

RESOLUTION NUMBER 19-008

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

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 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. (See Attached List)

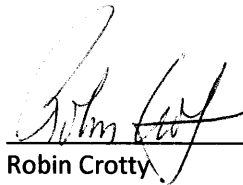
SECTION 2. The administrative staff of the City is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

PASSED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR THIS 1<sup>st</sup> DAY OF APRIL, 2019.

CITY OF KETCHUM, IDAHO



\_\_\_\_\_  
Neil Bradshaw  
Mayor



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Robin Crotty  
City Clerk

2019 – Records Destruction

<b>Destroy 2019</b>			
<b>Box # 2019 - 1</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
CC Amendments	2007	10 Years	2017
CLE Certificate of Completion	2007	10 Years	2017
Copper Ridge	2006	10 Years	2016
Council Notes	2009	10 Years	2019
Council Law Memos	2004	10 Years	2014
Construction Mitigation Plan	2004	10 Years	2014
Craig Johnson Accretion	2008	10 Years	2018
Crapo	2007	10 Years	2017
Creekbend Crisis Hotline	2004	10 Years	2014
Daily Automatic	2004	10 Years	2014
Development Agreement Rezone	2006	10 Years	2016
Dick York Auto Service	2005	10 Years	2015
Down Water Line Project	2002	10 Years	2012
Dryer Road	2006	10 Years	2016
Employee Handbook 2005	1993	10 Years	2003
E-911	2005	10 Years	2015
Employee Book	2001	10 Years	2011
East Avenue Bluff Townhomes	2001	10 Years	2011
East Avenue Vacation	2001	10 Years	2011
Elections	2001	10 Years	2011
Email Policy	2006	10 Years	2016
Employee Handbook Amendments	2008	10 Years	2018
Employee Handbook FLMA	2001	10 Years	2011
FLSA	2004	10 Years	2014
Employee Privacy Rule	2006	10 Years	2016
Employee Housing	2006	10 Years	2016
Ferreora	2005	10 Years	2015
5 <sup>th</sup> Street LLC	2006	10 Years	2016
File Index	2007	10 Years	2017
1 <sup>st</sup> Ave. Townhomes	2007	10 Years	2017
Old File Index	2007	10 Years	2017
Faxes sent 2005	2005	10 Years	2015
1 <sup>st</sup> Condos	2005	10 Years	2015
511 Building	2006	10 Years	2016
Form Based Code	2006	10 Years	2016
457 Jefferies Comp Plan	2006	10 Years	2016
Flood	2004	10 Years	2014
Crisis Hotline	2005	10 Years	2015

<b>Content 2019 - 2</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Skate Park	2004	10 Years	2014
Jesinger, Richard T.	2005	10 Years	2015
Kaiser	2005	10 Years	2015
KART	2003	10 Years	2013
Ketchum Comprehensive Plan	1997	10 Years	2007
Ketchum 1 <sup>st</sup> LLC	2007	10 Years	2017
Ketchum East LLC	2007	10 Years	2017
Ketchum Post Office	2007	10 Years	2017
Knob Hill Encroachment	2007	10 Years	2017
Lanterns	2007	10 Years	2017

Local Life – Newspapers 2009	2009	10 Years	2019
Legal Notices 2007	2007	10 Years	2017
Leon Donation	2007	10 Years	2017
Leroy's Ice Cream	2007	10 Years	2017
Linkage	2005	10 Years	2015
List Serve	2002	10 Years	2012
Licensing Info.	2002	10 Years	2012
Living Architecture	1994	10 Years	2004
LOT Enforcement	2005	10 Years	2015
Lodges in Trail Creek	2007	10 Years	2017
Lot 5A LLC	2007	10 Years	2017
Louies Parking Lot	2002	10 Years	2012
Taxicab Code	2003	10 Years	2013
LBJ Partners/SV Athletic Club	2005	10 Years	2015
<b>Box 2019 -3</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
LOT Tax	2013-2014	5 Years	2019
<b>Box 2019 - 4</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Check Stubs	2014	5 Years	2019
<b>Box 2019-5</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Release Letters for Security Deposits	1997-2005	5 Years	2010
<b>Box 2019-6</b>	<b>DATE</b>	<b>Retention Period</b>	<b>Disposal Date</b>
NCPERS	2010-2014	5 years	2019
AFLAC Ins.	2012-2013	5 years	2018
Blue Cross IIIA	2012-2013	5 years	2018
Blue Cross	2011-2012	5 years	2017
IIIA	2013-2014	5 years	2019
Blue Cross	2010-2011	5 years	2016
LifeMap	2011-2013	5 years	2018
Delta Dental	2010-2012	5 years	2017
Regence	2009-2010	5 years	2015
State Insurance Fund	2011-2013	5 years	2018
Ketchum Police Dept – Completed Parking Citation Appeals	2011-2016	3 years	2019
KFD - Property Auction Manifest – Propertyroom.com – No longer do business	2008	3 years	2011