



# CITY OF AURORA

P. O. BOX 30  
AURORA, MO 65605  
PH: 417-678-5121

To: City Council  
From: Kimberly Breedlove, City Clerk/HR Director  
Re: Records Destruction  
Date: 5/22/2020

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:

Finance Officer Betty Baum

Accounts Payable: GS009 2013-2015  
Banking Records: GS010 2014-2018 Check Registers  
Banking Records: GS010 2016-2017 Bank Reconciliations  
Journal Entries & Vouchers: GS0717 2013  
Payroll Records: GS068 2010-2011 Invoices of Benefits Paid  
Permits & License: GS050 2016-2017 Business License Application  
Accounts Receivable Records: GS008 2012 Cash Receipts Posting Journals

City Collector Jessica Jenkins

Banking Records: GS010 2011-2012 Sewer and General Fund Bank Deposit Receipts  
Accounts Receivable: GS008 2014 Sewer Septage Reports  
Municipal – 1614 Service Interruption Records: 2012-2014 Disconnects

Planning & Zoning Director Carrie Howlett

Flood Insurance Rate Maps: Flood Plain Information 1979  
General Correspondence: 2007-2010 Department Notes and Research  
General Correspondence: Department Reports 2005-2009  
DNR Grant Records: Unsuccessful 2008  
Recycling Grant: Supporting Documents 2008

Police Chief Richard Witthuhn

Racial Profiling Reports: 2007-2014  
Pawn Tickets: 2007-2014  
UCR Reports: 2007-2014  
Drivers License Verifications: 2007-2014  
Investigation Notes: 2007-2014

Sincerely,

A handwritten signature in black ink, appearing to read "Kimberly Breedlove", is written over the typed name.

Kimberly Breedlove  
City Clerk/HR Director