limited to: course descriptions, manuals, textbooks, worksheets, handouts, films, videos, and course outlines. 2) Program records may include but are not limited to: instructor roster and certifications, planning and development documentation, class enrollment and attendance records, and course evaluations. 3) Individual Employee/Official Training Records may include, but are not limited to: name of employee, social security number, date attended, course title, agency or educational institution, hours of credit, test scores, final grades, certificates of training.

1) Training materials, retain one copy until superseded; 2) Program materials, retain 3 years; 3) Individual Employee/Official Training Records, retain 5 years after termination of employment any records not transferred to the employee/official's master Personnel Record

Destroy

Administrators must determine which Individual Employee/Official Training Records should be included in the Employee Personnel Records (GS 026)

August 24, 2005; Revised August 20, 2013

GS 090

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Unemployment Insurance Case Files

Unemployment Case Files; Unemployment Claims Files

Documents unemployment claims

2 years after last action

Destroy

August 24, 2010

GS 091

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Worker's Compensation Case File

Worker's Compensation Claims; Worker's Comp

Documents claims filed against local government

May include: insurance claim forms, copy of hospital, physician, ambulance and medication bills, death and birth certificates, reports, photographs, summaries, reviews, notices, audio and videotapes, transcriptions of recorded statements, memoranda, correspondence, and related documents used in processing the claim.

If action taken, retain 10 years after case closed, dismissed, or date of last action; If no action taken, retain 3 years

Destroy

August 24, 2010

GS 100

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Health Policy Documentation

Documents HIPAA privacy notices of disclosure of health information
May include: policies, training provided, complaints, notice of privacy practices, authorizations, information required to be in accounting, restriction request agreements verification documents, etc.

6 Years

Destroy

Per 45CFR164.530

August 19, 2014

GS 114

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Temporary Employee Files

Intern Files; Summer-hire Files; Seasonal Worker Files

The master personnel records maintained for each temporary employee.

May include: job application, notices of appointment, personnel transaction records reflecting position classification and salary level, employee orientation checklists, payroll withholding information, and other records related to an individual's employment.

5 Years

Destroy

See Also: GS 026 Personnel Records

August 25, 2021

GS 116

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Employee Benefit Records--Administration

Insurance Programs, Pension, Deferred Comp, Tuition Reimbursement, Wellness Programs
Records related to general administration of benefit programs and plans made available to employees. Does not include records of individual employees.

May include: studies/surveys used in plan selection, use, improvement, internal reports and statements used to calculate rates, claims costs, and summaries

6 Years after end of Calendar Year

Destroy

August 24, 2022

GS 117

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Benefits/Payroll--Mandatory Reporting/Filing

Form 5500, ERISA filings

Documents compliance with federal and state regulations relating to personnel matters.

May include: summaries, surveys, reports, statements

6 Years after filing due

Destroy

August 24, 2022

GS 118

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Employee Benefit Records--Participant

Health/Vision/Dental Insurance, long-term disability insurance, life insurance selections

Documents eligibility, participation, dependent participation, claims and appeals regarding employee benefits

6 Years after separation and 6 years after expiration of any appeal period

Destroy Securely

August 24, 2022

GS 119

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Employee Retirement/Pension Verification

County Employee Retirement Fund (CERF) Records; LAGERS

Documents an individual employee's retirement and pension enrollment and participation for verification purposes

May contain, but not limited to: name, date, SSN, service time, hours worked, compensation, rate of pay, authorizations, beneficiary information, year-end leave balance reports, and related documentation.

Retain year-end leave balance reports and a copy of retirement enrollment records 60 years after separation

Destroy Securely

August 24, 2022

GS 126

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Civil Service Exams

Merit System Exams

Exam taken to measure and rank the relative qualifications of applicants for a particular job class.

May include interviews, written or performance tests, and assessment of prior training and experience.

Until Outdated or Superseded + 1 Year

Destroy

A copy of each exam used should be kept permanently

August 23, 2023

GS 127

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Eligible List

Merit List; Civil Service List

Listing of qualified applicants for appointment to positions within the merit system.

3 Months

Destroy

August 23, 2023

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Chesterfield Police Memorandum



Date: 11/24/2025

To: Vickie McGownd

From: Chief C. Funkhouser, Major D. Dunn, Captain T. Koebbe.

RE: Request for Authorization to Dispose of Police Department Records

Koebbe
Dunn
Funkhouser

The purpose of this memorandum is to request City Council's review and approval for the scheduled destruction of certain Police Department records that have met or exceeded the mandatory retention periods established under Missouri Secretary of State records retention policies (attached).

The following records are schedule for destruction in January 2026:

- 2020 Arrest Logs (POL 006)
- 2020 Booking Sheets (POL 006)
- 2020 Duty Rosters (POL 008)
- 2020 Bonds taken for other agencies (POL 005)
- 2020 Cell Logs (POL 008)
- 2020 Holdover Inspection Logs (POL 008)
- 2024 REJIS Commission Messages (POL 005)
- 2024 Vehicle Lockout Waivers (POL 002)
- 2024 Abandoned, Towed, and Repossessed Automobiles (POL 008)
- 2024 Hit Confirmations (POL 005)
- 2024 Mental Health Warrants (POL 009)
- 2024 CARE Report cancellation requests (POL 002)
- 2020 DWI Packets (POL 001)
- 2023 Permits (GRS 050)
- 2024 Records Checks (POL 002)
- 2024 Subpoenas (POL 009)
- 2024 Reports Forwarded (POL 002)
- 2023 Record Validations (POL 017)
- 2020 Officer Initiated Action Logs (POL 008)

- 2020 MSHP Grants (GRS - Fiscal 21560)

These records require approximately 35 cubic feet of storage space.

Please review this request for Record destruction and advise if the Records Unit may proceed with our annual purge.

Respectfully,

A handwritten signature in black ink that reads "Callum Brown". The signature is written in a cursive style with a large, looped initial "C".

Local Records Retention Schedules

Missouri Revised Statutes Chapter 109 (Public and Business Records) Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal and legal records created by local governments.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules.

August 2024

Updated POL012 Warrants
Added POL 028 Incident Report - Unfounded
Added POL 029 Evidence/Property Management

Police Clerks Records Retention Schedule

See also the [General Records Retention Schedule](#).

Using this Records Retention Schedule

Every day local government offices throughout Missouri produce records that document the rights of citizens, the actions of the government that serves them and the history of the community in which they live. It is the responsibility of local government to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that have enduring and permanent value.

The introduction to this retention schedule provides local government officials with basic information on records and the application of retention schedules.

What is a Record?

A "**record**" is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

Non-Records

Even though records include a broad spectrum of recorded information, not all recorded information is a record. According to Section 109.210(5) RSMo, the following are not records: "...Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records..."

Other examples of non-records include the following materials:

- Identical copies of documents maintained in the same file.
- Extra copies of printed or processed materials (official copies of which are retained by the office of record).
- Superseded manuals and other directives (maintained outside the office of record).
- Materials documenting employee fringe activities (blood donors, charitable funds, social and professional meetings, etc.)

- Work papers and drafts of reports or correspondence. Transcribed stenographic materials.
- Blank forms.
- Materials received from other activities that require no action (official copies of which are retained by the office of record).
- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record.

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Avoid filing non-record material with records.

The Value of Local Government Records

Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and the feasibility of preservation microfilming. Examples of permanent records include year-end reports; minutes; property records such as deeds; and birth, death and marriage records. Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching end of the retention period, be destroyed.

Statutory Authority for Establishing Records Retention Requirements

In 1965, the Missouri General Assembly established a State Records Commission to approve retentions for records produced by state agencies. In 1972, Missouri's Business and Public Records Law (Chapter 109) was expanded to include local government records. Thus, the Missouri Local Records Board was established to set retention times for local government records. The 16-member board, chaired by the Secretary of State, consists of local government officials from all classes of counties and cities, elementary and secondary education, higher education and a person active in historical society groups. Supplemental to the Local Records Board, the Records Management and Archives Service of the Secretary of State's office provides assistance to local governments and implements board policy.

Application of the Records Retention Schedule

This schedule establishes minimum retention periods and authorizes dispositions for many of the administrative, fiscal and legal records common to most local governments. Retention periods are based upon federal and state mandates, record surveys, business needs, and general knowledge as to how long records should be kept. Using the schedule as a guide and without seeking further approval from the Local Records Board, any local government may regularly dispose of any of its records that appear on this schedule. The schedule is subject to the following exceptions and limitations:

- A. Local government offices may retain any of their records beyond the retention periods set by the schedule, as they deem necessary. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so. Unnecessary retention of records can be expensive in space and filing equipment and may expose the office to costly litigation and discovery requirements.
- B. This schedule does not relieve local governments of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.
- C. This schedule generally reflects audit requirements in its prescribed retention periods, but audits are not always completed in a timely fashion. Therefore, any record required for an audit must be retained until completion of that audit, regardless of its stated retention period in the schedule.
- D. This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules. All schedules are available on the Secretary of State's website at <http://www.sos.mo.gov/archives/localrecs/schedules>

Destruction of Records

The records classification and retention periods in this manual constitute legal authority for retention and disposal of official records. No records can be destroyed until they meet the minimum retention period listed in this manual. In cases where there is no schedule for a particular record series, the Local Records Board must grant permission for the destruction.

The disposition of records should be recorded in a document such as the minutes of the city council or other legally constituted authority that has permanent record status. The record should include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was accomplished.

The retention schedule does not prescribe the method of destruction (shredding, burning, landfills, etc.), however, record series with a disposition of *Destroy securely* contain confidential data. These records should be destroyed under the supervision of a competent person(s) designated (or appointed) to ensure that no records fall into unauthorized hands and that the data cannot be reconstructed.

When records, open or confidential, have been destroyed by decay, vermin, fire, water or other means making their remains illegible, the custodian of records may dispose of the remains after verification and documentation by the Local Records Program, Office of the Secretary of State.

Preservation of Permanent Records

A fundamental, yet often neglected obligation of local government is to care for the permanent records it generates and receives regardless of format. The records, both electronic and physical, that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a physical record's medium: paper, magnetic tape, film, etc. -and the quality of the environment in which it is kept-temperature, humidity, light, and air-determines the severity and rate of its deterioration. For electronic records the concerns include media decay, hardware/software obsolescence, and migration of data into the current standard: PDF-A, TIF, etc.

By imaging permanently valuable records, local governments can generate durable microfilm for preservation and disaster recovery, while also maintaining an electronic version for access. When microfilmed, processed, and maintained to archival specifications, a master negative will ensure that permanently valuable records are preserved for generations to come (microfilm has an estimated shelf life of over 500 years). Microfilm that meets the standards outlined here is eligible to be stored by the Missouri State Archives at no cost.

The Missouri Local Records Grant program can provide financial assistance in the form of grants-in-aid to supplement local funds for preservation initiatives, such as archival supplies, shelving and preservation microfilming.

Reformatting Standards

In accordance with RSMo 109.241.4, the Local Records Board has adopted the following standards for microfilm and digitized records. To be in compliance for image permanence, microfilm must conform to the technical standards outlined in the *Guidelines for Microfilming Public Records*, drafted by the Local Records Program and available on the Secretary of State's website at: <http://www.sos.mo.gov/archives/pubs/mfmfg>. To ensure the permanence of electronic records and digitized records, electronic records management systems must meet the standards outlined in the most current version of ISO 15489. Certification that records have been reformatted in accordance with these standards should be maintained locally and classified under *General Records Retention Schedule* "GS 018 Records Management Records."

A Note about Retention Periods

This schedule provides minimum retentions. Local authorities may choose to keep a particular series or record for a longer period of time. It should be kept in mind, however, that a record kept beyond its listed retention must be made available for inspection upon request.

The point at which a retention period begins is termed a cutoff, or trigger. Typically this is on a regular cycle—the end of the calendar year, the end of the fiscal year, etc. This is the period of the inactive record. A traditional example of this would be the period when records are boxed and removed from active file cabinets and work areas.

When determining cutoffs, a good rubric is outlined in DoD 5015.02 "Electronic Records Management Software Applications Design Criteria Standard":

- A. retention periods of less than 1 Year, the cutoff is equal to the retention period;
- B. retention periods of 1 Year, or more, the cutoff is at the end of the fiscal or calendar year;
- C. for records with a retention period based on an event or action, the cutoff is the date the action is completed;
- D. for records with a retention period based on a specific time period after an event or action, apply the retention period after the action is complete.

Retention Definitions:

COA=Completion of Audit. Note that COA is coupled with a lot of 5-year entries to help encourage regular audits. Not all jurisdictions are required to have audits by statute. Audits for some municipalities are governed by the level of federal financing for bonds and public improvements, and thus are governed by federal retentions. Most municipalities are governed by their local authority (alderman, council, mayor, etc.) for auditing policy. Local jurisdictions may consult RSMo 29 to review the State Auditor's chapter for petition audits (see RSMo 250 for large capital projects such as bonds for water and sewer). For general auditing explanations and advice we recommend that clerks contact the State Auditor's office at 573.751.4213.

DCA=Destroy in Current Area/Reference. Series with these retentions are considered "reference" records and may be destroyed when they are no longer of use.

Destroy Securely. See "Destruction of Records" above.

Modifications and Additions

Because records reflect activities that are constantly changing, the retention requirements for them sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. Furthermore, because local governments are so large, it is impractical to consult with every office regarding specific schedule entries. There may be some retention periods and disposition requirements within this schedule that fail to account for all relevant factors and there may be some important record series not addressed here which need to be added. The Local Records Program welcomes all comments and suggestions concerned with improvement of record retention schedules through modifications and additions.

For further information on any records management or preservation issue, please contact:

Missouri Secretary of State
Local Records Preservation Program
PO Box 1747, Jefferson City, MO 65101-1747
Telephone: (573) 751-9047
local.records@sos.mo.gov

Police Clerks Records Retention Schedule

Note: Any record in this schedule that becomes part of an investigative file/report will assume the retention requirements of the investigative file. Do not destroy records pertinent to active investigations/prosecutions.

POL 001

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Incident Report/File

Offense Report; Police Report; Investigative Report; Supplemental Report; Case File; Robbery Photo File; Citations; Tickets; Controlled Substance Test Report; Evidence Sheet

Documents an alleged violation of law or ordinance

Date, time, location, description of incident; who, what, when, where and how of an incident; All investigative materials related to incident

If case is filed, retain until final disposition; If no charges are filed: Class A felony, Permanent; Other felony, 3 years; Sex crime involving minor, 30 years after victim reaches 18; Misdemeanor, 1 year; Infraction, 6 months

Destroy

May include Juvenile or other confidential files. Note: if the municipality adopted all, or part, of the Missouri Model Traffic Ordinance, RSMo 300, traffic violations must be maintained for five years; Retentions based on statute of limitations, see RSMo 556.036-037; for non-criminal Death Investigations, see POL 027; for unfounded cases see POL 028. August 20, 2008; Revised December 21, 2011

POL 002

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Non-Criminal Incident Report/File

Lost Property, Found Property, False Alarm, Private Property Accident, Civil Situation, Tow sheets, Abandoned Vehicle Tows, Motorist Assist

Documents an incident that is not criminal in nature, but may be a requirement of insurance or other industry

Date, time, location, description of incident; who, what when where and how of an incident; Evidence Sheet

1 Year

Destroy

August 20, 2008

POL 003

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Accident Report/File

Crash Report

Documents accident on public property or highway

Date, time, location, description of incident; who, what when where and how of an incident; Evidence Sheet

7 Years--felony case; 5 Years all others

Destroy

August 20, 2008

POL 004

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Missing Person/Runaway Report

Juvenile Missing, Juvenile Runaway

Documents report of missing person or runaway

Date, time, location, description of incident; who, what when where and how of an Person not found, Permanent; Person located safe, 1 Year; Person located deceased, not suspicious, 1 Year; Person located deceased, suspicious, retain until resolved

Destroy Securely

August 25, 2009

POL 005

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:

Approval Date:

Messages/Teletypes

911 printouts, MULES Messages, Weather Reports
Interdepartmental messages between jurisdictions

Reference
Destroy Securely
Refer to NCIC Operations Manual and MULES Policy and Procedures Manual for current regulations
August 25, 2009; Revised August 20, 2013

POL 006

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:

Approval Date:

Arrest Records

Arrest Log, Arrest Files, Arrest Register, Arrest Register ID, Fingerprints, Booking Sheet
Document arrest
Name, d.o.b., Social Security Number, Address, Phone Number, cause of arrest
5 Years
Destroy Securely
Fingerprints, photographs, and other biometrics are normally sent to Highway Patrol Central Repository; if copies are kept locally, they are merely reference; RSMo 43.503
August 25, 2009; Updated July 21, 2023

POL 007

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Orders of Protection/Full Orders

Ex-Parte
Court orders of protection

Reference
Destroy
Court keeps original copy 12 years
August 25, 2009

POL 008

Also Called:

Function:
Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Logs

Desk Books, Activity Logs, Car Logs, Daily Logs, Officer Logs, P.M. Appointments, Watchman File-Printout, Commander Book, Holdover Inspection, Complaint Numbers Log, Unsecure Building Report, Standby Book/list/notification, Case Assignment Book
Record of daily, weekly or monthly activities
Date, time, activity, car number, Officer DSN
5 Years or Completion of Audit
Destroy
August 25, 2009

POL 009

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Subpoena

Order for records or personnel to attend court proceeding

1 Year from court date
Destroy
August 25, 2009

POL 010

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Racial Profiling Statistics

1 Year after submission to Attorney General
Destroy
August 25, 2009

POL 011

Also Called

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Audio/Video Recordings

Car Audio/Video recording; Booking Surveillance; Surveillance; Body Camera video; License Plate Reader

30 Days--Evaluate*

*Managers should extract significant information that may impact criminal or major case investigation prior to deleting video/re-using the tape. Extracted video must be retained until administrative/judicial proceedings are complete. This retention does not apply to interrogation videos which are by their nature evidentiary and should be part of the investigative files—See POL001

August 25, 2009; Revised August 23, 2011; Updated December 1, 2015; Updated June 16, 2016

POL 012

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Warrants

Bench Warrants; Fugitive Files; out-of-jurisdiction files

Served/Acted Upon—return to court; Not Acted Upon—retain until expired, vacated or recalled

Destroy

May destroy immediately if recalled by the court or served

August 25, 2009; Revised August 28, 2024

POL 013

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Information Received, Confidential

Tip line, CrimeStoppers, Information received, Intelligence files

Record of information received

1 Year

Destroy

August 25, 2009

POL 014

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Police Auction Records

Record of police sales

Completion of Audit

Destroy

August 25, 2009

POL 015

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Special Investigation Fund

Record of money expended in an investigation--i.e. drug buys

May include balance sheets; sign-in/sign-out lists

Same as Case File

Destroy after audit

August 25, 2009

POL 016

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

VIN Verification

Record of VIN accuracy checks for the Department of Revenue

90 days

Destroy

August 25, 2009

POL 017

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Police Administrative Reports

UCR Reports; MIBRS Reports; Quarterly Stolen Vehicle; Quarterly VIN Reports; Yearly Purge List

2 Years

Destroy

See also: GS 001; GS 076

August 25, 2009

POL 018

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Internal Affairs Records

Documents internal investigations

See POL 024-POL 026

Destroy Securely

August 25, 2009; Revised August 24, 2017

POL 019

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Felon Registration

Track paroled felons

Offender Information; Offense Information; Residence Information; Employment Information; Referring Agency

Until released from probation/parole

Destroy Securely

Per RSMo 217.695; felons are required to submit this form to the Department of Corrections and the chief law enforcement officer of the county or city not within a county
August 25, 2009

POL 020

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Sex Offender Registry

Track convicted Sex Offenders

Offender Information; Offense Information; Residence Information; Employment Information; Referring Agency

75 Years

Destroy Securely

Per RSMo 589.400.2 All offenders must register with the chief law enforcement official of the county, or city not within a county. This record is to be maintained locally and at the state level.

August 25, 2009

POL 021

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Expungement Orders

Court Orders of Expungement

Orders to delete arrest records

Retain order as long as the underlying incident file*

*See POL 001, if incident reports/arrest records are extant, maintain order until they can be disposed--as an explanation of why information is redacted. If the incident reports/arrest records have met their retention and have been destroyed, thus leaving no trace of the original arrest, then the order may be destroyed.

August 28, 2012

POL 022

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Law Enforcement Animal Records

Canine Records; Equine Records

Documents ownership, training and deployment of animals by law enforcement, throughout their service

May include, training documentation, certifications, acquisition records, microchip information, use and assignments, and veterinary records

6 Years after retirement, death or transfer, of animal from department

Destroy

Records may be subject to legal hold due to use-of-force litigation, do not destroy until any legal proceedings are complete

August 20, 2013

POL 023

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Sex Offender Registry--Source Material

Registration Forms; Registration File

Source documents for inclusion of individual on/update of Sex Offender Registry

May include: address, vehicle information, photograph

5 Years

Destroy

See Also POL 020 Sex Offender Registry

August 25, 2015

POL 024

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Internal Affairs Records--Complaints

Records documenting complaints that lead to internal investigations

May contain: Written complaint, notes on investigation, final resolution

1 Year after date of Separation

Destroy Securely

August 24, 2017

POL 025

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Internal Affairs Records--Investigation File

Documents internal investigations

Date, time, location, description of incident; reports and other investigative materials related to the incident

5 Years from end of investigation

Destroy Securely

August 24, 2017

POL 026

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Internal Affairs Records--Use of Force Reports

Documents officer use of force during incidents

May include: date, time, location, number involved, whether or not resulted in arrest, injuries to officer, type of force used, injuries to subject, subject condition, narrative of episode, chain of command review sign-offs

5 Years from end of investigation

Destroy Securely

August 24, 2017

POL 027

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Death Investigations

Accidental Deaths; Suicide Investigations
Documents cases of non-criminal death, investigated by law enforcement
Date, time, location, description of incident; All investigative materials related to incident
50 Years
Destroy
See POL 001 for criminal death investigations
August 24, 2017

POL 028

Also Called:
Function:

Content:
Retention:
Disposition:
Note:
Approval Date:

Incident Report - Unfounded

Documents complaints that after investigation do not appear to involve the commission of a crime.
Date, time, location, description of incident; who, what, when, where, and how of an incident
3 Years
Destroy

August 28, 2024

POL 029

Also Called:
Function:

Content:
Retention:
Disposition:
Note:

Evidence/Property Management Records

Records documenting the intake and disposition of property acquired in the course of investigations for evidence or safekeeping
May include: Inventory logs; sign-in/sign-out sheets; receipts; destruction orders
5 Years after disposition of property
Destroy
This series is concerned only with documentation in the management of evidence rooms/lockers. Case evidence is not a record for the purposes of record retention and must be managed in accordance with statute, court orders and agency policy. See RSMo 542.301 for the disposition of seized property.
August 28, 2024

Approval Date

Stemme Dr

Swingley Ridge Rd

NO
OUTLET



CITY HALL &
POLICE DEPARTMENT



City of
Chesterfield

LOADING AREA /
DELIVERIES ONLY

RESERVED
PARKING
\$50 TO
\$500 FINE



CITY HALL &
POLICE DEPARTMENT



City of
Chesterfield



DECK PARKING

EMPLOYEE

PARKING ONLY



**CITY OF CHESTERFIELD
FINANCE AND ADMINISTRATION
COMMITTEE OF THE WHOLE MEETING
BUDGET WORKSHOP #3
STRATEGIC PRIORITIZATION**

**TUESDAY, NOVEMBER 18, 2025
COUNCIL CHAMBERS
5:30 P.M**

I. APPROVAL OF MINUTES

- **BUDGET WORKSHOP #2 – F&A COMMITTEE OF THE WHOLE MINUTES – OCTOBER 28, 2025**

II. BUDGET WORKSHOP #3

- **BUDGET UPDATE**
 - i. **Central Park Square**
 - ii. **Merit pool**
 - iii. **Recommendation for approval**

III. STRATEGIC PRIORITIZATION

IV. ADJOURNMENT



The

BIG Picture

LIVE

LABELS

OLD SLIDE
FOR REFERENCE
PURPOSES ONLY

**I don't expect full and
complete resolution**

**I need General Direction,
common understanding**

**while remaining flexible,
nimble, & able to adjust to
changing conditions**

*PROJECT LIST AND
PRESENTATION IS
NOT COMPREHENSIVE*

INTRODUCTION

(narrow our focus and attention)

- A SUBSTANTIAL LIST OF PROJECTS/INITIATIVES
- COMPETING PROJECTS/INITIATIVES
- CONFLICTING PROJECTS/INITIATIVES

The City has identified multiple projects and have desires to initiate these projects, without realizing that they may conflict, compete, and or even prevent projects from progressing!

STRATEGIC PRIORITIZATION

PURPOSE AND ACTIONS

- 1) RECEIVE FEEDBACK AND DIRECTION FOR STAFF PRIORITIZATION OF EFFORTS
- 2) RECEIVE FEEDBACK AND DIRECTION RELATIVE TO FUNDING, FINANCING AND USE OF FUND RESERVES IN EXCESS OF 40% POLICY THRESHOLD
(TEMPORARY?) EOY 2026 projected more than \$8 million above the policy requirement.
- 3) WHERE DO YOU WANT US TO FOCUS OUR EFFORTS AND ATTENTION

CITY ISSUES (narrow our focus and attention) *not a comprehensive list*

- Aquatic Facility (where is this going?)
 - Pool house (incorporate community space?)
 - Filter Building
 - Maintenance & equipment building
 - Address alternatives to the Wildhorse Village TIF project?
- Chesterfield Valley TDD
 - Long Road Interchange (\$50 Million)
 - Levee Trail loop connection (no funding source)
 - Levee Trail connection to Riparian Trail (method and cost yet to be determined)
- Chesterfield Regional TIF Improvements
 - North Outer 40 extension into Chesterfield Valley (\$16 Million)
 - Grand Staircase/entry (~ WAG, \$3 Million)
 - Wildhorse Village Parking or Alternative
 - Baxter Road @ Edison
 - Baxter & Clarkson
- Valley Public Safety: (PD and Park Rangers – Special Revenue District?)
- Chesterfield Valley Road improvements
 - Eatherton Road, Road and Traffic improvements
 - Olive Boulevard Extension to Spirit of St. Louis Interchange
 - Blue Valley Boulevard and Interstate access improvements
 - Blue Valley Boulevard western connection to Eatherton Road
- Central Park Master Plan improvements

CVAC
Beale Center
Maryville Ice Center
Car Shield Ice and Soccer

CITY ISSUES (narrow our focus and attention) *not a comprehensive list*

- Pickleball
- Law Enforcement staffing and facilities, ESRO's, Park Rangers
- Operation and Administration
 - LONG TERM, Staffing recruitment, retention, policies and practices
 - LONG TERM, Parks Administration
 - LONG TERM, do you desire a Community Center?
- FUNDING AND REVENUE ISSUES
 - TIF
 - DEVELOPMENT AGREEMENTS
 - RPA 1 - \$105,000,000 DOWNTOWN CHESTERFIELD
 - RPA 2 - \$25,000,000 WILDHORSE VILLAGE
 - RPA 3 - TRI-STAR DEVELOPMENT PROPOSAL/GRAND ENTRY/PARK IMPROVEMENTS
 - SPECIAL BUSINESS DISTRICTS
 - NORTH OUTER 40 TRANSPORTATION DEVELOPMENT DISTRICT
- HOG HOLLOW CLOSURE
 - Cost estimated for physical closure ~\$600,000, without property owner compensation (undetermined)
- POTENTIAL BALLOT ISSUES (IS THERE A DESIRE TO PURSUE)
 - AQUATIC CENTER FUNDING ~\$20 MILLION
 - SPECIAL BUSINESS DISTRICT - CHESTERFIELD VALLEY
 - HOTEL-TOURISM TAX
 - RECREATIONAL MARIJUANA
 - USE TAX
 - EXISTING SPECIAL BUSINESS DISTRICT TAXING

IN PROCESS

AQUATIC FACILITY – No existing funding mechanism, **POTENTIAL BALLOT PROPOSAL** late 2026 or early 2027, **POOL CLOSURE CURRENTLY PLANNED 2027**
Found another leak this week as we were winterizing the Lazy River

LONG ROAD INTERCHANGE – Assume the Chesterfield Valley TDD will re-finance and supplement funding from outside sources. 2029 construction?

NORTH OUTER FORTY CONNECTION TO SWINGLEY RIDGE – Primarily a TIF funded project, potentially supplemented by others. **HOWEVER, TIF FUNDS ARE CURRENTLY OBLIGATED AND UNAVAILABLE.** 2029 construction?

GRAND ENTRY - TIF funded project, **HOWEVER, TIF FUNDS ARE CURRENTLY OBLIGATED AND UNAVAILABLE.** Redevelopment agreement provides \$300k to begin design, survey and investigations.

HOG HOLLOW CLOSURE- \$600,0000 not including any property owner compensation

AQUATIC FACILITY ~\$20 Million

CONTRACT RECOMMENDATION APPROVED AUGUST 2025
concept and public engagement

\$600,000 TRANSFERRED FROM PARKS FUND – FUND RESERVES

SCHEDULED TO CLOSE 2027 (after 2026 swim season)
POTENTIALLY RE-OPEN 2028 (no pool 2027)

ANTICIPATE:

BALLOT PROPOSAL FOR MUNICIPAL BOND, APRIL 2027

NORTH OUTER ROAD ROAD EXTENSION

NORTH OUTER 40 TDD

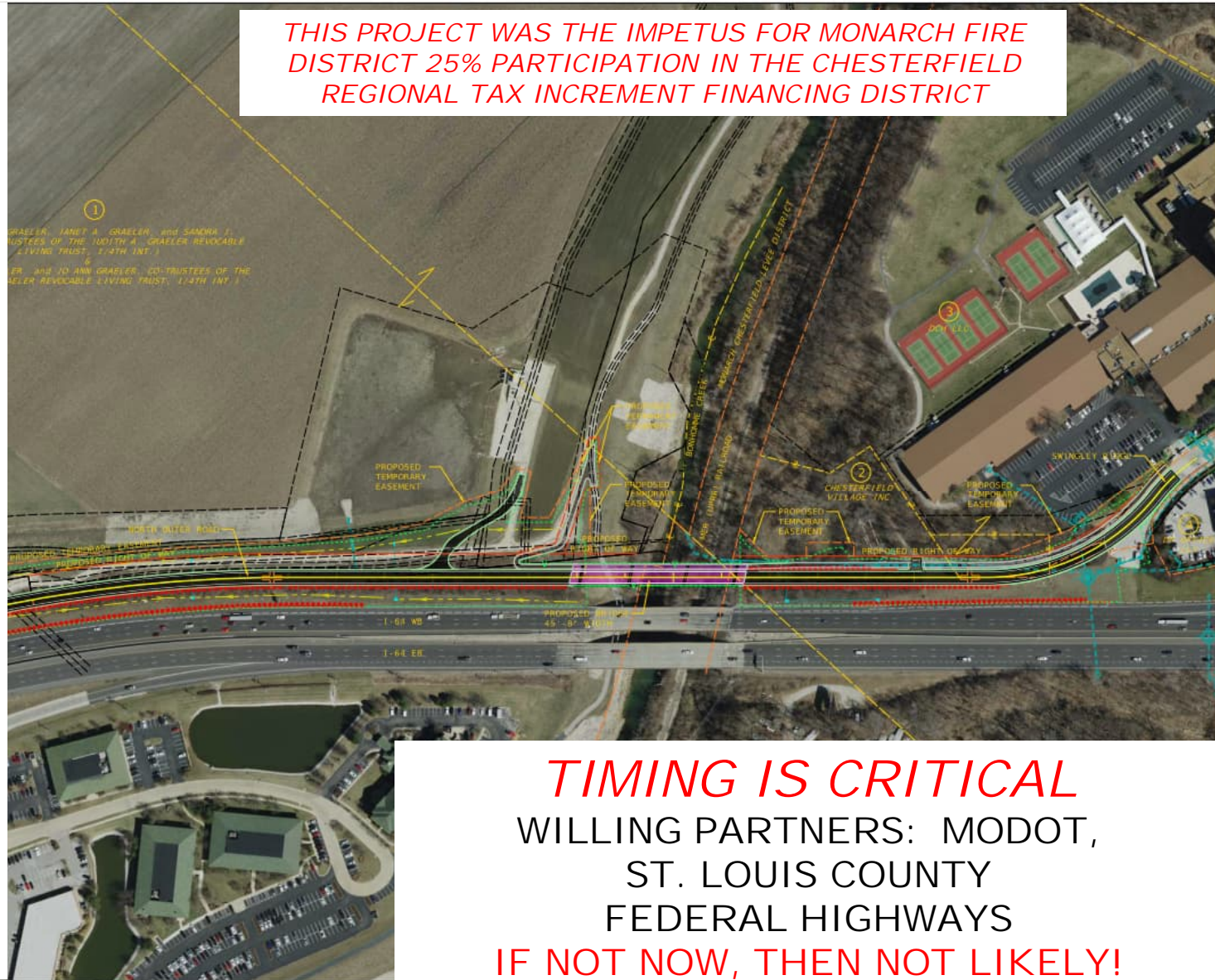
\$18,600,000 PROJECT

TIF identified project

SEEKING PARTICIPATION
FROM OTHER PARTNERS
AS WELL AS GRANT FUNDS

\$1 M FROM CVTDD

SCHEDULE: ~2028-2029



LONG ROAD INTERCHANGE

CHESTERFIELD VALLEY TDD

ORIGINAL TDD ALLOCATION \$5,625,000

CURRENT SCOPE ESTIMATE \$48,000,000

SEEKING \$10 MILLION COST SHARE FROM STATE

ANTICIPATE THAT TDD RE-FINANCES EXISTING DEBT

ANTICIPATE REFINANCING COULD FUND PROJECT

TIMELINE ~2029

CITY FUNDING NOT ANTICIPATED

NORTH OUTER 40 EXTENSION

CHESTERFIELD REGIONAL *TIF PROJECT*

\$25,000,000 TIF IDENTIFIED

CITY WILL HAVE TO ASSUME OWNERSHIP AND MAINTENANCE LIABILITY

CURRENT SCOPE ESTIMATE \$18,700,000

SEEKING PARTNERS AND FUNDING

TIMELINE ~2029

INTEND TO SUBMIT \$10 M STP GRANT REQUEST

POTENTIAL USE OF CITY RESERVES - REIMBURSED BY TIF?

*CHESTERFIELD FORWARD FUNDED \$2.1 MILLION FOR PRELIMINARY DESIGN
OTHER SUPPLEMENTAL FUNDING IS BEING SOUGHT*

CHESTERFIELD REGIONAL TAX INCREMENT FINANCING approved December 2022

Chesterfield Regional
Tax Increment Financing Redevelopment Plan & Project

TAX INCREMENT FINANCING
LACK OF UNDERSTANDING



OLD SLIDE
FOR REFERENCE
PURPOSES ONLY

TIF Project list

BASED UPON DEVELOPMENT
SCENARIO & PROJECTIONS

NOT DEPOSITS

TIMING OF REVENUES AND
DEBT ISSUANCES

Non-Development oriented local projects \$168,360,000

- North Outer 40 connection to Chesterfield Valley
- Sachs Public Library expansion
- Clarkson Road – Baxter Interchange
- Future Reconstruction of Chesterfield Parkway West
- Central Park\Aquatic Facility\Amphitheater
- Integrated Pedestrian and Multi-modal connections
- YMCA shared Parking Structure
- Central Park Parking and Administration facilities

This project list is an internal document/summary.

It is not part of the approved TIF plan or cost/benefit analysis.

Wildhorse Village \$25,000,000

- Parking Garage (NW Corner Chesterfield Pkwy W and Burkhardt Place)

Chesterfield Mall Public Infrastructure \$105,000,000

- Utilities
- Parking Garages – Public Use
- Public Roads
- Demolition
- Off-site Road improvements/connections

The TIF also includes \$54 million of TIF revenues to the School Districts.

OLD SLIDE

FOR REFERENCE
PURPOSES ONLY

BASED UPON DEVELOPMENT SCENARIO & PROJECTIONS
NOT DEPOSITS
TIMING OF REVENUES AND DEBT ISSUANCES

RPA 3 - Public	\$25,000,000	North Outer Forty connection to Chesterfield Parkway West
RPA 3 - Public	\$10,000,000	Aquatic Center/Amphitheater/Central Park
RPA 3 - Public	\$6,000,000	Pedestrian and multi-modal connections
RPA 3 - Public	\$12,000,000	YMCA Parking Structure
RPA 3 - Public	\$24,000,000	Central Park Parking\Administration
RPA 3 - Public	\$40,000,000	Clarkson\Baxter interchange improvements
RPA 3 - Public	\$6,000,000	Baxter Road Bridge replacement (at creek)
RPA 3 - Public	\$6,000,000	Re-construct Chesterfield Parkway
RPA 3 - Public	\$6,000,000	Samuel S. Sachs Library expansion
RPA 3 - Public	\$10,010,000	Local Projects Escalation
RPA 3 - Public	\$23,350,000	Legal and Administration
	 \$168,360,000	Local sub-total
RPA 2 WH Village	 \$25,000,000	Wildhorse Village Parking Garage
RPA 1 - TSG	\$105,000,000	Chesterfield Mall - Public Improvements
	 \$298,360,000	
RPA - Parkway	\$53,571,307	Sum of incremental capital contributions
RPA - Rockwood	\$986,842	Sum of incremental capital contributions
	 \$352,918,149	

*ECONOMIC MODELING,
PROJECTIONS, NOT PROJECT
BUDGETS*

*This project list is an internal
document/summary.*

*It is not part of the approved TIF
plan or cost/benefit analysis.*

\$54,558,149

RPA 1-A – Chesterfield Mall

The construction of more than four million square feet of building space, including nearly 5,000 parking spaces, 79,000 square feet of restaurant space, 37,500 square feet of grocery space, 363,500 square feet of retail space, 1,468 apartment units, and 272,000 square feet of commercial office buildings.

RPA 1-B – Chesterfield Mall

The construction of more than three million square feet of building space, including nearly 3,500 parking spaces, 31,500 square feet of retail space, 314,000 square feet of hotel space, 895 apartment or condominium units, and 464,000 square feet of commercial office buildings.

RPA 1-C – Chesterfield Mall

The construction of more than two million square feet of building space, including nearly 3,000 parking spaces, 362 apartment units, and 747,000 square feet of commercial office buildings.

RPA 1-D – Chesterfield Mall

The construction of more than one million square feet of building space, including nearly 2,000 parking spaces, 5,000 square feet of retail space, and 688,000 square feet of commercial office buildings.

RPA 2 – Wildhorse Village

The construction of more than three million square feet of building space, including nearly 3,100 parking spaces; 147,500 square feet of retail space; a mixture of 641 luxury condominiums, townhomes, and apartment units; and 610,000 square feet of commercial office buildings.

RPA 3 – City Infrastructure

The improvement and construction of roadways and traffic signalization, off-street parking, utilities (water, electrical, gas), storm sewers and detention, etc. for the following projects: The North Outer Forty connection to Chesterfield Parkway West and Swingley Ridge; Chesterfield Parkway West, SW quadrant; Shared parking structure, Central Park and Y; Clarkson-Baxter Road interchange improvements; Baxter Road-Edison Bridge & intersection; Multi-modal connections and extensions; Central Park, Amphitheater, and Aquatic improvements; Park Administration facilities and parking; and Public Library Expansion.

Property within the Redevelopment Area is subject to acquisition by negotiation. In the event that the City and the Developer(s) cannot agree with one or more owners regarding the proper compensation to be paid, property may be acquired by use of the City's power of eminent domain as provided for in the TIF Act.

**TABLE 4-1
ESTIMATED REDEVELOPMENT PROJECT COSTS
CHESTERFIELD REGIONAL TIF REDEVELOPMENT AREA
Chesterfield, MISSOURI**

Redevelopment Project Cost Items	Cost
TIF Eligible Expenses:	
RPA 1A, RPA 1B, RPA 1C, and RPA 1D - Chesterfield Mall <i>Includes funding: Parking Garage A; Parking Garage B; Public Utilities; On-site public road improvements; Demolition of the existing structures; Offsite road improvements; Construction of over 3.6 miles of roadways, sidewalks, pedestrian paths, and bicycle lanes.</i>	\$ 105,000,000
RPA 2 - Wildhorse Village <i>Includes the construction of surface parking and structured parking for shared public use, and improvements and infrastructure related thereto.</i>	\$ 25,000,000
RPA 3 City Infrastructure <i>Roadways & traffic signalization, off-street parking, utilities (water, electrical, gas), storm sewers and detention, etc. for the following projects: North Outer Forty connection to Chesterfield Parkway West and Swingley Ridge; Chesterfield Parkway West, SW quadrant; Shared parking structures, Central Park and Y; Clarkson-Baxter Road interchange improvements; Baxter Road-Edison Bridge & intersection; Multi-modal connections and extensions; Central Park, Amphitheater, and Aquatic improvements; Park Administration facilities and parking, and Public Library Expansion.</i>	\$ 168,360,000
All RPAs <i>All, or a portion of, the capital costs of the affected school districts resulting from the Redevelopment Projects necessarily incurred or to be incurred in furtherance of the objectives of the Redevelopment Plan and Redevelopment Project, to the extent the City by written agreement, accepts and approves such costs.</i>	\$ 54,588,149

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PROJECT FUNDING FROM TIF PLAN:

1) WILDHORSE VILLAGE PARKING	RPA -2	<u>OBLIGATED</u>	\$ 25,000,000
2) DOWNTOWN CHESTERFIELD	RPA - 1	<u>OBLIGATED</u>	\$105,000,000
3) NORTH OUTER 40 CONNECTION			\$ 25,000,000
4) PARKS ADMINISTRATION FACILITIES AND PARKING			\$ 24,000,000
5) CENTRAL PARK AND AMPHITHEATER			\$ 10,000,000
6) YMCA PARKING GARAGE	PROVIDE ALTERNATIVE DELIVERY		\$ 12,000,000
7) MULTI-MODAL CONNECTIONS	GRAND ENTRY (PARTIAL)		\$ 6,000,000
8) BAXTER-CLARKSON IMPROVEMENTS			\$40,000,000
			\$247,000,000

\$136,000,000 currently obligated

VALUES ARE FOR DISCUSSION ONLY. THEY ARE NOT PROJECT BUDGETS, DO NOT REFLECT ESCALATION, LEGAL, OR ADMINISTRATION EXPENSES (\$33,360,000).

OLD SLIDE - FOR REFERENCE PURPOSES ONLY

THUMB NAIL ESTIMATES Get you in the "ballpark"

ASSUME:

Debt Service ~ \$85k/\$1 million debt issuance

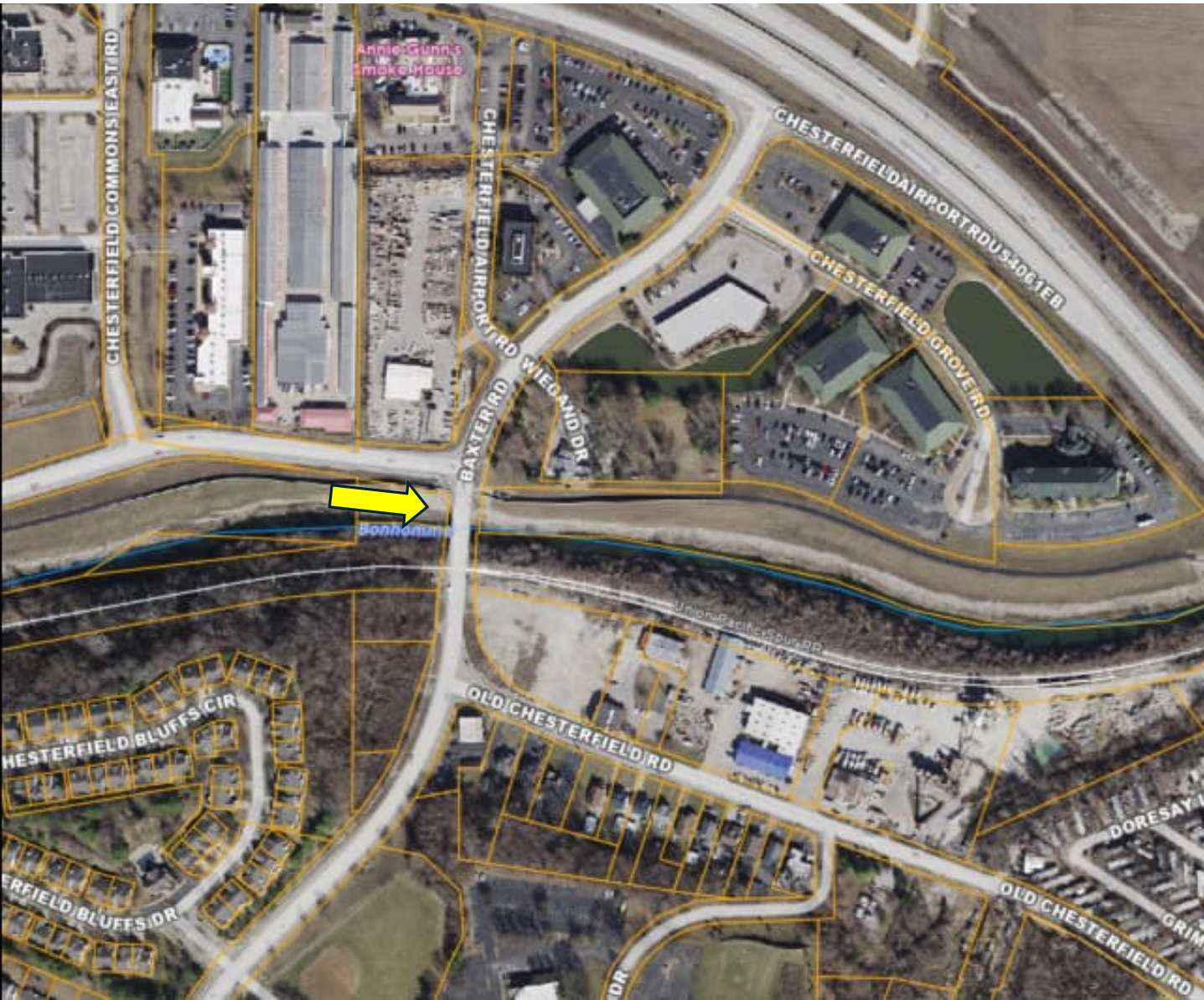
For estimating purposes only

<u>Issuance</u>	<u>Est. annual D/S</u>
\$25,000,000	\$2,125,000
\$50,000,000	\$4,250,000
\$75,000,000	\$6,375,000
\$100,000,000	\$8,500,000
\$194,310,950	\$16,516,431

ASSUMPTIONS:

- 20 yr amortization.
- TIF Window closes
- Annual debt service increases
- Bonding capacity decreases

At some undefined future time, at the sole discretion of the City and with the advice of the City's financial advisor, the City will issue TIF Bonds:



BAXTER @ EDISON
\$6 MILLION (supplemental)
five lane section
complicated by
levee
rolling gate closure
flood wall
railroad
floodplain

CLARKSON @ BAXTER
\$40,000,000



OLD SLIDE

FOR REFERENCE
PURPOSES ONLY

Wildhorse Village

SPECIAL BUSINESS DISTRICT

- Acceptance of public improvements
- Advisory Board
- Annual Budget

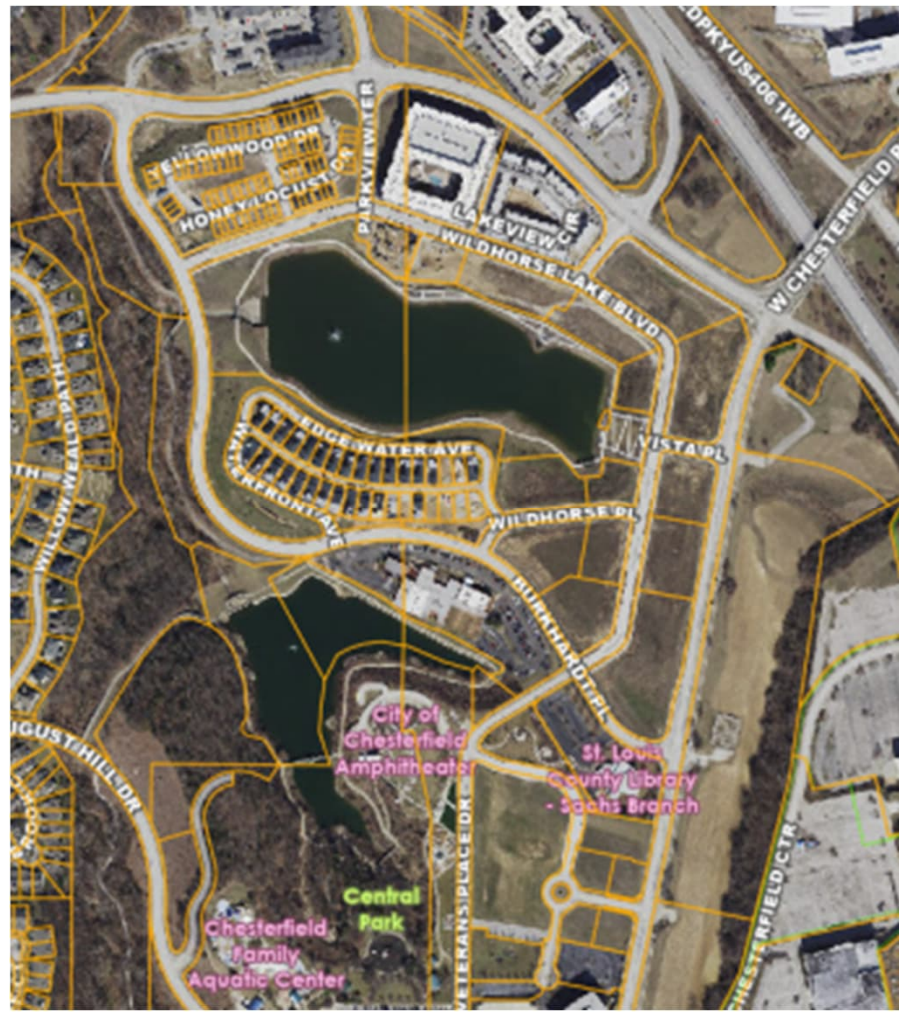
TAX INCREMENT FINANCING PROJECT

\$25 MILLION

- PROVIDE 300 PARKING SPACES,
STRUCTURED AND SURFACE
- TIME EXTENSION
currently being considered at PPW

TIF PROJECT DEFINITION:

“Phase II” means the construction of surface and structured parking containing approximately 500 parking spaces, of which at least 300 parking spaces thereof shall be designated for shared public use, and improvements and infrastructure related thereto.



OLD SLIDE

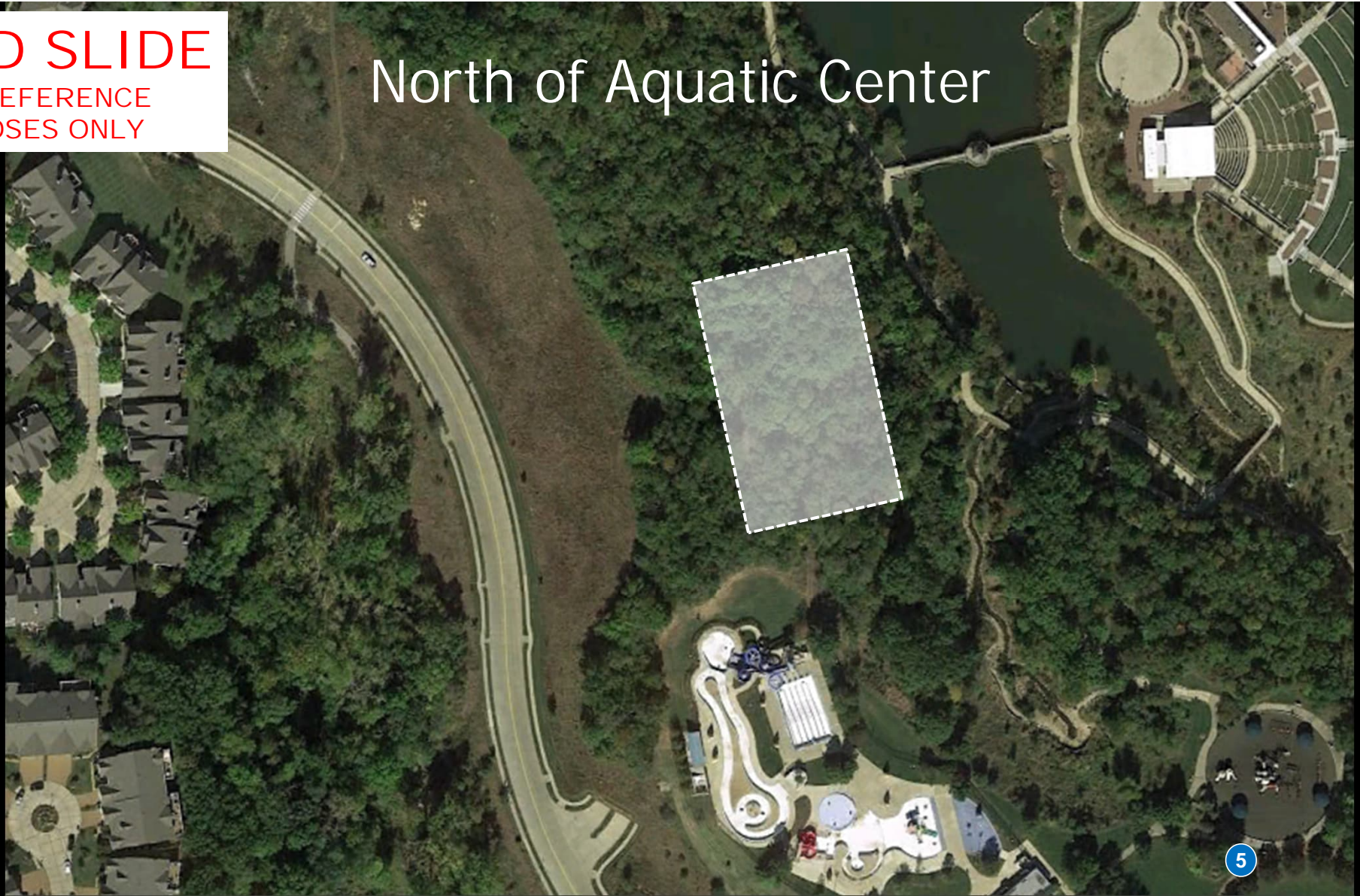
FOR REFERENCE
PURPOSES ONLY

CENTRAL
PARK

ALTERNATIVES TO YMCA
AND/OR WILDHORSE
VILLAGE PARKING

OLD SLIDE
FOR REFERENCE
PURPOSES ONLY

North of Aquatic Center



OLD SLIDE

FOR REFERENCE
PURPOSES ONLY



OLD SLIDE

FOR REFERENCE
PURPOSES ONLY



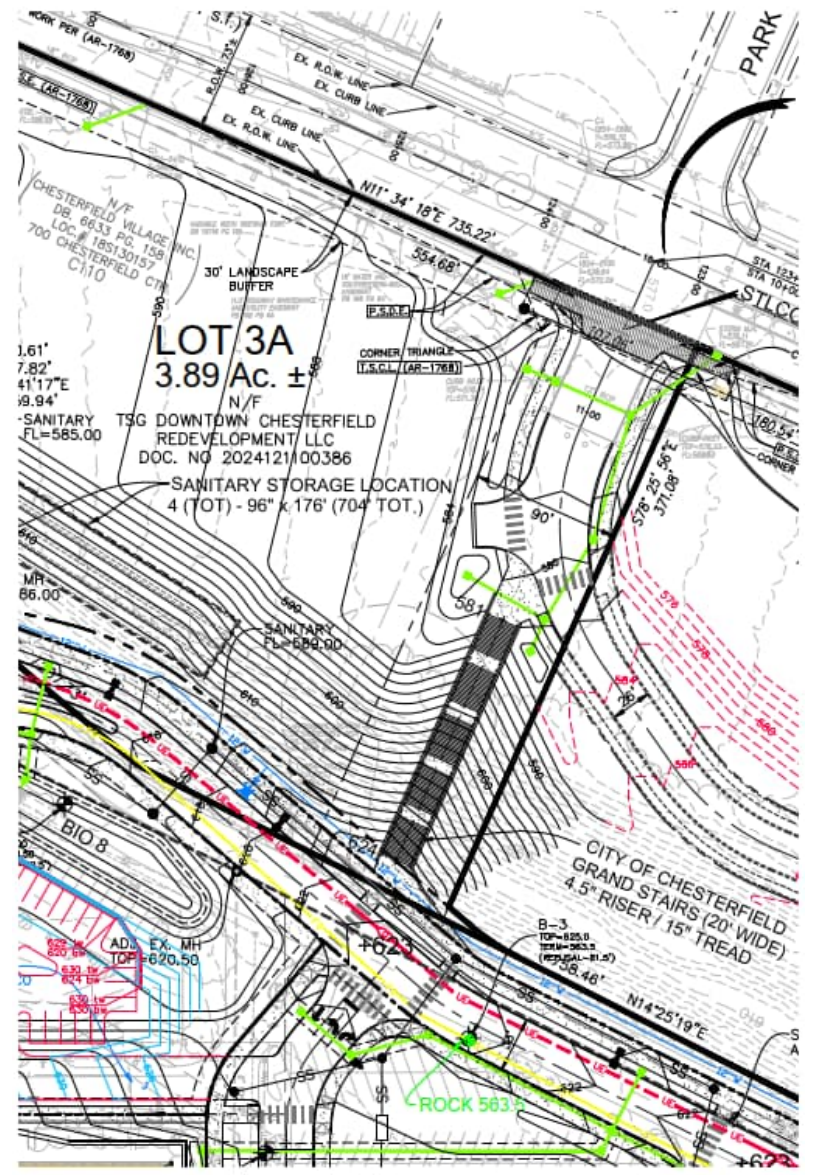
690 Chesterfield Pkwy W
Chesterfield MO 63017
Phone 636-537-4711
Fax 636-537-4798

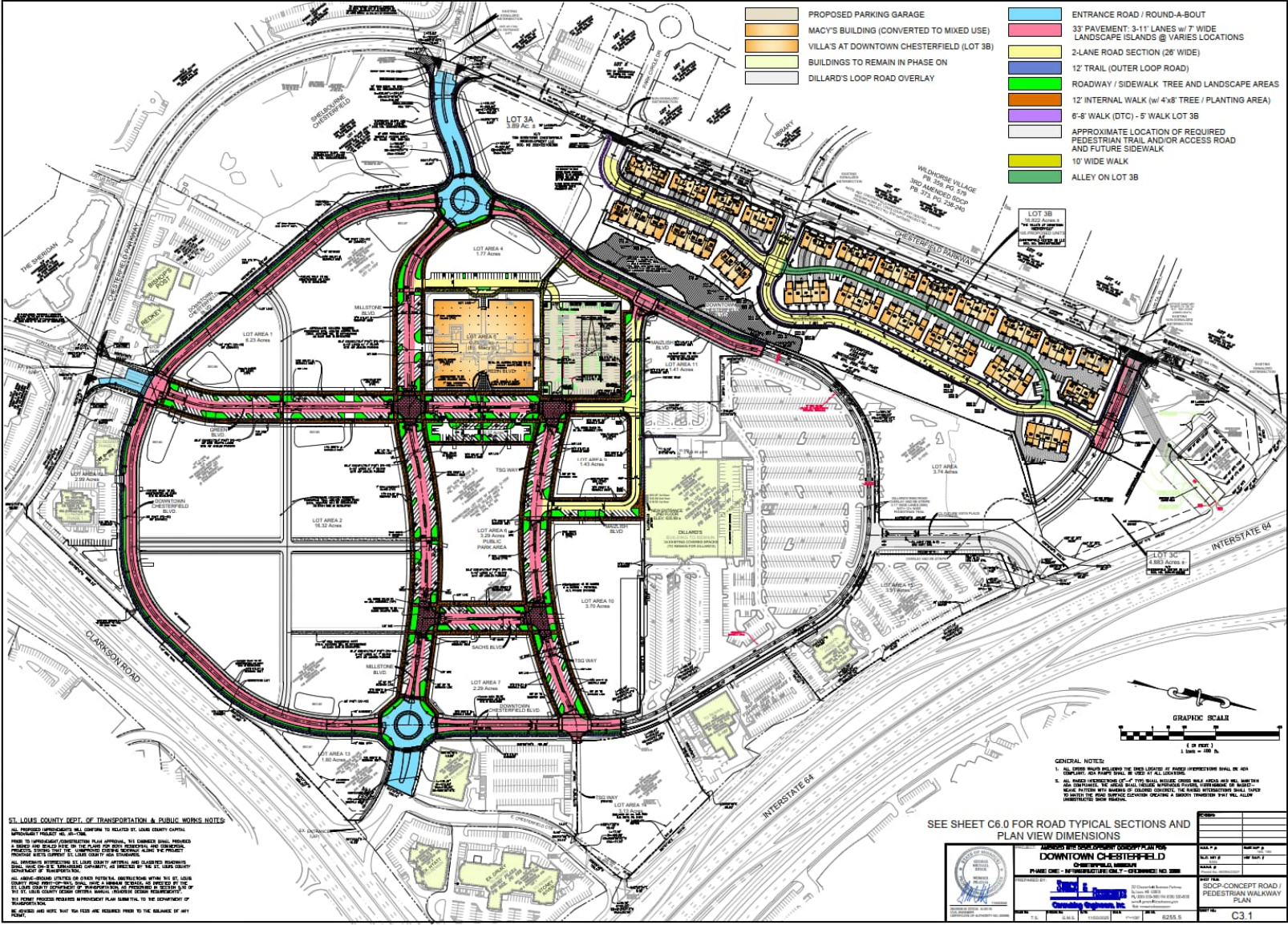
TO: Mayor and City Council
Date: February 14, 2025
RE: Grand Staircase, Downtown Chesterfield

During the November 21st, 2024 meeting of the Public Works and Planning Committee, the concept plan for Downtown Chesterfield was recommended for approval with the caveat that no building permits for vertical construction would be issued until such time as the issues relative to the “Grand Staircase” had been resolved. In addition to the disposition of the staircase feature itself, there was extensive discussion regarding the conveyance of the three plus acre parcel at the southwest entry into Downtown Chesterfield and the potential assumption of the duty to construct the “Grand Staircase” by the City. These issues remain unresolved.

The “Grand Staircase” became a signature feature of Downtown Chesterfield during the latest revision of the City’s comprehensive plan, Envision Chesterfield. The “Grand Staircase” is frequently cited and is the subject of ongoing interest for residents who participated in the planning process. Unfortunately, Envision Chesterfield was a planning process and incorporated concepts and themes, not specifics. There was little or no ability to address physical limitations or practical design concerns.

The concept plan submitted by TSG for Downtown Chesterfield depicted a linear, utilitarian stairway. It is fair to say that “Grand” applies only to the extent that the stairway provides for a 48-foot vertical grade difference. As depicted, it would not meet the grand expectations of Envision Chesterfield. It would, in my opinion, create both substantial future legal liabilities and maintenance concerns. I am equally concerned as to the viability of the use of the staircase as proposed. A stair feature that requires users to overcome the 48-foot grade difference is simply not a viable alternative and would likely only be used infrequently, but only then in conjunction with a cross-fit physical fitness program or parkour training. The constructed staircase at this steep grade, absent a significant foundation system, would tend to slide down the grade and separate requiring continual maintenance and replacement. More concerning, is the anticipated routine liability suits associated with slips and falls. Finally, it should be understood that if the stairway is the primary mode of access, a completely separate and equivalent means of





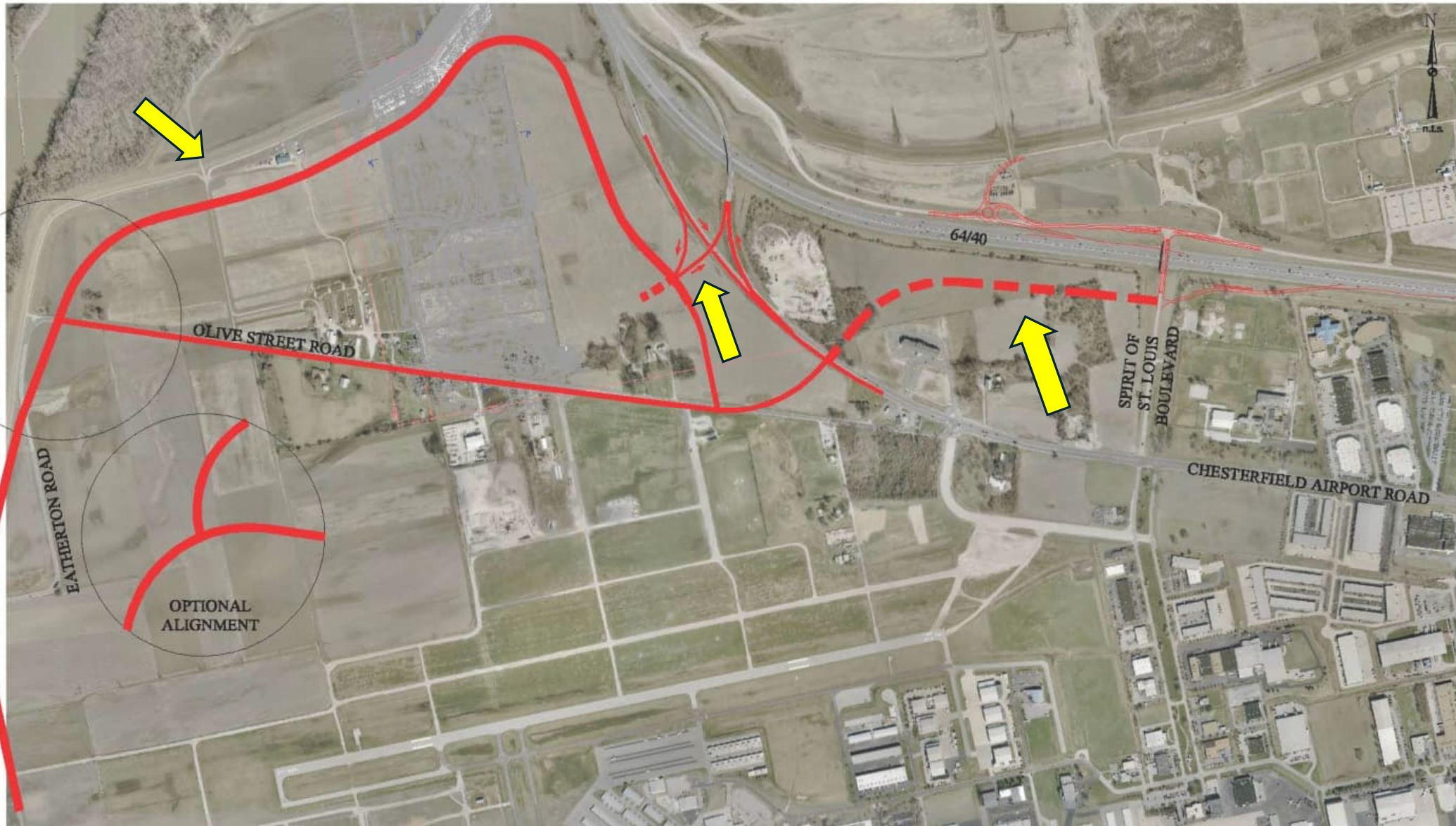
CHESTERFIELD BLUE VALLEY

- CONCEPT PLANS
- NOT APPROVED
- NOT FUNDED

- WHY ARE THEY INCLUDED IN THIS DISCUSSION:

- BECAUSE THEY IMPACT THE FLOW OF TRAFFIC AND POTENTIALLY IMPROVE TRAFFIC ISSUES BEING EXPERIENCED ON EATHERTON ROAD





OLD SLIDE

FOR REFERENCE
PURPOSES ONLY

NORTH OUTER 40 TDD

The District
The Factory
Residence Inn
Top Golf



N OUTER 40 RD

CHESTERFIELD AIRPORT RD

Parcels
N Outer 40 TDD

OLD SLIDE - FOR REFERENCE PURPOSES ONLY

North Outer-40 TDD

Taubmann	\$12,232,000
Summit	\$4,000,000
City	\$34,475,000

ESTABLISHED IN 2012
 IMPOSES 5/8THS OF ONE-PERCENT
 SALES TAX

Expire no later than 40 years from the date that such TDD Sales Tax is first imposed.

Taubman Transportation Project

1. North Outer Forty and Boone’s Crossing Improvements	\$3,957,500
a. Land acquisition	\$ 300,000
b. Design, survey, construction observation	\$ 512,500
c. Construction	\$3,145,000
2. Stormwater Drainage Improvements	\$2,579,500
a. Land acquisition, easements, dedications	\$ 650,000
b. Design, survey, construction observation	\$ 512,500
c. Construction	\$1,417,000
3. Levee Bike/Hiking Trail Parking and Access Area	\$2,095,000
a. Land acquisition, easements, dedications	\$1,300,000
b. Design, survey, construction, observation	\$ 512,500
c. Construction	\$ 282,500
12. Other professional costs, soft costs and Interest Charges	\$3,600,000

Summit Transportation Project

11. Improvements to Summit property	\$4,000,000
a. Structured parking	\$2,500,000
b. Design, survey, construction observation	\$ 300,000
c. Construction	\$1,200,000

CURRENT DEBT STATUS

Series 2013 A – Taubman	\$4,880,684
Series 2013A TSG	<u>\$4,632,053</u>
TOTAL 2013A	\$9,512,737 Total Balance
Series 2021A – Summit	\$15,234.32 in principal payment on 6/1/2025
	\$2,337,303 Balance after 6/1/2025

\$11,850,040 total outstanding debt to Taubmann and Summit

OLD SLIDE



FOR REFERENCE PURPOSES ONLY






Detail of Estimated Budgeted Expenditures

Taubman Transportation Project

1. North Outer Forty and Boone's Crossing Improvements	\$3,957,500
a. Land acquisition	\$ 300,000
b. Design, survey, construction observation	\$ 512,500
c. Construction	\$3,145,000
2. Stormwater Drainage Improvements	\$2,579,500
a. Land acquisition, easements, dedications	\$ 650,000
b. Design, survey, construction observation	\$ 512,500
c. Construction	\$1,417,000
3. Levee Bike/Hiking Trail Parking and Access Area	\$2,095,000
a. Land acquisition, easements, dedications	\$1,300,000
b. Design, survey, construction, observation	\$ 512,500
c. Construction	\$ 282,500

City Transportation Project

4. North Outer Forty Road to future intersection with Baxter Road	\$4,100,000	
a. Land acquisition, easements, dedications	\$ 300,000	
b. Design, survey, construction, observation	\$ 675,000	
c. Construction	\$3,125,000	
5. Extension of North Outer Forty Road to Chesterfield Parkway, with related Slip Ramp and reconfiguration of access and entrances	\$12,075,000	
a. Land acquisition	\$1,100,000	

b. Design, survey, construction observation	\$2,180,000	
c. Construction	\$8,795,000	
6. Access Road and Parking Area with access to Public Wetlands	\$ 750,000	
a. Land acquisition	\$100,000	
b. Design, survey, construction observation	\$150,000	
c. Construction	\$500,000	
7. Trailhead and related facilities	\$ 550,000	
a. Land acquisition	\$ 50,000	
b. Design, survey, construction observation	\$100,000	
c. Construction	\$400,000	
8. Baxter Road overpass U.S. 40/I-64	\$8,000,000	
a. Land acquisition	\$1,200,000	
b. Design, survey, construction observation	\$1,200,000	
c. Construction	\$5,600,000	
9. Collector-Distributor System I-64 to Boones Crossing	\$4,000,000	
a. Land acquisition	\$1,000,000	
b. Design, survey, construction observation	\$ 750,000	
c. Construction	\$2,250,000	
10. Long Road Interchange Contribution	\$5,000,000	
a. Land acquisition	\$2,000,000	
b. Design, survey, construction observation	\$1,200,000	
c. Construction	\$1,800,000	

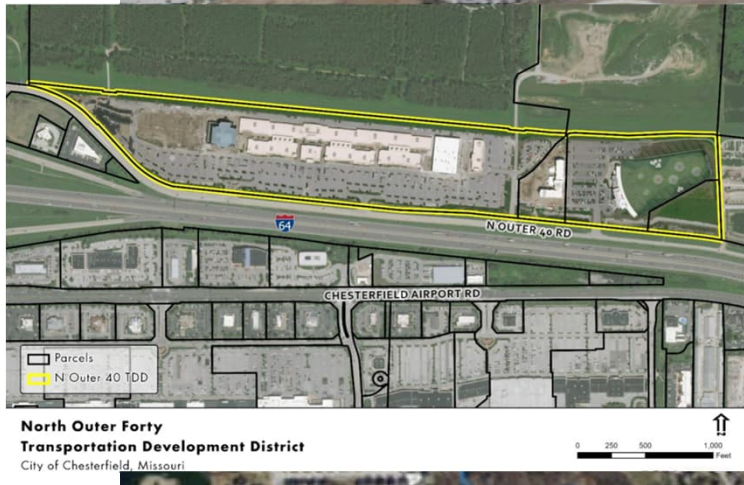
CITY PROJECTS
\$34,475,000

OLD SLIDE

FOR REFERENCE
PURPOSES ONLY

CONSIDER EXTENDING
BOUNDARIES OF TDD AND EXTEND
TDD EXPIRATION DATE

GRAELER PROPERTY



OLD SLIDE

FOR REFERENCE
PURPOSES ONLY



CONCERNS/ISSUES:
REMAINS A "CONCEPT PLAN"

MAIN CIRCLE DRIVE COMPLETED

LACK OF CITY COUNCIL
ACCEPTANCE/CONSENSUS
multiple variants offered
none approved

GREEN SPACE
PICKLEBALL
VETERANS PLACE DRIVE
emergency access
public water
access to VHP
VETERANS HONOR PARK ACCESS
ADA PARKING
SOUTH DRIVE ACCESS

FUNDING?

OWNERSHIP

INTEGRATE WITH
AQUATIC CENTER
AMPHITHEATER
GRAND STAIRCASE

OLD SLIDE

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PURPOSES ONLY

OPINION / CONCLUSION

Included on the next page is an opinion of probable construction costs for the implementation of the Central Park Expansion master plan. The costs are based on available information obtained by the design team during the master plan phase of work, and should be refined as design development continues and more detail is defined. Costs are based on 2021 construction costs and are subject to fluctuation in the market place. This information is to be used in conjunction with the master plan to establish a logical sequence of budgeted projects to be implemented by the city of Chesterfield.

CONCLUSION

The master plan is only the first step in the successful expansion of the Central Park property. Following the completion of this planning effort, The City will proceed with phasing the design and implementation of this master plan. It is anticipated to complete the design in multiple phases funded through a combination of sources including the Municipal Park Grant program, budgeted funds, and in-house construction services.

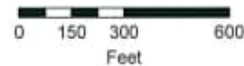
**EXPENDITURES OUTDATED &
SIGNIFICANTLY UNDERSTATED**

\$8,851,898
AUGUST 2021

Item	Quantity	Unit	Unit Cost	Subtotal
1 Demolition & Site Prep				
Street Closure	1	df	\$1,000,000	\$1,000,000
Earthwork - Grading	1	df	\$1,000,000	\$1,000,000
Earthwork - Haul Off	1	df	\$10,000,000	\$10,000,000
Roadway Removal	1	df	\$8,000,000	\$8,000,000
Miss. Site Removal (Lighting, Furnishings, Walkways, etc.)	1	df	\$40,000,000	\$40,000,000
Sewer / Water Utility Modifications	1	df	\$100,000,000	\$100,000,000
Electrical Utility Modifications	1	df	\$10,000,000	\$10,000,000
Subtotal				\$195,000,000
2 Hardscape				
New Roadway - incl. base, curbs, and gutters	1	df	\$100,000,000	\$100,000,000
New Comfort Station - Men/Women, Family Room, Storage, Med	1	df	\$1,000,000,000	\$1,000,000,000
Concrete Walkway - Standard Brown Finish	100,000	sf	\$100	\$10,000,000
Asphalt Parking Areas - including paving, curbs, etc., striping	\$7,500	sf	\$0.00	\$400,000,000
Public Restrooms - 8 courts	1	df	\$100,000,000	\$100,000,000
Pergola Structure - approx. 100 LF - metal structure	1	df	\$200,000,000	\$200,000,000
Screen Pavilion Structure - Tensored Fabric Structure	1	df	\$170,000,000	\$170,000,000
Site Lighting (Storage Street Lighting, Pedestrian Lighting, etc.)	1	df	\$100,000,000	\$100,000,000
Perimeter Area Fencing - 6" Coated Chainlink	500	lf	\$40.00	\$20,000,000
Tensored Seawall - Snapped Natural Stone Slabs	100	ton	\$100,000	\$10,000,000
Entry Plaza Hardscape Improvements	1	df	\$100,000,000	\$100,000,000
Pedestrian Countertop	100	lf	\$100.00	\$10,000,000
Retaining Wall (avg. 2' H)	800	sf	\$40.00	\$32,000,000
Subtotal				\$4,072,000,000
3 Landscape				
Canopy Trees	80	2" Cal.	\$100.00	\$8,000,000
Flowering Trees	100	2" Cal.	\$400.00	\$40,000,000
Evergreen Trees	100	2" Cal.	\$400.00	\$40,000,000
Planting Area (Shrubs, Perennials, Annuals, Trees, and More)	10,000	sf	\$4.00	\$40,000,000
Turf (assumed some material to be salvaged from site)	400,000	sf	\$0.75	\$300,000,000
Subtotal				\$400,000,000
4 Storm Water Enhancement / Bioswales				
Storm Water Bioswale	10,000	sf	\$4.00	\$40,000,000
Bioswales (Parking Lot)	400	sf	\$10.00	\$4,000,000
Subtotal				\$44,000,000
5 Miscellaneous				
Bollards	50	ea	\$10,000.00	\$500,000.00
Site Furnishings	1	df	\$10,000,000	\$10,000,000
Sculpture / Public Artwork	1	df	\$10,000,000	\$10,000,000
Entry Signage	1	df	\$10,000,000	\$10,000,000
Subtotal				\$30,000,000
6 Irrigation				
Irrigation	100,000	sf	\$1.00	\$1,000,000
Subtotal				\$1,000,000
Subtotal				\$8,851,898
8% Contractor's General Conditions & Mobilization				\$716,898.20
7% Contractor Overhead and Profit				\$619,632.86
10% Design and Engineering/Permitting Fees				\$885,189.80
10% Construction Contingency				\$885,189.80
Grand Total				\$9,958,900.80



Nooning Tree
Secondary Entrance
Calliope Place Extension



- Legend**
- Subdivision**
- Nooning Tree
 - Nooning Tree Addition
 - Shenandoah
 - Proposed Road Extension

Prepared by:

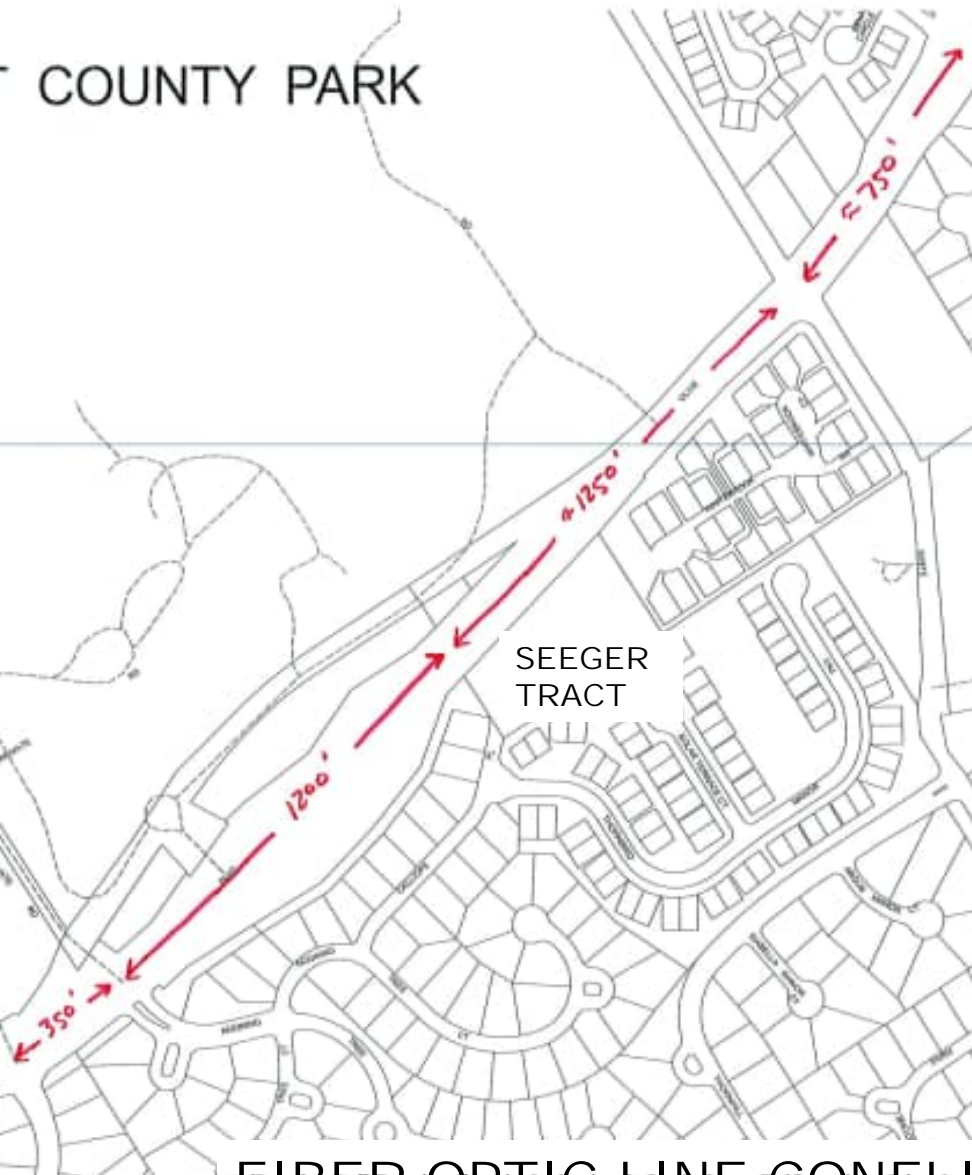
 The Mapping Section
 of the Engineering Division
 of the Public Works Department

This Map has been prepared from the most reliable information obtainable. We cannot, however, take any responsibility beyond our control, guarantee, or liability accuracy. Any errors or omissions brought to our attention will be appreciated and will be corrected in subsequent updates.

Last Revised March 28, 2008
 R:\GIS\Project\PCP\Draw\Calliope Place Extension.pdf

FAUST COUNTY PARK

SEGER TRACT



FIBER OPTIC LINE CONFLICT

Missouri
Department
of Transportation



Ed Hassinger, District Engineer

St. Louis Metro District
1590 Woodlake Drive
Chesterfield, MO 63017-5712
(314) 340-4100
Fax (314) 340-4119
www.modot.org
Toll free 1-888 ASK MoDOT

October 28, 2005

Mr. Brandon Boleyjack
Volz Engineering, Inc.
10849 Indian Head Industrial Boulevard
St. Louis, MO 63132

WORKING
COPY
RECEIVED
NOV 01 2005
BY VOLZ, INC.

Dear Mr. Boleyjack:

We have received your plan proposal, submitted on October 10, 2005, regarding the city of Chesterfield's Calliope Place road extension on Route 340 near White Road. MoDOT will not approve this additional access point unless the existing Nooning Trec entrance is modified to eliminate left turn egress. We offer the following comments:

- Provide the contact name with the city's information.
- MoDOT is not on the DIGRITE One-Call system. Provide the DIGRITE and the MoDOT phone number (314-340-4100) for underground facility locates within the right of way.
- Propose grading to eliminate the ditch between the proposed entrance and existing private driveway. Provide a grate inlet for roadway drainage.
- The entrance must be shown to reflect MoDOT Type III standards (Std. DWG. 203.63) by proposing concrete tapers to the edge line. This entrance material thickness must be shown as 8" PCCP on a 4" aggregate base. Provide an entrance profile reflecting the standard drawing.
- Reduce the inbound lane width to 15 feet. No part of the raised median should be constructed within the right of way.
- It appears that AIS is not necessary. Consider removing this structure from within the right of way.
- Retaining wall is not allowed within the right of way. All consideration must be given to proposing the sidewalk near the shoulder to reduce the need for the wall. Additional grading within the existing ditch, with a beveled grate inlet may be necessary.
- Provide a traffic control plan for any proposed lane closures on Route 340.
- Show any existing entrances on the north side of Route 340. Furthermore, we recommend you assure there are no turning conflicts with existing raised medians on Route 340.

I am including a markup plan for guidance. You may submit two sets of your revisions for further review. We will, also, require an electronic .pdf file of the final plan for our permit records. Should you have any questions or comments, you may call me at 314-340-4318.

Sincerely,

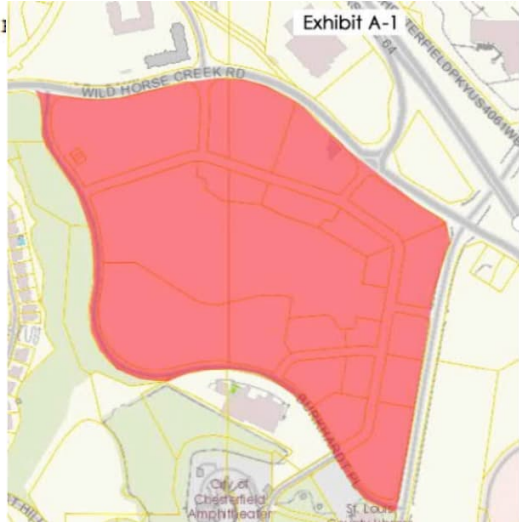
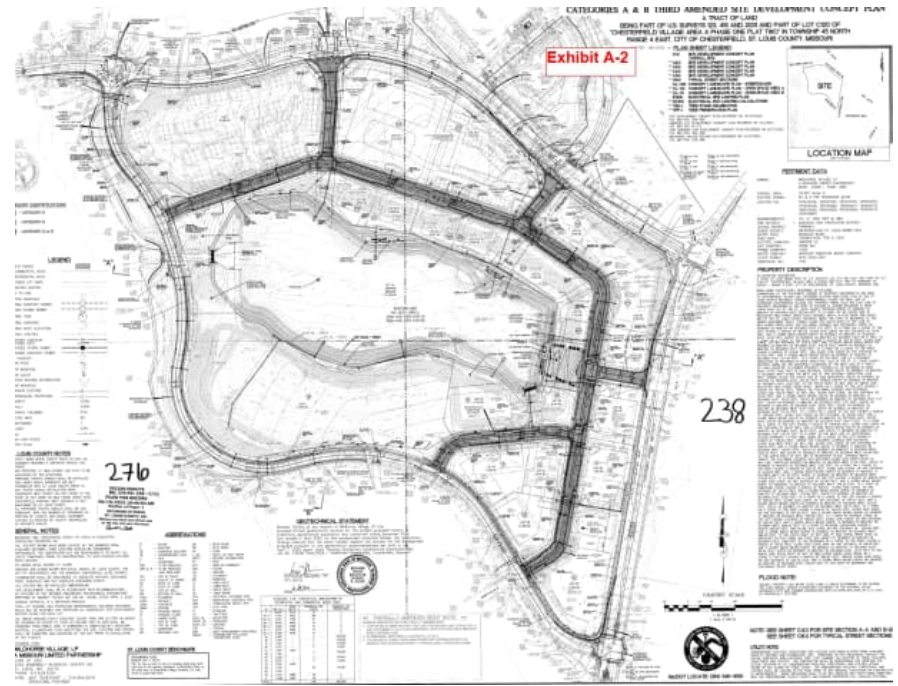
Jim Bodart
Jim Bodart
Senior Traffic Specialist

Enclosure

OLD SLIDE
FOR REFERENCE
PURPOSES ONLY

**Wildhorse Village
Special Business District
Financial Summary**

GET COMPILATION					
	2024	2025	2026	2027	2028
PERSONNEL*	\$112,533	\$422,638	\$524,844	\$633,879	\$654,328
CONTRACTUAL	\$41,152	\$156,924	\$209,680	\$262,604	\$290,619
COMMODITIES	\$53,201	\$94,499	\$98,573	\$102,865	\$107,298
CAPITAL	\$0	\$14,010	\$12,875	\$13,261	\$13,659
ANNUALIZED CAPITAL NEEDS	\$0	\$24,500	\$26,675	\$29,131	\$31,910
TOTAL	\$206,887	\$712,571	\$872,647	\$1,041,741	\$1,097,814
REVENUES	\$393,893	\$673,057	\$905,164	\$925,888	\$934,552
AT \$.85/\$100 ASSESSED VALUATION					
NET	\$187,007	(\$39,514)	\$32,517	(\$115,853)	(\$163,262)
					FIVE YEAR NET (\$99,105)



WILDHORSE VILLAGE SPECIAL BUSINESS DISTRICT

absorbing \$1 million / annual expenditure

OLD SLIDE

FOR REFERENCE
PURPOSES ONLY

WE NEED TO ADDRESS **LAW ENFORCEMENT AND PARK PATROLS OVERALL**. THE TWO SPECIAL BUSINESS DISTRICTS IN THE SOUTHWEST QUADRANT WILL HELP IN THE CORE OF THE CITY, BUT WILL NOT ADDRESS CHESTERFIELD VALLEY OR THE PARK SYSTEMS, AND DOES NOT ADDRESS THE SPORTS TOURISM ACTIVITIES.

WE SHOULD CONSIDER, IF SUPPORTED BY **CHESTERFIELD VALLEY** BUSINESSES, ESTABLISHING A CHESTERFIELD VALLEY SPECIAL BUSINESS DISTRICT FOR THE SOLE PURPOSE OF LAW ENFORCEMENT, INCLUDING PARK RANGERS.

BUDGET WORKSHOP #2 DIRECTION

- HEADCOUNT – EXPANSION WITH SPECIAL BUSINESS DISTRICT OBLIGATIONS
- VALLEY SAFETY, LAW ENFORCEMENT, PARK RANGERS
- EMPLOYEE RECRUITMENT/RETENTION
- EMPLOYEE COMPENSATION
- EMPLOYEE FACILITIES

Yes, there is a current problem with recruitment, retention, and capacity.

There will be a future issue with facilities and logistics

CONTEXT:

2026 budget, General Fund ~\$1 million in the black

Sales Tax Revenue FLAT

Additional ESRO's \$182 k each

2026 merit pool and FOP increases: \$680,000 @ 4%


Compensation & benefits improvements

\$1 million surplus can disappear quickly

MY TAKE AWAYS

- LONG ROAD IS CURRENTLY FULL GO. WHILE OTHER FUNDING IS BEING SOUGHT, WE BELIEVE SUFFICIENT REVENUE CAN BE FINANCED BY THE TDD.
- NORTH OUTER 40 CONNECTION TO SWINGLEY RIDGE MAY PROCEED, BUT **MAY** REQUIRE TEMPORARY FUNDING FROM FUND RESERVES TO BE REIMBURSED BY TIF.
- CHESTERFIELD REGIONAL TAX INCREMENT FINANCING
 - DELAYS DUE TO DILLARDS AND AUDITOR HAVE IMPACTED PROJECT TIMING, PROJECT FUNDING, OVERALL BONDING CAPACITY.
 - NO TIF PROJECT CAN MOVE FORWARD UNTIL A DECISION IS MADE RELATIVE TO WILDHORSE VILLAGE. A TIME EXTENSION DELAYS ALL OTHER PROJECTS OTHER THAN TSG.
 - ALL RPA -2 REVENUES ARE PLEDGED TO WILDHORSE VILLAGE, UNTIL \$25 MILLION PROJECT IS DELIVERED, OR ABANDONED. ALL OTHER CITY PROJECTS ARE DELAYED UNTIL REVENUES ARE FREED UP.
- THE AQUATIC CENTER PROJECT IS WHOLLY DEPENDENT UPON FUNDING, I ANTICIPATE A BALLOT ISSUE. NOT A CURRENT DECISION, BUT IF PROJECT IS TO PROCEED, IT WILL REQUIRE VOTER APPROVAL.
- THE AQUATIC CENTER PROJECT DECISION IMPACTS TIF ALTERNATIVES, CENTRAL PARK IMPROVEMENTS & PICKLEBALL
- IF COUNCIL DESIRES THAT STAFF INVESTIGATE VALLEY LAW ENFORCEMENT, WE NEED TO BE DIRECTED TO DO SO.
- **OTHER PROJECTS/INITIATIVES WILL ONLY BE PURSUED TO THE EXTENT THAT OPPORTUNITIES & FINANCING ARISE.**
- WE CANNOT ADDRESS THE LARGER ISSUES OF RECRUITMENT, RETENTION, ADDITIONAL HEADCOUNT, WITHOUT CONSIDERING REVENUE ALTERNATIVES.

TO: Michael O. Geisel, P.E.
City Administrator

FROM: Elliot Brown, 
Assistant City Administrator



Date: December 19, 2025
RE: Finance & Administration Committee 1/5/2026

Anonymous Code Enforcement Complaints

Public Health & Safety Committee Discussion:

On September 29, 2025, the Public Health and Safety Committee met to discuss open Code Enforcement work orders in the City’s Report-A-Concern platform (formerly See-Click-Fix). Staff presented a summary of the number of work orders that had been reported anonymously via the *Hide your identity* or *Submit as a guest* options on the platform:

Total:	1144	Hidden Identity:	281	Guest:	594
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More than 75% of the concerns were reported anonymously.

During the meeting, the Committee heard testimony from the River Bend Homeowners Association Trustees indicating that they did not support the acceptance of anonymous complaints. Trustees stated that anonymous reporting incentivizes some individuals to actively search for minor or short-term issues within neighborhoods, often involving trash containers or grass height, and to submit multiple complaints in rapid succession. In some instances, five to ten work orders were submitted within minutes.

Trustees expressed concern that this practice disproportionately impacts new residents and those who may be temporarily out of compliance. Staff further noted that many anonymous complaints involve nuisances that are abated before Code Enforcement Officers are able to conduct an inspection.

Additionally, anonymous complaints are more difficult for staff to process, as officers are unable to seek clarification or additional information from the reporting party. The absence of a reporting contact can limit follow-up, verification, and context related to the alleged violation.

Following the discussion, the Public Health and Safety Committee recommended removing the *Hide your identity* and *Submit as a guest* options from the Report-a-Concern platform. Individuals wishing to report concerns anonymously would instead be directed to contact the City directly.

Background and Previous Council Action:

On January 20, 2020, City Council adopted Ordinance No. 3085, which amended Chapters 7 and 25 of the Chesterfield City Code to remove the requirement that individuals provide their name and address as a condition of filing a Code Enforcement allegation. The ordinance authorized the City to accept and record anonymous property maintenance and solid waste complaints, while retaining the requirement that allegations clearly and specifically identify the violation(s) being reported.

Following the Public Health and Safety Committee’s discussion in September 2025, staff conducted additional review of the City Code and operational practices related to anonymous reporting. Based on this review, staff determined that the acceptance of anonymous complaints extends beyond the original intent of reducing barriers to reporting and has resulted in unintended operational, enforcement, and liability concerns.

As a result, staff is bringing this item forward for Finance and Administration Committee review so that a recommendation may be made to City Council regarding reconsideration of its prior authorization of anonymous complaints.

Requested Actions:

Staff recommends and requests that City Council reconsider its prior action authorizing the broad acceptance of anonymous Code Enforcement complaints.

While staff recognizes that some individuals may be reluctant to identify themselves, the broad acceptance of anonymous complaints has created operational challenges, increased the City’s involvement in neighborhood disputes, and limited staff’s ability to verify and follow up on reported concerns. Anonymous complaints also present potential liability due to the lack of contact information for clarification or confirmation.

It should be noted that any code violation observed by City staff will be recorded and pursued regardless of how it is reported, and that in safety-sensitive situations, the City will independently pursue compliance. Additionally, when a complainant expresses concern for personal safety, staff may record a complaint under a City-identified entry.

Accordingly, staff recommends discontinuing the broad acceptance of anonymous complaints, removing the ability to submit anonymous complaints through the online Report-A-Concern (SeeClickFix) platform, and authorizing staff to record anonymous complaints only when a complainant personally requests anonymity through direct contact with City staff.

Please forward to F&A for their review and recommendation.

McTeish 2025-12-19