

#6

OFFICE OF THE CITY CLERK AND TREASURER

DIANE WHITBEY
City Clerk / Treasurer



Phone: (501) 975-8617
Fax: (501) 975-8769

City Hall
PO Box 5757
North Little Rock, Arkansas 72119-5757
www.nlr.ar.gov

March 31, 2025

Dear City Council Members,

Last week, the basement of City Hall underwent a long overdue clean out to declutter the space, organize stored items, and ensure the area is maintained in a safe and usable condition. During the process, any items deemed unnecessary, expired, or no longer in use were removed following all applicable policies and guidelines. We took all precautions to ensure that no valuable or critical items were inadvertently disposed of during the process.

We were able to recover several long lost items of memorabilia, haul away hundreds of pounds of garbage, and recycle dozens of pieces of outdated technology. We also utilized the services of Shred-It to securely destroy then recycle over 100 boxes of confidential documents.

Attached is the Shred-It Certificate of Destruction as well as a list of the boxes of documents that were determined expired by municipal policy and destroyed. I oversaw the destruction of the documents as Records Manager for the City Clerk's Office, ensuring compliance with all applicable laws and privacy regulations.

If any Council Members have questions or concerns regarding the process, please do not hesitate to contact me directly.

Thank you,

Talor Shinn
Deputy City Clerk/Records Manager

FILED 11:45 A.M. PM
BY city clerk's office
DATE 4-8-25
Diane Whitbey, City Clerk and Collector
North Little Rock, Arkansas
RECEIVED by K. Thomas



Date: 03/26/2025

Customer PO:

Reference Document #: 8173658291

Proof of Service Document

Customer Profile

Ship-To:

CITY OF NLR
300 MAIN STREET
NORTH LITTLE ROCK, AR
72114-5326, US

Contact:

Customer Site #: 1000708254

Phone #:

Number of trees saved by
your firm this year:

27



Secure Document Destruction

Order Summary

Containers Serviced: 100

Additional Items Serviced:

Containers Not Serviced:

Truck Number: 005360L

Time In: 1:42 PM

Service Frequency: One Time

Time Out: 2:20 PM

Truck Scan Time: 2:18 PM

Service Type: PURGE

Order Details

Containers Serviced

Item Description	Quantity
BOX-SMALL	100

Customer: Chastain

Service Professional: Jason Smith

This document serves as your Certificate of Destruction. Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customer confidential material, pursuant to our customers' request and instructions.

NAID Certified Services: Hard Drive Destruction, Mobile Destruction, Non-Paper Destruction, Offsite Destruction, Product Destruction, SSD Destruction.

NAID Non Certified Services: Micro Media Destruction.

For help, call 800-697-4733 (800-69-SHRED). Please have your customer site number available so we can get the right representative to your account. Shred-it® is a Stericycle Solution.



Records Category	Description	Destruction Date	Archive Method
Clerk Records	2016 New Business Licenses	3/26/2025	Electronic
Correspondence/Internal Memoranda	2009 Mayor Hays Communications	3/26/2025	
Insurance Records	2016 Expired Bonds	3/26/2025	Electronic
Insurance Records	2010-2011 Expired Bonds	3/26/2025	Electronic
Insurance Records	2011-2012 Expired Bonds	3/26/2025	Electronic
Insurance Records	2004-2005 Expired Bonds	3/26/2025	Electronic
Insurance Records	2006-2007 Expired Bonds	3/26/2025	Electronic
Correspondence/Internal Memoranda	2007 Mayor Hays Communications	3/26/2025	
Accounting and Finance	1989 Budget	3/26/2025	Electronic
Accounting and Finance	1991 Budget	3/26/2025	Electronic
Accounting and Finance	1992 Budget	3/26/2025	Electronic
Accounting and Finance	1994 Budget	3/26/2025	Electronic
Accounting and Finance	1995 Budget	3/26/2025	Electronic
Accounting and Finance	1996 Budget	3/26/2025	Electronic
Accounting and Finance	1997 Budget	3/26/2025	Electronic
Accounting and Finance	1998 Budget	3/26/2025	Electronic
Accounting and Finance	1999 Budget	3/26/2025	Electronic
Accounting and Finance	2000 Budget	3/26/2025	Electronic
Accounting and Finance	2001 Budget	3/26/2025	Electronic
Accounting and Finance	2002 Budget	3/26/2025	Electronic
Accounting and Finance	2003 Budget	3/26/2025	Electronic
Accounting and Finance	2005 Budget	3/26/2025	Electronic
Correspondence/Internal Memoranda	2012 Mayor Hays Communications	3/26/2025	
Accounting and Finance	2008-2010 Purchase Orders	3/26/2025	
Accounting and Finance	2008 Bank Statements	3/26/2025	
Payroll Documents	2009 Mayors Summer Youth Program Payroll	3/26/2025	
Correspondence/Internal Memoranda	2006 Mayor Hays Communications	3/26/2025	
Correspondence/Internal Memoranda	2010 Mayor Hays Communications	3/26/2025	
Clerk Records	2010 Beer Permits	3/26/2025	
Clerk Records	2009 Beer Permits	3/26/2025	
Accounting and Finance	2006 Accounting Records W2s and Paystubs	3/26/2025	
Insurance Records	2015-2016 Expired Bonds	3/26/2025	Electronic
Correspondence/Internal Memoranda	2008 Mayor Hays Communications	3/26/2025	
Correspondence/Internal Memoranda	2004 Mayor Hays Communications (Box 1)	3/26/2025	
Programs and Services Records	2009-2011 Mayor Hays Projects	3/26/2025	
Programs and Services Records	1998-2003 Salvation Army Volunteer Project	3/26/2025	
Programs and Services Records	2004-2009 Mayor Hays Projects	3/26/2025	
Correspondence/Internal Memoranda	2003 Mayor Hays Communications (Box 1)	3/26/2025	
Correspondence/Internal Memoranda	2001 Mayor Hays Communications	3/26/2025	
Clerk Records	2008 Business Licenses	3/26/2025	Electronic
Insurance Records	2012-2013 Expired Bonds	3/26/2025	Electronic
Clerk Records	2009 Business Licenses	3/26/2025	Electronic
Clerk Records	2007 Business Licenses	3/26/2025	Electronic
Insurance Records	2015-2016 Expired Bonds	3/26/2025	Electronic
Accounting and Finance	1989-1999 Mayor Hays Deposits	3/26/2025	
Programs and Services Records	2012 Mayor Hays Projects	3/26/2025	
Correspondence/Internal Memoranda	2005 Mayor Hays Communications	3/26/2025	
Correspondence/Internal Memoranda	2003 Mayor Hays Communications (Box 2)	3/26/2025	
Programs and Services Records	2000-2002 United Way Donation Drive Project	3/26/2025	
Programs and Services Records	1993-2000 Mayor Hays Projects	3/26/2025	
Clerk Records	2017 Business and Alcohol Licenses	3/26/2025	Electronic
Personnel Records	2008 Statements of Financial Interest	3/26/2025	
Accounting and Finance	2006 Mayors Summer Youth Program Payroll	3/26/2025	
Administrative Records	2013 Emergency Operating Plan	3/26/2025	
Clerk Records	2017 Business Licenses Jan-June	3/26/2025	Electronic
Legal Files	2004 Legal Cases (Box 1)	3/26/2025	
Legal Files	2003 Legal Cases (Box 1)	3/26/2025	
Legal Files	2005 Legal Cases (Box 1)	3/26/2025	
Legal Files	2002 Legal Cases	3/26/2025	
Payroll Documents	1993 Payroll Book	3/26/2025	

Clerk Records	2013 Business License Renewal	3/26/2025
Legal Files	2004 Legal Cases (Box 2)	3/26/2025
Legal Files	2003-2005 Legal Cases	3/26/2025
Programs and Services Records	1995-1997 Mayor Hays Projects	3/26/2025
Legal Files	2009 Legal Cases	3/26/2025
Programs and Services Records	2003-2008 Mayor Hays Projects	3/26/2025
Accounting and Finance	2001 Budget	3/26/2025 Electronic
Correspondence/Internal Memoranda	2013 Mayor Hays Communications	3/26/2025
Legal Files	2007 Legal Cases	3/26/2025
Accounting and Finance	2010 Mayor Hays Purchase Orders	3/26/2025
Accounting and Finance	2006 Deposits	3/26/2025
Legal Files	2000-2002 Legal Cases	3/26/2025
Legal Files	2007-2009 Legal Cases	3/26/2025
Legal Files	2005 Legal Cases	3/26/2025
Tax Records	2001-2007 Restaurant A&P Reports	3/26/2025
Correspondence/Internal Memoranda	2004 Mayor Hays Communications (Box 2)	3/26/2025
Legal Files	2006 Cases (Box 1)	3/26/2025
Legal Files	2006 Cases (Box 2)	3/26/2025
Programs and Services Records	2000-2003 Mayor Hays Projects	3/26/2025
Legal Files	2004-2005 Legal Cases (Box 1)	3/26/2025
Legal Files	2004-2005 Legal Cases (Box 2)	3/26/2025
Correspondence/Internal Memoranda	1989-1997 Mayor Hays Communications	3/26/2025
Clerk Records	2017 Business Licenses July- Dec	3/26/2025 Electronic
Payroll Documents	2011-2012 Admin Payroll Book	3/26/2025
Clerk Records	2011-2012 Alcohol Permits	3/26/2025
Payroll Documents	2008 Payroll Book	3/26/2025
Programs and Services Records	2007 Mayors Summer Youth Program	3/26/2025
Legal Files	2010 Legal Cases	3/26/2025
Programs and Services Records	2004-2005 Mayor Hays Projects	3/26/2025
Programs and Services Records	2006-2010 Projects	3/26/2025
Programs and Services Records	2004 AR Cares Project Files	3/26/2025
Programs and Services Records	2001 Salvation Army Project Volunteer Forms	3/26/2025
Payroll Documents	2003-2004 Mayors Summer Youth Program Payroll	3/26/2025
Clerk Records	2019 Business Licenses Jan-June	3/26/2025 Electronic
Accounting and Finance	2012-2016 NLR Times Billing	3/26/2025
Accounting and Finance	2011-2015 Requisitions	3/26/2025
Legal Files	2006-2008 Legal Cases	3/26/2025
Legal Files	2005-2009 Legal Cases	3/26/2025
Insurance Records	2018 Expired Bonds	3/26/2025 Electronic
Programs and Services Records	2005-2006 Mayor Hays Projects	3/26/2025
Correspondence/Internal Memoranda	2002-2003 Mayor Hays Communications	3/26/2025
Legal Files	2004 Legal Cases (Box 3)	3/26/2025
Legal Files	2003 Legal Cases (Box 2)	3/26/2025
Programs and Services Records	1993 Mayors Summer Youth Program	3/26/2025
Programs and Services Records	2001 Mayors Summer Youth Program	3/26/2025
Programs and Services Records	2002 Mayors Summer Youth Program	3/26/2025
Payroll Documents	1997 Payroll Books	3/26/2025
Payroll Documents	2005 Payroll Books	3/26/2025
Personnel Records	2003-2005 Mayors Summer Youth Program Applications	3/26/2025
Legal Files	2005 Legal Cases (Box 2)	3/26/2025
Legal Files	2006-2007 Legal Cases	3/26/2025
Legal Files	2006 Legal Cases	3/26/2025
Clerk Records	2017-2018 Alcohol Permits	3/26/2025 Electronic
Clerk Records	2014-2015 Alcohol Permits	3/26/2025
Legal Files	2003 Legal Cases (Box 3)	3/26/2025
Tax Records	2013 A&P Permits	3/26/2025
Clerk Records	2012 Business License Renewals	3/26/2025
Clerk Records	2009-2012 Swearing In Letters	3/26/2025
Programs and Services Records	2010 Mayors Summer Youth Program	3/26/2025
Accounting and Finance	2008 Purchase Orders	3/26/2025
Programs and Services Records	1997 Great City Clean Up Files	3/26/2025

Programs and Services Records	1998 Great City Clean Up Files	3/26/2025
Programs and Services Records	1999 Great City Clean Up Files	3/26/2025
Programs and Services Records	2000 Great City Clean Up Files	3/26/2025
Programs and Services Records	2002 Great City Clean Up Files	3/26/2025