

RESOLUTION NUMBER 12-023

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO, AUTHORIZING THE DESTRUCTION OF SEMI-PERMANENT RECORDS 10 YEARS AFTER ISSUANCE, SEMI-PERMANENT RECORDS 6 YEARS AFTER ISSUANCE, SEMI-PERMANENT RECORDS 5 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 October 1, 2002 be destroyed:

- Personnel Selection Records including:
 - Planner/Code Enforcement hiring process (2001)
 - City Planner II Hiring Process (2002)
 - Hiring Process: City Planner II (1998)
 - Hiring Process: City Planner II (1999)
 - Building Maintenance & Cleaning Service Questionnaire (2002)

SECTION 2. That the following Semi-Permanent Records, which are only required to be kept for six (6) years after date of issuance or completion of the matter contained within the record, prior to October 1, 2006 be destroyed:

- Garbage Franchise Records 2004
- Garbage Franchise Records 2000

SECTION 3. 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 October 1, 2007 be destroyed:

- Purchasing & Quality Based Selection Records Including:
 - Street Bids 1997-2001
 - Valley Paving Bid Information
 - Analysis of Impact Fees RFP
 - Street Equipment – 2001
 - Wastewater Equipment Bids – 2004
 - City Engineer RFP – 2005
 - Survey & Mapping RFP – 2005

RFP for City Prosecutor - 2005

Accounts Payable Records prior to October 1, 2007
Check Registers
Bank Transaction Records prior to October 1, 2007
Accounts Receivable Records (including Sales Tax) prior to October 2007
Employee Time Records prior to October 1, 2007
Federal and State Tax Records including 1099's and W-9's
Receipts
Sales and Use Tax Forms
Cash Receipting Registers
Monthly Option Tax Receipt Registers
Accounts Payable GL Update Reports
Monthly Payroll Registers
Payroll Admin. Reports
PERSI Records including Employer Remittance Forms, invoices, correspondence, and financial adjustments.
Utility Billing Register
Utility Payments
Utility Meter Proof Reports & ACH Direct Pay
Utility GL Update
Utility Transaction Summary Billing & Usage
Utility Checkout
Utility Summary Rate Table Summary
Utility A/R Service Report
Utility Billings & Trial Balance Reports
Sewer Bond Repayment Fund Expenses 1987-88
Sewer Bond Repayment Fund Expenses 1992-94
Sewer Bond Repayment Fund Expenses 1995-99
Banner Hanging Requests 2000
Banner Hanging Requests 1996
General Administrative Correspondence -- 1975-1981
General Administrative Correspondence -- 1982-2003
Personnel Selection Records including:
 Resumes: City Planner II (1996)
 Resumes: Planner II (1999)
 City Planner II Resumes (2002)
 Resumes: City Planner II (1998)
 Resumes: Housing Planner (1998)
 Housing Director Position (1999)
 Senior Planner Applications (2004)
 City Planner II -- Declined Letters (2002)
 Senior Planner Applicants (2003)
 Assistant Planner Recruitment (2005)
City Owned Housing -- Blank Lease Agreement & Requests
Outside Agency Fundraising Requests (2005)

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;

November 2006 Election Voted Ballots

November 2009 Election Voted Ballots

City Manager Plan (Public Records Request)

Publications from other Cities and Organizations including:

City of Sun Valley Town Hall Meeting – CIP Guide (1999)

City of Sun Valley Town Hall Meeting Beautification Projects (1999)

Colorado: Investing in the Future (1981-2001)

2005 Finance Condition of Colorado Municipalities (2005)

Boise City FY 2000 & FY 2001 Two Year Budget “Excerpt”

Boise City FY 1996 & FY 1997 Two Year Budget “Excerpt”

Hard Choices (1985)

Resort Municipality of Whistler 1997 Budget

City of Sun Valley Final Budget 1997-98

City of Sun Valley Adopted Budget 2001-2002

City of Springfield Oregon – Budget Manual (1988)

City of Springfield Oregon – Budget Highlights (1988)

Town of Groton – Proposed Budget (2003)

City of Sun Valley Final Budget 1996-97

Blaine County Financial Report 2003

Maintaining Integrity in City Government (1981)

Arts and Economic Prosperity (2003)

2005 Idaho Legislative Handbook (2005)

Park City Comprehensive Annual Financial Report (1992)

Connecticut Transportation Institute (2002)

Streetscape Products (2005)

An Introduction to City Government in Idaho AIC (1981)

Local Public Works Construction Finance (1981)

Circus (1998)

Training & Workshop Materials including:

Coaching Skills for Managers & Supervisors (2004)

Internal affairs investigations of acts and/or omissions of public employees. (2004)

ICMA University Computer Networking, Charlotte (2004)

Construction Management/Design-Build in Idaho (2006)

Community Transportation Association of Idaho Meeting Information (2004)

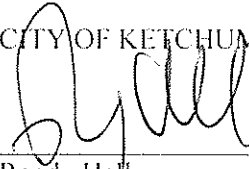
AIC Conference Twin Falls Notes – 2003

City Budgeting Manual for FY 2007

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 19th day of November, 2012.

CITY OF KETCHUM, IDAHO



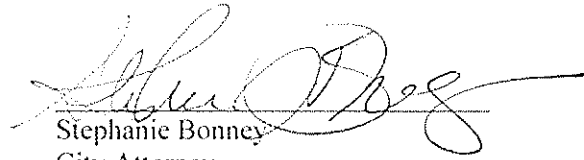
Randy Hall
Mayor

ATTEST:



Sandra E. Cady, CMC
City Treasurer/Clerk

APPROVED AS TO FORM
AND CONTENT:



Stephanie Bonney
City Attorney