RESOLUTION NO. 6-2025

Destruction of Documents

WHEREAS, the City of Griswold adheres to the Records Retention Manual of the State of Iowa; and

WHEREAS, certain records have exceeded their retention dates;

NOW THEREFORE BE IT RESOLVED, the following list of documents shall be destroyed in the presence of the City Clerk and City Administrator:

Year	Document
FY & earlier	Accounts Payable
FY20& earlier	Utility Bill Records
FY20& earlier	Bank Statements
FY20& earlier	Commercial Insurance Policies
FY20& earlier	Treasurer's Reports
FY20& earlier	Agendas and Proofs of Publication
FY20& earlier	Utility Bill Payment Stubs
2020 & earlier	Employee Timesheets
FY20& earlier	IPAIT statements
FY20& earlier	Receipt Books/Purchase Orders
2020 & earlier	Extra copies of Comprehensive plans/Code of Ordinances/ Urban Renewal/Builder Plans
2020 & earlier	Payroll Forms (941 Report, W-2, IPERS, Iowa Workforce)
2020 & earlier	RFQ's/Proposals of those not accepted
2020 & earlier	Engineering questioner/reports
2020 & earlier	Ambulance insurance records
2020 & earlier	Receipts Management Reports
2024 & earlier	Closed Session Minutes/Recordings

PASSED and APPROVED this 13th day of October 2025.

Ridlen: _____
Carlisle: _____
Tietz: _____
Hansen: _____
Underwood: _____

_____
Mayor

Attest:

_____
City Clerk