

RESOLUTION NO. 2025-03-1155R

CITY OF TONTITOWN, WASHINGTON COUNTY, ARKANSAS

A RESOLUTION TO AUTHORIZE THE DESTRUCTION OF CERTAIN COURT RECORDS OF THE WASHINGTON COUNTY DISTRICT COURT, ELM SPRINGS DEPARTMENT.

WHEREAS, the Washington County District Court, Elm Springs Department, finds it necessary to destroy copies of certain court records, as described in the attached Exhibit "A"; and

WHEREAS, the records to be destroyed, as set forth in the attached Exhibit "A", have all been audited and the records are from 2019-2021; and

WHEREAS, under Ark. Code Ann. § 16-10-211, all the records being destroyed are over (3) years old and can be destroyed; and

WHEREAS, the City Council finds it to be in the best interest and benefit of the community to authorize the destruction of certain court records, as described in the attached Exhibit "A", of the Washington County District Court, Elm Springs Department, in accordance with Arkansas Law.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Tontitown, Arkansas:

Section 1. That pursuant to Ark. Code Ann. § 16-10-211, the Washington County District Court, Elm Springs Department, is authorized to destroy those records set out in Exhibit A, in the manner described under the Arkansas Code, with the affidavit to be signed by the City of Tontitown, Arkansas.

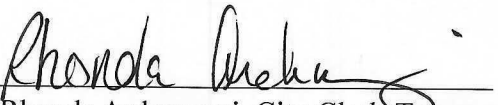
Section 2. The Mayor and her designee are hereby authorized to take all such action as necessary in connection therewith.

PASSED AND APPROVED this 18 day of March 2025

APPROVED:


Angela Russell, Mayor

ATTEST:


Rhonda Ardemagni, City Clerk-Treasurer
(SEAL)





AFFIDAVIT OF DESTRUCTION OF DISTRICT COURT RECORDS

I **Audra Martin**, do hereby certify that the following records of the Washington County District Court-Elm Springs Department, have been retained for at least three (3) years as specified under Ark. Code Ann 16-10-211 and audited has been completed with respect to the records in question. Are to be destroyed on _____ 2025 by shredding of said records.

Type of Record	From Year	To Year
Bank Reconciliations	2019	2022
Check Book Registers/check listings		
Cancelled Checks		
Bank Statements		
Receipts		
Deposit Collection Records		
Receipts Listings		
Distribution Reports		
Receipt/disbursement Journals		
Time Pay Records		
Citation Book Logs		
Citation Books for ES P.D.		
Served, recalled, quashed warrants		
Copies of citations		
Community Service time sheets		
Uniform Filing Fees collection remittance forms and fine report		

District Chief Court Clerk
Audra Martin

Mayor-Angela Russell

City Council Member

Subscribed and Sworn to me the ____ day of _____, 20__

_____ Connie Newman, Notary Public

Form approved by Hon. Terra Stephenson

