

RESOLUTION NUMBER 17-003

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO, AUTHORIZING THE DESTRUCTION OF SEMI-PERMANENT RECORDS 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 prior to this Resolution;


NOW, THEREFORE, BE IT RESOLVED BY THE Mayor and Council of the City of Ketchum, Idaho that a list of temporary & semi-permanent records shall be destroyed under the direction and supervision of the Interim City Clerk.

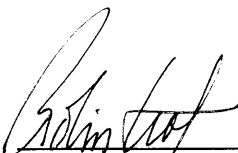
SECTION 1. That the following Temporary & Semi-Permanent Records, which are only required to be kept for two (2) to ten (10) years after date of issuance or completion of the matter contained within the record, Prior to January 1, 2017 be destroyed (See Attached List)

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 21<sup>st</sup> day of February 2017.

CITY OF KETCHUM, IDAHO

  
\_\_\_\_\_  
Nina Jonas  
Mayor

  
\_\_\_\_\_  
Robin Crotty  
Interim City Clerk

## RECORDS DESTRUCTION 2017

Reviewed by City Attorney _____			
Reviewed by the State Archives _____			
Approved by Council for Destruction _____			
<b>Box # 1</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Budget Work Sheets	Prior to 2008	3 Years	2011
<b>Box # 2</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
General Ledgers	1999-2002	10 Years	2012
<b>Box # 3</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Detail Ledgers	1988-1989	10 Years	1999
Detail Ledgers	1996-1997	10 Years	2007
Detail Ledgers	1997-1998	10 Years	2008
Detail Ledgers	1999-2000	10 Years	2010
Detail Ledgers	2002-2003	10 Years	2013
Financial Statements – Monthly	2003-2004	5 years	2009
<b>Box # 4</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
1987 Water Revenue Bonds ended 2001	1987	5 Years	2006
Water Revenue Bonds file #1 ended 2001	1987	5 Years	2006
Water Revenue Bonds file #2 ended 2001	1987	5 years	2006
1987 Water Revenue Bond ended 1990	1987	5 Years	1995
1987 Ketchum Springs Water Acquisition end date 2001	1987	5 Years	2006
1987 Water Revenue Bonds 1987-1993	1987	5 Years	1996
1987 Water Revenue Bond Transcript	1987	5 Years	1992
<b>Box # 5</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Bankruptcy	2013	3 Years	2016
Bankruptcy	2012	3 Years	2015
Bankruptcy	2011	3 Years	2014
Bankruptcy	2009-2010	3 Years	2013
Sales Tax Records			
Business without Remittance	2007	5 Years	2012
Tax Compliance Letters	2009	5 Years	2014
Sales Tax Correspondence	2011	5 Years	2016
Certified Sales Tax Letters	2011	5 Years	2016
Correspondence Sales Tax	2011	5 Years	2016

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Reviewed by City Attorney _____ Reviewed by the State Archives _____ Approved by Council for Destruction _____			
<b>Box # 6</b>			
<b>All contents are on obsolete computer disk The retention is one (1) year after obsolete</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
3 x 3 Hard Disks			
Computer Back ups	1994-2003		Cannot access
w/2 back ups	1991-2001		Cannot access
4 mm Data Cartridges w/o labels (6)			Cannot access
Computer backups on 3 mm mini cartridges	1997		Cannot access
Zip Drives – Budgetary Files	1988-2001		Cannot access
Zip Drives – Option Tax	1989-2002		Cannot access
Citizen Awards			
Proclamations – Muffy Davis, Picabo Street, Sondra VanErt, Tessa Benoit – Winter Olympics	2002	5 Years	2007
Proclamations – Picabo Street, Laura Wilson, Sondra VanErt, Ntala Skinner, Muffy Davis – 1998 Winter Olympics	1998	5 Years	2003
<b>Box # 7</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Employee Job Descriptions	1999	3 Years	2002
Employee Job Descriptions	1994	3 Years	1992
Snow Removal Permits	2003-2004	5 Years	2009
First Security Bank Investment Lo	2003	5 Years	2008
Cobra	2008-2009	3 Years	2012
<b>Box # 8</b>			
<b>Content - KART</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Financial Statements	2004	5 Years	2009
Meeting Packets	2003-2007	5 Years	2012
<b>Box # 9</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Wells Fargo Police Dept. Closed Bank Account	2009	5 Years	2014
City of Ketchum Cafeteria Plan checking act.	2002-2004	5 Years	2009

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<b>Box # 10</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Wendland vs. Ketchum – ended 1995	1995	10 Years	2015
<b>Box # 11 – Check with Pat</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Salary Redirection Agreement	1996-2003	5 Years	2008
PERSI Membership Applications	2007	5 Years	2012
PERSI Correspondence	1992	5 Years	1997
Nationwide 457	2011	5 years	2016
Deferred Comp Membership	2010	5 Years	2015
<b>Benefit's Corrections</b>	1973	5 Years	1973
<b>Box # 12</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
General Correspondence	2002-2008	5 Years	2013
<b>Box # 13</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Check Stubs	2008	5 years	2013
<b>Box # 14</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Check Stubs	2008-2010	5 Years	2015
<b>Box # 15</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Check Stubs	2010-2011	5 Years	2016
<b>Box # 16 -31</b>			
<b>Content – Records are to be kept until minutes are complete, equipment becomes obsolete and until administrative needs end.</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Cassette tapes from Council meetings dated 1988-1993	1988-1993		2016
Cassette tapes from WSSR2007-2008	2007-2008		2016

## RECORDS DESTRUCTION 2017

Reviewed by City Attorney _____ Reviewed by the State Archives _____ Approved by Council for Destruction _____			
<b>Box # 32</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
2004 Sewer Revenue Bond Transcripts	2004	5 Years	2009
Sewer Revenue Bond Closed 1998	1998	5 Years	2003
Sewer Revenue Bond Closed 1998	1998	5 years	2003
Sewer Revenue Bond C1982-1991	1991	5 Years	2006
City of Ketchum Compensation Report from IEC Mgmt. Res. Group	1995	3 years	1998
<b>Box #33</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Street Specification	2004	10 Years	2014
Street Maintenance Seal Coating	1982-2006	10 Years	2016
Req. for Proposals for Volunteer Firefighters Ret, Plan	2004	6 Years	2010
Town Manager Orientation	1993	10 Years	2003
YTD Detail Ledger	2000-2001	5 Years	2006
Fire Dept. RFP	2006	5 Years	2011
Aeration Basin Proj. Bids	2005	5 Years	2010
Mapping & Survey RFP	2005	5 Years	2010
Bid Specs Sanders	2005	5 Years	2010
Ms. Bids for All Dept.	2002-2006	5 Years	2011
Reviewed by City Attorney _____ Reviewed by the State Archives _____ Approved by Council for Destruction _____			
<b>Box #35</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Terminated Employee Files			
Sunny Grant	1996	10 Years	2006
Tom Johnson	1996	10 Years	2007

## RECORDS DESTRUCTION 2017

Loren Reynolds	1994	10 Years	2004
Ed Cutler	1995	10 Years	2005
Susan Grabher	1996	10 Years	2006
Dan Hamilton	1993	10 Years	2003
Guy Coles	1992	10 Years	2002
Bill McKee	1996	10 Years	2006
Martin Peterson	1996	10 Years	2006
Jim Hess	1995	10 Years	2005
George Kruger	1994	10 Years	2007
Planning Recruiting	1998	10 Years	2008
Fire Dept. Personnel – Misc.	1997	10 Years	2007
Michael McNeal – Tort Claim	1992	10 Years	2002
Jerod Sweeney – Tort Claim	1992	10 Years	2002
Jeff Alexander – Grievance	1992	10 Years	2002
Randy Hall – Matter	2003-2005	10 Years	2015
Ben Worth Personnel misc. files	2005	10 Years	2015
<b>Box #22</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
LOT	1999-2009	5 Years	2014
<b>Box #28</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Alcohol Beverage License	2006-2012	5 Years	2017
<b>Box #23</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
LOT	2011	5 Years	2016
<b>Box #25</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
LOT	2009	5 Years	2014
Box #21			
Reviewed by City Attorney _____			
Reviewed by the State Archives _____			
Approved by Council for Destruction _____			
<b>Box #35</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
LOT	2009	5 Years	2014
<b>Box #20</b>			

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<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
LOT	2010	5 Years	2015
<b>Box #19</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
LOT	2011	5 Years	2016
<b>Box #27</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
LOT	2008	5 Years	2013
<b>Box #26</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
LOT	2010	5 Years	2015
<b>Box #24</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
LOT	Prior to 1996	5 Years	2001
<b>Box #40</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
LOT Tax Reports	2004-2011	5 Years	2016
LOT Audit	1994-1999	5 Years	2004
<b>Box #41</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Fireman Quarterly Report	Prior to 2002	5 Years	2007
Garnishments	2002	5 Years	2007
PEBSCO	1997-2002	5 Years	2007
FICA/WT Electronic Transfers	1997-2002	5 Years	2007
Unemployment Ins. Qtly Reports	1996-2000	5 Years	2005
Credit Union	2002	5 Years	2007
<b>Box #42</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Cassette Tapes – Ketchum Housing Commission	1998-2002	Until Obsolete	Obsolete