

RESOLUTION No. R-2025-16

**A RESOLUTION AUTHORIZING THE CITY OF WARD AND WARD WATER AND SEWER TO DESTROY  
CERTAIN FINANCIAL DOCUMENTS NOT OTHERWISE NEEDED**

**WHEREAS, ARKANSAS CODE ANNOTATED (A.C.A.) 14-237-112** outlines the maintenance and destruction of accounting records of which, City of Ward and Ward Water and Sewer 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 City of Ward and Ward Water and Sewer System in 2024 for calendar years 2023 and before.

**SECTION 2:** The Finance Director and Ward Water Office Manager is hereby authorized to destroy all the following documents dated **2019 and before:** All supporting documents of the accountings records for both the City of Ward and the Ward Water and Sewer Department; water system reports; Inactive Customer Files.

**SECTION 3:** The Finance Director 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 Finance Director 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)

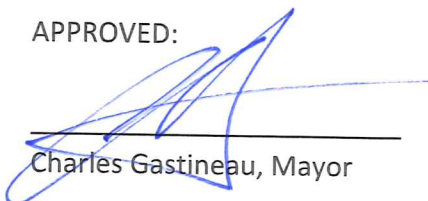
SAID RESOLUTION WAS ADOPTED ON 4-29-25.

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

YEAS: 5 NAYS: 0

Mayor (if needed) \_\_\_\_\_

APPROVED:

  
Charles Gastineau, Mayor

ATTEST:

  
Krystal Rummel, City Clerk

