

RESOLUTION NUMBER 16-016

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO, AUTHORIZING THE DESTRUCTION OF SEMI-PERMANENT RECORDS 5 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 Interim City Clerk has proposed for destruction of certain records that have exceeded their minimum retention; and,

WHEREAS, the Interim City Clerk sent a written notice including a detailed list of the semi-permanent records proposed for destruction, to the Idaho State Historical Society thirty (30) days prior to this Resolution;

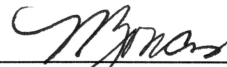
NOW, THEREFORE, BE IT RESOLVED BY THE Mayor and Council of the City of Ketchum, Idaho that a list of semi-permanent records shall be destroyed under the direction and supervision of the Interim City Clerk.

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 August 1, 2016 be destroyed (See Attached List)

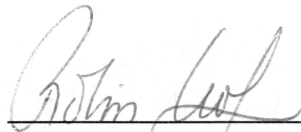
SECTION 2. The administrative staff of the City is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

PASSED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR THIS 5th day of September, 2016.

CITY OF KETCHUM, IDAHO



Nina Jonas
Mayor



Robin Crotty
Interim City Clerk

RECORDS DESTRUCTION – September 2016

Box #	Record Date	Box Contents	Destruction Date	Retention
1	10/2008 – 10/2010	G/L Caselle Reports	2015	5 Years
2	10/2010-9/2011	G/L Caselle Reports	2016	5 Years
3	9/2011-9/2012	G/L Caselle Reports	2016	5 Years
4	3/2011-4/2011	Accounts Payable	2016	5 Years
5	8/2011 – 9/2011	Accounts Payable	2016	5 Years
6	9/2011 – 12/2011	Accounts Payable	2016	5 Years
6	2010-2011	URA Bills	2016	5 Years
7	5/2011 – 7/2011	Accounts Payable	2016	5 Years
8	7/2009 – 7/2011	STP Billing	2016	5 Years
9	3/2010 – 5/2010	Accounts Payable	2015	5 Years
10	12/2010 – 2/2011	Accounts Payable	2016	5 Years
11	12/2009 -2/2010	Accounts Payable	2015	5 Years
12	9/2009 – 11/2009	Accounts Payable	2014	5 Years
13	1/2009 – 3/2009	Accounts Payable	2014	5 Years
14	11/2008 – 1/2009	Accounts Payable	2014	5 Years
15	4/2009 – 6/2009	Accounts Payable	2014	5 Years
16	7/2009 – 8/2009	Accounts Payable	2014	5 Years
17	6/2010 – 8/2010	Accounts Payable	2015	5 Years
18	9/2010-11/2010	Accounts Payable	2015	5Years
19	7/2011-7/2012	Sales Tax Returns	2016	5 Years
20	8/2010-12/2010	Sales Tax Returns	2015	5 Years
21	1/2009-6/2009	Sales Tax Returns	2014	5 Years
22	2000-2005 2001 2009	Sales Tax Correspondence	2014	5 Years
23	1/2011-6/2011	Sales Tax Returns	2015	5 Years
24	1979-1996	Option Tax Correspondence	2001	5 Years
25	7/2009-12/2009	Sales Tax Returns	2004	5 Years
26	1/2010-6/2010	Sales Tax Returns	2015	5 Years
27	7/2008-12/2008	Sales Tax Returns	2013	5 Years
28	2006-2011	Alcohol Beverage License	2016	5 Years