



RESOLUTION 21-017

**A RESOLUTION OF THE CITY OF KETCHUM
AUTHORIZING THE DESTRUCTION OF CITY RECORDS**

WHEREAS, the City of Ketchum is a municipal corporation duly organized and existing under the laws of the State of Idaho Code §50-101 et seq.; and

WHEREAS, Idaho Code 50-907 requires the City Council 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

WHEREAS, the City Clerk has proposed for destruction of the records listed in the attached **"Exhibit 1"** that have exceeded their minimum retention requirement under the Accounting, Budget, Finance & Payroll Records section of the City's records retention policy; and

WHEREAS, the City Clerk has determined to dispose of the records by Western Records Destruction, Inc.; and

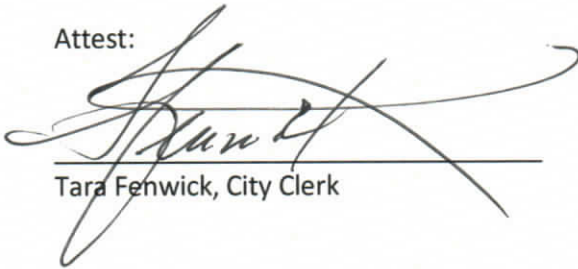
WHEREAS, approval for the destruction of the listed records has been obtained from the Idaho State Historical Society, when required, and the City Attorney, as provided by Idaho Code 50-907.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO, that the records listed in the attached **"Exhibit 1"** shall be destroyed under the direction and supervision of the City Clerk.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS 7th DAY OF SEPTEMBER 2021.

Neil Bradshaw, Mayor

Attest:



Tara Fenwick, City Clerk

EXHIBIT 1

Approved to Destroy List 2020

- Box 1 – Check Stubs 2015
- Box 2 – Sales Tax 10/1/14 – 3/31/2015
- Box 3 – Sales Tax 4/1/2015 – 9/30/2015
- Box 4 – Sales Tax 4/1/2015 – 9/30/2015

Approved to Destroy List 2021

- Box 1 – Files with material / copies of: planning projects, credit letters, security agreements, bank statements, check books and three spiral notebooks containing staff notes.
- Box 2 – Alcohol Licenses 2012 – 2015
- Box 3 – Check Stubs 2016
- Box 4 – Binder of documentation on direct pay accounts, files representing Claims Activity 2010, 2011 and 2012 and 5 files of invoices / payments made in March 2014.