

RESOLUTION NUMBER 06-118

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO, AUTHORIZING THE DESTRUCTION OF SEMI-PERMANENT RECORDS PRIOR TO OCTOBER 2001 AND TEMPORARY RECORDS 2 YEARS AFTER YEARLY AUDIT, 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 City Clerk has proposed for destruction certain records that have exceeded their minimum retention; and,

WHEREAS, approval for the destruction of the below 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 Mayor and Council of the City of Ketchum, Idaho that the below listed records shall be destroyed under the direction and supervision of the City Clerk:

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 2001 be destroyed:

- Accounts Payable-Invoices/Vendor Payments, Chart of Accounts, and Vendor List- October 1998-September 2001
- Bank Transaction Records-Bank Statements, Check Registers, Duplicate copies of Budgetary Checks - Prior to September 2001
- Grants- October 1998-September 2001
- Inactive Leases & Contracts- October 1998-September 2001
- Voter Registration and Election Materials (Except Poll Books, Tally Books) Oct 1998-Sep 2001
- Water/Wastewater/Garbage Calculations, Utility Billing Update, Cash Receipting Journal Reports & Payment Stubs, Delinquent Utility Accounts reports- October 1998-September 2001
- Accounting/Finance- Monthly Detail Ledger, General Ledger Posting, Trail Balance Reports, and Duplicate Budget Material (Oct-Aug.)(Keep September and Audited September)- October 1998-September 2001
- State Treasurer's Monthly Reports- Prior to September 2001
- State Treasurer's Deposit/Withdrawals Individual Receipts October 1998-September 2001
- Payroll Registers- QTD Reports, Payroll Summary, Federal and State Tax Records (Keep year end registers)- October 1998-September 2001
- Non-Property Sales Tax Individual Cash Receipt Reports, Old Applications & Permits, Notice of Hearing of Revocations- October 1998-September 2001
- Duplicate copies of Liquor, Beer, Wine Licenses and Applications- Prior to September 2001
- Time Sheets for employees no longer working for the City- October 1998-September 2001
- Cash Receipts- October 1998-September 2001
- State Sales Tax Receipts- October 1998-September 2001


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;

- Election Ballots- Prior to September 2003
- Transitory Correspondence that is not related to Permanent or Semi-Permanent Records
- Traffic Citations (Keep 3 years) Prior to September 2003.

SECTION 3. 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 16th day of October 2006

CITY OF KETCHUM, IDAHO

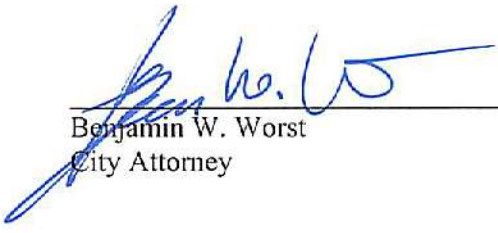


Randy Hall
Mayor

ATTEST:


Sandra E. Cady, CMC
City Treasurer/Clerk

APPROVED AS TO FORM
AND CONTENT:



Benjamin W. Worst
City Attorney

