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AURORA-CITYHALL.ORG

To: City Council  
From : Kamy Kulow, City Clerk/HR Director  
Re: Records Destruction  
Date: 04/26/2022

Dear City Council,

Below is a list of City records that have reached their destruction date. I am requesting permission for these records to be destroyed on behalf of the following:

City Treasurer Betty Baum/Jessica Jenkins

Journal Entries: 0717 Journal Entries 2014-2015  
Subsidiary Ledgers: GS006 Sewer Month End 2014 & 2015  
Subsidiary Ledgers: GS006 Sewer Weekly Billing & Billing Registers 2016-2018  
Banking Records: GS010 Sewer & General Fund Bank Deposits 2015  
Purchasing Records: GS009 Accounts Payable 2015 & 2016  
Payroll Records: GS068 2015 Payroll Reports  
Permits & Licenses: GS050 Business Licenses 2015-2018  
Postage Statements: Sewer Billing Postage 2015-2018  
Returned Mail: Returned Sewer Bills 2015-2018  
Refund Check Copies: Check stub from deposit refund 2015-2018  
Empire Adjustments: Adjustments for water usage 2018 & 2019  
Purchasing Records: GS009 Accounts payable A-Z 2017  
Subsidiary Ledgers: GS006 Sewer Month End 2018  
Subsidiary Ledgers: GS006 Sewer Billing work papers 2018-2019  
Banking Records: GS010 Deposit Receipts 2018-2019  
Banking Records: GS010 Court payment receipts 2018-2019  
Banking Records: GS010 General Fund Cash Receipts 2018  
Accounts Receivable: GS008 Accounts Receivable 2019

Court Documents Debbie Willard

PA 2018 Minor: Minor Violations Open & Closed 2018

City Clerk Kamy Kulow

FEMA Joplin: GS007 Force Account Labor Summary Records 2011  
Trash Bid Documents: GS055 2016  
Employee Time Sheets: GS028 2018-2019

Sincerely,

  
Kamy Kulow  
City Clerk/HR Director