

RESOLUTION NUMBER 744

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO, AUTHORIZING THE DESTRUCTION OF SEMI-PERMANENT RECORDS PRIOR TO OCTOBER, 1994 AND TEMPORARY RECORDS 2 YEARS AFTER YEARLY AUDIT.

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO:

SECTION 1. That the following Semi-Permanent Records, which are only required to be kept for five (5) years after date of issuance or completion of the matter contained within the record, prior to October, 1994 be destroyed:

- Invoices/Paid Bills.
- Warrants.
- Bank Statements.
- Voter Registration and Election Materials (Except Poll Books, Tally Books).
- Water/Wastewater/Garbage Calculations, Cash Receipting Journal Reports & Payment Stubs.
- Budgetary Monthly Detail Ledger, General Ledger Posting, Trail Balance Reports, and Duplicate Budget Material (Oct-Aug.)(Keep September and Audited September.)
- Payroll QTD/YTD Reports (Except the Report at end of each QTR), Payroll Master Listings Report.
- Non-Property Sales Tax Individual Cash Receipt Reports. Old Applications & Permits, Notice of Hearing of Revocations.
- Sewer Bond Transaction Receipts.
- Duplicate copies of Budgetary Checks.
- Duplicate copies of Liquor, Beer, Wine Licenses and Applications.
- Old General Files
- State Treasurer's Monthly Reports.
- Time Sheets for employees no longer working for the City.
- Personnel Files of employees no longer working for the City
- Taxi/Limo/Shuttle Franchise Applications and Drivers Licenses Applications
- Itinerant Merchants and Off-Site Business Permits.

SECTION 2. That the following Temporary Records which are only required to be kept for 2 years after the Yearly Audit is complete, be destroyed;

- Correspondence that is not related to Permanent or Semi-Permanent Records
- Cash Receipts
- Traffic Citations
- State Sales Tax Receipts
- State Treasurer's Deposit/Withdrawals Receipts

SECTION 3. That the City Clerk is hereby authorized to destroy said above Semi-Permanent and Temporary Records.

PASSED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR this 1<sup>st</sup> day of May, 2000.

ATTEST:

  
Sandra E. Cady, CMC  
City Clerk

  
GUY P. COLES  
Mayor

