

RESOLUTION NUMBER 11-008

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO, AUTHORIZING THE DESTRUCTION OF PERMANENT RECORDS PRIOR TO JANUARY 1995, SEMI-PERMANENT RECORDS PRIOR TO JANUARY 2005, TEMPORARY RECORDS 4 YEARS AFTER ISSUANCE AND TEMPORARY RECORDS 2 YEARS AFTER ISSUANCE, PER IDAHO CODE 50-907.

WHEREAS, Idaho Code 50-907 requires the City Council to authorize destruction of records that are not required to be retained as permanent records and that have met the minimum retention period provided by the city's record retention schedule and are no longer required by law or for city business; and,

WHEREAS, the City Clerk has proposed for destruction certain records that have exceeded their minimum retention; and,

WHEREAS, approval for the destruction of the below listed records has been obtained from the Idaho State Historical Society, when required, and the City Attorney, as provided by Idaho Code 50-907.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Ketchum, Idaho that Sections 1 through 4, a list of semi-permanent and temporary records shall be destroyed under the direction and supervision of the City Clerk.

SECTION 1. That the following Semi-Permanent Records, which are only required to be kept for ten (10) years after date of issuance or completion of the matter contained within the record, prior to January 1, 1996 be destroyed:

Daycare Inspection Reports-1986-1995.
Contracts with Alarm Companies-Prior to 1993.

SECTION 2. That the following Semi-Permanent Records, which are only required to be kept for five (5) years after date of issuance or completion of the matter contained within the record, prior to January 1, 2006 be destroyed:

Emergency Medical Reports-January 2002-December 2005.
Patient Care Reports-January 1975 –December 2001.
Accounts Payable-Invoices/Vendor Payments, Chart of Accounts, and Vendor List- May 2003-September 2005
Bank Transaction Records-Bank Statements, Check Registers, Duplicate copies of Budgetary Checks - Prior to September 2005
Voter Registration and Election Materials (Except Poll Books, Tally Books) May 2003 –March 2006.
Water/Wastewater/Garbage Calculations, Utility Billing Update, Cash Receipting Journal Reports & Payment Stubs, Delinquent Utility Accounts reports- May 2003-September 2005.
Accounting/Finance- Monthly Detail Ledger, General Ledger Posting, Trail Balance Reports, and Duplicate Budget Material (Oct-Aug.)(Keep September and Audited September)- May 2003-September 2005.
State Treasurer's Monthly Reports- Prior to September 2005.
State Treasurer's Deposit/Withdrawals Individual Receipts May 2003-September 2005.
Payroll Registers- QTD Reports, Payroll Summary, Federal and State Tax Records (Keep year end registers)- May 2003-September 2005.
Non-Property Sales Tax Individual Cash Receipt Reports, Old Applications & Permits, Notice of Hearing of Revocations- May 2003-September 2005.

Duplicate copies of Liquor, Beer, Wine Licenses and Applications- Prior to September 2005.
Cash Receipts- May 2003 – September 2005.
State Sales Tax Receipts- May 2003-September 2005.

SECTION 3. That the following Temporary Records which are only required to be kept for four (4) years after date of issuance or completion of the matter contained within the record, prior to January 1, 2006 be destroyed;

Emergency Medical Billing Records-January 1973-December 2002.
Statements to Other Fire Agencies-June 2001-November 2002.

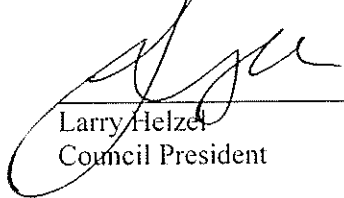
SECTION 4. That the following Temporary Records which are only required to be kept for two (2) years after date of issuance or completion of the matter contained within the record, prior to January 1, 2006 be destroyed;

Dispatch Reports-1987-1995, 1998-1999, 2001-2003 and 2005.
Dispatch Radio Logs-1981-1990 and 1995-1999.
Police Radio Logs-2002-2004.

SECTION 5. The administrative staff of the City is authorized to take all necessary steps to carry out the authorization provided by this Resolution.


PASSED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR this 21st day of March, 2011.

CITY OF KETCHUM, IDAHO



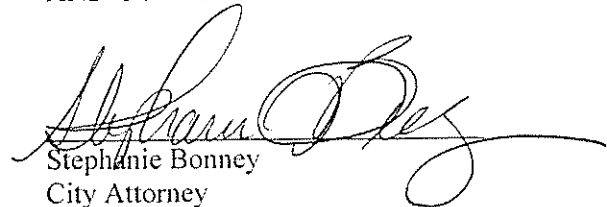
Larry Helzel
Council President

ATTEST:



Sandra E. Cady, CMC
City Treasurer/Clerk

APPROVED AS TO FORM
AND CONTENT:



Stephanie Bonney
City Attorney