



Christian County Commission

100 West Church St, Room 100
Ozark, MO 65721

<http://ChristianCountyMO.iqm2.com>

April Term

~ Minutes ~

Monday, April 11, 2016

8:35 AM

The Christian County Courthouse

I. Convene

The meeting was called to order at 8:35 AM by

Attendee Name	Title	Status	Arrived
Ray Weter	Presiding Commissioner	Absent	
Bill Barnett	Western Commissioner	Present	
Sue Ann Childers	Eastern Commissioner	Present	
Rachel Hankins	Assistant	Present	
Ashley Hannah	Secretary	Present	

II. Agenda

Motion/Vote - 8:40 AM Christian County Commission

Discussion - Approve Agenda

The meeting was attended by Ashley Hannah, Robert Palmer and Judy Dollarhite.

Commissioner Childers entertained a motion to approve the agenda for Monday April 11, 2016.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Barnett, Western Commissioner
SECONDER:	Sue Ann Childers, Eastern Commissioner
AYES:	Bill Barnett, Sue Ann Childers

Motion/Vote - Kay Brown-Christian County Clerk

Minutes & Financials Approval - Approve Minutes and Financials

The meeting was attended by Ashley Hannah, Robert Palmer and Judy Dollarhite.

Certified Court Order 04-11-2016-1

Commissioner Childers entertained a motion to approve receipt of the Missouri State Auditor's acknowledgement that the County's Financial Statement was published according to Chapter 50 RSMo.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Barnett, Western Commissioner
SECONDER:	Sue Ann Childers, Eastern Commissioner
AYES:	Bill Barnett, Sue Ann Childers

Motion/Vote - 8:45 AM Bob Barnhart-Building Inspections

Report - 2886 : Quarterly Building Inspections Report

The meeting was attended by Ashley Hannah, Robert Palmer and Judy Dollarhite, Kim Baxter, and Bob Barnhart, Building Inspections.

Bob Barnhart presented the quarterly report and said everything is going great. We are \$3,000.00 ahead of last year's totals to date. It looks like we are going to do as well or better than last year. We may need to replace the belt, hoses, and transmission on the truck so that we can get another 100,000 miles.

Commissioner Childers said we will need to consider the possibilities and decide if we should do repairs or go with a new truck. Discussion was held regarding a smaller vehicle.

Presiding Commissioner Childers entertained a motion to approve the 2nd quarterly report for the Building Inspections department.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sue Ann Childers, Eastern Commissioner
SECONDER:	Bill Barnett, Western Commissioner
AYES:	Bill Barnett, Sue Ann Childers

Motion/Vote - 9:00 AM Christian County Commission

Discussion - Title Search Renewal

The meeting was attended by Ashley Hannah, Robert Palmer and Judy Dollarhite.

The purpose of this meeting is to approve the renewal of Ozark Abstract Title as vendor for another year for \$70.00 per parcel.

Commissioner Childers entertained a motion to approve the continuance of services through Ozark Abstract Title.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Barnett, Western Commissioner
SECONDER:	Sue Ann Childers, Eastern Commissioner
AYES:	Bill Barnett, Sue Ann Childers

Motion/Vote - 9:15 AM Brad Cole-Christian County Sheriff

Report - 2888 : Quarterly Sheriff's Department Report

The meeting was attended by Ashley Hannah, Robert Palmer, Judy Dollarhite, Sheriff Brad Cole, Amelia Wigton, Headliner.

Sheriff Brad Cole presented his quarterly report.

Accomplishments so far - repairing relationships and communication between the County and the Municipalities.

Lieutenant Lofton created a system where he compiles high profile crimes and/or cases and puts it in a report and distributes it throughout the county so they can compare and see if any of the cases are related. Sheriff Brad Cole said we have solved many cases this way. We have established satellite stations and we now have 4 districts throughout the county, 75% of the time we have a Deputy in each of these districts.

We are presently working on a future satellite office at Chadwick High School. We are waiting for approval by the Commission.

The Patrol Units have moved from an action mind set to a proactive mind set.

We are current through the Sheriff's Association and we are under the Drury umbrella to get additional training. Under Drury, the Deputy's can then receive college credit this way.

We have moved from 12 hour shifts to 10 hour shifts for the benefit of the Deputies.

We have received a \$5000 grant for the purchase of new state of the art flashlights. Every deputy will now have a county issued flashlight and a carry case for their belt.

I just received notification this week that we qualified for a \$16,000 grant to purchase a license plate reader. The reader automatically reads the license plate of any car you pass and will let the officer know if the car has been involved in a crime. The grant will purchase everything needed for 1 reader.

Our Dare Program is funded through donations and we will have a golf tournament fund raiser through Island Green Country Club some time in June.

We are tentatively planning to start the first Citizen Sheriff Academy sometime late fall as another outreach to try and connect with the citizens in our county.

As for our CCW permits, we have removed "by appointment only", and will now do permits on a walk in basis. On Wednesday morning all office staff are setting up in the lobby to process CCW permits.

Another accomplishment is that we have taken the phones off auto attendant so if you call the Sheriff's office you get a live person.

We have examined Staff duties, rearranged and reassigned them to help with efficiency. Some cash handling procedures have been rearranged to bring us in line with standard accounting practices. There are usually 3 people handling the money to make sure there is accountability. The new budget allowed for the hiring of a new Warrant Clerk which has allowed for a change to move to 8 hour shifts. This has been a positive move for the Warrant Clerks. We have taken the recommendations of the insurance company to implement policy & procedures through LEXEPOL System. The LEXEPOL System is implemented by attorneys and is updated everyday by attorneys. We started working on this system in December and we have implemented about 100 policies so far. We have about 350 policies to go.

The new website is up and running, it is user friendly. We implemented this on our own which has saved us considerable money.

Judy Dollarhite asked how many license plate readers will your grant purchase.

Sheriff Brad Cole said it pays for one and that is including the installation.

Judy asked do you have anyone monitoring face book with the incidents that occurred last week.

Sheriff Brad Cole said you don't have to worry about that incident anymore as the people were taken into custody and that vehicle was impounded last Thursday.

Commissioner Barnett commended Brad for the positive changes that he has made to this point.

Commissioner Childers agreed and said that she looks forward to more positive changes and more grants.

Commissioner Childers entertained a motion to approve the quarterly report for the Sheriff's Department .

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Barnett, Western Commissioner
SECONDER:	Sue Ann Childers, Eastern Commissioner
AYES:	Bill Barnett, Sue Ann Childers

Motion/Vote - 9:35 AM Amanda Armitage-Christian County Coroner
Report - 2889 : Quarterly Coroner's Office Report

The meeting was attended by Ashley Hannah, Robert Palmer and Judy Dollarhite, Amanda Armitage, Todd Anderson, Sheriff Brad Cole and Amelia Wigton, Headliner.

Amanda presented her quarterly report and said everything is going well, this weekend has been very busy.

Commissioner Childers asked if there is anything you need.

Amanda said I spoke with the County Attorney and he said for me to get bids to submit to the Commission so that you could choose a company for the Coroner's office to use.

Commissioner Childers said we would have to run an ad, there are rules that we need to abide by.

Commissioner Barnett said so you are thinking that we need to put this in the paper so we can get bids.

Amanda said yes, we don't have anyone else in this area that could bid and the closest company is in Columbia. We will also have to get someone for transport also.

Commissioner Barnett asked how many autopsy's are you doing a month.

Amanda said so far I have only had 2 and they were back to back.

Commissioner Childers asked are there any equipment needs at this time.

Amanda said a cell phone, but I have kind of given up on that issue. At this time, I am using my personal cell phone.

Commissioner Childers said I believe we are through Verizon.

Commissioner Barnett said to get with Norma, she is the one who deals with the phones.

Commissioner Childers said that if Amanda was involved in a court case she would need to produce her phone and then she wouldn't have one to use.

Sheriff Brad Cole said there is a complaint regarding the company that Amanda is using, and part of the issue is that the coroner is the only one that should be requesting an autopsy. There are just some complaints circulating around and this is another way for her to stay proactive.

Robert Palmer said I am all for keeping business local and as long as you look at the whole bid package and go with the best one, there shouldn't be any issues.

Commissioner Childers said we will talk to John (County Attorney) and make sure we get the best solution for you. She asked Amanda to compile a list of suppliers that she knew of and we would send bid specifications to them as well as advertise in the paper.

Commissioner Childers entertained a motion to approve the Christian County quarterly report.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Barnett, Western Commissioner
SECONDER:	Sue Ann Childers, Eastern Commissioner
AYES:	Bill Barnett, Sue Ann Childers

Motion/Vote - 9:55 AM Brad Cole-Christian County Sheriff

Discussion - Destruction of Records

The meeting was attended by Ashley Hannah, Robert Palmer, Judy Dollarhite, Sheriff Brad Cole and Amelia Wigton, Headliner.

Sheriff Brad Cole said we have records all the way through 1997 that we don't need and in my opinion this is a waste of space. My record's clerk went through 2007-2014 records and I am basically requesting that you know what is going on with records and that you will approve the destruction of these records. According to the Secretary of State, I don't need the Commission's approval but I would like everyone to know what is going on with my department. The records that are to be destroyed have electronic copies to back them up.

Sheriff Brad Cole read the report of records that will be destroyed.

Commissioner Childers asked how will the records be destroyed.

Sheriff Brad Cole said the records will be destroyed through the county's shredding contractor.

Robert Palmer asked how much paper will be destroyed.

Sheriff Brad Cole said it would fill up a storage container.

Robert Palmer asked is it a regulation to keep these records electronically.

Sheriff Brad Cole said no. I have documents for the Commission to sign stating that I have requested for you to approve the destruction of these records.

Commissioner Childers entertained a motion to approve the destruction of records for the Sheriff's Department.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Barnett, Western Commissioner
SECONDER:	Sue Ann Childers, Eastern Commissioner
AYES:	Bill Barnett, Sue Ann Childers

III. Adjournment

The meeting was closed at

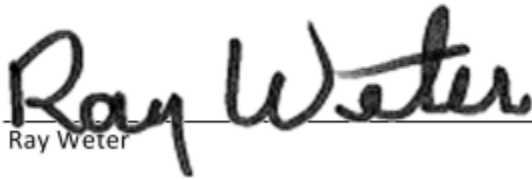
Motion/Vote - 10:05 AM

Motion to Adjourn

The meeting was attended by Ashley Hannah, Robert Palmer and Judy Dollarhite, Brad Cole, Amelia Wigton, Headliner.

Commissioner Childers entertained a motion to adjourn.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Barnett, Western Commissioner
SECONDER:	Sue Ann Childers, Eastern Commissioner
AYES:	Bill Barnett, Sue Ann Childers



Ray Weter

Presiding Commissioner, Ray Weter



Bill Barnett

Western Commissioner, Bill Barnett



Sue Ann Childers

Sue Ann Childers

Eastern Commissioner, Sue Ann Childers



NICOLE R. GALLOWAY, CPA
Missouri State Auditor

April 4, 2016

County Court
 County Clerk
 County Treasurer

RE: County of Christian

In accordance with Chapter 50, RSMo, we acknowledge receipt of your county's financial statement for the year ended December 31, 2015, and proof of its publication.

Thank you for your cooperation in sending this information.

Sincerely,

Dana Wansing

Dana Wansing, MPA
Local Government/Policy Senior Analyst

Attachment: Missouri State Auditor (2885 : Approve Minutes and Financials)

CERTIFIED COURT ORDER# 04-11-2016-1

The Treasurer is hereby ordered to pay the following:

RECEIVED
NR
APR 11 2016

April 2016 #332 Sales Tax APRIL 2016 TERM

2016 #332 Sales Tax			
Receipts # 26573			
April 7, 2016			
Sales Tax #332 Received		\$297,620.70	CKS
Common Road I	30.98%	\$92,202.89	301-420-209
Common Road II	30.39%	\$90,446.93	302-420-209
Common Road I		17,708.33	301-420-209
Common Road II		17,250.00	302-420-209
Budget Apportionment			
Common I Total		\$109,911.22	
Common II Total		\$107,696.93	
Amount To Remain in Pool		\$80,012.55	

Absent

Presiding Commissioner Ray Weter

Bill Barnett

Western Commissioner Bill Barnett

Sue Ann Childers

Eastern Commissioner Sue Ann Childers

RECEIVED
NRD 11:03 AM
APR 11 2016
CHRISTIAN COUNTY TREASURER
KAYE BROWN

Attachment: Missouri State Auditor (2885 : Approve Minutes and Financials)

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said Commission, at my office in Christian County this, the 11th day of April, 2016.

Kay Brown

Kay Brown, Clerk of the County Commission

Building Summary Report	
TOTAL THIS PERIOD 01 Mar 2016 - 31 Mar 2016	
TOTAL OF PERMITS	41
TOTAL OF PERMIT FEES	\$15,992.36
TOTAL OF PERMIT VALUATIONS	\$7,700,865.74
TOTAL OF PLAN REVIEW FEES	\$0.00
TOTAL PERMITS THIS PERIOD 01 Mar 2016 - 31 Mar 2016	
Blanket Infill	0
Blanket Other	0
Blanket Remodel	0
Blanket Repair	1
Commercial Addition	0
Commercial Change of Occupancy	0
Commercial Remodel	0
Commercial Swimming Pool	0
Commercial Tenant Infills	0
Demolition	0
Manufactured Home	1
New Commercial	1
New Commercial Shell	0
New Residential	14
New Residential 2-Family	0
New Residential 3-Family	0
New Residential 4-Family	0
Residential Accessory	16
Residential Addition	4
Residential Deck	0
Residential Remodel	0
Residential Swimming Pool	2
Roof	0
Sign	2
Miscellaneous	0
TOTAL VALUATIONS THIS PERIOD 01 Mar 2016 - 31 Mar 2016	
Blanket Infill	\$0.00
Blanket Other	\$0.00

15,992.36
 + 15.00 permit renewal
\$16,007.36 total deposit

16,007.36
 - 1945.00 Planning & Developm
14,062.36 Building inspection

Building inspections
 (Y2D)

\$ 31,163.08

Planning & Development
 (Y2D)

\$ 3,765.00

Blanket Remodel	\$0.00
Blanket Repair	\$0.00
Commercial Addition	\$0.00
Commercial Change of Occupancy	\$0.00
Commercial Remodel	\$0.00
Commercial Swimming Pool	\$0.00
Commercial Tenant Infills	\$0.00
Demolition	\$0.00
Manufactured Home	\$0.00
New Commercial	\$214,125.00
New Commercial Shell	\$0.00
New Residential	\$6,365,740.00
New Residential 2-Family	\$0.00
New Residential 3-Family	\$0.00
New Residential 4-Family	\$0.00
Residential Accessory	\$733,868.66
Residential Addition	\$387,132.08
Residential Deck	\$0.00
Residential Remodel	\$0.00
Residential Swimming Pool	\$0.00
Roof	\$0.00
Sign	\$0.00
Miscellaneous	\$0.00
TOTAL THIS YEAR TO DATE	
YEARLY GRAND TOTAL OF PERMITS	78
YEARLY GRAND TOTAL OF PERMIT FEES	\$34,928.08
YEARLY GRAND TOTAL OF PERMIT VALUES	\$14,535,051.35
TOTAL PERMITS YEAR TO DATE	
Blanket Infill	0
Blanket Other	2
Blanket Remodel	0
Blanket Repair	1
Commercial Addition	1
Commercial Change of Occupancy	0
Commercial Remodel	1
Commercial Swimming Pool	0
Commercial Tenant Infills	0
Demolition	0
Manufactured Home	3
New Commercial	2

Attachment: Building Inspection Report (2886 : Quarterly Report)

New Commercial Shell	0
New Residential	28
New Residential 2-Family	0
New Residential 3-Family	0
New Residential 4-Family	0
Residential Accessory	24
Residential Addition	8
Residential Deck	1
Residential Remodel	1
Residential Swimming Pool	4
Roof	0
Sign	2
Miscellaneous	0
TOTAL VALUATIONS THIS YEAR TO DATE	
Blanket Infill	\$0.00
Blanket Other	\$0.00
Blanket Remodel	\$0.00
Blanket Repair	\$0.00
Commercial Addition	\$0.00
Commercial Change of Occupancy	\$0.00
Commercial Remodel	\$356,480.56
Commercial Swimming Pool	\$0.00
Commercial Tenant Infills	\$0.00
Demolition	\$0.00
Manufactured Home	\$0.00
New Commercial	\$624,322.19
New Commercial Shell	\$0.00
New Residential	\$11,567,381.99
New Residential 2-Family	\$0.00
New Residential 3-Family	\$0.00
New Residential 4-Family	\$0.00
Residential Accessory	\$1,072,110.85
Residential Addition	\$839,921.84
Residential Deck	\$74,833.92
Residential Remodel	\$0.00
Residential Swimming Pool	\$0.00
Roof	\$0.00
Sign	\$0.00
Miscellaneous	\$0.00

Payments in Date Range
3/1/2016 - 3/31/2016

File#	Permit#	PaymentDate	Type	Amount	ReceivedFrom
16-000022	B16-000022	3/2/2016	Check	120	Mark Withers
16-000043	B16-000043	3/1/2016	Check	55	Pat Murphy
16-000045	B16-000045	3/3/2016	Check	245.28	Travis Miller
16-000046	B16-000046	3/3/2016	Check	875.95	Jerald Sears
16-000060	B16-000060	3/16/2016	Check	108.16	Gene Douglas
16-000064	B16-000064	3/17/2016	Check	871.45	Joe Kendrick
16-000075	B16-000075	3/30/2016	Check	908.25	Jim Bumgarner
16-000076	B16-000076	3/30/2016	Check	100	Jim Bumgarner
14-000170	B14-000170	3/7/2016	Check	794.4	Morelock-Ross Properties
15-000061	B15-000061	3/25/2016	Check	15	Scott & Debbie Ebersold
15-000354	B15-000354	3/4/2016	Check	105	Diana Schroeder
15-000391	B15-000391	3/10/2016	Check	532.2	LAFOE, TAMARA M
16-000007	B16-000007	3/1/2016	Check	135	Aaron M Daniels
16-000027	B16-000027	3/3/2016	Check	133.8	Cody Broaddus
16-000031	B16-000031	3/16/2016	Check	827	Jason & Tamara Burns
16-000034	B16-000034	3/4/2016	Check	1063.15	Andrew & Julia Tiedemann
16-000039	B16-000039	3/1/2016	Check	1013.95	Kolby Kendrick
16-000042	B16-000042	3/1/2016	Check	808.6	Joe Kendrick
16-000044	B16-000044	3/7/2016	Check	979.15	Rollos Homes LLC
16-000047	B16-000047	3/4/2016	Check	45	Warren & Galina Hibbard
16-000049	B16-000049	3/9/2016	Check	106	Tom Nash
16-000050	B16-000050	3/17/2016	Check	1163.69	Master's Transportation, INC.
16-000051	B16-000051	3/11/2016	Check	856.95	Sean & Bailey Frey
16-000052	B16-000052	3/8/2016	Check	98.4	Mike Maiman
16-000053	B16-000053	3/10/2016	Cash	70	Sheldon Mackey
16-000054	B16-000054	3/11/2016	Check	65	Outdoor Home
16-000055	B16-000055	3/23/2016	Check	100	Outdoor Home
16-000056	B16-000056	3/15/2016	Check	100	TANGORA, BRUCE
16-000057	B16-000057	3/24/2016	Check	939.4	Tim McKnight
16-000059	B16-000059	3/25/2016	Check	162.88	Dennis Revell
16-000061	B16-000061	3/24/2016	Check	45	Tiffany Myers
16-000062	B16-000062	3/17/2016	Check	828.85	Joe Kendrick
16-000063	B16-000063	3/17/2016	Check	783.85	Joe Kendrick
16-000065	B16-000065	3/23/2016	Check	165	Outdoor Home
16-000066	B16-000066	3/16/2016	Check	95	Stormy & Donnie Pierpont
16-000067	B16-000067	3/16/2016	Check	55	Jeff & Jole Spencer
16-000068	B16-000068	3/23/2016	Check	120	Stan Maggi
16-000069	B16-000069	3/21/2016	Check	96	Randall & Cynthia Doran
16-000070	B16-000070	3/21/2016	Check	105	WELLS, RODNEY
16-000071	B16-000071	3/24/2016	Check	180	Blake A. Cully
16-000074	B16-000074	3/23/2016	Check	95	Eric & Wendy Clemons
16-000077	B16-000077	3/24/2016	Check	40	Mikel Robertson
# OF PAYMENTS	42				
TOTAL CASH	70				
TOTAL CHECK	15937.36				
TOTAL CREDIT	0				
TOTAL PAYMENTS	16007.36				

Attachment: Building Inspection Report (2886 : Quarterly Report)

Environmental Fee Report
3/1/2016 - 3/31/2016

File#	Permit#	Environmental Fees
14-000170	B14-000170	65
15-000354	B15-000354	45
15-000391	B15-000391	65
16-000007	B16-000007	45
16-000022	B16-000022	45
16-000027	B16-000027	45
16-000031	B16-000031	65
16-000034	B16-000034	65
16-000039	B16-000039	65
16-000042	B16-000042	65
16-000044	B16-000044	65
16-000045	B16-000045	65
16-000047	B16-000047	45
16-000049	B16-000049	45
16-000050	B16-000050	145
16-000051	B16-000051	65
16-000052	B16-000052	45
16-000053	B16-000053	45
16-000054	B16-000054	65
16-000056	B16-000056	45
16-000057	B16-000057	65
16-000059	B16-000059	65
16-000060	B16-000060	65
16-000061	B16-000061	45
16-000062	B16-000062	65
16-000063	B16-000063	65
16-000064	B16-000064	65
16-000068	B16-000068	45
16-000069	B16-000069	45
16-000070	B16-000070	65
16-000071	B16-000071	45
16-000075	B16-000075	65
16-000076	B16-000076	45
Total	1945	

Christian County Building Issued Report Date Range: 03/01/2016 To 03/31/16						
Applicant	Property	Permit#	Issue Date	Valuation	Description	Parcel#
Aaron M Daniels	188 ROSE	B16-000007	3/1/2016	\$64,350.00	Detached Accessory	16-0.4-19-0-0-99
Kolby Kendrick	638 Terrell Valley Drive	B16-000039	3/1/2016	\$743,773.44	SFR	6-0.8-34-0-0-926.003
Joe Kindrick	1206 South 17th Street	B16-000042	3/1/2016	\$286,417.92	SFR	11-0.8-27-3-6-3
Pat Murphy						
4319 S National Box 115 Springfield Mo 65810						
Property Owner: Jeremy Fletcher	2998 OLD PROSPECT	B16-000043	3/1/2016	\$0.00	inground pool	18-0.1-1-0-0-8
Mark Withers						
3745A S. Fremont Springfield MO 65804						
Property Owner: Collin & Stephanie Parker	2398 Terrell Valley Drive	B16-000022	3/2/2016	\$51,480.00	Detached Accessory	6-0.8-33-0-0-915.031
Cody Broadus	213 South Metzlestein	B16-000027	3/3/2016	\$63,320.40	Detached Accessory	8-0.6-24-0-0-1.010
Travis Miller						
1417 N. Wicklow Rd. Nixa Mo 65714						
Property Owner: Mike & Shelly Welch	326 North Countryman Rd.	B16-000045	3/3/2016	\$230,069.76	Res. remodel and addition	11-0.6-24-0-0-9
Jerald Sears						
100 Buckskin Gap Saddlebrooke Mo 65630						
Property Owner: Joe & Judy Ridgley	637 Meadowview Lane	B16-000046	3/3/2016	\$681,411.84	SFR - Saddlebrooke	
Warren & Galina Hibbard	467 Penner Lane	B16-000047	3/3/2016	\$38,610.00	Detached Accessory	17-0.3-6-0-0-11.004
Diana Schroeder	1499 East Houghton Drive	B15-000354	3/4/2016	\$44,291.99	Detached Accessory	11-0.1-12-0-0-9.000
Matt Slominsky						
202 N. LeAnn Dr. Nixa MO 65714						
Property Owner: Andrew & Julliah Tiedemann	369 Parched Corn Road	B16-000034	3/4/2016	\$797,671.68	SFR	3-0.8-33-0-0-11.000
Morelock-Ross Properties	854 West Sole	B14-000170	3/7/2016	\$185,705.44	SFR	5-0.7-35-4-2-1.001
Les Burns						
Ozark Mo 65721						
Property Owner: Jason & Tamara Burns	4424 State Hwy W	B16-000031	3/7/2016	\$434,860.80	SFR	17-0.4-18-0-0-12
Rollos Homes LLC	893 South Caliburn Drive	B16-000044	3/7/2016	\$666,266.88	SFR	10-0.4-20-0-0-13.012

Mike Maiman	858 Carroll Road	B16-000052	3/8/2016	\$32,947.20	Detached Accessory	10-0.3-8-0-0-13.006
Tom Nash	103 North 36TH ST	B16-000049	3/9/2016	\$39,468.00	Detached Accessory	11-0.4-20-4-1-34
LAFOE, TAMARA M	218 MOON VALLEY RD	B15-000391	3/10/2016	\$36,467.07	Detached Accessory w/living quarters	18-0.1-12-0-0-14.001
Sheldon Mackey	2663 North 4TH ST	B16-000053	3/10/2016	\$51,480.00	Detached Accessory	11-0.6-14-0-0-57
Sean & Bailey Frey	1242 North Emerald Hills Drive	B16-000051	3/11/2016	\$394,103.04	SFR	10-0.2-10-2-1-11
Jacob Hunt	12490 East State Hwy 14	B16-000054	3/11/2016	\$0.00	Manufactured Home	13-0.8-27-0-0-9
TANGORA, BRUCE	1125 West SLEEPY HOLLOW DR	B16-000056	3/15/2016	\$34,320.00	Detached Accessory	10-0.2-10-4-2-20
Gene Douglas						
168 N Tanglewood						
Nixa MO 65714						
Property Owner: BRADLEY, RANDY & MARY	1126 West VINEYARD Drive	B16-000060	3/16/2016	\$39,198.72	Res. Addition	10-0.5-15-4-1-15
Stormy & Donnie Pierpont	2133 North FOX RUN	B16-000066	3/16/2016	\$0.00	electrical, plumbing, hvac (fire repair)	5-0.7-35-0-0-6.001
Jeff & Joie Spencer	2081 Green Meadow Court	B16-000067	3/16/2016	\$0.00	swimming pool	5.0.8-33-2-1-6.005
Master's Transportation, INC.	171 SHADY OAK RD	B16-000050	3/17/2016	\$214,125.00	Commercial Shell	18-0.5-21-0-0-22
Joe Kindrick	1607 West Robin Street	B16-000062	3/17/2016	\$331,518.72	SFR	11-0.8-27-3-1-1.002
Joe Kindrick	1303 South Solaira Street	B16-000063	3/17/2016	\$331,518.72	SFR	11-0.8-27-4-3-54
Joe Kendrick						
1673 Timberlake Dr.						
Nixa Mo 65714						
Property Owner: Brian & Jamie Stanton	1219 Harvest Hill Lane	B16-000064	3/17/2016	\$426,397.44	SFR	19-0.1-2-0-0-4.001
John Ackerman						
1555 S Barnwood Ln.						
Sprigfield Mo 65802						
Property Owner: Randall & Cynthia Doran	Gardenia	B16-000069	3/21/2016	\$30,888.00	Detached Accessory	6-0.8-33-0-0-915.035
Andy Flint						
1689 N Julian St.						
Nixa Mo 65714						
Property Owner: WELLS, RODNEY	903 HUCKLEBERRY COURT	B16-000070	3/21/2016	\$2,494.64	Res. Addition	10-0.1-2-3-1-21
Lora Martinson						
Property Owner: Outdoor Home	882 West Tracker Road	B16-000055	3/23/2016	\$0.00	sign for Outdoor Home	
Outdoor Home	882 West Tracker Road	B16-000065	3/23/2016	\$0.00	sign - Outdoor Home	
Stan Maggi	164 Talon Trail	B16-000068	3/23/2016	\$0.00	Detached Accessory	12-0.5-21-0-0-8.003
Eric & Wendy Clemons	736 Spokane Road	B16-000074	3/23/2016	\$0.00	elect., plumbing, (replace due to fire)	
Tim McKnight	689 Double Springs Road	B16-000057	3/24/2016	\$577,735.68	SFR	6-0.8-34-0-0-915.014
Tiffany Myers	415 WILD TURKEY DR	B16-000061	3/24/2016	\$102,960.00	Detached Accessory	9-0.4-17-0-0-3.014
Blake A. Cully	474 CLEARSPRINGS RD	B16-000071	3/24/2016	\$102,960.00	Detached Accessory	12-0.9-32-0-0-1.01
Mikel Robertson	8406 OAKMONT DRIVE	B16-000077	3/24/2016	\$6,006.00	Free standing Pergola - Fremont Hills	11-0.3-8-0-0-30

Jack Stinson 201 N. Bluebird Lane Nixa Mo 65714 Property Owner: Dennis Revell	2325 Cottage Boulevard	B16-000059	3/25/2016	\$115,368.96	Res. Addition	11-0.6-13-0-0-10.003
Jim Bumgarner 3995 N Williams Springfield Mo 65803 Property Owner: Shan & Cheri Pratt	182 Palomino Drive	B16-000075	3/30/2016	\$508,358.40	SFR	18-0.8-33-0-0-14.029
Jim Bumgarner 3995 N. Williams Springfield Mo 65803 Property Owner: Shan Pratt	182 Palomino Drive	B16-000076	3/30/2016	\$34,320.00	Detached Accessory	18-0.8-33-0-0-14.029
TOTAL				\$7,700,865.74		

BUILDING SUMMARY REPORT

file

TOTAL THIS PERIOD{1 March 2015}- {31 March 2015}

TOTAL OF PERMITS	31	
TOTAL OF PERMIT FEES	\$12,582.26	+ 15 ⁰⁰ renewal fee
TOTAL OF PERMIT VALUATIONS	\$5,034,506.98	
TOTAL OF PLAN REVIEW FEES	\$0.00	\$12,597.26

TOTAL PERMITS THIS PERIOD{1 March 2015}- {31 March 2015}

Blanket Infill	0	
Blanket Other	0	
Blanket Remodel	2	
Blanket Repair	0	
Commercial Addition	0	
Commercial Change of Occupancy	0	
Commercial Remodel	0	
Commercial Swimming Pool	0	
Commercial Tenant Infills	0	
Demolition	0	
Manufactured Home	1	
New Commercial	3	
New Commercial Shell	0	
New Residential	0	
New Residential 2-Family	10	
New Residential 3-Family	0	
New Residential 4-Family	0	
Residential Accessory	0	
Residential Addition	7	
Residential Deck	5	
Residential Remodel	0	
Residential Swimming Pool	1	
Roof	2	
Sign	0	
Miscellaneous	0	

\$12,597.26
 - 1500.00 Planning & Development
 11,097.26 Building Inspection

Building Inspections
 420
 \$27,091.30

Planning & Development
 420

TOTAL VALUATIONS THIS PERIOD{1 March 2015}- {31 March 2015}

Blanket Infill	\$0.00
Blanket Other	\$0.00
Blanket Remodel	\$0.00
Blanket Repair	\$0.00
Commercial Addition	\$0.00
Commercial Change of Occupancy	\$0.00
Commercial Remodel	\$0.00
Commercial Swimming Pool	\$0.00
Commercial Tenant Infills	\$0.00
Demolition	\$0.00
Manufactured Home	\$0.00
New Commercial	\$0.00
New Commercial Shell	\$0.00
New Residential	\$3,906,843.67
New Residential 2-Family	\$0.00

\$3460.00

Attachment: Building Inspection Report (2886 : Quarterly Report)



CHRISTIAN COUNTY COMMISSION

100 W Church Street, Room 100
Ozark, Missouri 65721
Phone: 417-582-4300 • Fax: 471-581-5924

Ray Weter
Presiding Commissioner

Bill Barnett
Western Commissioner

Sue Ann Childers
Eastern Commissioner

April 11th, 2016

Ozark Abstract
Shane Nelson
P.O. Box 244
Ozark, MO 65721

Dear Mr. Nelson,

The Christian County Commission voted today to approve the bid renewal for "Tax Sale Title Searches" between the County Collector and Ozark Abstract. The renewal is good through April 15th, 2017 at your quoted \$70.00 per parcel. We appreciate doing business with you.

Sincerely,

Bill Barnett *Absent* *Sue Ann Childers*

Bill Barnett
Western Commissioner

Ray Weter
Presiding Commissioner

Sue Ann Childers
Eastern Commissioner

Attachment: Ozark Abstract (2887 : Title Search Renewal)

April 11, 2016

To: Christian County Sheriff Brad Cole
Christian County Presiding Commissioner Ray Weter
Christian County Western Commissioner Bill Barnett
Christian County Eastern Commissioner Sue Ann Childers

Re: Destruction of Sheriff's Office Records exceeding the Retention Schedule set by the Secretary of State, Jason Kander.

To the Commission:

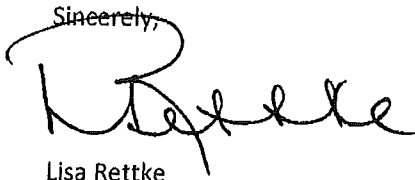
I, Lisa Rettke, the designated Records Custodian for the Christian County Sheriff's Office am hereby requesting that the following records and/or record series to be destroyed by way of shredding by April, 30, 2016. I am requesting that each of you sign off on this request and also that it be included in the next Christian County Commission Meeting minutes, as per Missouri Revised Statute Chapter 109, and the Retention Schedule version of August 2015.

Sheriff Records:

1. GS 011-Accounts Receivable (Receipts/Jail bond) to include the years of January 1, 2007 through December 31, 2007.
2. GS 011-Accounts Receivable (Receipts/Sheriff's fees) to include the years of January 1, 2007 through December 31, 2007.
3. GS 011-Accounts Receivable (Receipts/Jail bond) to include the years of January 1, 2008 through December 31, 2008.
4. GS 011-Accounts Receivable (Receipts/Sheriff's fees) to include the years of January 1, 2008 through December 31, 2008.
5. GS 011-Accounts Receivable (Receipts/Jail bond) to include the years of January 1, 2009 through December 31, 2009.
6. GS 011-Accounts Receivable (Receipts/Sheriff's fees) to include the years of January 1, 2009 through December 31, 2009.
7. GS 011-Accounts Receivable (Receipts/Jail bond) to include the years of January 1, 2009 through December 31, 2009.
8. GS 011-Accounts Receivable (Receipts/Sheriff's fees) to include the years of January 1, 2010 through December 31, 2010.
9. GS 011-Accounts Receivable (Receipts/Jail bond) to include the years of January 1, 2011 through December 31, 2011.
10. GS 011-Accounts Receivable (Receipts/Sheriff's fees) to include the years of January 1, 2011 through December 31, 2011.

11. GS 011-Accounts Receivable (Receipts/Jail bond) to include the years of January 1, 2012 through December 31, 2012.
12. GS 011-Accounts Receivable (Receipts/Sheriff's fees) to include the years of January 1, 2012 through December 31, 2012.
13. GS 011-Accounts Receivable (Receipts/Jail bond) to include the years of January 1, 2013 through December 31, 2013.
14. GS 011-Accounts Receivable (Receipts/Sheriff's fees) to include the years of January 1, 2013 through December 31, 2013.
15. GS 011-Accounts Receivable (Receipts/Jail bond) to include the years of January 1, 2014 through December 31, 2014
16. GS 011-Accounts Receivable (Receipts/Sheriff's fees) to include the years of January 1, 2014 through December 31, 2014.
17. Sheriff Records Retention Schedule SHF 001, 2005 Incident Reports with the exception of report for the 2005 Murder, rape in the first degree, forcible rape, attempted rape in the first degree, attempted forcible rape, sodomy in the first degree, forcible sodomy, attempted sodomy in the first degree, attempted forcible sodomy, or any other class "A" felony that may be commenced at any time. This according to RSMo., 556.036.1
18. Sheriff Records Retention Schedule SHF 001, 2006 Incident Reports with the exception of report for the 2006 Murder, rape in the first degree, forcible rape, attempted rape in the first degree, attempted forcible rape, sodomy in the first degree, forcible sodomy, attempted sodomy in the first degree, attempted forcible sodomy, or any other class "A" felony that may be commenced at any time. This according to RSMo., 556.036.1
19. Sheriff Records Retention Schedule SHF 001, 2007 Incident Reports with the exception of report for the 2007 Murder, rape in the first degree, forcible rape, attempted rape in the first degree, attempted forcible rape, sodomy in the first degree, forcible sodomy, attempted sodomy in the first degree, attempted forcible sodomy, or any other class "A" felony that may be commenced at any time. This according to RSMo., 556.036.1

A copy of the latest version of the General Retention Schedule and Sheriff Records Retention Schedule (version August 2015), are hereby attached .

Sincerely,


Lisa Rettke
 Custodian of Records
 For Sheriff Brad Cole

Signatures of Officials page three (3)

By signing below we acknowledge the request and grant permission to destroy the above listed documents.

Brad Cole
Sheriff Brad Cole

4-11-16
Date

Absent
Presiding Commissioner Ray Weter

4/11/16
Date

Bill Barnett
Western Commissioner Bill Barnett

4-11-16
Date

Sue Ann Childers
Eastern Commissioner Sue Ann Childers

4-11-16
Date

Kay Brown
Attest-Kay Brown Clerk of the County Commission

4-11-16
Date

Attachment: Sheriff's Destruction Report (2890 : Destruction of Records)

GS 010 Banking and Investment Records

Also Called: Account Statements, Deposit books, Deposit and Withdrawal Slips, Cancelled checks, Check Registers, Passbooks, Statements and Receipts for Interest Income; Monthly Statements; Investment Returns; Certificates of Deposit; Treasury Bills

Function: Records documenting the transactions of government offices with financial institutions, the status of accounts, investments and the current status of public funds.

Content: May include: bank and/or account numbers, transaction dates, beginning balance, check or deposit amount, document numbers, adjustments, description of transaction, ending balance, and other related information.

Minimum Retention: Completion of audit plus 1 year

Disposition: Destroy

Note: This entry deals with the investment of public monies in banks, certificates of deposit, stocks and bonds. For the management of publically issued bonds, please see the appropriate office/entity retention schedule

Approval Date: August 15, 2001; Revised August 28, 2012

GS 011 Receipts

Also Called:

Function: Copies of receipts issued by the office to persons paying fees, turning over funds, or for the accounting of petty cash expenses.

Content: May include: date, number, from whom received, amount, purpose, and authorizing signatures.

Minimum Retention: Completion of audit

Disposition: Destroy

Note:

Approval Date: August 15, 2001

GS 015 Postal Records

Local Records Retention Schedules

Missouri Revised Statutes Chapter 109 (Public and Business Records) Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal and legal records created by local governments.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules.

December 2015

Sheriff Records Retention Schedule

See also the General Records Retention Schedule.

Using this Records Retention Schedule

Every day local government offices throughout Missouri produce records that document the rights of citizens, the actions of the government that serves them and the history of the community in which they live. It is the responsibility of local government to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that have enduring and permanent value. The introduction to this retention schedule provides local government officials with basic information on records and the application of retention schedules.

What Is a Record?

A "record" is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

Non-Records

Even though records include a broad spectrum of recorded information, not all recorded information is a record. According to Section 109.210(5) RSMo, the following are not records: "...Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records..."

Other examples of non-records include the following materials:

- Identical copies of documents maintained in the same file.
- Extra copies of printed or processed materials (official copies of which are retained by the office of record).
- Superseded manuals and other directives (maintained outside the office of record).
- Materials documenting employee fringe activities (blood donors, charitable funds, social and professional meetings, etc.)
- Work papers and drafts of reports or correspondence. Transcribed stenographic materials.
- Blank forms.
- Materials received from other activities that require no action (official copies of which are retained by the office of record).
- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record.
- Survey forms.

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Avoid filing non-record material with records.

The Value of Local Government Records

Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and the feasibility of preservation microfilming. Examples of permanent records include year-end reports; minutes; property records such as deeds; and birth, death and marriage records. Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching end of the retention period, be destroyed.

Statutory Authority for Establishing Records Retention Requirements

In 1965, the Missouri General Assembly established a State Records Commission to approve retentions for records produced by state agencies. In 1972, Missouri's Business and Public Records Law (Chapter 109) was expanded to include local government. Thus, the Missouri Local Records Board was established to set retention times for local government records. The 16-member board, chaired by the Secretary of State, consists of local government officials from all classes of counties and cities, elementary and secondary education, higher education and a person active in historical society groups. Supplemental to the Local Records Board, the Records Management and Archives Service of the Secretary of State's office provides assistance to local governments and implements board policy.

Application of the Records Retention Schedule

This schedule establishes minimum retention periods and authorizes dispositions for many of the administrative, fiscal and legal records common to most local governments. Retention periods are based upon federal and state mandates, record surveys, business needs, and general knowledge as to how long records should be kept. Using the schedule as a guide and without seeking further approval from the Local Records Board, any local government may regularly dispose of any of its records that appear on this schedule. The schedule is subject to the following exceptions and limitations:

- A. Local government offices may retain any of their records beyond the retention periods set by the schedule, as they deem necessary. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so. Unnecessary retention of records can be expensive in space and filing equipment and may expose the office to costly litigation and discovery requirements.
- B. This schedule does not relieve local governments of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.
- C. This schedule generally reflects audit requirements in its prescribed retention periods, but audits are not always completed in a timely fashion. Therefore, any record required for an audit must be retained until completion of that audit, regardless of its stated retention period in the schedule.
- D. This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules. All schedules are available on the Secretary of State's website at <http://www.sos.mo.gov/archives/localrecs/schedules>

Destruction of Records

The records classification and retention periods in this manual constitute legal authority for retention and disposal of official records. No records can be destroyed until they meet the minimum retention period listed in this manual. In cases where there is no schedule for a particular record series, the Local Records Board must grant permission for the destruction.

The disposition of records should be recorded in a document such as the minutes of the city council or other legally constituted authority that has permanent record status. The record should include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was accomplished.

The retention schedule does not prescribe the method of destruction (shredding, burning, landfills, etc.), however, record series with a disposition of *Destroy securely* contain confidential data. These records should be destroyed under the supervision of a competent person(s) designated (or appointed) to ensure that no records fall into unauthorized hands and that the data cannot be reconstructed.

When records, open or confidential, have been destroyed by decay, vermin, fire, water or other means making their remains illegible, the custodian of records may dispose of the remains after verification and documentation by the Local Records Program, Office of the Secretary of State.

Preservation of Permanent Records

A fundamental, yet often neglected obligation of local government is to care for its permanent records-in this case, some of the records that it generates and receives. The records that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a record's medium-paper, magnetic tape, film, etc. -and the quality of the environment in which it is kept-temperature, humidity, light, and air-determines the severity and rate of its deterioration.

By microfilming older, deteriorating, but permanently valuable records, local governments can generate durable copies for research and prevent further damage or deterioration of the original. When filmed, processed, and maintained to archival specifications, the master negative will ensure that permanently valuable records are preserved for generations to come.

The Missouri Local Records Grant program can provide financial assistance in the form of grants-in-aid to supplement local funds for preservation initiatives, such as archival supplies, shelving and preservation microfilming.

A Note about Electronic Records

Permanent records existing solely in electronic form are in danger of becoming inaccessible through media decay and hardware/software obsolescence. Periodic migration and transfer of permanent records to stable preservation media, such as microfilm, should be considered as a best practice for local government to fulfill its statutory responsibility to maintain permanent records.

A Note about Retention Periods

This schedule provides minimum retentions. Local authorities may choose to keep a particular series or record for a longer period of time. It should be kept in mind, however, that a record kept beyond its listed retention must be made available for inspection upon request.

Retention Definitions:

COA=Completion of Audit. Note that COA is coupled with a lot of 5-year entries to help encourage regular audits. Not all jurisdictions are required to have audits by statute. Audits for some municipalities are governed by the level of federal financing for bonds and public improvements, and thus are governed by federal retentions. Most municipalities are governed by their local authority (alderman, council, mayor, etc.) for auditing policy. Local jurisdictions may consult RSMo 29 to review the State Auditor's chapter for petition audits (see RSMo 250 for large capital projects such as bonds for water and sewer). For general auditing explanations and advice we recommend that clerks contact the State Auditor's office at 573.751.4213.

DCA=Destroy in Current Area/Reference. Series with these retentions are considered "reference" records and may be destroyed when they are no longer of use.

Modifications and Additions

Because records reflect activities that are constantly changing, the retention requirements for them sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. Furthermore, because local governments are so large, it is impractical to consult with every office regarding specific schedule entries. There may be some retention periods and disposition requirements within this schedule that fail to account for all relevant factors and there may be

some important record series not addressed here which need to be added. The Local Records Program welcomes all comments and suggestions concerned with improvement of record retention schedules through modifications and additions.

For further information on any records management or preservation issue, please contact:

Missouri Secretary of State
Local Records Preservation Program
PO Box 1747, Jefferson City, MO 65101-1747
Telephone: (573) 751-9047
local.records@sos.mo.gov

Sheriff Records Retention Schedule

See also the General Records Retention Schedule.

Note: Any record in this schedule that becomes part of an investigative file/report will assume the retention requirements of the investigative file. Do not destroy record pertinent to active investigation/prosecutions

<p>SHF 001 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i> <i>Approval Date:</i></p>	<p>Incident Report/File Offense Report; Police Report; Investigative Report; Supplemental Report; Case File; Robbery Photo File; Citations; Tickets; Controlled Substance Test Report Documents an alleged violation of law or ordinance Date, time, location, description of incident; who, what, when, where and how of an incident; All investigative materials related to incident; Evidence Sheet If case is filed, retain until final disposition; If no charges are filed: Class A felony, Permanent; Other felony, 3 years; Sex crime involving minor, 30 years after victim reaches 18; Misdemeanor, 1 year; Infraction, 6 months If Permanent, Archive; all others, Destroy Retentions based on statute of limitations, see RSMo 556.036-037 August 25, 2009; Revised December 21, 2011</p>
<p>SHF 002 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i> <i>Approval Date:</i></p>	<p>Non-Criminal Incident Report/File Lost Property, Found Property, False Alarm, Private Property Accident, Civil Situation, Tow sheets, Abandoned Vehicle Tows, Motorist Assist Documents an incident that is not criminal in nature, but may be a requirement of insurance or other industry Date, time, location, description of incident; who, what when where and how of an incident; Evidence Sheet 1 Year Destroy August 20, 2008</p>
<p>SHF 003 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i> <i>Approval Date:</i></p>	<p>Accident Report/File Crash Report Documents accident on public property or highway Date, time, location, description of incident; who, what when where and how of an incident; Evidence Sheet 7 Years--felony case; 5 Years all others Destroy August 20, 2008</p>
<p>SHF 004 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i> <i>Approval Date:</i></p>	<p>Missing Person/Runaway Report Juvenile Missing, Juvenile Runaway Documents report of missing person or runaway Date, time, location, description of incident; who, what when where and how of an Person not found, Permanent; Person located safe, 1 Year; Person located deceased, not suspicious, 1 Year; Person located deceased, suspicious, retain until resolved Destroy August 25, 2009</p>

<p>SHF 005 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i></p> <p><i>Approval Date:</i></p>	<p>Messages/Teletypes 911 printouts, MULES Messages, Weather Reports Interdepartmental messages between jurisdictions</p> <p>Reference Destroy Refer to NCIC Operations Manual and MULES Policy and Procedures Manual for current regulations August 25, 2009; Revised August 20, 2013</p>
<p>SHF 006 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i></p> <p><i>Approval Date:</i></p>	<p>Arrest Records Arrest Log, Arrest Files, Arrest Register, Arrest Register ID, Fingerprints, Booking Sheet Document arrest Name, d.o.b., Social Security Number, Address, Phone Number, cause of arrest 5 Years Destroy Securely Fingerprints are normally sent to Highway Patrol Central Repository; if copies are kept locally, they are merely reference August 25, 2009</p>
<p>SHF 007 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i></p> <p><i>Approval Date:</i></p>	<p>Orders of Protection/Full Orders Ex-Parte Court orders of protection</p> <p>Reference Destroy Court keeps original copy 12 years August 20, 2008</p>
<p>SHF 008 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i></p> <p><i>Approval Date:</i></p>	<p>Racial Profiling Statistics</p> <p>1 Year after submission to the Attorney General Destroy August 25, 2009</p>
<p>SHF 009 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i></p> <p><i>Approval Date:</i></p>	<p>Audio/Video Recordings Car Audio/Video recording; Booking Surveillance; Surveillance; Body Camera video</p> <p>30 Days--Evaluate*</p> <p>*Managers should extract significant information that may impact criminal or major case investigation prior to deleting video/re-using the tape. Extracted video must be retained until administrative/judicial proceedings are complete. This retention does not apply to interrogation videos which are by their nature evidentiary and should be part of the investigative files—See SHF 001 August 25, 2009; Revised August 23, 2011; Updated December 1, 2015</p>
<p>SHF 010 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i></p> <p><i>Approval Date:</i></p>	<p>Outstanding Warrants Bench Warrants; Fugitive Files; out-of-jurisdiction files</p> <p>Class A Felony, 75 years; Class B Felony, 3 years; Misdemeanor, 1 year Destroy May destroy immediately if recalled by the court August 20, 2008</p>

<p>SHF 011 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Retention Change:</i> <i>Disposition:</i> <i>Note:</i> <i>Approval Date:</i></p>	<p>Conceal Carry Permits</p> <p>6 Years from issue or Renewal; Denied applications, 1 year</p> <p>Destroy</p> <p>August 24, 2010; Revised August 25, 2015</p>
<p>SHF 012 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i> <i>Approval Date:</i></p>	<p>General Log of Jail Activities</p> <p>Details when cell blocks are checked, when prisoners are transported, etc.; see RSMo 516.120</p> <p>5 Years</p> <p>Destroy</p> <p>2005</p>
<p>SHF 013 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i> <i>Approval Date:</i></p>	<p>Inmate files</p> <p>Prisoner File, Inmate Education File, Inmate Medical and Social Services File</p> <p>Includes Incarceration, medical history, personal property files, inmate finance account record, confinement orders, personal history, etc.</p> <p>5 Years after release; financial files, COA</p> <p>Destroy</p> <p>2005</p>
<p>SHF 014 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i> <i>Approval Date:</i></p>	<p>Jail Record Ledger Book</p> <p>Completion of Audit</p> <p>Destroy</p> <p>2005</p>
<p>SHF 015 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Retention Change:</i> <i>Disposition:</i> <i>Note:</i> <i>Approval Date:</i></p>	<p>Jail Visitor logs</p> <p>May contain: medical care given prisoners, mail sent and received by prisoners, 5 Years*</p> <p>Destroy</p> <p>*For inmate phone and video conferencing records, see--General Records Retention Schedule, GS 016 Telecommunications Log</p> <p>2005; Revised August 25, 2015</p>
<p>SHF 016 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i> <i>Approval Date:</i></p>	<p>Record of Prisoners Delivered to Department of Corrections</p> <p>Completion of Audit</p> <p>Destroy</p> <p>includes Fulton Diagnostic Center</p> <p>2005</p>

SHF 017*Also Called:**Function:
Content:
Retention:
Disposition:
Note:
Approval Date:***Garnishments, Sequestrations, and Executions**

Ledger of garnishments and sequestrations served, monies collected and disbursements to the courts; Copies of Garnishments Served with record of money received and disbursed; copies of Sequestrations served; Garnishment and Sequestration ledger; Month end tally of money in escrow, not yet returnable; General Executions from Courts; General Execution Sale
Financial records related to garnishments, sequestrations or executions

Completion of Audit
Destroy

2005

SHF 018*Also Called:**Function:
Content:
Retention:
Disposition:
Note:
Approval Date:***Daily Prisoner Report**

1 Year
Destroy

2005

SHF 019*Also Called:**Function:
Content:
Retention:
Disposition:
Note:
Approval Date:***Jury Records**

Jury list

Completion of Audit
Destroy

2005

SHF 020*Also Called:**Function:
Content:
Retention:
Disposition:
Note:
Approval Date:***Fees**

Log of Civil fees for Service; Log of Criminal fees for Service; Record of fees for housing prisoners; Record of fees received from U.S. Marshal for Housing Federal Prisoners; Record of Bonds Collected; Record of Witness Fees Paid; Record of Restitution Collected and Disbursed

Completion of Audit
Destroy

2005

SHF 021*Also Called:**Function:
Content:
Retention:
Disposition:
Note:
Approval Date:***Warrant/Subpoena Records**

log of warrants; log of subpoenas

date received, date served, by whom
Completion of Audit
Destroy

2005

SHF 022	Entry Sheets
<i>Also Called:</i>	Warrants entered
<i>Function:</i>	
<i>Content:</i>	
<i>Retention:</i>	1 Year
<i>Disposition:</i>	Destroy
<i>Note:</i>	
<i>Approval Date:</i>	2005
SHF 023	Sex Offender Registry
<i>Also Called:</i>	Missouri Offender Registry
<i>Function:</i>	
<i>Content:</i>	
<i>Retention:</i>	75 Years
<i>Disposition:</i>	Destroy Securely
<i>Note:</i>	Per RSMo 589.400.2 and RSMo 589.410, this record is maintained at, both, the state and local level. See also SHF 043 Sex Offender Registry—Source Material
<i>Approval Date:</i>	August 25, 2009
SHF 024	Felon Registration
<i>Also Called:</i>	
<i>Function:</i>	Record of Parolees in jurisdiction
<i>Content:</i>	Offender information; offense; address; employment information; referring agency
<i>Retention:</i>	Until released from probation/parole
<i>Disposition:</i>	Destroy Securely
<i>Note:</i>	Per RSMo 217.695 this record is maintained by the Department of Corrections and the Chief Law Enforcement officer of the county/city not within a county
<i>Approval Date:</i>	August 25, 2009
SHF 025	Logs
<i>Also Called:</i>	
<i>Function:</i>	Desk Books; Activity Logs; Car Logs; Daily Logs; Officer Logs; P.M. Appointments; Watchman File-Printout; Commander Book; Holdover Inspection; Complaint Numbers Log; Unsecure Building Report; Standby Book/list/notification; Case Assignment Book
<i>Content:</i>	Record of daily, weekly or monthly activities
<i>Retention:</i>	Date, time, activity, care number, officer DSN
<i>Disposition:</i>	5 years or completion of audit
<i>Note:</i>	Destroy
<i>Approval Date:</i>	August 25, 2009
SHF 026	Subpoenas
<i>Also Called:</i>	
<i>Function:</i>	Order for Sheriff records or personnel to attend court proceedings
<i>Content:</i>	
<i>Retention:</i>	1 year from court date
<i>Disposition:</i>	Destroy
<i>Note:</i>	
<i>Approval Date:</i>	August 25, 2009
SHF 027	Information Received, Confidential
<i>Also Called:</i>	Tip line; CrimeStoppers; Information Received; Intelligence Files; Preliminary Complaint
<i>Function:</i>	Record of information received
<i>Content:</i>	
<i>Retention:</i>	1 year
<i>Disposition:</i>	Destroy
<i>Note:</i>	If information proves pertinent to an investigation, then it becomes part of the investigative file and assumes that retention
<i>Approval Date:</i>	August 25, 2009

<p>SHF 028 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i> <i>Approval Date:</i></p>	<p>Sheriff's Sale Records General Execution Sale; Surplus Property Sale; Partition Sale</p> <p>Completion of Audit Destroy</p> <p>August 25, 2009</p>
<p>SHF 029 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i> <i>Approval Date:</i></p>	<p>Special Investigative Fund Record of money expended in an investigation--i.e. drug buys May include balance sheets; sign-in/sign-out lists Same as Case File Destroy after audit</p> <p>August 25, 2009</p>
<p>SHF 030 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i> <i>Approval Date:</i></p>	<p>VIN Verification Record of VIN accuracy checks for the Department of Revenue</p> <p>90 days Destroy</p> <p>August 25, 2009</p>
<p>SHF 031 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i> <i>Approval Date:</i></p>	<p>Sheriff Administrative Reports UCR Reports; MIBRS Reports; Quarterly Stolen Vehicle; Quarterly VIN Reports; Yearly Purge List</p> <p>2 years Destroy See also: GS 001; GS 076 August 25, 2009</p>
<p>SHF 032 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i> <i>Approval Date:</i></p>	<p>Internal Affairs Records Documents internal investigations</p> <p>Complaint Report, Not Sustained, 1 Year; Complaint Face Sheet, Not Sustained, until termination; Complaint Report, Sustained, 5 years; Complaint Face Sheet, Sustained, until termination; Unfounded, Exonerated, Withdrawn Complaints, until settlement Destroy Securely</p> <p>August 25, 2009</p>
<p>SHF 033 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i> <i>Approval Date:</i></p>	<p>Grand Jury Report Destroy In Current Area Destroy These transfer to the circuit clerk 2005</p>

<p>SHF 034 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i> <i>Approval Date:</i></p>	<p>Extradition Files</p> <p>Completion of Audit Destroy These are primarily financial records 2005</p>
<p>SHF 036 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i> <i>Approval Date:</i></p>	<p>Payroll Requisitions</p> <p>Completion of Audit Destroy 2005</p>
<p>SHF 037 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i> <i>Approval Date:</i></p>	<p>Notice and Demand for Payment of Dishonored Check</p> <p>Destroy in Current Area Destroy 2005</p>
<p>SHF 038 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i> <i>Approval Date:</i></p>	<p>Commissions Issued Record of Deputy Sheriff Commissions Issued</p> <p>5 years Destroy Personnel records are in county clerk's office; Commissions should be entered into the County Court minute book 2005</p>
<p>SHF 039 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i> <i>Approval Date:</i></p>	<p>Gun Acquisition Permit Handgun Permit; Concealable Weapon Permit; Gun Permit Log; Gun Permit Index Documents eligibility of individual to purchase a handgun</p> <p>Destroy in Current Area Destroy This record series was made obsolete with the repeal of RSMo 571.090 in 2007 August 2008</p>
<p>SHF 040 <i>Also Called:</i> <i>Function:</i> <i>Content:</i> <i>Retention:</i> <i>Disposition:</i> <i>Note:</i> <i>Approval Date:</i></p>	<p>Permit to Sell Guns</p> <p>Destroy in Current Area Destroy This permit is issued by the Federal Government--copy at Sheriff's office is for reference, destroy when it is no longer useful August 2008</p>

SHF 041*Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Expungement Orders**

Court Orders of Expungement
 Orders to delete arrest records

Retain order as long as the underlying incident file*

*See SHF 001, If Incident reports/arrest records are extant, maintain order until they can be disposed--as an explanation of why information is redacted. If the incident reports/arrest records have met their retention and have been destroyed, thus leaving no trace of the original arrest, then the order may be destroyed.

August 28, 2012

SHF 042*Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Law Enforcement Animal Records**

Canine Records; Equine Records

Documents ownership, training and deployment of animals by law enforcement, throughout their service

May include, training documentation, certifications, acquisition records, microchip information, use and assignments, and veterinary records

6 Years after retirement, death or transfer, of animal from department

Destroy

Records may be subject to legal hold due to use-of-force litigation, do not destroy until any legal proceedings are complete

August 20, 2013

SHF 043*Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Sex Offender Registry--Source Material**

Registration Forms; Registration File

Source documents for inclusion of individual on/update of Sex Offender Registry

May include: address, vehicle information, photograph

5 Years

Destroy

See Also SHF 023 Sex Offender Registry

August 25, 2015