

RESOLUTION NUMBER 19-015

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 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 December 31, 2017 be destroyed (See Attached List)

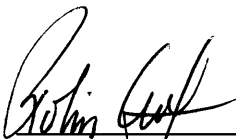
SECTION 2. The administrative staff of the City is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

PASSED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR THIS 15th day of July 2019.

CITY OF KETCHUM, IDAHO



Neil Bradshaw
Mayor



Robin Crotty
City Clerk



Document Management Records that have met retention

Name	Records Dated	Retention Date
Public Records Reqeusts	2016 -6/30/2017	6/30/2019
2016 Banner Applications	2017	12/31/2018