

Input needed from Client or others

- Feedback on preliminary park design.
- Feedback on CDBG stormwater report.
- Authorize Mayor to be the authorized representative for the City for SRF paperwork for the water system.
- Authorize the Mayor to sign the SRF application between now and March 1st 2022.

Contact information

- We are always willing to attend City Board of Aldermen meeting, so please don't hesitate to reach out!
- The City of Meta's on-call engineers are listed below. Feel free to call, text, or email anytime!

Attachments

- None.

Blake Wilbers

Gary Davis, P.E.

blake.wilbers@bartwest.com - (573) 690-8393 gary.davis@bartwest.com - (573) 469-1561

Dillon Feely, P.E.

dillon.feely@BARTWEST.COM – (573) 659-6716



Driving Community and Industry Forward, Together.

	Company	Contact	Type of Business	Business License Fee	Liquor License Fee	Business/Liquor Fees Received	Late Fee Rec'd	Business License Number	Liquor License Number
1	Backroad Bites, LLC	Jacob Howard	Mobile Food Business	\$25.00				37	
2	Bembom Enterprises d/b/a Bee Line Snack Shops	Gary Bembom	Merchandising Sales	\$25.00	\$50.00			10	10L
3	COMM-Unity Ambulance	David Sturtz	Ambulance Services	Exempt		Exempt		3	
4	D-Best Storage	Deidra Buechter	Storage Rentals	\$25.00		\$25.00		35	
5	Detail Doctor LLC	Otto Wankum	Mobile vehicle detailing service	\$25.00		\$25.00		27	
6	Diamond Pet Foods	Nicole Ottens	Pet food manufacturing company	\$25.00		\$25.00		4	
7	Dollar General								
8	Erica's Child Care	Erica Hoffman	Child care	\$25.00		\$25.00		25	
9	Fancher-Rekus Funeral Home, Inc.	John & Renae Fancher	Mortuary	\$25.00		\$25.00		14	
10	Fun House Quilting, LLC	Felicia Bursnall	Textile, quilting, custom quilts, bags, gnomes	\$25.00		\$25.00		40	
11	Hairs To You LLC	Deidra Buechter	Merchandising Sales	\$25.00		\$25.00		24	
12	Institute for Environmental Health, Inc	Dalia Alfi	Microbiological Test lab	\$25.00		\$25.00		22	
13	Leo's Food Truck	Leonel Perez	Mexican Food	\$25.00	\$50.00			36	36L
14	Libbert Construction	Harold Libbert	Plumbing	\$25.00		\$25.00		6	
15	Loethen Construction, Inc	Tony Loethen	Construction	\$25.00		\$25.00		8	
16	MFA Exchange-Meta	Richard Brune	Merchandising Sales/Retail	\$25.00		\$25.00		11	
17	Mid America Bank	Doris Stumpe	Bank	\$25.00		\$25.00		12	
18	Natalie's	Natalie Russell	Resale	\$25.00		\$25.00		39	
19	RadioWire.net	Elaine Schaben	Internet Service Provider	\$25.00		\$25.00		34	
20	Roscoe's Ice Cream Truck	Kaci Pemberton	Pre-packaged Novelty Ice Cream	\$25.00				38	
21	Schanzmeyer Home Improvement	Leon Schanzmeyer	Construction	\$25.00		\$25.00		16	
22	Shelter Insurance	Courtney Jeremy	Insurance Company	\$25.00		\$25.00		26	
23	Southwestern Bell Telephone Co. Attn: Business License)	Frank Maxwell	LEC and UVERSE Video Service Provider	\$250.00		\$250.00		1	
24	St. Thomas Babbtown Mutual Ins. Co	Jeff Tellman	Insurance Company	\$25.00		\$25.00		17	
25	Studio M Portrait Creations	Michelle Derkum	Photography	\$25.00		\$25.00		18	
26	TELLCO LLC	Jeff Tellman	Filter Sales	\$25.00		\$25.00		23	
27	The Hair Company, LLC	Jessica Lackman	Salon	\$25.00		\$25.00		21	
	TOTAL					\$750.00			
*	Business Closed								
*	Sew-JC Creations	Jessica Christian	Handmade Goods	\$25.00				32	
*	Royal Oak Enterprises	Doug Juergensmeyer	Charcoal Granular	\$25.00				15	

Category	Series Title	Description of Contents	Retention	Destroy	Disposition Action *
Administration	GS 012, GS 012.1	Correspondence - General	Park Rental 2019	One Year and Destroy	1/1/2021
Administration	GS 012, GS 012.1	Correspondence - General	Park Rental 2018	One Year and Destroy	1/1/2020
Administration	GS 012, GS 012.1	Correspondence - General	Park Rental 2016	One Year and Destroy	1/1/2018
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 06-08-16	One Year and Destroy	1/1/2018
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 06-08-16	One Year and Destroy	1/1/2018
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 08-10-16	One Year and Destroy	1/1/2018
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 09-14-16	One Year and Destroy	1/1/2018
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 10-12-16	One Year and Destroy	1/1/2018
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 11-09-16	One Year and Destroy	1/1/2018
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 11-17-16	One Year and Destroy	1/1/2018
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 11-20-16	One Year and Destroy	1/1/2018
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 12-14-16	One Year and Destroy	1/1/2018
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 12-28-16	One Year and Destroy	1/1/2018
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 01-11-2017	One Year and Destroy	1/1/2019
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 01-24-17	One Year and Destroy	1/1/2019
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 02-15-17	One Year and Destroy	1/1/2019

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Category	Series Title		Description of Contents	Retention	Destroy	Disposition Action *
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 02-08-17	One Year and Destroy	1/1/2019	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 03-02-17	One Year and Destroy	1/1/2019	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 03-08-17	One Year and Destroy	1/1/2019	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 04-12-17	One Year and Destroy	1/1/2019	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 05-10-17	One Year and Destroy	1/1/2019	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 06-08-17	One Year and Destroy	1/1/2019	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 06-22-17	One Year and Destroy	1/1/2019	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 07-12-17	One Year and Destroy	1/1/2019	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 06-14-17	One Year and Destroy	1/1/2019	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 08-09-17	One Year and Destroy	1/1/2019	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 09-13-17	One Year and Destroy	1/1/2019	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 10-11-17	One Year and Destroy	1/1/2019	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 09-26-17	One Year and Destroy	1/1/2019	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 10-25-17	One Year and Destroy	1/1/2019	

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Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 11-08-17	One Year and Destroy	1/1/2019	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 11-06-17	One Year and Destroy	1/1/2019	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 12-13-17	One Year and Destroy	1/1/2019	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 12-14-17	One Year and Destroy	1/1/2019	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 01-10-18	One Year and Destroy	1/1/2020	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 2014018	One Year and Destroy	1/1/2020	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 03-14-18	One Year and Destroy	1/1/2020	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 03-27-18	One Year and Destroy	1/1/2020	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 4-11-18	One Year and Destroy	1/1/2020	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 4-23-18	One Year and Destroy	1/1/2020	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 5-09-18	One Year and Destroy	1/1/2020	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 6-13-18	One Year and Destroy	1/1/2020	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 6-20-18	One Year and Destroy	1/1/2020	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 7-11-18	One Year and Destroy	1/1/2020	

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Category	Series Title		Description of Contents	Retention	Destroy	Disposition Action *
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 8-8-18	One Year and Destroy	1/1/2020	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 8-15-18	One Year and Destroy	1/1/2020	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 8-23-18	One Year and Destroy	1/1/2020	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 8-30-18	One Year and Destroy	1/1/2020	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 9-12-18	One Year and Destroy	1/1/2020	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 9-20-18	One Year and Destroy	1/1/2020	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 10-10-18	One Year and Destroy	1/1/2020	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 2-13-19	One Year and Destroy	1/1/2021	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 2-28-19	One Year and Destroy	1/1/2021	
Financial Records	GS 007, GS 008, GS 010	Financial Documents July 2019	Bank Statements, Invoices, Purchase Orders, Deposit Slips, Monthly reconciliation	Completion of audit plus 1 Yr.;	1/1/2022	
Financial Records	GS 007, GS 008, GS 010	Financial Documents August 2019	Bank Statements, Invoices, Purchase Orders, Deposit Slips, Monthly reconciliation	Completion of audit plus 1 Yr.;	1/1/2022	
Financial Records	GS 007, GS 008, GS 010	Financial Documents September 2019	Bank Statements, Invoices, Purchase Orders, Deposit Slips, Monthly reconciliation	Completion of audit plus 1 Yr.;	1/1/2022	
Financial Records	GS 007, GS 008, GS 010	Financial Documents October 2019	Bank Statements, Invoices, Purchase Orders, Deposit Slips, Monthly reconciliation	Completion of audit plus 1 Yr.;	1/1/2022	
Financial Records	GS 007, GS 008, GS 010	Financial Documents November 2019	Bank Statements, Invoices, Purchase Orders, Deposit Slips, Monthly reconciliation	Completion of audit plus 1 Yr.;	1/1/2022	

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Financial Records	GS 007, GS 008, GS 010	Financial Documents December 2019	Bank Statements, Invoices, Purchase Orders, Deposit Slips, Monthly reconciliation	Completion of audit plus 1 Yr.;	1/1/2022	
Financial Records	GS 007, GS 008, GS 010	Financial Documents January 2020	Bank Statements, Invoices, Purchase Orders, Deposit Slips, Monthly reconciliation	Completion of audit plus 1 Yr.;	1/1/2022	
Financial Records	GS 007, GS 008, GS 010	Financial Documents February 2020	Bank Statements, Invoices, Purchase Orders, Deposit Slips, Monthly reconciliation	Completion of audit plus 1 Yr.;	1/1/2022	
Financial Records	GS 007, GS 008, GS 010	Financial Documents March 2020	Bank Statements, Invoices, Purchase Orders, Deposit Slips, Monthly reconciliation	Completion of audit plus 1 Yr.;	1/1/2022	
Financial Records	GS 007, GS 008, GS 010	Financial Documents April 2020	Bank Statements, Invoices, Purchase Orders, Deposit Slips, Monthly reconciliation	Completion of audit plus 1 Yr.;	1/1/2022	
Financial Records	GS 007, GS 008, GS 010	Financial Documents May 2020	Bank Statements, Invoices, Purchase Orders, Deposit Slips, Monthly reconciliation	Completion of audit plus 1 Yr.;	1/1/2022	
Financial Records	GS 007, GS 008, GS 010	Financial Documents June 2020	Bank Statements, Invoices, Purchase Orders, Deposit Slips, Monthly reconciliation	Completion of audit plus 1 Yr.;	1/1/2022	
Financial Reports	GS 007	Accolunts Payable Records	City Treasurer copies of checks written for the FY 2018	Completion of audit plus 1 Yr.;	1/1/2020	
Financial Reports	GS 007	Accolunts Payable Records	City Treasurer copies of checks written for the FY 2019	Completion of audit plus 1 Yr.;	1/1/2021	
Financial Reports	GS 074	Annual Audit Backup Information FY 2016	Backup Informaion; correspondence with Gerding, Korte, and Chitwood CPAs	Retain 5 years from date of report	1/1/2022	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Water 2016 January - March Usage	5 Years and Destroy	1/1/2022	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Water 2016 April Usage	5 Years and Destroy	1/1/2022	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Water 2016 May Usage	5 Years and Destroy	1/1/2022	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Water 2016 June Usage	5 Years and Destroy	1/1/2022	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Water 2016 July Usage	5 Years and Destroy	1/1/2022	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Water 2016 August Usage	5 Years and Destroy	1/1/2022	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Water 2016 September Usage	5 Years and Destroy	1/1/2022	

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Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Water 2016 October Usage	5 Years and Destroy	1/1/2022	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Water 2016 November Usage	5 Years and Destroy	1/1/2022	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Water 2016 December Usage	5 Years and Destroy	1/1/2022	
Administration	GS 012	Correspondence - General	Fire Department 1994 - 1995	One Year and Destroy	1/1/1997	
Administration	GS 012	Correspondence - General	1991 - 1996 Legal Correspondence	One Year and Destroy	1/1/1998	
Administration	GS 012	Correspondence - General	MRPC Abandoned Property Project 2009	One Year and Destroy	1/1/2011	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	City of Meta Monthly Summary Reports 205 - 2008	5 Years and Destroy	1/1/2014	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Water Use Inventory Reports Feb., March, April 2001	5 Years and Destroy	1/1/2007	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	DNR Water Correspondence 2002 - 2008	5 Years and Destroy	1/1/2014	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Fire Hydrant Records 2005	5 Years and Destroy	1/1/2011	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Utility Sales Tax Returns 2009	5 Years and Destroy	1/1/2015	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	MRWA Correspondence 2008	5 Years and Destroy	1/1/2014	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	City Clerk Meeting Documents - State Rural Water Assoc. Identify theft compliance Information 2008	5 Years and Destroy	1/1/2014	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	HD Supply - City Junk Water Meters 11-11-2008	5 Years and Destroy	1/1/2014	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Water Operator Complaints 2004	5 Years and Destroy	1/1/2010	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Water Rate Study 2005	5 Years and Destroy	1/1/2011	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Water Rate Change Proposal 2001	5 Years and Destroy	1/1/2006	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Water Hydrant Information 1999	5 Years and Destroy	1/1/2005	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Utility Billing Reports 2007 - 2009	5 Years and Destroy	1/1/2015	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Utility Payments 2003	5 Years and Destroy	1/1/2009	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Bad Debt 2007	5 Years and Destroy	1/1/2013	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Cash Receipts 2008	5 Years and Destroy	1/1/2014	
Water District Records	WD002	Water Analysis-Original Records	Water Analysis Records 2005	12 Years and Destroy	1/1/2018	

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Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Utility Financial Reports 2008	5 Years and Destroy	1/1/2014	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Daily Master Readings 2008	5 Years and Destroy	1/1/2014	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Meter Replacement Report 2004 - 2005	5 Years and Destroy	1/1/2011	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Meter Reading Worksheets 2009	5 Years and Destroy	1/1/2015	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Meter Service Reports 2008	5 Years and Destroy	1/1/2014	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Payment Reports 2007	5 Years and Destroy	1/1/2013	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Water Correspondence 2005	5 Years and Destroy	1/1/2011	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Water Test Results 2008	5 Years and Destroy	1/1/2014	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Utility Sales Tax Returns 1998 - 2004	5 Years and Destroy	1/1/2010	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Water 2016 April Usage	5 Years and Destroy	1/1/2022	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Water Deposit Report 2006 - 2009	5 Years and Destroy	1/1/2015	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Water Loss Report 2004 - 2009	5 Years and Destroy	1/1/2015	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Tap Sample Procedure 2004	5 Years and Destroy	1/1/2010	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Water Correspondence 2008	5 Years and Destroy	1/1/2014	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Work Orders 2009	5 Years and Destroy	1/1/2011	
Administration	GS 012, GS 012.1	Correspondence - General	Correspondence - Allstate Wastewater & Collection System Improvements 2003	1 Year and Destroy	1/1/2006	
Administration	GS 012, GS 012.1	Correspondence - General	Correspondence - Union Electric 1987	1 Year and Destroy	1/1/1989	
Administration	GS 012, GS 012.1	Correspondence - General	ADA Compliance 2003	One Year and Destroy	1/1/2005	
Administration	GS 012, GS 012.1	Correspondence - General	Waste Water Correspondence 2004	1 Year and Destroy	1/1/2006	
Administration	GS 012, GS 012.1	Correspondence - General	Correspondence - Bryan & Associates, Inc. Wastewater Collection and Treatment Facility Plan 1999	1 Year and Destroy	1/1/2001	
Administration	GS 012, GS 012.1	Correspondence - General	Meta Sewer Project General Correspondence 2005	1 Year and Destroy	1/1/2007	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Water Quality Reports 2005	5 Years and Destroy	1/1/2011	
Administration	GS 012, GS 012.1	Correspondence - General	Sewer Grant Agreement 2005	5 Years and Destroy	1/1/2011	
Financial Records	GS 007, GS 008, GS 010	Financial Documents	Financial Balance Sheet for Capital Improvements 2005	Completion of audit plus 1 Yr.;	1/1/2007	

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Administration	GS 012, GS 012.1	Correspondence - General	CDBG Grant Application 2002	5 Year and Destroy	1/1/2008	
Administration	GS 012, GS 012.1	Correspondence - General	Engineering Service Agreement Correspondence 2006	1 Year and Destroy	1/1/2008	
Financial Records	GS 007, GS 008, GS 010	Financial Documents	Sewer Project Bank Statements 2003 - 2007	5 Years and Destroy	1/1/2013	
Administration	GS 012, GS 012.1	Correspondence - General	Engineering Report Correspondence 2001	1 Year and Destroy	1/1/2003	
Administration	GS 012, GS 012.1	Correspondence - General	USDA Correspondence 2001	1 Year and Destroy	1/1/2003	
Administration	GS 012, GS 012.1	Correspondence - General	Contracts for Real Estate Property Correspondence 2004	1 Year and Destroy	1/1/2006	
Administration	GS 012, GS 012.1	Correspondence - General	Bryan & Associates Correspondence 2001	1 Year and Destroy	1/1/2003	
Administration	GS 012, GS 012.1	Correspondence - General	Waste Water Collection Correspondence 1982	1 Year and Destroy	1/1/1984	
Administration	GS 012, GS 012.1	Correspondence - General	Public Hearing Correspondence 2002	1 Year and Destroy	1/1/2004	
Administration	GS 012, GS 012.1	Correspondence - General	DCBG Application Correspondence 2002	1 Year and Destroy	1/1/2004	
Administration	GS 012, GS 012.1	Correspondence - General	Project Proposal with MRPC 2000	1 Year and Destroy	1/1/2002	
Administration	GS 012, GS 012.1	Correspondence - General	Federal Assistance Application 2001	5 Years and Destroy	1/1/2007	
Administration	GS 012, GS 012.1	Correspondence - General	DNR Correspondence 2004	1 Year and Destroy	1/1/2006	
Administration	GS 012, GS 012.1	Correspondence - General	Statement of Qualification - Archer 2001	1 Year and Destroy	1/1/2003	
Administration	GS 012, GS 012.1	Correspondence - General	Statement of Qualification - KAM Design & Construction 2001	1 Year and Destroy	1/1/2003	
Administration	GS 012, GS 012.1	Correspondence - General	Statement of Qualification - MECO 2001	1 Year and Destroy	1/1/2003	
Administration	GS 012, GS 012.1	Correspondence - General	Statement of Qualification - Integrity 2001	1 Year and Destroy	1/1/2003	
Administration	GS 012, GS 012.1	Correspondence - General	Statement of Qualification - Bryan & Associates 2001	1 Year and Destroy	1/1/2003	
Administration	GS 012, GS 012.1	Correspondence - General	Statement of Qualification - Krehbiel Engineering Inc. 2001	1 Year and Destroy	1/1/2003	
Administration	GS 012, GS 012.1	Correspondence - General	Statement of Qualification - Bartlett & West 2001	1 Year and Destroy	1/1/2003	
Administration	GS 012, GS 012.1	Correspondence - General	Statement of Qualification - Allstate Engineering 2001	1 Year and Destroy	1/1/2003	
Administration	GS 012, GS 012.1	Correspondence - General	MRPC Sewer Project Close-out Correspondence 2007	5 Years and Destroy	1/1/20013	
Administration	GS 012, GS 012.1	Correspondence - General	Public Hearing Correspondence 2007	1 Year and Destroy	1/1/2009	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	City of Meta Water System Notes & Forms 2009	5 Years and Destroy	1/1/2015	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Missouri Safe Drinking Water Act and Compliance and Operation Inspection Manual 2007	5 Years and Destroy	1/1/2013	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Water Meter List 2017	1 Year and Destroy	1/1/2019	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	January, 2015	5 Years and Destroy	1/1/2021	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	February, 2015	5 Years and Destroy	1/1/2021	

City of Meta Records Destruction List January 2022

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Category	Series Title		Description of Contents	Retention	Destroy	Disposition Action *
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	March, 2015	5 Years and Destroy	1/1/2021	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	April, 2015	5 Years and Destroy	1/1/2021	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	May, 2015	5 Years and Destroy	1/1/2021	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	June, 2015	5 Years and Destroy	1/1/2021	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	July, 2015	5 Years and Destroy	1/1/2021	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	August, 2015	5 Years and Destroy	1/1/2021	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	September, 2015	5 Years and Destroy	1/1/2021	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	October, 2015	5 Years and Destroy	1/1/2021	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	November, 2015	5 Years and Destroy	1/1/2021	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	December, 2015	5 Years and Destroy	1/1/2021	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	January, 2014	5 Years and Destroy	1/1/2020	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	February, 2014	5 Years and Destroy	1/1/2020	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	March, 2014	5 Years and Destroy	1/1/2020	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	April, 2014	5 Years and Destroy	1/1/2020	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	May, 2014	5 Years and Destroy	1/1/2020	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	June, 2014	5 Years and Destroy	1/1/2020	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	July, 2014	5 Years and Destroy	1/1/2020	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	August, 2014	5 Years and Destroy	1/1/2020	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	September, 2014	5 Years and Destroy	1/1/2020	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	October, 2014	5 Years and Destroy	1/1/2020	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	November, 2014	5 Years and Destroy	1/1/2020	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	December, 2014	5 Years and Destroy	1/1/2020	
Administration	GS 012, GS 012.1	Correspondence - General	Water Work Orders 2015	5 Years and Destroy	1/1/2021	

City of Meta Records Destruction List January 2022

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Category	Series Title		Description of Contents	Retention	Destroy	Disposition Action *
Administration	GS 012, GS 012.1	Correspondence - General	Water Health Lab Correspondence 2016	5 Years and Destroy	1/1/2022	
Administration	GS 012, GS 012.1	Correspondence - General	Water - Ozark Testing 2013 - 2016	5 Years and Destroy	1/1/2022	
Administration	GS 012, GS 012.1	Correspondence - General	Water Correspondence 2016	5 Years and Destroy	1/1/2022	
Administration	GS 012, GS 012.1	Correspondence - General	Current Sampling Site Plan - DNR Correspondence 2015	5 Years and Destroy	1/1/2021	
Administration	GS 012, GS 012.1	Correspondence - General	DNR Correspondence 2014	5 Years and Destroy	1/1/2020	
Administration	GS 012, GS 012.1	Correspondence - General	DNR Correspondence 2015	5 Years and Destroy	1/1/2021	
Administration	GS 012, GS 012.1	Correspondence - General	Valve Testing July, 2015	5 Years and Destroy	1/1/2021	
Financial Records	GS 007, GS 008, GS 010	Financial Documents	Sales Tax Reports, 2010 - 2014	Completion of audit plus 1 Yr.;	1/1/2016	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Major Water Use 2013 - 2017	5 Years and Destroy	1/1/2022	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Water Collection 2004 - 2008	5 Years and Destroy	1/1/2016	
Administration	GS 012, GS 012.1	Correspondence - General	Water Work Orders 2012, 2014, 2015, 2016, 2017	5 Years and Destroy	1/1/2022	
Administration	GS 012, GS 012.1	Correspondence - General	Training Vouchers 2016	5 Years and Destroy	1/1/2022	
Administration	GS 012, GS 012.1	Correspondence - General	Identity Theft Program Correspondence 2008	5 Years and Destroy	1/1/2014	
Administration	GS 012, GS 012.1	Correspondence - General	Water Operator Contracts 2013, 2014	5 Years and Destroy	1/1/2020	
Administration	GS 012, GS 012.1	Correspondence - General	Water Meter Tags 2008	5 Years and Destroy	1/1/2014	
Administration	GS 012, GS 012.1	Correspondence - General	Water Correspondence 2016	5 Years and Destroy	1/1/2021	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	McGuire Iron Contract 2013	5 Years and Destroy	1/1/2019	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Leak Detection Proposal 2015	5 Years and Destroy	1/1/2021	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	McGuire Iron Liability Insurance 2010	5 Years and Destroy	1/1/2016	
Water District Records	WD0015, WD0016	Meter Records, Summary Reports	Primacy Correspondence 2014	5 Years and Destroy	1/1/2020	
Administration	GS 012, GS 012.1	Correspondence - General	Emergency Operations Plan 2002, 2014	5 Years and Destroy	1/1/2020	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting June 1992 - July 1999	One Year and Destroy	1/1/2001	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Town Board Meeting 2000, 2002, 2003, 2008, 2009, 2010	One Year and Destroy	1/1/2012	
Administration	GS 012, GS 012.1	Correspondence - General	Flood Plain Maps 2005, 2011, 2015	5 Years and Destroy	1/1/2021	
Administration	GS 012, GS 012.1	Correspondence - General	Missouri City Clerk and Finance Officers Directory 2001	One Year and Destroy	1/1/2003	
Administration	GS 012, GS 012.1	Correspondence - General	ADA Guide 1994	One Year and Destroy	1/1/1996	
Administration	GS 012, GS 012.1	Correspondence - General	CDBG Administrative Manual 2002	One Year and Destroy	1/1/2004	
Administration	GS 012, GS 012.1	Correspondence - General	Local Public Agency Manual 2007	One Year and Destroy	1/1/2009	
Administration	GS 012, GS 012.1	Correspondence - General	Missouri One Call Manual 2003	One Year and Destroy	1/1/2005	

Category	Series Title		Description of Contents	Retention	Destroy	Disposition Action *
Administration	GS 012, GS 012.1	Correspondence - General	Osage Co. Multi-jurisdictional Natural Hazard Mitigation Plan 2004	One Year and Destroy	1/1/2006	
Administration	GS 012, GS 012.1	Correspondence - General	National Response Plan 2004	One Year and Destroy	1/1/2006	
Administration	GS 012, GS 012.1	Correspondence - General	Missouri Revised Statutes 2003	One Year and Destroy	1/1/2005	
Administration	GS 069	Equipment Ownership and Maintenance Records	Well house Sensaphone (Obsolete equipment)	Retain for the life of the equipment, and destroy as appropriate.	1/1/2021	
Administration	GS 069	Equipment Ownership and Maintenance Records	Outdated Dictaphone	Retain for the life of the equipment, and destroy as appropriate.	1/1/2021	
Administration	GS 069	Equipment Ownership and Maintenance Records	Outdated Cassette Recorder	Retain for the life of the equipment, and destroy as appropriate.	1/1/2021	

PICKLE BALL COURT Diagram

