

RESOLUTION NUMBER 16-013

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO, AUTHORIZING THE DESTRUCTION OF SEMI-PERMANENT RECORDS 10 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 Interim City Clerk has proposed for destruction of certain records that have exceeded their minimum retention; and,

WHEREAS, the Interim City Clerk sent a written notice including a detailed list of the semi-permanent records proposed for destruction, to the Idaho State Historical Society thirty (30) days prior to this Resolution;


NOW, THEREFORE, BE IT RESOLVED BY THE Mayor and Council of the City of Ketchum, Idaho that a list of semi-permanent records shall be destroyed under the direction and supervision of the Interim 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 July 1, 2016 be destroyed (See Attached List)

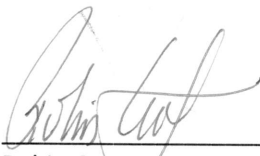
SECTION 2. The administrative staff of the City is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

PASSED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR THIS 18th day of July, 2016.

CITY OF KETCHUM, IDAHO



Nina Jonas
Mayor



Robin Crotty
Interim City Clerk

RECORDS DESTRUCTION - 2016

Box Temp #50 – Has been sent to the State Archives per their request on 6/29/2016

Record Date	Box Contents	Destruction Date	Retention	Approved by Council
2007	Wagon Days Parade Entry Forms	2012	5 Years	
2007	Wagon Days Souvenirs	2012	5 Years	
2008	Wagon Days Invoices	2013	5 Years	
2002	Wagon Days – Announcements	2007	5 Years	
2001	Wagon Days – Misc. Sales /sponsors	2006	5 Years	
2001	Wagon Days – Action Plan	2006	5 Years	
1999	Wagon Days – Misc. Correspondence	2004	5 Years	
1999	Wagon Days – Arts & Publications	2004	5 Years	
2001	Wagon Days Inquiries	2001	5 Years	
1999	Wagon Days Queen Contest applicants	2005	5 Years	
2000	Wagon Days Notes	2006	5 Years	
2000	Wagon Days Staging Area & Volunteers	2006	5 Years	
1996	Wagon Days Schedule of Events	2001	5 Years	
1997	Wagon Days Advertising	2002	5 Years	
1999	Wagon Days – Parade Information	2004	5 Years	
1998	Wagon Days Publicity	2003	5 Years	
1999	Wagon Days Sheep Entry Form	2004	5 Years	
2000	Wagon Days Horses and Teams	2005	5 Years	
2002	Wagon Days Posted Entry Forms	2007	5 Years	
			5 Years	

Box Temp #51

Record Date	Box Contents	Destruction Date	Retention	Approved by Council
2006	Draft Agenda	2011	5 Years	
2006	Council Packet Items	2011	5 Years	
2006	Working Financial Reports	2011	5 Years	
2004-2007	Idaho's State Wide Transportation Plan – Councilor Anne Corrock has this file	2012	5 Years	
2010	KCDC Director applicants – Councilor Anne Corrock has this file	2015	5 Years	
1997	Folder of Paid off Bond Payments	2002	5 Years	
1998	Paid off Water Revenue Bonds	2003	5 Years	
2008	Public Assistance Policy Digest	2013	5 Years	
2010	Idaho Utility Franchise Survey	2015	5 Years	
2010	AIC Budgeting Manual	2015	5 Years	
2007	AIC Public Notification Manual	2012	5 Years	
2008 & 2010	Receipt Books	2015	5 Years	

Box # 52

Record Date	Box Contents	Destruction Date	Retention	Approved by Council
2005	Management Team Manual	2010	5 Years	
2005	Galena Proposal for Engineering Services	2010	5 Years	
2005	Sunrise Proposal for Engineering Services	2010	5 Years	
2005	EBH Proposal for Engineering Services	2010	5 Years	
2007	Bank Correspondence/canceled checks statements	2012	5 Years	
2002-2003	Sewer Plant Expansion notes & correspondence	2008	5 Years	
2000	Press Releases for Wagon Days	2005	5 Years	
2002	Ketchum Trans. Plan – correspondence	2007	5 Years	
1990	Census Info	1995	5 Years	
2007	Public Rec. Req. KGF Development LLC vs. City of Ketchum Case settled 2011	2013	5 Years	

Box #53

Record Date	Box Contents	Destruction Date	Retention	Approved by Council
1999	Condemnation of Electric Utility Power	2001	5 Years	
2006	Correspondence from Randy Hall's Desk Airport Bigwood Subdivision Whole Communities Governor's House on East Ave – Councilor Anne Corrock has this file.	2011	5 Years	
2003	Applicants for Senior Planner Position – Councilor Anne Corrock has this file.	2008	5 Years	
2007	Appraisal of 491 Sun Valley Rd. E – Councilor Anne Corrock has this file.	2012	5 Years	
2007	Asbestos Abatement File- 900 Campus Way	2012	5 Years	
2005	Auditing Services RFP	2011	5 Years	
2007	Back in Parking Survey	2012	5 Years	

2008	Charitable Contributions	2012	5 Years	
2005	Grading Applications	2007	5 Years	
2007	Youth Artwork Release	2010	5 Years	
2007	Street Dig Permit	2009	5 Years	
2008	Telephone McLeod Agreement	2013	5 Years	
2008	Qwest Long Distance	2013	5 Years	
2007	NBS Statements	2012	5 Years	
2009-2010	Public Records Requests	2015	5 Years	

Box # Temp 54

Record Date	Box Contents	Destruction Date	Retention	Approved by Council
1998-1999	Street Equipment Storage Building Contents and values – 2 files	2004	5 Years	
1998	Water Storage Bids	2003	5 Years	
1997	Big Wood Reservoir – Application for contract payment	2002	5 Years	
2001	Sludge Handling	2006	5 Years	
1997	Main Street Improvements	2002	5 Years	
1997	Ketchum Street Scape	2002	5 Years	
1997	Street Improvements	2002	5 Years	
1997	Water Line - Leadville	2002	5 Years	
1997	Sewer Plant Improvements (2 files)	2002	5 Years	
1998	Westwood Townhomes Phasing Agreement	2008	5 Years	
1997	Ketchum Central Park LLC Development Agreement	2007	5 Years	
2005	Grading Permit	2008	5 Years	
2007	Youth Artwork Releases	2010	5 Years	
2007	Street Dig Permits	2010	5 Years	
2008	McLeod – Telephone Agreement	2013	5 Years	
2008	Qwest Long Distance Agreement	2013	5 Years	
2006	Community Housing Design Services	2011	5 Years	
2006	2007 Enrollee Certificates	2011	5 Years	
2007	Health Plan Options	2012	5 Years	
2006	Idaho Power Franchise Letter (2)	2012	5 Years	
2005	Nationwide Retirement Reports	2010	5 Years	
1999	Chamber Service Agreement	2004	5 Years	
1999	Condemnation of Electric Utility Property	2009	5 Years	

Box # Temp 55

Record Date	Box Contents	Destruction Date	Retention	Approved by Council
1995-2001	Research Material on Creating an employee handbook	2006	5 Years	

Box # Temp 56

Record Date	Box Contents	Destruction Date	Retention	Approved by Council
2006	Idaho Transportation Coalition & Community Transportation	2016	5 Years	
1998	Ketchum Water System Capital Improvement plan	2008	5 Years	
1998	Impact Fee Study	2008	5 Years	
1998	Municipal Water System Master Plan	2008	5 Years	
1999	Wastewater Facilities Plan	2009	5 Years	
1996	Streetscape Standards	2006	5 Years	
2004	Community Education Materials WW Treatment Plan Bond	2014	Retention	Approved by Council
1984	Computer Analysis of Ketchum Municipal Water System	2004	5 Years	
1997	Phase I Environmental Site Assessment of Ketchum Railroad Yard Ketchum	2007	5 Years	
2004	Wedeco Ultraviolet Technology	2014	5 Years	
2005	Proposal for Civil Engineering	2015	5 Years	
2004	RFP Automated Meter Reading	2014	5 Years	
2004	Impact Fees 2004	2014	5 Years	
2004	Miscellaneous Bids	2014	5 Years	

Box #57

Record Date	Box Contents	Destruction Date	Retention	Approved by Council
2006	FSA Forfeitures	2011	5 Years	
2003,2004,2005	FSA Forfeitures	2010	5 Years	
2004-2005	HRA Funds	2010	5 Years	
2007	HRA Funds	2012	5 Years	
2006	HRA Funds	2011	5 Years	
2005	Vision HRA	2010	5 Years	
			5 Years	

Box # 60 – Legal Files

Record Date	Box Contents	Destruction Date	Retention	Approved by Council
2004	Mutual Aid	2014	10 Years	
2000	City Pool – GeoThermal Water	2010	10 Years	
2005	Simplot Development Agreement Res. – Councilor Anne Corrock has this file	2015	10 Years	
1998	Sun Valley Txfr to Water Rights	2008	10 Years	
2002	Geothermal Agreement	2012	10 Years	
1999	Railroad Right of Way Folder	2009	10 Years	
1997	Hot Water Pipeline Agreement	2007	10 Years	
2003	Bonning Cabin & Park Leases	2013	10 Years	
1995	Lease Historical Society	2010	10 Years	
1999	Guyer Hot Springs Geothermal Issues	2009	10 Years	
2004	Ketchum Cemetery District- Correspondence & copies	2014	10 Years	
2000	Water Rights Usage	2010	10 Years	
2002	Jan Cox Rezone Development Agreement	2012	10 Years	
1993	River Run Water Agreement	2003	10 Years	
1985	Union Pacific Railroad Refund	1995	10 Years	
1986	Union Pacific Railroad Company	1996	10 Years	

Box #61 – Legal Files

THUNDERSPRINGS

Record Date	Box Contents	Destruction Date	Retention	Approved by Council
2002	Certificates of Occupancy	2012	10 Years	
2001	Correspondence	2011	10 Years	
2004	Housing	2014	10 Years	
2002	Rec. Facilities Agreement	2012	10 Years	
2002	Swimming Pool	2012	10 Years	
2001	McLaughlin	2011	10 Years	
2002	Issues	2012	10 Years	
2000	Subordination Agreement	2010	10 Years	
2003	Amendment to Large Block 12	2013	10 Years	
2003	Development Agreement	2013	10 Years	

Destroy 2016 Already approved by Stephanie Bonney in 2015 List sent to State Archives in 2015 – Needs to go before Council Box # 32			
Content	Date	Retention Period	Disposal Date
Telecommunications Act	1996		2006
McDonald Appeal	2004		2014
Mortgage Row Development Agreement	2005		2015
PZ Agenda	2006		2016
PZ Agenda	04-05		2015
Public Records Requests	2005	2 years	2007
Public Records Requests	2006	2 Years	2007
Rocking Ranch #2	2003		2013
Sockeye Square Subdivision	2004		2014
Ten Commandments Monument	2004		2014
Tree Committee	1998		2008
Wagon Days	2003		2013
Wells Fargo	2003		2013
Wermer	2000		2010
West Group	2002-03		2013
West Invoices	2005		2015
William Cook Jr. V. Ketchum	2006		2016
Young V. Ketchum	1999		2009

Destroy 2016 Already approved by Stephanie Bonney in 2015 List sent to State Archives in 2015 – Needs to go before Council Box # 1			
Content	Date	Retention Period	Disposal Date
Facsimiles	2005	10 Years	2015
Correspondence	2005		2015
Gadsby Appeal CV-2004-815	2004-2005		2015
Gadsby Misc. Notes	2005		2015
Gadsby CV-0161 Declaratory Judgement	2005		2015
Gadsby Settlement Agreement	2005		2015
Hemingway House	2005		2015
Aanestad #1 – FP 95-015	1995		2005
Accounts Payable 2003	2003		1993
Accounts Payable 2003-2005	2005		2015
Accounts Payable 2004-2005	2005		2015
Agreements Miscellaneous	2004		2014
AIA Contracts – Forms	2004		2014
Jeff R. Alexander V. City of Ketchum Tort Claim	2004		2014
Allington, Rick, Criminal Issues for City	2002		2012
Ambulance Services	2000		2012
Animal Shelter Contract	2003		2013
Anne Reed Allery Building Permit Refund	2002		2012
Annexation – General Research	2002		2012
PUD Amendment	1998		2008
Affordable Housing Issues	2004		2014
Blaine County Housing Authority	2004		2014
APA Research	2004		2014
Assistant Chief of Police	2004		2014
Attorney List Serv, Info	2004		2014
Attorney Review Sheets	2004		2014
Attorney Work Product General Research	2004		2014
Avalanche Ordinance	2004		2014
Alpine Enterprises	2004		2014
Bald Mountain Lodge – Barsotti	2004		2014
Bald Mountain Taxi	2004		2014