

ORDINANCE NO. 15-749

AN ORDINANCE TO GOVERN THE RETENTION AND DISTRUCTION OF CITY RECORDS, DECLARING AN EMERGENCY, AND FOR OTHER PURPOSES.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLARKSVILLE, ARKANSAS:

**Section 1:** The following records are maintained permanently in their original and electronic format:

- (A) Ordinances;
- (B) City council minutes;
- (C) Resolutions;

The following records are maintained permanently in either the original or electronic format:

- (A) Annual financial audits; and
- (B) Year-end financial statements.

**Section 2:** Accounting records fall into three groups: *Support Documents*, *Semi permanent Records* *Permanent Records*.

- A. *Support documents* must be kept for four (4) years and may not be destroyed before an audit. They consist of cancelled checks, invoices, bank statements, receipts, deposit slips, bank reconciliations, checkbook registers or listings, receipts listings, monthly financial reports, payroll records, budget documents, and bids, quotes, and related documentation.
- B. *Semi-permanent Records* must be kept for seven (7) years with the same restriction regarding an audit. They consist of fixed assets and equipment detail records, investment and certificate of deposit records, journals, ledgers, and subsidiary ledgers, and annual financial reports. For investment and certificate of deposit records, the seven (7) years of required maintenance begins on the date of maturity.
- C. *Permanent records* shall be maintained permanently. They consist of city council minutes, ordinances, resolutions, employee retirement documents, and annual financial audits.

**Section 3:** Police Ticket Books must be kept for three years but must be kept until audited.

**Section 4:** Police Department Records must be maintained permanently. These include closed municipal police case files for felony and Class A misdemeanor offenses and expunged orders of municipal police cases. However, after ten

(10) years, these may be copied and maintained under Ark. Code Ann. 14-2-203. However, records constituting evidence of sexual offenses or violent offenses resulting in convictions are regulated by Ark. Code Ann. 12-12-104.

The following police records must be kept for three (3) years: Accident, incident, and offense reports, fine and bond and parking meter records, radio logs and complaint cards, employment records, payroll sheets, time cards, and leave requests. They may then be copied electronically or disposed of.

**Section 5:** Before any records "other than ephemeral materials" are destroyed, city officials must advise the history commission in writing and give any records deemed to have historical value to the commission.

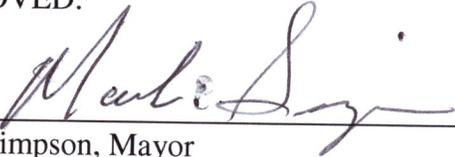
**Section 6:** All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**Section 7:** If, for any reason, any portion of this ordinance shall be held to be invalid, such invalidity shall in no way affect the remaining portions thereof which are valid, but said valid portions shall be and remain in full force and effect.

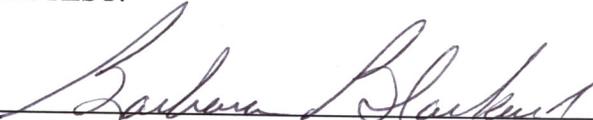
**Section 8:** An emergency is hereby declared to exist and this Ordinance is necessary for the immediate economic preservation and financial protection of the City of Clarksville, Arkansas. Therefore, said Ordinance shall be in full force and effect from the date of its passage.

Passed this 13<sup>th</sup> day of July, 2015

APPROVED:

  
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Mark Simpson, Mayor

ATTEST:

  
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Barbara Blackard, Clerk/Treasurer