

RESOLUTION NUMBER 791

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO, AUTHORIZING THE DESTRUCTION OF SEMI-PERMANENT RECORDS PRIOR TO OCTOBER 1995 AND TEMPORARY RECORDS 2 YEARS AFTER YEARLY AUDIT, PER IDAHO CODE 50-907.

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, 1995 be destroyed:

Invoices/Vendor Payments
Bids
Grants
Inactive Leases & Contracts
Local Improvement Districts Payment Registers
Warrants
Bank Statements
Voter Registration and Election Materials (Except Poll Books, Tally Books)
Water/Wastewater/Garbage Calculations, Utility Billing Update, Cash Receipting Journal Reports & Payment Stubs, Delinquent Utility Accounts reports
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)
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, (except Employee Medical files)
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 20th day of August 2001.

ATTEST:


Sandra E. Cady, CMC
City Clerk


David Hutchinson
Council President

MEMORANDUM FOR THE DIRECTOR, FBI
SUBJECT: [Illegible]

Reference is made to the report of [Illegible] dated [Illegible] at [Illegible].

It is noted that [Illegible] is a [Illegible] of [Illegible] and [Illegible].

The [Illegible] of [Illegible] is [Illegible] and [Illegible].

It is recommended that [Illegible] be [Illegible] and [Illegible].

The [Illegible] of [Illegible] is [Illegible] and [Illegible].

Very truly yours,
[Illegible Signature]

[Illegible Title]
[Illegible Address]

[Illegible Signature]

