

**RESOLUTION NUMBER 08-059**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO, AUTHORIZING THE DESTRUCTION OF SEMI-PERMANENT RECORDS PRIOR TO APRIL 2003 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 Exhibit A, a list of semi-permanent and temporary 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 April 1, 2003 be destroyed:

- Accounts Payable-Invoices/Vendor Payments, Chart of Accounts, and Vendor List- October 2001-April 2003
- Bank Transaction Records-Bank Statements, Check Registers, Duplicate copies of Budgetary Checks - Prior to April 2003
- Voter Registration and Election Materials (Except Poll Books, Tally Books) Oct 2001-Apr. 2003
- Water/Wastewater/Garbage Calculations, Utility Billing Update, Cash Receipting Journal Reports & Payment Stubs, Delinquent Utility Accounts reports- October 2001-April 2003
- Accounting/Finance- Monthly Detail Ledger, General Ledger Posting, Trail Balance Reports, and Duplicate Budget Material (Oct-Aug.)(Keep September and Audited September)- October 2001-April 2003
- State Treasurer's Monthly Reports- Prior to April 2003
- State Treasurer's Deposit/Withdrawals Individual Receipts October 2001-April 2003
- Payroll Registers- QTD Reports, Payroll Summary, Federal and State Tax Records (Keep year end registers)- October 2001-April 2003
- Non-Property Sales Tax Individual Cash Receipt Reports, Old Applications & Permits, Notice of Hearing of Revocations- October 2001-April 2003
- Duplicate copies of Liquor, Beer, Wine Licenses and Applications- Prior to April 2003
- Cash Receipts- October 2001-April 2003
- State Sales Tax Receipts- October 2001-April 2003

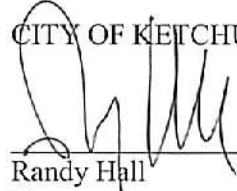
SECTION 2. That the following Temporary Records which are only required to be kept for 2 years after the Yearly Audit is complete, be destroyed;

- Election Ballots- Prior to April 2006.
- Transitory Correspondence that is not related to Permanent or Semi-Permanent Records
- Traffic Citations (Keep 3 years) Prior to April 2005.


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 5<sup>th</sup> day of May, 2008.

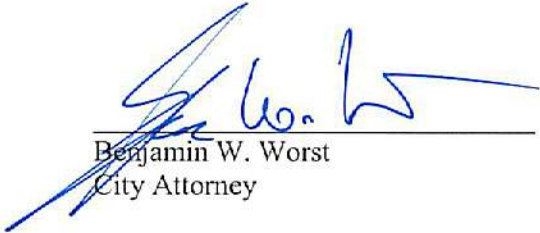
CITY OF KETCHUM, IDAHO

  
\_\_\_\_\_  
Randy Hall  
Mayor

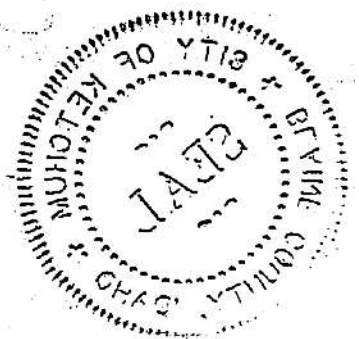
ATTEST:

  
\_\_\_\_\_  
Sandra E. Cady, CMC  
City Treasurer/Clerk

APPROVED AS TO FORM  
AND CONTENT:

  
\_\_\_\_\_  
Benjamin W. Worst  
City Attorney





# Destruction Pending

<b>File Name</b>	<b>Date Opened</b>	<b>Date Closed</b>	<b>File ID</b>
A-1 Taxi Franchises & Licenses	10/19/1995	6/5/2002	1110
Amsbaugh, Stephen	3/14/1999	5/6/2000	1004
Applications - Building Official			3
Applications for Employment - References			6
Babcock, Reno	6/20/1999	9/8/2001	1006
Bald Mountain Limo	1/29/1999	12/12/2000	1107
Baldy's Inc. Franchise & Licenses	3/4/1994	1/16/2002	1109
Benson, Anthony	10/2/1994	3/16/1996	1009
Blaine County Transportation Study - Highway 75 Corridor	2/1/1991	3/18/1991	1118
Blue Cross - Group Insurance Forms	11/1/1984	10/20/1987	716
Blue Shield of Idaho - Mo Berry Agent	8/1/1993	6/30/1996	587
Blue Shield of Idaho Hangii Financial Services, Agent	8/1/1988	7/31/1993	709
Board, Jobe	1/31/1999	6/19/1999	1013
Bond Fund for LID No. 1A Sewer	1/1/1971	12/31/1971	791
Bond Fund for LID No. 1A Sewer	1/1/1972	12/31/1972	790
Bond Fund for LID No. 1A Sewer	1/1/1973	12/31/1973	789
Bond Fund for LID No. 1A Sewer	1/1/1974	12/31/1974	788
Bond Fund for LID No. 1A Sewer	1/1/1975	12/31/1975	787
Bond Fund for LID No. 1A Sewer	1/1/1976	12/31/1976	785
Bond Fund for LID No. 1A Sewer	1/1/1976	12/31/1976	786
Bond Fund for LID No. 1A Sewer	1/1/1977	12/31/1977	784
Bond Fund for LID No. 1A Sewer	1/1/1978	12/31/1978	783
Bond Fund for LID No. 1A Sewer	1/1/1979	12/31/1979	782
Bond Fund for LID No. 1A Sewer	1/1/1980	12/31/1980	781
Bond Fund for LID No. 1A Sewer	1/1/1981	12/31/1981	780
Bowen, Linda	4/23/1989	12/21/1996	1014
Bowen, Linda	12/22/1996	5/9/1998	1015

<b>File Name</b>	<b>Date Opened</b>	<b>Date Closed</b>	<b>File ID</b>
Building Official Applications			8
Building Official Applications 1987			9
Cancer Insurance Payments	1/1/1973	12/31/1978	581
Cancer Insurance Payments	1/1/1979	12/31/1982	580
Cancer Insurance Payments	1/1/1983	12/31/1993	579
Cancer Insurance Payments	1/1/1994	12/31/1998	584
Carpita, Barb	1/3/1999	12/29/2002	1021
Carpita, Barbara	12/30/2002	6/11/2004	1020
Carpita, Bryan	12/8/1996	11/12/1999	1022
Chambers, Jeffrey	5/30/1993	9/14/1996	1023
Chief of Police Recruitment - Applicants A-C			53
Chief of Police Recruitment - Applicants D-J			54
Chief of Police Recruitment - Applicants K-M			55
City Attorney Applications 1997			11
Claims	1/1/1977	12/31/1978	576
Claims	1/1/1979	12/31/1985	575
Claims	1/1/1986	12/31/1992	574
Claims -- 1996	1/1/1996	12/31/1996	1185
Claims -- 1997	1/1/1997	12/31/1997	1186
Claims -- 1998	1/1/1998	12/31/1998	1182
Community Services 2003			110
Comprehensive Employment & Training Act	1/1/1973	9/30/1977	744
Comprehensive Employment & Training Act	1/1/1974	12/31/1976	745
Comprehensive Employment & Training Act	10/1/1977	9/30/1978	743
Comprehensive Employment & Training Act	10/1/1978	9/30/1979	742
Comprehensive Employment & Training Act	10/1/1980	9/30/1981	741
Comprehensive Employment & Training Act -- Title IV Special Grant			746
Comprehensive Planning Grants - 1975			736
Cornelson, Justin	1/4/1998	9/2/2002	1026
Crevison, Jeff	6/1/1981	12/10/1994	1028

<b>File Name</b>	<b>Date Opened</b>	<b>Date Closed</b>	<b>File ID</b>
Creviston, Jeff	12/11/1994	8/31/2001	1027
Crosier, Frances	12/11/1994	12/29/2002	1029
Cunningham, Don	12/2/2002	11/28/2003	1030
D & V Taxi Franchise	5/16/2002	5/16/2002	1112
Diaz, Fernando	1/24/2004	4/20/2004	1032
Employee Eligibility Verification	11/1/1986	12/31/1996	592
Employee Information (child support, etc.)	1/1/1982	12/31/1988	593
Employee Records - (Wage Report & Garnishments)	1/1/1981	12/31/1981	594
Employee Retirement System Correspondence	1/1/1984	12/31/1991	629
Engineer Firefighter/EMT Applications 1996			14
Extra Help Timesheets	1/1/1994	12/31/1995	984
Extra Help Timesheets	1/1/1996	12/31/1997	985
Extra Help Timesheets	1/1/2000	12/31/2001	987
Extra Help Timesheets	1/1/1998	12/31/1999	986
Fire Chief Applications 1985			15
Fiscal Responsibility Act IRS Reports 1982-1991			50
Flora, Sam	10/2/1994	1/31/1996	1037
Frueling, William	4/30/1995	12/27/1996	1038
Fulmer, Karl	8/18/1996	11/21/1998	1039
General Obligation Sewer Bond	1/1/1973	12/31/1982	831
Grabher, Susan	5/13/1990	8/24/1996	1044
Grafft, Matthew	11/15/2001	12/29/2002	1045
Grant - SBA - Atkinson Park (Landscaping) 1983			732
Grant, Suzanne	10/17/1993	8/31/1996	1047
Grant, Suzanne	1/1/1996	9/12/1997	1046
Grotto, Kathleen	4/14/1996	7/25/1998	1048
Group Insurance Correspondence	1/1/1968	12/31/1972	724
Group Insurance Correspondence	1/1/1973	12/31/1984	723
Group Insurance Forms	6/1/1971	6/1/1971	725
Group Insurance Payments	1/1/1968	12/31/1972	722

<b>File Name</b>	<b>Date Opened</b>	<b>Date Closed</b>	<b>File ID</b>
Group Insurance Payments	1/1/1973	12/31/1975	721
Group Insurance Payments	1/1/1976	12/31/1978	720
Group Insurance Payments	1/1/1979	12/31/1981	717
Group Insurance Payments	1/1/1982	10/31/1984	719
Group Insurance Payments Blue Cross	11/1/1984	10/1/1987	715
Group Life Insurance Payments	1/1/1973	12/31/1981	578
Group Life Insurance Payments	1/1/1982	12/31/1987	577
Health Insurance RFP - Internal Correspondence			84
Heavy Equipment Operator 1995/1997			16
Hedin, Beverly	11/13/1994	4/22/2002	1050
Herbert, James	5/3/1998	10/3/1998	1051
Hjortt, Jamie	12/30/2002	5/14/2004	1054
Hjort, Jamie	6/1/1999	12/29/2002	1053
Hospice of the Wood River Valley 1988-1994			113
Houck, Linda	1/14/2001	12/29/2002	1057
Housing Authority Recruitment - Applicant's D-J			60
Housing Authority Recruitment - Applicant's K-M			61
Housing Authority Recruitment - Applicants N-W			62
Housing Authority Recruitment - Internal Correspondence			63
Inactive Contracts - Leases	1/1/1962	12/31/1977	808
Inactive Contracts - Leases	1/1/1978	12/31/1982	807
Inactive Contracts - Leases	1/1/1978	12/31/1987	805
Inactive Contracts - Leases	1/1/1979	12/31/1985	806
Inactive Contracts - Leases	1/1/1988	12/31/1991	804
Inactive Contracts - Leases	1/1/1992	12/31/1998	803
Insurance Communication	1/1/1974	12/31/1985	571
Insurance Communication	1/1/1986	12/31/1987	570
Insurance Communications	1/1/1988	12/31/1991	1196
Interest Fund for LID 1A Sewer	1/1/1971	12/31/1971	802
Interest Fund for LID 1A Sewer	1/1/1972	12/31/1972	801

<b>File Name</b>	<b>Date Opened</b>	<b>Date Closed</b>	<b>File ID</b>
Interest Fund for LID 1A Sewer	1/1/1973	12/31/1973	800
Interest Fund for LID 1A Sewer	1/1/1974	12/31/1974	799
Interest Fund for LID 1A Sewer	1/1/1975	12/31/1975	798
Interest Fund for LID 1A Sewer	1/1/1976	12/31/1976	797
Interest Fund for LID 1A Sewer	1/1/1977	12/31/1977	796
Interest Fund for LID 1A Sewer	1/1/1978	12/31/1978	795
Interest Fund for LID 1A Sewer	1/1/1979	12/31/1979	794
Interest Fund for LID 1A Sewer	1/1/1980	12/31/1981	793
Interest Fund for LID 1A Sewer	1/1/1981	12/31/1981	792
International Conference of Building Officials Membership	9/1/1970	6/4/1971	1200
Jacobus, Jane	1/4/1998	12/29/2002	1058
Johnson, Thomas	1/5/1986	12/25/1993	1065
Johnson, Thomas	12/25/1993	12/30/2001	1064
Johnson, Thomas	1/14/2002	8/16/2002	1063
Kellett, E. Gates	1/22/2001	9/8/2002	1066
Kennedy, John	11/10/1996	9/27/1997	1068
Kunick, Leslie	10/1/1993	6/28/1997	1072
Laureen Lee Edgerton	12/31/2001	12/29/2002	1033
LID #3A (Water) Protests	12/7/1979	12/11/1979	687
LID #3B - Warm Springs Curb, Gutter, Etc. Bids - 1988	8/17/1988	2/13/1991	685
Life of America (All Valley Agency) Correspondence	12/10/1987	8/12/1988	713
Long Term Disability Quotes			90
Lykins, Terrill Trent	3/26/2000	2/28/2001	1074
Macy, Brian	9/28/1997	7/4/1998	1080
Matz, Stacy	11/11/1998	10/9/1999	1081
Maxwell, Ruth	12/8/1985	12/28/1993	1082
Maxwell, Ruth	12/29/1996	5/20/2000	1083
McKee, William	5/17/1992	1/2/1999	1084
Neal, Billy	10/31/1999	6/10/2000	1085
Nevland, Callan	1/1/1977	12/14/1991	1087



<b>File Name</b>	<b>Date Opened</b>	<b>Date Closed</b>	<b>File ID</b>
Nevland, Callan	12/15/1991	12/30/2000	1086
Nisley, Jarryl	6/17/2001	8/11/2001	1088
Ochsner, Dennis	12/2/2002	5/23/2003	1090
Ollieu, Michelle	11/14/1999	4/21/2001	1089
P&Z Administrator 1995			21
P&Z Administrator Applications 1995			22
ParkTimesheets	1/1/2002	12/31/2002	989
Peterson, Martin	6/23/1993	5/3/1996	1094
Pierce, Michael	3/14/1994	8/11/2001	1095
Police Chief Applications 1992			23
Proposed Health Programs Dental - Vision			726
Public Employee Retirement System	10/1/1980	9/30/1981	627
Public Employee Retirement System	10/1/1981	9/30/1982	626
Public Employee Retirement System	10/1/1982	9/30/1983	625
Public Employee Retirement System	10/1/1983	9/30/1984	624
Public Employee Retirement System	10/1/1984	9/30/1985	623
Public Employee Retirement System	10/1/1985	9/30/1986	622
Public Employee Retirement System	10/1/1986	9/30/1987	621
Public Employee Retirement System	10/1/1987	9/30/1988	620
Public Employee Retirement System	10/1/1988	9/30/1989	619
Public Employee Retirement System	10/1/1989	9/30/1990	618
Public Employee Retirement System	10/1/1990	9/30/1991	617
Public Employee Retirement System	10/1/1991	9/30/1992	616
Public Employee Retirement System	10/1/1992	9/30/1993	615
Public Employee Retirement System	10/1/1993	9/30/1994	614
Public Employee Retirement System	10/1/1994	9/30/1995	613
Public Employee Retirement System	10/1/1995	9/30/1996	612
Public Employee Retirement System	1/1/1996	12/31/1997	611
Pyne, Maurice	1/3/1999	12/29/2002	1099
Rast, Don Keith	9/19/1993	9/14/1996	1101

<b>File Name</b>	<b>Date Opened</b>	<b>Date Closed</b>	<b>File ID</b>
Receptionist/Clerk 1993			24
Receptionist/Clerk Applications 1987			25
Receptionist/Clerk Applications 1989			26
Receptionist/Office Clerk 1997			27
Receptionist/Office Clerk Applications - 1998			29
Reck, Diana	11/29/2003	12/26/2003	1104
Recreation Director Applications			30
Resumes - City Planner 1990			32
Resumes - P&Z Administrator			31
Robertson, Richard	6/1/1977	1/1/1991	1106
Robertson, Richard	1/21/1991	1/5/1999	1105
Salary Redirection Agreement	1/1/1991	12/31/1995	590
Scott, Steven	6/4/2000	3/24/2001	1132
Sewer & Water Utility Billing	10/1/1986	9/30/1987	882
Sewer & Water Utility Billing	10/1/1987	9/30/1988	881
Sewer & Water Utility Billing	10/1/1988	9/30/1989	880
Sewer & Water Utility Billing	10/1/1989	9/30/1990	879
Sewer & Water Utility Billing	10/1/1990	9/30/1991	878
Sewer & Water Utility Billing & Trial Balance Reports	10/1/1981	9/30/1982	887
Sewer & Water Utility Billing & Trial Balance Reports	10/1/1982	9/30/1983	886
Sewer & Water Utility Billing & Trial Balance Reports	10/1/1983	9/30/1984	885
Sewer & Water Utility Billing & Trial Balance Reports	10/1/1984	9/30/1985	884
Sewer & Water Utility Billing & Trial Balance Reports	10/1/1985	9/30/1986	883
Sewer Bond Repayment Fund Expenses	10/1/1981	9/30/1982	829
Sewer Bond Repayment Fund Expenses	10/1/1982	9/30/1983	828
Sewer Bond Repayment Fund Expenses	10/1/1983	9/30/1984	827
Sewer Bond Repayment Fund Expenses	10/1/1984	9/30/1985	826
Sewer Bond Repayment Fund Expenses	10/1/1985	9/30/1987	825
Sewer Project Bids	1/1/1968	12/31/1969	772
Sherbow, Alice	7/13/1997	5/9/1998	1133

<b>File Name</b>	<b>Date Opened</b>	<b>Date Closed</b>	<b>File ID</b>
Simms, Margaret	8/3/1997	12/29/2002	1134
Simms, Margaret	12/30/2002	6/25/2004	992
Simpson, Rebecca	6/8/1997	12/29/2002	1135
Sinkey, Mance	7/23/1994	10/11/1997	1136
Snow Storage Permits	10/1/1998	9/30/1999	696
Snow Storage Permits	10/1/1999	9/30/2000	697
Snow Storage Permits	10/1/2000	9/30/2001	698
Social Security Contribution Transmittals 1980-1983			101
State Diesel Refund	1/1/1996	9/30/1999	700
State Social Security Contribution 1984-1986			103
Steinbach, Janet	3/24/2003	4/20/2003	1137
Stephenson, Peter Van	12/30/2001	12/21/2002	1138
Stern, Danelle	9/9/2001	12/29/2002	1139
Stern, Danelle	12/30/2002	12/24/2004	993
Sterner, Jane	8/12/2001	9/8/2001	1140
Stewart, Derek	9/11/2001	12/29/2002	1142
Stitzinger, Gary	1/3/1999	12/29/2002	1143
Street & Heavy Equipment Operator 1994			34
Sun Valley Hosts	12/31/1997	6/5/2000	1108
Sun Valley Water & Sewer District STP Expenses	10/1/1984	9/30/1996	653
Swindle, David	9/1/1979	12/1/1990	1145
Swindle, David	12/30/1990	1/2/1999	1146
Swindle, David	1/3/1999	12/29/2002	1147
Swindle, David	12/30/2002	6/13/2003	1144
Thompson, Terry			1152
Thompson, Terry	12/18/1988	12/28/1996	1153
Topolski, Heather	12/30/2002	8/6/2004	994
Toposlki, Heather	11/10/1997	12/29/2002	1154
Tracy, Terry	6/7/1999	12/29/2002	1156
Tracy, Terry	12/30/2002	8/29/2003	1155

<b>File Name</b>	<b>Date Opened</b>	<b>Date Closed</b>	<b>File ID</b>
Unemployment Insurance Quarterly Reports 1978-1983			104
Unemployment Insurance Quarterly Reports 1984-1987			105
Unemployment Insurance Quarterly Reports 1988-1996			106
W-9 Forms for Taxpayer Identification 1988-1993			51
Water Maintenance Laborer II Applications			35
Water Operator			36
Wells, Julie	3/16/1998	5/22/1999	1159
Wheeler, Dennis	3/16/1980	12/23/1994	1162
Wheeler, Dennis	12/26/1994	12/29/2000	1161
Wheeler, Dennis	1/1/2001	10/4/2002	1163
Wheeler, Dennis	4/14/2003	10/17/2003	1160
Whitesell, Brently	5/6/2001	12/29/2002	1165
Whitesell, William	12/31/2000	12/29/2002	1166
Williams, Robert	11/12/1995	9/12/1998	1168
Yellow Lab Cab & Taxi Company Franchise & Licenses	5/18/1999	5/17/2000	1111