

**CITY OF COTTER
RESOLUTION NO. 2025-04**

**A RESOLUTION APPROVING THE DESTRUCTION OF CERTAIN OUTDATED DOCUMENTS OF THE
COTTER ACCOUNTING OFFICE, AND FOR
OTHER PURPOSES**

WHEREAS, the City of Cotter, Accounting Office and Water Clerk office has accumulated a large number of outdated records and materials; and

WHEREAS, due to the lack of storage space, it has become necessary to destroy (recycle via compactor) these documents to allow current data adequate space to be stored; and

WHEREAS, Arkansas Code Annotated §14-59-114 allows for the destruction of said records if supported by an affidavit signed by the municipal employees overseeing the destruction of city records.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COTTER, ARKANSAS, THAT:

SECTION 1: Pursuant to Arkansas Code Annotated §14-59-114, the supporting affidavit signed by Cotter Bookkeeper and Water Clerk, the City Council does hereby authorize the destruction of various documents as set forth in the affidavit attached hereto as Exhibit "A" and incorporated herein by this reference.

SECTION 2: This resolution shall be in full force and effect from and after the date of its passage.

Passed this 23rd day January of 2025.

APPROVED:


McGeorge Caradine, Mayor

ATTEST:


Andrea Kray, Recorder/Treasurer

ORIGINAL

AFFIDAVIT (Exhibit A)

A request is hereby made to the City Council from Cotter Bookkeeper and Water Clerk for permission to destroy (recycle via compactor and/or shredder) outdated records and materials from the office of bookkeeping and water department. Due to lack of storage space, it has become necessary to destroy these documents and allow current data adequate space to be stored.

Per statute Arkansas Code Annotated § 14-59-114, support documents are to be maintained for a period of at least (14) years; therefore, the requests that the following support documents dated prior to January 1, 2011 be destroyed currently stored in the attic:

- Bank Statements
- Payroll Records
- Invoices
- Receipts
- Deposit Slips
- Voided Checks

The City of Cotter will not destroy any documents relating to the history of Cotter, Ordinances, Resolutions, Meeting Minutes, Real Estate Deeds, Court Records and/or any supporting documents, stored in the office of the Recorder/Treasurer and Mayor.

All documents previously mentioned for destruction are included in the auditing process. Since the City of Cotter is audited annually, the documentation to be destroyed has already been part of prior audits.

Request is hereby made this 14 day of January, 2025.

Stefanie Wright
Stefanie Wright, Bookkeeper

Sworn to and subscribed to me this 14 day of January, 2025.

Vanessa Longino
Notary Public

My Commission Expires:
may 21 2029

Vanessa Longino
Baxter COUNTY
NOTARY PUBLIC – ARKANSAS
My Commission Expires May 21, 2029
Commission No. 12707690

Pam Milton
Pam Milton, Water Clerk

Sworn to and subscribed to me this 14 day of January, 2025.

Vanessa Longino
Notary Public

My Commission Expires:
may 21 2029

Vanessa Longino
Baxter COUNTY
NOTARY PUBLIC – ARKANSAS
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