R-22-132

RESOLUTION NO. ____

A RESOLUTION APPROVING THE DESTRUCTION OF CERTAIN RECORDS OF THE NORTH LITTLE ROCK DISTRICT COURT; AND FOR OTHER PURPOSES.

WHEREAS, pursuant to Ark. Ann. Code §16-10-211, a district court may destroy records that have been audited and retained for a specified number of years with the approval of the governing bodies that contribute to the expenses of the court; and

WHEREAS, the North Little Rock District Court has requested that the City Council of North Little Rock approve the destruction of certain records as described in the Affidavit of Destruction of District Court Records attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LITTLE ROCK, ARKANSAS:

SECTION 1: That the North Little Rock District Court may destroy the records described in the attached Exhibit A.

SECTION 2: That this Resolution shall be in full force and effect from and after its passage and approval.

PASSED:

APPROVED:

Mayor Terry C. Hartwick

SPONSOR:

Terry C. Hartwick By AF

Mayor Terry C. Hartwick

ATTEST:

Diane Whitbey, City Clerk

APPROVED AS TO FORM:

Amy Beckman Fields, City Attorney

PREPARED BY THE OFFICE OF THE CITY ATTORNEY/kt

FILED 10:45 A.M. _____ P.M.
By A. Fields
DATE 7-5-22

Diane Whitbey, City Clerk and Collector
North Little Rock, Arkansas

RECEIVED BY S. Ussery

EXHIBIT A

AFFIDAVIT OF DESTRUCTION OF DISTRICT COURT RECORDS

I, Vicki Weed, do hereby certify that the following records of the North Little Rock District Court, have been retained for at least seven (7) years as specified under Ark. Code Ann. §16-10-211 and have been audited as required by law. The records listed below, covering the time period stated, are to be destroyed on July 13, 2022 by burning/shredding said records.

TYPE OF RECORD	TIME PERIOD
Complete case files and written exhibits for all courts, not including civil or small claims division cases in which the judgment is not satisfied	2010 - 2014
Show cause orders	_____ - _____
Case information, including arrest reports and affidavits	2010 - 2014
Files concerning cases resulting in a suspended imposition of sentence	2010 - 2014

Vicki Weed
District Court Clerk

City Council Member

Quorum Court Member

Subscribed and Sworn to me this 27th day of June, 2022.

Christina Yielding
Notary Public

CHRISTINA YIELDING
MY COMMISSION EXPIRES 12-01-2022
NOTARY PUBLIC
COMM. # 12390882
PULASKI COUNTY - ARKANSAS

AFFIDAVIT OF DESTRUCTION OF DISTRICT COURT RECORDS

I, Vicki Weed, do hereby certify that the following records of the North Little Rock District Court, have been retained for at least three (3) years as specified under Ark. Code Ann. §16-10-211 and have been audited as required by law. The records listed below, covering the time period stated, are to be destroyed on _____, 20__ by burning/shredding said records.

TYPE OF RECORD	TIME PERIOD	
Bank reconciliations		
Check book registers and check listings		
Cancelled checks		
Bank statements		
Receipts	1990	2016
Deposit collection records		
Receipts listings		
Distribution reports	2016	2018
Receipts and disbursement journals		
Time payment records		
Citation book logs		
Citation books from each police department and sheriff's office		
Served, recalled or quashed arrest warrants		
Copies of citations		
Alternative service or community service time sheets		
Uniform filing fees collection remittance forms and fine report	1995	2017
Miscellaneous fee and fine collection reports	2009	2018
Served or unexecuted search warrants	1995	2018

Vicki Weed
District Court Clerk

City Council Member

Quorum Court Member

Subscribed and Sworn to me this 27th day of June, 2022.

Christina Yielding
Notary Public

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