



Board Training for Staff and Elected Officials  
606 Main Street @the Community Center behind City Hall  
Thursday, August 11, 2022  
9 a.m. – 3 p.m. CST (lunch on your own 12-1)

[Please REGISTER HERE!](#)

Registration/ Introductions

**RECORD RETENTION AND DESTRUCTION**

Every community should establish a system for files on site and remote storage with security of individual and community integrity in mind. Consider how best to manage records today moving forward and document records historically. Work with the county and state to ensure records are on file and you are in compliance.

**SUNSHINE LAW**

Freedom of Information Act provides every community share open records. Custodian of Records has great responsibility to know the law and meet the requirements. Work with your legal options and those available to ensure you are aware how to address all requests.

**BUDGETS**

Communities can be defined by a budget. Nothing is cheaper tomorrow than it is today. Look at what you spent last year and it is guaranteed you will spend at least that much in the coming year. Every community has opportunity to evaluate trends by breaking budgets into utilities, general fund, etc. and more details as they see the need.

**UTILITY PROJECTS (MWWRC)**

Missouri Water and Waste Water Review Committee is comprised of the United States Department of Agriculture Rural Development (USDA RD), Missouri Department of Natural Resources (MDNR SRF) and Community Development Block Grant State Revolving Fund (CDBG). These three review loan and grant applications in the state of Missouri.

These topics are planned; the meeting is *yours* and additional topics are open to discussing and welcome!

Closing Q & A/Evaluations

\* Breaks as needed

Please join us if you are an operator, staff member or elected official who is responsible for water or wastewater.

Call or email as needed-Stephanie Ross 816-260-0891 [sross@map-inc.org](mailto:sross@map-inc.org)