

RESOLUTION No. R-2025-04

A RESOLUTION AUTHORIZING THE WARD WATER OFFICE MANAGER TO DESTROY CERTAIN DOCUMENTS NOT OTHERWISE NEEDED

WHEREAS, ARKANSAS CODE ANNOTATED (A.C.A.) 14-237-112 outlines the maintenance and destruction of accounting records of which, water and wastewater records are considered; and,

WHEREAS, A.C.A. 14-237-112 does not specifically state how long certain administrative documents should be maintained; however, the following documents should be considered supporting documents and destroyed every four (4) years but not before an audit is conducted for the time in question

NOW, THEREFORE, IT IS RESOLVED THAT THE CITY COUNCIL OF THE CITY OF WARD THAT;

SECTION 1: A complete audit was conducted on the Ward Water and Sewer System in 2024 for calendar years 2023 and before.

SECTION 2: The Manager of the Ward Water Office is hereby authorized to destroy all the following documents dated 2019 and before: Service Orders; Service Order Monthly Reports; Daily Summary of Financial Charges; Daily Report Forms for each deposit; Meter Reading Reports; Auto Draft Report; Inside City Limit Reports; End of Month Closing Reports; Billing Reports; Billing Register; Lock Off/Late Notice Reports; Inactive Customer Files; Write Off Summary Reports; Write Offs.

SECTION 3: The Manger of the Ward Water Office must document the destruction via an Affidavit that includes the time period of the documents destroyed and the method of destruction. This Affidavit must be signed by the Water Office Manager and one (1) member of the Governing Body and the Affidavit attached to this document as a permanent record of the destruction. (A.C.A. 14-237-112b)

SAID RESOLUTION WAS ADOPTED ON 1-21-25.

Brooke Absent Chapman Yes, Hall Yes, Hefner Yes, McMinn Yes, Ruble Yes

YEAS: 5 NAYS: 0 Mayor (if needed)

APPROVED:

[Signature]
Charles Gastineau, Mayor

ATTEST:

[Signature]
Krystal Rummel, City Clerk

