

RESOLUTION NUMBER 17-012

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 October 1, 2017 be destroyed (See Attached List)

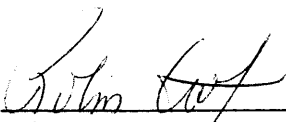
SECTION 2. The administrative staff of the City is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

PASSED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR THIS 16th day of November 2017.

CITY OF KETCHUM, IDAHO



Nina Jonas
Mayor



Robin Crotty
Interim City Clerk

October 2017 Disposal List

Reviewed by City Attorney: 10/2/2017 Reviewed by the State Archives: 10/8/2017 Approved by Council for Destruction 10/16/2017			
Box #1			
Content	Date	Retention Period	Disposal Date
Legal Files		10 Years	
Taylor Pleadings	1992	10 years	2017
Cal Nevland	1992	10 years	2017
Judy Kildare	1997	10 years	2017

Box #2			
Content	Date	Retention Period	Disposal Date
Personnel Recruitment & Applications prior to 2006	Prior to 2006	10 Years	2017

Box #3			
Content	Date	Retention Period	Disposal Date
Personnel Recruitment & Applications prior to 2006	Prior to 2006	10 Years	2017

Box #4			
Content	Date	Retention Period	Disposal Date
Personnel Recruitment & Applications prior to 2006	Prior to 2006	10 Years	2017

Box #5			
Content	Date	Retention Period	Disposal Date
Pay Scale	1974-2003	1 Year	2017
SVWS Billing Reports	1997	5 Years	2017

Box #6			
Content	Date	Retention Period	Disposal Date
State Diesel Refund Reports	2000-2011	5 years	2017
SVWS Billing	2001-2008	5 years	2017

October 2017 Disposal List

Box #7			
Content	Date	Retention Period	Disposal Date
Public Records Requests	2008-2011	2 years	2017
Equipment records that were disposed of	Prior to 1993	Transitory (1 year)	2017
Receipt Books	2004 – 2011	5 years	2017

Box #8			
Content	Date	Retention Period	Disposal Date
Health Insurance Bids	1988	5 years	2017
City Audit Bids	1988	5 Years	2017
Gasoline Bids	1990	5 Years	2017
Shady Lane Sewer Line Bid	1989	5 Years	2017
Sage Rd. Sewer Line Bid	1992	5 Years	2017
Buss Elle – Water Line Extension Bid	1994	5 Years	2017
Parkwood Well Bid	1995	5 Years	2017
Specifications & Miscellaneous Bids	1969-1995	5 Years	2017
Town Square Bids	1989	5 Years	2017
Street & Light Post Project	1989	5 Years	2017
Street Motor Grade Bids	1982 & 1988	5 Years	2017
Central Dispatch Equipment Bids	1990	5 Years	2017
Warm Springs Bid #3A	1988	5 Years	2017
Water Front Park Bid	1990	5 Years	2017

Box #9			
Content	Date	Retention Period	Disposal Date
Banner Applications	2004	1 year	2017
Expenses for the Bigwood Agreement	1977	5 years	2017
Correspondence for the Alpenrose Construction	1988	5 years	2017
Association of Idaho Cities Correspondence	1988	2 years	2017
Correspondence regarding City Deputy Attorney Contract	1985-2005	5 years	2017
City Administrator General Correspondence	1985-2001	5 years	2017
Idaho Water Revenue Bond Series 1998 – statement of account	1998-2006	5 years	2017

October 2017 Disposal List

Box #10			
Content	Date	Retention Period	Disposal Date
Personnel Records prior to 1998	1998	10 years	2017

Box #11			
Content	Date	Retention Period	Disposal Date
Bank & Health RFPs Correspondence Committee Meetings	2003	5 Years	2017
Proposal for an Analysis of Impact Fees	2004	5 years	2017