WEST PLAINS

November 9, 2026

To: Mayor Michael Topliff
City Council Members

From: Kellie Mayers, City Clerk
Jordan Belanger, HR Manager

Re: Disposal of Records – Human Resources Department

Executive Summary
The City Clerk Department recommends disposal of records which have met the retention period requirement.

Discussion
The following records have met the required minimum retention period per the state retention schedule. The City Clerk Department requests permission to securely dispose of these personnel records:

- Employee personnel records
  - 1975-1996
- Employee personnel records
  - 1997-2001
- Employee personnel records
  - 2002
- Employee personnel records
  - 2003
- Employee personnel records
  - 2004
- Employee personnel records
  - 2005

Fiscal Impact
No fiscal impact.

Retention Schedule	Code	Record Type	Detail Description	Date Range	Cubic Feet	Retention Period Begins	Min. Retention Length
General Schedule	GS 026	Employee Personnel Records	Personnel Files	1975-1996	3	EOCY of Separation	10 years
General Schedule	GS 026	Employee Personnel Records	Personnel Files	1997-2001	1	EOCY of Separation	10 years
General Schedule	GS 026	Employee Personnel Records	Personnel Files	2002	1	EOCY of Separation	10 years
General Schedule	GS 026	Employee Personnel Records	Personnel Files	2003	1	EOCY of Separation	10 years
General Schedule	GS 026	Employee Personnel Records	Personnel Files	2004	1	EOCY of Separation	10 years
General Schedule	GS 026	Employee Personnel Records	Personnel Files	2005	1	EOCY of Separation	10 years

EOCY= End of Calendar Year

EOFY= End of Fiscal Year