



6:00 p.m.-Mayor Flannigan calls the meeting to order. Steve Aston, Alderman Ward I; Mark Spence, Alderman Ward I; Marsha Mills, Alderman Ward II (by Zoom); and Cody Quist Alderman, Ward II are present. Also in attendance is Linda Haynes, City Clerk and Cindy Davenport, City Attorney.

Mark Spence makes a motion to adjourn to executive session per RSMo. 610.021 #1-Legal, #2-Real Estate, #3-Personnel. Cody Quist seconds the motion. Roll call vote is as follows: Mark Spence-Aye, Steve Aston-Aye, Marsha Mills-Aye, Cody Quist-Aye.

Executive session is held and adjourned.

6:30 p.m.-Mayor Flannigan calls the meeting back to order. Dwayne Washford, Assistant Maintenance Superintendent; Terry Foster, Chief of Police; and A.J. Girondo, City Engineer are present. There are nine guests in attendance.

**In re: Pledge of Allegiance & Moment of Silence**-Mayor Flannigan leads the Pledge of Allegiance and then a moment of silence is held.

**In re: Remarks of Visitors**-None

**In re: Approval of Consent Agenda items**-Mark Spence makes a motion to remove the purchase of body cameras and offering bank drafts for separate discussion, and approving the rest of the consent agenda items which includes the minutes from the December 14<sup>th</sup> Board of Aldermen meetings; financial reports; paid bills report; Payroll Monitor report for December; Bank Statement Monitor report for October, November,, and December; Planning and Zoning Commission minutes from their December 7<sup>th</sup> meeting; Department Head reports from the Court Clerk, City Clerk, Assistant Superintendent, and Chief of Police; safety additions for the salt spreaders for \$1,994.22; promotion of Officer Graham to Sergeant; purchase of two new police vehicles under the State of Missouri purchasing contracts; records disposal (see attached list that is being made a part of these minutes); and asset disposal of the old desk telephones. Steve Aston seconds the motion. Roll call vote is as follows: Steve Aston-Aye, Mark Spence-Aye, Cody Quist-Aye, Marsha Mills-Aye.

**In re: Body cameras**-Chief Foster answers questions asked by the Board of Aldermen. Cody Quist makes a motion to purchase the body cameras for the police department from Digital Alley for \$4,889.00. Steve Aston seconds the motion. All are in favor.

**In re: Bank drafts**-Mark Spence clarifies that Dale, referred to in the memo to the Board, is Dale McDonald. Mark Spence makes a motion to authorize the purchase of the software, support, and training for \$873.50 and make arrangements with the Bank of Old Monroe to accept bank drafts as a form of payment for utility customers. Cody Quist seconds the motion. All are in favor.



**In re: Moscow Mills Bicentennial Committee update-**Mayor Flannigan states sponsorships are still coming in and Bicentennial merchandise is being sold. Their next meeting is on January 27<sup>th</sup>.

**In re: Risk grant presentation-MIRMA-**Kelly Beets states that Moscow Mills has received the highest score he has issued so far this year, which is a 98%, of the fifteen cities he has evaluated this year. MIRMA has awarded the City a grant of \$2,933.40 toward the purchase of body cameras. Kelly Beets presents Chief Foster with a plaque.

**In re: Promotion of Office Graham-**Chief Foster states that he requested Sergeant Graham be here this evening, in honor of his recent promotion to Sergeant. Sergeant Graham has been with the City for seven years. He did the recent traffic study, does IT functions for the Department, and other items. He has never missed a day of work. Chief Foster presents Sergeant Graham with a certificate of achievement.

**In re: Traffic Control Study-**Sergeant Graham goes over the traffic control study. The study indicates many missing and faded signs. Mayor Flannigan states that it will cost the City around \$4,000 to \$5,000 to address all of the sign issues. Sergeant Graham explains how a City wide speed limit can be set, with signs posted at all street entrances. Mark Spence asks if the businesses being affected will be informed prior to the parking changes. Mayor Flannigan states that he has spoken to David Howell, the owner of Harry J's, and he is on board. Cindy Davenport suggests getting the needed signs and supplies ordered and then the ordinance amendment will be presented. Mark Spence makes a motion to move forward with addressing the issues indicated by the traffic control study by purchasing the necessary signs and supplies. Cody Quist seconds the motion. All are in favor.

**In re: Updates and repairs to sewer treatment plant-**A.J. Girondo of George Butler Associates states the baffle curtain purchase has been cancelled because the new operator believes it may not be necessary. The manufacturer of the Muffin Monster has supplied a transducer and other items that were needed for free. He needs to get bids for the install of the brushes. The alarm systems for the sewer system are discussed. Mayor Flannigan states that the treatment plant condition is being addressed daily and changes suggested by the new operator are being implemented. The EPA and MoDNR will be doing an on-site visit later this month.

**In re: Cannon Mills General Contractors-Pine Tree and Byrd St. Lift Station Rehab-Change Order #1-**A.J. Girondo states that the change order is only for an extension of time for the project completion, because the pumps have been on backorder. Final completion will be extended to June 1, 2021. Cody Quist makes a motion to approve Change Order #1 and allow the Mayor to sign the document. Steve Aston seconds the motion. All are in favor.

Chief Foster states that he would like to take a minute to introduce his officers in attendance, so they can be excused. Introductions are made and the members of the



Police Department exit the meeting.

**In re: Maintenance Department storage shed**-Mayor Flannigan explains that the UV light bulbs at the Crooked Creek Wastewater Treatment Facility are currently being stored at the building located at the old Northwest Treatment Facility. Transporting the bulbs for storage can damage them, and they are expensive. He is recommending a storage shed be purchased and placed at the CCWWTF for the UV light bulb storage, and storage of other wastewater items such as the new two man boat and trolling motor. He has obtained three bids that were included in the meeting packets. Cody Quist makes a motion to purchase the 10 x 12 portable building from A-1 Portable Buildings for \$4,210 and allow the Mayor to sign any necessary paperwork for the purchase. Steve Aston seconds the motion. All are in favor.

**In re: Ordinance #931-to amend section 88.040 of Chapter 88-Gross Receipts and Franchise Taxes**-Cindy Davenport reads the title of Ordinance #931 in full two times. Mark Spence makes a motion to approve Ordinance #931. Steve Aston seconds the motion. Roll call vote is as follows: Mark Spence-Aye, Steve Aston-Aye, Marsha Mills-Aye, Cody Quist-Aye.

**In re: Ordinance #932-to amend section 75.451(A)(3) of Chapter 75-Offenses**-Cindy Davenport reads the title of Ordinance #932 in full two times. After a short discussion, Cody Quist makes a motion to approve Ordinance #932. Mark Spence seconds the motion. Roll call vote is as follows: Mark Spence-Aye, Steve Aston-Aye, Marsha Mills-Aye, Cody Quist-Aye.

**In re: City credit card for the Mayor's use**-After a short discussion, Mark Spence makes a motion to obtain a City issued credit card in the Mayor's name for City purchases, with a credit limit of \$1,000. Cody Quist seconds the motion. All are in favor.

**In re: Ratification of budget error correction**-After a short discussion, Cody Quist makes a motion to ratify the e-mailed vote regarding the budget error corrections. Mark Spence seconds the motion. All are in favor.

**In re: Maintenance agreement for generators**-Dwayne Washford states that he only obtained one bid, because this is the only company around who offers this service. After a short discussion, Mark Spence makes a motion to approve the maintenance agreement with Cummins for the annual cost of \$2,941.84, and allow Dwayne to sign the maintenance agreement. Cody Quist seconds the motion. All are in favor.

**In re: Tearing down restrooms on property recently purchased**-Tearing down the restrooms is discussed. Mayor Flannigan states that the City's employees will be doing the work. Steve Aston makes a motion to tear down and remove the restrooms, at a cost of up to \$500. Mark Spence seconds the motion. All are in favor.



**In re: Location of Christmas decorations-**Mayor Flannigan points out the current locations of the light pole decorations that are put up and taken down each year. The Board may want to consider changing the location of these decorations. Mark Spence recommends postponing this item to the next meeting so the issue can be considered. The Board is in agreement.

The audience is given time to exit the meeting.

Mark Spence makes a motion to adjourn to executive session per RSMo. 610.021 #1-Legal and #2-Real Estate. Steve Aston seconds the motion. Roll call vote is as follows: Mark Spence-Aye, Steve Aston-Aye, Marsha Mills-Aye, Cody Quist-Aye.

Executive session is held and adjourned.

Mark Spence makes a motion to adjourn. Steve Aston seconds the motion. All are in favor.

Respectfully Submitted:

Linda Haynes, City Clerk

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Patrick Flannigan, Mayor

# Records disposal approved on 1/19/2021 Consent Agenda

Original Box #	Year	Record Description	Disposed Under Section
126	2017	Accounts Payable Invoices	Accounts Payable Records (GS 007)-minimum retention completion of audit.
134	2018	Accounts Payable Invoices	Accounts Payable Records (GS 007)-minimum retention completion of audit.
136	2018	Accounts Payable Invoices	Accounts Payable Records (GS 007)-minimum retention completion of audit.
125	2017	Accounts Payable Paid bills reports-signed/approved by	Accounts Payable Records (GS 007)-minimum retention completion of audit.
135	2018	Accounts Payable Paid bills reports-signed/approved by	Accounts Payable Records (GS 007)-minimum retention completion of audit.
127	2017	Accounts Payable-computer printouts	Accounts Payable Records (GS 007)-minimum retention completion of audit.
135	2018	Accounts Payable-computer printouts	Accounts Payable Records (GS 007)-minimum retention completion of audit.
145	2014	Accounts Payable-W-9's	Federal & State Tax Records (GS 034)-minimum retention 5 years
145	2015	Accounts Payable-W-9's	Federal & State Tax Records (GS 034)-minimum retention 5 years
123	2017	Accounts Receivable aging for Board of Aldermen	Accounts Receivable Records (GS 008)-minimum retention completion of audit.
123	2017	Accounts Receivable aging reports-Monthly	Accounts Receivable Records (GS 008)-minimum retention completion of audit.
134	2018	Accounts Receivable aging reports-Monthly	Accounts Receivable Records (GS 008)-minimum retention completion of audit.
102	2014	Animal tag receipt books	Pet and Animal Licenses or Permits (0105)-minimum retention 5 years after expiration
102	2015	Animal tag receipt books	Pet and Animal Licenses or Permits (0105)-minimum retention 5 years after expiration
125	2017	Bank Statements	Banking Records (GS 010)-minimum retention completion of audit plus 1 year.
134	2018	Bank Statements	Banking Records (GS 010)-minimum retention completion of audit plus 1 year.
not boxed	2014	Bids for various items to purchase and services	Bid Records (GS 055)-minimum retention 3 to5 years or on completion of audit whichever is later.
not boxed	2015	Bids for various items to purchase and services	Bid Records (GS 055)-minimum retention 3 to5 years or on completion of audit whichever is later.
124	2017	Billing registers-utilities-computer printouts	Accounts Receivable Records (GS 008)-minimum retention completion of audit.
131	2018	Billing registers-utilities-computer printouts	Accounts Receivable Records (GS 008)-minimum retention completion of audit.
127	2017	Billing-Hauled in waste billing	Accounts Receivable Records (GS 008)-minimum retention completion of audit.
134	2018	Billing-Hauled in waste billing	Accounts Receivable Records (GS 008)-minimum retention completion of audit.
127	2017	Billing-Sewer surcharges	Accounts Receivable Records (GS 008)-minimum retention completion of audit.
134	2018	Billing-Sewer surcharges	Accounts Receivable Records (GS 008)-minimum retention completion of audit.
not boxed	2017	Budget draft working papers	Budget Preparation Records (GS 04)-minimum retention-completion of audit
not boxed	2018	Budget draft working papers	Budget Preparation Records (GS 04)-minimum retention-completion of audit
114	2016	Building Permit Monthly Report to Board of Aldermen	Monthly Reports of Building Permits Issued File (0208)-minimum retention 3 years
127	2017	Building Permit Monthly Report to Board of Aldermen	Monthly Reports of Building Permits Issued File (0208)-minimum retention 3 years
114	2014	Check registers	Payroll Records (GS 068)-minimum retention 5 years.
114	2014	Check registers	Accounts Payable Records (GS 007)-minimum retention completion of audit.
114	2015	Check registers	Payroll Records (GS 068)-minimum retention 5 years.
114	2015	Check registers	Accounts Payable Records (GS 007)-minimum retention completion of audit.
113	2016	Citizen Complaint Forms	Request and Complaint Files (GS049)-minimum retention 3 years after final disposition
123	2017	Citizen Complaint Forms	Request and Complaint Files (GS049)-minimum retention 3 years after final disposition
125	2017	City Clerk reports to Board of Aldermen	Correspondence - General (GS012)-minimum retention 1 year
135	2018	City Clerk reports to Board of Aldermen	Correspondence - General (GS012)-minimum retention 1 year
138	2019	Dept head reports to the BOA-consent agenda	Correspondence - General (GS012)-minimum retention 1 year
127	2017	Collections file-utilities	Accounts Receivable Records (GS008)-minimum retention completion of audit
not boxed	2018	Collections file-utilities	Accounts Receivable Records (GS008)-minimum retention completion of audit
113	2016	Community Building rental contracts, calendar, cleaning lists	Contracts, Leases, and Agreements (GS060)-minimum retention 3 years after expiration
127	2017	Community Building rental contracts, calendar, cleaning lists	Contracts, Leases, and Agreements (GS060)-minimum retention 3 years after expiration
125	2017	Court revenue worksheets	Accounts Receivable Records (GS008)-minimum retention completion of audit (Plus 1 year due to deposit slips being attached-GS010)
135	2018	Court revenue worksheets	Accounts Receivable Records (GS008)-minimum retention completion of audit (Plus 1 year due to deposit slips being attached-GS010)
123	2017	Credits/adjustments-utilities-computer printouts	Accounts Receivable Records (GS 008)-minimum retention completion of audit.
134	2018	Credits/adjustments-utilities-computer printouts	Accounts Receivable Records (GS 008)-minimum retention completion of audit.
123	2017	Deposit journals-utilities-computer printouts	Accounts Receivable Records (GS 008)-minimum retention completion of audit.
130	2018	Deposit journals-utilities-computer printouts	Accounts Receivable Records (GS 008)-minimum retention completion of audit.
127	2017	Deposit slip carbons for misc deposits & bad checks	Banking Records (GS 010)-minimum retention completion of audit plus 1 year.
134	2018	Deposit slip carbons for misc deposits & bad checks	Banking Records (GS 010)-minimum retention completion of audit plus 1 year.
123	2017	E-bill Registrations	Accounts Receivable Records (GS 008)-minimum retention completion of audit.
130	2018	E-bill Registrations	Accounts Receivable Records (GS 008)-minimum retention completion of audit.
113	2016	Employee Time cards	Time and Attendance Records (GS 028)-minimum retention 3 years plus completion of audit.
127	2017	Employee Time cards	Time and Attendance Records (GS 028)-minimum retention 3 years plus completion of audit.
145	2016	Employee Time Off Requests	Leave Requests (GS 029)-minimum retention 3 years plus completion of audit.
145	2017	Employee Time Off Requests	Leave Requests (GS 029)-minimum retention 3 years plus completion of audit.
not boxed	2017	Employment applications/resumes	Employment Recruitment and Selection Records (GS 062)-minimum retention: unsolicited applications and resumes-6 months, unsuccessful
not boxed	2018	Employment applications/resumes	Employment Recruitment and Selection Records (GS 062)-minimum retention: unsolicited applications and resumes-6 months, unsuccessful
not boxed	1984	End of year tax reports-1096 & 1099's	Federal and State Tax Records (GS 034)-minimum retention 5 years
130	2018	Fire Hydrant Use Permits	Accounts Receivable Records (GS 008)-minimum retention completion of audit.

102	2014	Fuel logs	Motor Fuel Usage Reports File (0718)-5 years
102	2015	Fuel logs	Motor Fuel Usage Reports File (0718)-5 years
not boxed	2015	Grant file-MIRMA-City Hall security system	Grant Records (GS040)-Retain final reports from significant grants permanently. Retain other grant records 3 years after submission of final report or
not boxed	2013	Grant file-MIRMA-Police Department security system	Grant Records (GS040)-Retain final reports from significant grants permanently. Retain other grant records 3 years after submission of final report or
not boxed	2014	Grant file-MIRMA-Police Department security system	Grant Records (GS040)-Retain final reports from significant grants permanently. Retain other grant records 3 years after submission of final report or
not boxed	2013	Grant file #42-Mo Safety Center-DWI Enforcement-wages	Grant Records (GS040)-Retain final reports from significant grants permanently. Retain other grant records 3 years after submission of final report or
not boxed	2013	Grant file #43-Mo Safety Center-DWI Enforcement-wages	Grant Records (GS040)-Retain final reports from significant grants permanently. Retain other grant records 3 years after submission of final report or
not boxed	2014	Grant file #44-Mo Safety Center-DWI Enforcement-wages	Grant Records (GS040)-Retain final reports from significant grants permanently. Retain other grant records 3 years after submission of final report or
n/a	2014	Grant file #45-Mo Safety Center-Youth DWI Enforcement-	Grant Records (GS040)-Retain final reports from significant grants permanently. Retain other grant records 3 years after submission of final report or
not boxed	2014	Grant file #46-Mo Dept of Public Safety-LLEBG-Trunked	Grant Records (GS040)-Retain final reports from significant grants permanently. Retain other grant records 3 years after submission of final report or
125	2017	Mayor's memos	Correspondence General (GS012)-minimum retention 1 year
not boxed	2018	Mayor's memos	Correspondence General (GS012)-minimum retention 1 year
97	2014	Meter readings	Meter Reading Summary Reports (1611)-minimum retention-5 years
102	2015	Meter readings	Meter Reading Summary Reports (1611)-minimum retention-5 years
127	2017	Meter removal requests	Correspondence General (GS012)-minimum retention 1 year
130	2018	Meter removal requests	Correspondence General (GS012)-minimum retention 1 year
121	2017	Payments journals & cash receipts journals-computer	Accounts Receivable Records (GS 008)-minimum retention completion of audit.
122	2017	Payments journals & cash receipts journals-computer	Accounts Receivable Records (GS 008)-minimum retention completion of audit.
132	2018	Payments journals & cash receipts journals-computer	Accounts Receivable Records (GS 008)-minimum retention completion of audit.
133	2018	Payments journals & cash receipts journals-computer	Accounts Receivable Records (GS 008)-minimum retention completion of audit.
not boxed	1980	Payroll file	Payroll Records (GS 068)-minimum retention 5 years, and Wage and tax Statements (GS 033)-minimum retention 5 years., and Federal and State
not boxed	1981	Payroll file	Payroll Records (GS 068)-minimum retention 5 years, and Wage and tax Statements (GS 033)-minimum retention 5 years., and Federal and State
not boxed	1982	Payroll file	Payroll Records (GS 068)-minimum retention 5 years, and Wage and tax Statements (GS 033)-minimum retention 5 years., and Federal and State
not boxed	1983	Payroll file	Payroll Records (GS 068)-minimum retention 5 years, and Wage and tax Statements (GS 033)-minimum retention 5 years., and Federal and State
not boxed	1984	Payroll file	Payroll Records (GS 068)-minimum retention 5 years, and Wage and tax Statements (GS 033)-minimum retention 5 years., and Federal and State
114	2014	Payroll file	Wage and tax Statements (GS 033)-minimum retention 5 years., and Federal and State Tax Records (GS 034)-minimum retention 5 years
114	2015	Payroll File	Wage and tax Statements (GS 033)-minimum retention 5 years., and Federal and State Tax Records (GS 034)-minimum retention 5 years
97	2014	Payroll-computer printouts	Payroll Records (GS 068)-minimum retention 5 years.
102	2015	Payroll-computer printouts	Payroll Records (GS 068)-minimum retention 5 years.
120	2009	Personnel files-ex-employees	Employee Personnel Records (GS026)-minimum retention master personnel file, date of separation + 10 years
120	2010	Personnel files-ex-employees	Employee Personnel Records (GS026)-minimum retention master personnel file, date of separation + 10 years
120	2012	Personnel-Medical files-ex-employees	Employee Medical Records (GS027)-Hazard Exposure Records 30 years after separation; all other records 7 years after separation
120	2013	Personnel-Medical files-ex-employees	Employee Medical Records (GS027)-Hazard Exposure Records 30 years after separation; all other records 7 years after separation
not boxed	1990	Real Estate and Personal Property Tax Books	Real Estate Tax Records (0749)-retention 6 years and Personal Property Tax Records (0747)-retention 6 years
not boxed	1991	Real Estate and Personal Property Tax Books	Real Estate Tax Records (0749)-retention 6 years and Personal Property Tax Records (0747)-retention 6 years
not boxed	1992	Real Estate and Personal Property Tax Books	Real Estate Tax Records (0749)-retention 6 years and Personal Property Tax Records (0747)-retention 6 years
not boxed	1993	Real Estate and Personal Property Tax Books	Real Estate Tax Records (0749)-retention 6 years and Personal Property Tax Records (0747)-retention 6 years
not boxed	1994	Real Estate and Personal Property Tax Books	Real Estate Tax Records (0749)-retention 6 years and Personal Property Tax Records (0747)-retention 6 years
not boxed	1995	Real Estate and Personal Property Tax Books	Real Estate Tax Records (0749)-retention 6 years and Personal Property Tax Records (0747)-retention 6 years
not boxed	1996	Real Estate and Personal Property Tax Books	Real Estate Tax Records (0749)-retention 6 years and Personal Property Tax Records (0747)-retention 6 years
not boxed	1997	Real Estate and Personal Property Tax Books	Real Estate Tax Records (0749)-retention 6 years and Personal Property Tax Records (0747)-retention 6 years
not boxed	1998	Real Estate and Personal Property Tax Books	Real Estate Tax Records (0749)-retention 6 years and Personal Property Tax Records (0747)-retention 6 years
not boxed	1999	Real Estate and Personal Property Tax Books	Real Estate Tax Records (0749)-retention 6 years and Personal Property Tax Records (0747)-retention 6 years
not boxed	2000	Real Estate and Personal Property Tax Books	Real Estate Tax Records (0749)-retention 6 years and Personal Property Tax Records (0747)-retention 6 years
not boxed	2001	Real Estate and Personal Property Tax Books	Real Estate Tax Records (0749)-retention 6 years and Personal Property Tax Records (0747)-retention 6 years
not boxed	2002	Real Estate and Personal Property Tax Books	Real Estate Tax Records (0749)-retention 6 years and Personal Property Tax Records (0747)-retention 6 years

not boxed	2003	Real Estate and Personal Property Tax Books	Real Estate Tax Records (0749)-retention 6 years and Personal Property Tax Records (0747)-retention 6 years
not boxed	2004	Real Estate and Personal Property Tax Books	Real Estate Tax Records (0749)-retention 6 years and Personal Property Tax Records (0747)-retention 6 years
not boxed	2005	Real Estate and Personal Property Tax Books	Real Estate Tax Records (0749)-retention 6 years and Personal Property Tax Records (0747)-retention 6 years
not boxed	2006	Real Estate and Personal Property Tax Books	Real Estate Tax Records (0749)-retention 6 years and Personal Property Tax Records (0747)-retention 6 years
not boxed	2007	Real Estate and Personal Property Tax Books	Real Estate Tax Records (0749)-retention 6 years and Personal Property Tax Records (0747)-retention 6 years
not boxed	2008	Real Estate and Personal Property Tax Books	Real Estate Tax Records (0749)-retention 6 years and Personal Property Tax Records (0747)-retention 6 years
not boxed	2009	Real Estate and Personal Property Tax Books	Real Estate Tax Records (0749)-retention 6 years and Personal Property Tax Records (0747)-retention 6 years
not boxed	2010	Real Estate and Personal Property Tax Books	Real Estate Tax Records (0749)-retention 6 years and Personal Property Tax Records (0747)-retention 6 years
not boxed	2011	Real Estate and Personal Property Tax Books	Real Estate Tax Records (0749)-retention 6 years and Personal Property Tax Records (0747)-retention 6 years
not boxed	2012	Real Estate and Personal Property Tax Books	Real Estate Tax Records (0749)-retention 6 years and Personal Property Tax Records (0747)-retention 6 years
not boxed	2013	Real Estate and Personal Property Tax Books	Real Estate Tax Records (0749)-retention 6 years and Personal Property Tax Records (0747)-retention 6 years
34	2004-2007	Receipt Book	Accounts Receivable Records (GS 008)-minimum retention completion of audit.
127	2017	Receipt file	Accounts Receivable Records (GS 008)-minimum retention completion of audit, and Banking Records (GS 010)-minimum retention completion of audit
135	2018	Receipt file	Accounts Receivable Records (GS 008)-minimum retention completion of audit, and Banking Records (GS 010)-minimum retention completion of audit
114	2016	Service orders-utilities	Work Orders (GS020)-minimum retention 3 years
123	2017	Service orders-utilities	Work Orders (GS020)-minimum retention 3 years