

217  
RESOLUTION NUMBER 04-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO, AUTHORIZING THE DESTRUCTION OF SEMI-PERMANENT RECORDS PRIOR TO OCTOBER 1998 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, 1998 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

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 Individual Receipts (1998-2000)

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 17th day of February 2004

ATTEST:

*Sandra E. Cady*  
Sandra E. Cady, CMC  
City Clerk

*Edward Simon*  
Edward Simon  
Mayor





OFFICE OF THE CLERK OF THE DISTRICT COURT

IN RE: THE ESTATE OF JAMES EARL RAY, DECEASED  
Case No. 100-10000-01

ORDER OF THE COURT

WHEREAS the Court has received and reviewed the petition of the executor of the estate of James Earl Ray, deceased, for the appointment of a guardian of the property of the estate of James Earl Ray, deceased, and the Court has found that the appointment of the guardian of the property of the estate of James Earl Ray, deceased, is in the best interests of the estate of James Earl Ray, deceased;

IT IS ORDERED that the Court appoints the guardian of the property of the estate of James Earl Ray, deceased, to be the executor of the estate of James Earl Ray, deceased, and that the Court grant the executor of the estate of James Earl Ray, deceased, all powers and authority necessary to carry out the duties of the guardian of the property of the estate of James Earl Ray, deceased;

IT IS FURTHER ORDERED that the Court grant the executor of the estate of James Earl Ray, deceased, all powers and authority necessary to carry out the duties of the guardian of the property of the estate of James Earl Ray, deceased, and that the Court grant the executor of the estate of James Earl Ray, deceased, all powers and authority necessary to carry out the duties of the guardian of the property of the estate of James Earl Ray, deceased;

IT IS ORDERED that the Court grant the executor of the estate of James Earl Ray, deceased, all powers and authority necessary to carry out the duties of the guardian of the property of the estate of James Earl Ray, deceased, and that the Court grant the executor of the estate of James Earl Ray, deceased, all powers and authority necessary to carry out the duties of the guardian of the property of the estate of James Earl Ray, deceased;

IT IS ORDERED that the Court grant the executor of the estate of James Earl Ray, deceased, all powers and authority necessary to carry out the duties of the guardian of the property of the estate of James Earl Ray, deceased, and that the Court grant the executor of the estate of James Earl Ray, deceased, all powers and authority necessary to carry out the duties of the guardian of the property of the estate of James Earl Ray, deceased;

IT IS ORDERED that the Court grant the executor of the estate of James Earl Ray, deceased, all powers and authority necessary to carry out the duties of the guardian of the property of the estate of James Earl Ray, deceased, and that the Court grant the executor of the estate of James Earl Ray, deceased, all powers and authority necessary to carry out the duties of the guardian of the property of the estate of James Earl Ray, deceased;

