OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS

DONNA BARINGER
Comptroller

212 City Hall
(314) 622-3588
FAX 622-4026

July 14, 2026

Board of Estimate and Apportionment
Room 212 City Hall
1200 Market Street
St. Louis Mo, 63103

Dear Members of the Board:

Per Article XV, Section 2 of the City Charter, the Comptroller hereby requests permission to securely destroy all Receipt Coding Forms (RCFs) remittance and all Federal Grants Contracts and draw downs for **Fiscal Year 2019 and prior**.

- The documents listed and stored in the **Comptroller's Record Retention Department** fall within Local Records and Retention Schedule GS Codes guidelines referenced specifically under GS 008 and GS 040 and are beyond the required audit period. The obligations of both the Records Retention Law and the Sunshine Law have been met.

Additionally, all necessary documents are being retained electronically to serve as original copies for a minimum of five years.

Thank you for your assistance in this matter.

Respectfully,

Jason Fletcher
Deputy Comptroller
TLB

- GS 008 Accounts Receivable Records Also Called: Cash Receipt File; Sales Tax/Use Tax Distribution Function: Records documenting revenues owed to the local government unit by citizens, organizations, other governmental units, vendors and others to be credited to general accounts. Also documents billing and collection of moneys. Content: May include: reports, receipts, invoices, awards, logs, lists, summaries, statements and similar records. Information may include: receipt amount, date, invoice number, name, account number, account balance, adjustment, and similar data. Minimum Retention: Completion of audit* Disposition: Destroy Note: *Per RSMo 198.052 and 19 CSR 30-85 Nursing Homes must keep these records for seven (7) years. Approval Date: August 15, 2001; Revised August 19, 2014; Updated July 11, 2018

- GS 040 Grant Records Also Called: Function: Documents the application, evaluation, awarding, administration, monitoring, and status of grants in which a local government entity is the recipient, grantor, allocator, or administrator. Grants may come from federal or state governments or foundation and other private funding sources. Content: Records may include but are not limited to: applications including project proposals, summaries, objectives, activities, budgets, exhibits, and award notification, grant evaluation records and recommendations concerning grant applications, grant administration records including progress reports, budgets, project objectives, proposals, and summaries, records documenting allocation of funds, contracts, records monitoring project plans and measuring achievement, equipment inventories, financial reports, accounting records, audit reports, expenditure reports, and related correspondence and documentation. Minimum Retention: Retain final reports from significant grants permanently. Retain other grant records 3 years after submission of final report or as specified by the granting agency, whichever is longer. Retain unsuccessful grant applications 1 year after rejection or withdrawal. Disposition: Permanent records: Archive. Other records: Destroy securely. Note: Approval Date: August 19, 2003

OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS

DONNA BARINGER
Comptroller

212 City Hall
(314) 622-3588
FAX 622-4026

June 25, 2026

Michael Garvin, City Counselor
Room 314 City Hall
1200 Market Street
St. Louis Mo, 63103

Dear City Counselor Garvin:

Per Article XV, Section 2 of the City Charter, the Comptroller hereby requests permission to securely destroy all Receipt Coding Forms (RCFs) remittance and all Federal Grants Contracts and draw downs for **Fiscal Year 2019 and prior**.

- The documents listed and stored in the **Comptroller's Record Retention Department** fall within Local Records and Retention Schedule GS Codes guidelines referenced specifically under GS 008 and GS 040 and are beyond the required audit period. The obligations of both the Records Retention Law and the Sunshine Law have been met.

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Respectfully,

Jason Fletcher
Deputy Comptroller
TLB

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AUTHORIZATION FOR DESTRUCTION OF RECORDS

The Comptroller and the City Counselor, as indicated by affixing their respective signatures below, hereby certify pursuant Article XV, Section 2, of the Charter of the City of St. Louis that the records identified on the attached are useless and may lawfully be approved for destruction by the Board of Estimate and Apportionment of the City of St. Louis. The records sought to be destroyed are hard copies and the information contained in the records has been kept electronically.

6/26/26

Comptroller

City Counselor

City of St. Louis
Certificate of Records Destruction
COMPTROLLER'S OFFICE

What is a Record?
A " **record** " is defined as any "document, book, paper, letter, 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. The disposition/Type of records should be recorded/catalogued onto the records tracking document for tracking and archiving purposes. Destruction is completed in a secure manner through contracted company named: ProShred.

The public records listed below have met their minium retention periods, are not subject to ongoing or reasonably anticipated litigation or public record requests, are not needed for audit or other agency's business, and are to be destroyed. (Any non-records which may be listed are ripe for destruction, as non-records do not require retention scheduling or destruction authorization of reporting.)

Description/Item	Location	Date of Destruction	Retention Code	Number of Boxes/Cabinets in Series
Receipt Coding Form (RCF) Remittance FY 2019 and Prior	Rm 1 Records Retention City Hall	August 1, 2026	GS008	5 boxes
Federal Grants Contracts and Draw Downs-	Rm 1 Records Retention	August 1,2026	GS040	8 boxes
FY2019 and Prior	City Hall			

Approved:

Comptroller's Office 7/1/26 Date | City Counselor 6-26-26 Date | Board of E & A Date

Note: Records Code from Local Records Retention Schedule and Municipal Records Retention Schedule rev AUG 2018