

Mayor Nanette K. Johnston opened the work session at 6:05 p.m. on August 2, 2016, at City Hall located at 8880 Clark Avenue, Parkville. In attendance were aldermen Greg Plumb, Jim Werner, Tina Welch, Dave Rittman and Robert Lock.

The following staff was also present:
Lauren Palmer, City Administrator
Kevin Chrisman, Police Chief
Stephen Lachky, Community Development Director
Alysen Abel, Public Works Director
Matthew Chapman, Human Resources/Finance Director
Tim Blakeslee, Assistant to the City Administrator
Melissa McChesney, City Clerk
Steve Chinn, City Attorney

1. GENERAL AGENDA

A. Proposed Records Retention Policy

City Clerk Melissa McChesney presented the recommended policy. She stated that she sought guidance from the Missouri Secretary of State's Office and city clerks in peer communities and reviewed the applicable state laws that govern records management for fourth class municipalities. The policy would set minimum retention schedules and record storage and destruction protocols and help to better manage limited storage space and ensure compliance with state law.

The city clerk would have significant responsibility in administering the policy and document management, especially for inactive records. The city clerk would be assisted by records coordinators in each department who would be responsible for active documents routinely used by the department. Inactive and permanent records would be stored with a consistent filing and labeling protocol to assist with easy access and compliance with retention schedules. The city clerk would oversee an annual records destruction program to dispose of records at the lapse of retention dates.

Alderman Rittman suggested evaluating an alternative to the sprinkler system for the records room to protect against water damage in the event of a fire emergency. Alderman Werner asked if the City favored electronic files over paper files and McChesney responded that most permanent files were kept in both formats and Finance/Human Resources Director Matthew Chapman added that personnel files were only stored in paper format, but he was working to convert to electronic files, too, for duplication. Mayor Johnston warned of the importance of preserving historical documents and Alderman Plumb added that the Park University archives and history students might be able to assist.

Alderman Lock asked if the policy would be adopted by ordinance and if approval would be required from the Missouri Secretary of State and McChesney clarified policy statements were adopted by resolution. He also asked how historical records associated with proprietary records, particularly for accounting, would be retained over time as software changes. McChesney explained that permanent records were stored in a flexible format such as PDF or microfilm. Alderman Rittman suggested adding language to address offsite backup and storage.

At the request of City Administrator Palmer, McChesney reviewed the items in the retention schedule that were recommended by staff for schedules different from state policy. City Attorney Chinn and board members thanked McChesney for the work on the policy and agreed it was ready for final consideration by the Board of Aldermen on August 16, 2016.

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The work session ended at 6:38 p.m.

The work session minutes for August 2, 2016, having been read and considered by the Board of Aldermen, and having been found to be correct as written, were approved on this the sixteenth day of August 2016.

Submitted by:

City Administrator Lauren Palmer

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Submitted by:



City Administrator Lauren Palmer

