

RESOLUTION NUMBER 14-009

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO, AUTHORIZING THE DESTRUCTION OF SEMI-PERMANENT RECORDS 10 YEARS AFTER ISSUANCE, SEMI-PERMANENT RECORDS 6 YEARS AFTER ISSUANCE, SEMI-PERMANENT RECORDS 5 YEARS AFTER ISSUANCE, TEMPORARY RECORDS 3 YEARS AFTER ISSUANCE AND TEMPORARY RECORDS 2 YEARS AFTER ISSUANCE, 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 Sections 1 through 5, 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 ten (10) years after date of issuance or completion of the matter contained within the record, prior to October 1, 2003 be destroyed:

Grant Records including:
LEPC Federal Grants
Magic Valley Economic Development District Planning Grant (unsuccessful)

SECTION 2. That the following Semi-Permanent Records, which are only required to be kept for six (6) years after date of issuance or completion of the matter contained within the record, prior to October 1, 2007 be destroyed:

Garbage Franchises
Group Insurance Continuation Notice and Election
Blue Shield of Idaho Precertification Reports
Blue Shield of Idaho Payment Records
Life of America Health & Dental Insurance Payment Records
Cafeteria Plan Payment Records

SECTION 3. 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 1, 2008 be destroyed:

Accounts Payable Records prior to October 1, 2008
Check Registers
Bank Transaction Records prior to October 1, 2008
Accounts Receivable Records (including Sales Tax) prior to October 2008

Employee Time Records prior to October 1, 2008
Federal and State Tax Records including 1099's and W-9's
Receipts
Copies of Building Permit Application and Receipts
Sales and Use Tax Forms
City Sales Tax Receipts
Cash Receipting Registers
Sun Valley Water and Sewer District Billings
Monthly Detail Ledger Reports
Monthly Option Tax Receipt Registers
Accounts Payable GL Update Reports
Monthly Payroll Registers
Payroll Admin. Reports including Leave Time Registers, Benefit Registers, and G/L Updates
PERSI Records including Employer Remittance Forms, invoices, correspondence, and financial adjustments.
Utility Billing Register
Utility Payments
Utility Meter Proof Reports & ACH Direct Pay
Utility GL Update
Utility Transaction Summary Billing & Usage
Utility Checkout
Utility Summary Rate Table Summary
Utility A/R Service Report
Utility Billings & Trial Balance Reports
Outside Agency Fundraising Requests (2005)
Terminated Employee Timesheets
Insurance Application for Terminated Employees
Street Dig Permits
Catering Permits
Beer, Wine & Liquor Licenses
Beer, Wine & Liquor Applications
Taxi Driver Licenses
Police Trust Account Bills, Invoices, Receipts, Checks, and Check Registers
Levy Security Bank Account Statements
Wagon Days Account Bills, Invoices, Receipts, Checks, and Check Registers
Cafeteria Plan Account Bills, Invoices, Receipts, Checks, and Check Registers
Terminated Employee I-9's
Bids, RFP's and RFQ's
Workmen's Comp Claims
Art Installation - Administrative Correspondence
Employee Housing Available Rental Units
Issues Management
Indoor Air Quality

SECTION 4. That the following Temporary Records which are only required to be kept for three (3) years after date of issuance or completion of the matter contained within the record, prior to October 1, 2010 be destroyed;

Bankruptcy Notices

Budget Documents, Drafts & Department Requests

SECTION 5. That the following Temporary Records which are only required to be kept for two (2) years after date of issuance or completion of the matter contained within the record, prior to October 1, 2011 be destroyed;

- November 2007 Election Voted Ballots
- Registered Voter Lists
- Superseded Vendor Lists
- Meeting Notes from City Staff
- Copies of Bid Forms
- 4th Street Enhancement Grant Application (ITD)
- Public Parking Project – Proposed 2004 Certificate of Participation
- Miscellaneous Residential Building Permit Plans
- Publications from other Cities and Organizations
- Employee Handbook Examples from other Cities
- Paid On-Call Personnel Handbook Draft/Proof
- Superseded Precinct Description & Maps
- Handbooks, Manuals, Training and Workshop Materials
- Fraser vs. Boise Copy
- Wastewater Bonds 2006 Drafts and Copies
- Copies of Personnel Handbooks and Outdated Job Descriptions
- KART Intergovernmental Agreement Drafts
- Miscellaneous Newspaper Clippings
- Miscellaneous Catalogs
- Sun Valley/ Ketchum Chamber & Visitor’s Bureau Area Guide
- Available Grants -Handouts and Pamphlets
- Abandoned vehicles/certificates of sale
- Found Property Receipts
- Lost Property Logs
- Uniform Citations
- Officer Vacation Requests
- Custody and Property Logs
- Parking appeal forms
- VHS Video Tape Logs
- Letters Requesting Patches
- Uniform Purchases
- Parking Citations
- VHS Video Tapes (DUI)
- Fax Subpoenas
- Fax Cover Sheets
- Archive Requests
- Fax Receipts
- NCIC Record Checks
- Transitory Correspondence Including
 - Employee Handbook Drafts and Correspondence
 - KART Personnel Investigation
 - Fire Consolidation Correspondence
 - Waterbury

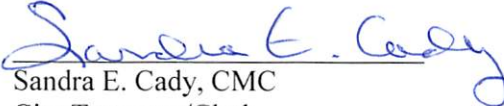
Idaho Department of Parks and Recreation
ICMA Committee Volunteer Form – Ron LeBlanc
ICMA Voluntary Credentialing Program Application – Ron LeBlanc
Correspondence with Pam Morris & Ron LeBlanc
Magic Valley Foster Care Information


SECTION 6. 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 17th day of March, 2014.

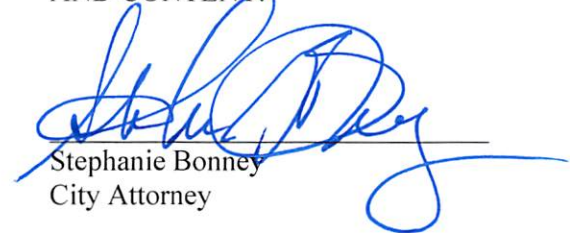
CITY OF KETCHUM, IDAHO

ATTEST:


Sandra E. Cady, CMC
City Treasurer/Clerk


Nina Jonas
Mayor

APPROVED AS TO FORM
AND CONTENT.


Stephanie Bonney
City Attorney