

RESOLUTION NUMBER 18-002

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO, AUTHORIZING THE DESTRUCTION OF SEMI-PERMANENT RECORDS 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 prior to this Resolution;

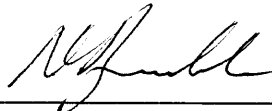
NOW, THEREFORE, BE IT RESOLVED BY THE Mayor and Council of the City of Ketchum, Idaho that a list of temporary & semi-permanent records shall be destroyed under the direction and supervision of the Interim City Clerk.

SECTION 1. That the following Temporary & Semi-Permanent Records, which are only required to be kept for two (2) to ten (10) years after date of issuance or completion of the matter contained within the record. (See Attached List)

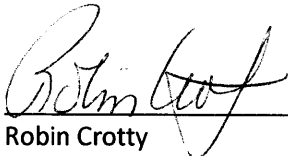
SECTION 2. The administrative staff of the City is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

PASSED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR THIS 16<sup>th</sup> day of January 2018.

CITY OF KETCHUM, IDAHO



Neil Bradshaw  
Mayor



Robin Crotty  
Interim City Clerk

# January 2018 Records Destruction

Approved by Attorney Matt Johnson: 1/16/18

Sent to State Archives for approval: 12/4/17

<b>Box # 2018-1</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Public Records Request	2007-2009	2 years	2011
Art Grant Applications	2006	10 years	2016

<b>Box #2018-2</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Bankruptcy City Creditor Issues	2004	3 years	2007
Bankruptcy Court Notices	2002	3 years	2005
Banner Specifications	2003	1 year	2004
Blaine County Juvenile Curfew Ord.	2001	10 years	2011
Budget	2001-2003	3 years	2006
Budget	2003-2004	3 years	2007
Budget	2004-2005	3 years	2008
Budget	2005-2006	3 years	2009
Calendars	2003-2004	1 year	2005
Delmonte Appeal	2003	10 years	2013
Faxes Sent	2001-2003	1 year	2004

<b>Box # 2018-3</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Taxi Licenses	2000 & before	5 years	2005
Capital Improvement Program & Budget	1972-1977	5 years	1982
Bank Statements January 2008	2008	5 years	2013
Bank Statement December 2008	2008	5 years	2013
Building Dept. Expenses 1990-1991	1990-1991	5 years	1996
Crime Report	2001	10 years	2011
Local Option Tax Deficiency	1980	5 years	1985
US Bank Statements	Prior to 2010	5 years	2015

<b>Box # 2018-4</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Bldg. Sewer Fees and Hookup fees for a court judgement	1974	10 years	1984
Donations – Centennial Committee 1988	1988	5 years	1993
City Hall Remodel	1996	5 years	2001
Sun Valley Water Sewer Treatment Expenses	1997-1998	5 years	2003
Streets Correspondence	1987	5 years	1992
Streets Seal Coat Bids	1985	5 years	1990
Street Bids	1972-1989	5 years	1994
Street Bids	1990-1996	5 years	2001
Water Line Bids	1996	5 years	2001
Street Maintenance Bids	1994	5 years	1999
Saddle Rd. Bike Path Bids	1990	5 years	1995
Atkinsons Park Bldg. Bids	1997	5 years	2002
Ridership Records	1995	5 years	2000

<b>Box # 2018-5</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Algiers, Thomas	2004	10 years	2014
Assistant Police Chief Position	2001	10 Years	2011
Blaine County EOP	2005	10 Years	2015
Crown Ranch Fall – John Brown	2004	10 Years	2014
Bus Barn – Juveniles	2005	10 Years	2015
Terry Crawford	2007	10 Years	2017
Creviston v. City of Ketchum	2003	10 Years	2013
Eric Gonzalez	2002	10 Years	2012
Charges by Domke	2003	10 Years	2013
Kathy Hanson	2007	10 Years	2017
Jamie Hjort	2004	10 Years	2014
Juvenile Issues	2001	10 Years	2011
Ron LeBlanc	2006	10 Years	2016
Linden Vs. City of Ketchum	2003	10 Years	2013
Scott Manning Post Certification	2002	10 Years	2012
James Moulson	2003	10 Years	2013
Nevland & McNeil vs. City	2002	10 Years	2012
Kenneth Nye Case	2001	10 Years	2011
Steve Ormsby	2002	10 Years	2012
Pankey Research	2001	10 Years	2011
Police Personnel Issues	2002	10 Years	2012
Street Personnel Issues	2002	10 Years	2012
Waste Water Personnel Issues	2002	10 Years	2012
Barry Pond	2004	10 Years	2014
Christina Potter	2006	10 Years	2016
Kimberly Rogers	1996	10 Years	2006
Barbi Ross	2007	10 Years	2017
Greg Schwab	2006	10 Years	2016
Rebecca Simpson	2007	10 Years	2017
George Tanner	2007	10 Years	2017
Dennis Wheeler	2002	10 Years	2012
Bill Whitesell	2004	10 Years	2014
Membership of Board of Appeals Building Code 1973	1973	5 years	1978
Membership of Board of Appeals Building Code 1987	1987	5 years	1992

<b>Box # 2018-6</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Floppy Disks -UB Backups	2002	5 years	2007
Floppy Disks – UB Backups	2003	5 years	2008
Floppy Disk – Backups Microsoft Word/Payroll	Prior to 2002	5 years	2007
CD Backups – Emails prior to 2004		5 Years	2009
Cassette recordings of City Council Meetings	Prior to 2002	5 years	2007
CD Recordings of council meeting prior to 2010	2010	5 years	2015
Floppy Disk URA recording 2011	2011	5 years	2016

<b>Box # 2018-7</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Utility Bills change of address Information	2002-2012	5 years	2017

<b>Box # 2018-8</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Marijuana Initiative Appeal – PULLED & FILED PER MATT JOHNSON	2007	10 years	2017
Masestro	2002	10 Years	2012
Mathes	2007	10 years	2017
McHanville	2007	10 Years	2017
McMahan	2006	10 Years	2016
Memo's Department Head	2003	10 Years	2013
Memo's Fire Department	2001	10 Years	2011
Memo's Mayor – City Council	2007	10 Years	2017
Memo's Miscellaneous	2001	10 Years	2011
Memo's Planning & Zoning	2007	10 Years	2017
Memo's Police	2007	10 Years	2017
Memo's Staff	2007	10 Years	2017
Moratorium	2007	10 years	2017
Morse	2006	10 Years	2016
Mountain Rides	2006	10 Years	2016
National Emergency	2007	10 Years	2017
Nepotism	2007	10 Years	2017
Nelson Retaining Wall	2006	10 Years	2016
Newspaper Right of Way Research	2007	10 Years	2017
Neil's Way Easement – PULLED & FILED PER MATT JOHNSON	1997	10 Years	2007
Nimlo Model	2005	10 Years	2015
Nonprofit Fee Waivers	2007	10 Years	2017
Northgate Subdivision	1989	10 Years	2009
Taxi Limo Code	2005	10 Years	2015
Tidro	2004	10 Years	2014
Timbers	2004	10 Years	2014
Taxability of Vehicle Lease Payments	2005	10 Years	2015

<b>Box # 2018-9</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
3M Hudson Company	2006	10 Years	2016
Traffic Authority	2006	10 Years	2016
Trail Creek Crossing	2006	10 Years	2016
Trail Creek LLC GIVEN TO PLANNING FOR THEIR RECORDS	2003	10 Years	2016
Transferable Development Rights	2007	10 Years	2017
Tree Protection	2006	10 Years	2016
Twigg Smith	2007	10 Years	2017
Uhaul	2006	10 Years	2016
US Bank	2006	10 Years	2016
Utilities – City of Ketchum	2006	10 Years	2016
Utilities Correspondence	2007	10 Years	2017
Vacation	2006	10 Years	2016
Variances	1993	10 Years	2013
Wagon Days 2004	2004	10 Years	2014
Wagons Days 2005	2005	10 Years	2015
Wagon Days 2006	2006	10 Years	2016
Wagon Days 2007	2007	10 Years	2017
Wanderers Way Annexation	2005	10 Years	2015
Warm Springs – Bike Path	2006	10 Years	2016
Warm Springs – Ranch – PULLED & FILED PER MATT JOHNSON	2006	10 Years	2016
Wastewater Treatment Facility – Effluent Filter	2006	10 Year	2016

<b>Box # 2018-10</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Bass, Lawrence	2007	10 years	2017
Bavarian Village	2005	10 Years	2015
Beaver Springs	1985	10 Years	1995
Big Wood	2003	10 Years	2013
Big Wood – Correspondence	2003	10 Years	2013
Big Wood – Hom Owners – V. Zauners	2003	10 Years	2013
Big Wood PD Paths	2006	10 Years	2016
Blaine County Vs. Rosekrans	2006	10 Years	2016
Book Inserts – Received	2004	10 Years	2014
Bravo Entertainment LLC	2006	10 Years	2016
Brennan, Bob	2006	10 Years	2016
Bike Path, CDC AWH	2007	10 Years	2017
Boise V. Frazier	2007	10 Years	2017
Budget 2006-07	2007	5 Years	2012
<b>Box # 2018-10 Continued</b>			
Budget 2007-08	2008	5 Years	2013
Budget Reports and working data	2002-2003	5 Years	2008
Building Department General Correspondence	2007	10 Years	2017
Bureau of Land Management	2003	10 Years	2013
Bureau of Land Management	1994	10 Years	2004
BLM – Relinquished Permits	1999	10 Years	2009
BLM – RPP Sample Application	1999	10 Years	2009
Business Licensing general file	2005	10 Years	2015

<b>Box # 2018-11</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Off Site Vendors Ordinance	1992	10 years	2002
Off Site Vendors Ordinance – Vol II	1992	10 Years	2002
120 Building	2003	10 Years	2013
100 1 <sup>st</sup> St. Project	2003	10 Years	2013
1% for Art	2007	10 Years	2017
Parks & Rec Memorial Donation Program	2003	10 Years	2013
Parks & Rec. Separate Checking Account	2003	10 Years	2013
Parks & Rec LOT Bravo Concern Series	2003	10 Years	2013
Pederson	2003	10 Years	2013
Pending Litigation Letters to Auditor	2006	10 Years	2016
Phasing Agreement (Examples)	2003	10 Years	2013
Pineridge/Heidelberg Hotel	2004	10 Years	2014
Pinnacle Club Easement	2004	10 Years	2014
P & Z General Correspondence	2007	10 Years	2017
P & Z Agendas 2007	2007	10 Years	2017
P & Z Agendas 2008	2008	10 Years	2018
P & Z Miscellaneous	2007-2008	10 Years	2018
Powder Creek	2007	10 Years	2017
Presbyterian Church – Parking LOT Share	2002	10 Years	2012
Presbyterian Church of the Big Wood Phasing	2002	10 Years	2012
Prohibition of Feeding of Wildlife	2006	10 Years	2016
Ptarigan Subdivision	2006	10 Years	2016

<b>Box # 2018-12</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
The Advocates State Bar	2007	10 years	2017
Aeration Basin Project	2005	10 Years	2015
ADA	2005	10 Years	2015
American Legion	2005	10 Years	2015
Area of City Impact	2006	10 Years	2016
Castle	2006	10 Years	2016
Annual Audits – copies	2007	10 Years	2017
Aqua Aerobics Systems Wastewater Treatment Plant	2006	10 Years	2016
Apples Bar & Grill	2004	10 Years	2014
Arlington-Rochester Appeal	2004	10 Years	2014
Art in Public Places Agreement	2007	10 Years	2017
Avalanche Plan	2006	10 Years	2016

<b>Box # 2018-13</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Hoefffer Correspondence Plan	2002	10 Years	2012
Franchise Fee Telecommunications Act 2003	2005	10 Years	2015
120 Building Notes	2005	10 Years	2015
2005 Calendars	2005	10 Years	2015
Capital Improvement Program FY 2006-2011	2006	10 Years	2016
Chamber Services, Agreement	2007	10 Years	2017
Chilali Lodge	2002	10 Years	2012
Christiana LLC	2002	10 Years	2012
Chamber of Services Agreement 1999-2000	1999-2000	10 Years	2010
Christiana Parking/Maintenance Agreement 1999-2000	1999-2000	10 Years	2010
Cimino Foundation City Park	2002	10 Years	2012
Cimarron Building City Attorney Correspondence	2007	10 Years	2017
City Attorney Opinions	1982	10 Years	1992
City Council Retreats	2007	10 Years	2017
City Misdemeanor Prosecution	2006	10 Years	2016
City Owned Properties	2006	10 Years	2010
Cliff View Investments	2007	10 Years	2017
2007 Codification	2007	10 Years	2017
CDC	2007	10 Years	2017
Community Housing Linkage	2002	10 Years	2012
Chuck Gates Youth Gold Endowment	2006	10 Years	2016

<b>Box # 2018-14 – Legal Research</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Houck	2006	10 years	2016
Fields at Warm Springs – GIVEN TO PLANNING FOR THEIR FILES	1999	10 Years	2009
Galpin Quit Claim Deed	2002	10 Years	2012
Garbage – Code & Ord. Research	2004	10 Years	2014
Garbage – Commercial/Residential Franchise Clear Creek	2005	10 Years	2015
Garbage Groton CT	1999	10 Years	2009
Garrity Warnings	2002	10 Years	2012
Gas Franchise – PULLED & FILED PER MATT JOHNSON	2005	10 Years	2015
GR-H Amendments	2007	10 Years	2017
Giacobbi Sq. Lease – PULLED & FILED PER MATT JOHNSON	2007	10 Years	2017
Gateway	2007	10 Years	2017
Hans Hub Ketchum	2006	10 Years	2016
Heller-Manus Thunder Springs	2006	10 Years	2016
Hendon Trailer Fire	2007	10 Years	2017

Higdon Office Building	2006	10 Years	2016
Hotels	2007	10 Years	2017
Hourglass	2007	10 Years	2017
City Housing Incentive Programs	2002	10 Years	2012
Sawtooth Development Affordable Housing	1998	10 Years	2008
Housing Authority Joint Powers Agreement – PULLED & FILED PER MATT JOHNSON	2001	10 Years	2011
ICRMP	2005	10 Years	2015
Inclusionary Zoning	2007	10 Years	2017
Interim Town Plaza	2006	10 Years	2016
Content Box # 2018-14 – Legal Research			
International Village	2006	10 Years	2016
Inventory Legal Department	2002	10 Years	2012
Irene Trailhead Proposal	2004	10 Years	2014
Ivanhoe Capital	2007	10 Years	2017
Blaine Ketchum Housing Authority – PULLED & FILED PER MATT JOHNSON	2007	10 Years	2017

<b>Box # 2018-15</b>			
<b>Content</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Sales Tax Violation Letters	2007	10 Years	2017
Sawtooth Club	2005	10 Years	2015
Schernthanner Duplex	2005	10 Years	2015
School Property Agreements	2006	10 Years	2016
Salgren Saddle View Lot	1996	10 Years	2006
Shoshone Land Use Plan	2005	10 Years	2015
Sign Ordinance	2005	10 Years	2015
Signs Right of Way	2005	10 Years	2015
Sixth and Leadville	2005	10 Years	2015
Skate Park – Guy Coles	2005	10 Years	2015
The Ski Tour	2007	10 Years	2017
Snow Hauling – Contracts	2007	10 Years	2017
Ski View Townhomes	2007	10 Years	2017
Special Bond Election Water	2005	10 Years	2015
Spot – Zoning – Memo/Research	2004	10 Years	2014
State Tax Commission	2007	10 Years	2017
State Tax Interest Rate	2005	10 Years	2015
Steel	2005	10 Years	2015
Stevenson	2007	10 Years	2017
Storey Construction	2007	10 Years	2017
Street Dig/Excavation Bids	2007	10 Years	2017
Street Vacation	2006	10 Years	2016
Streetscape Standards	1996	10 Years	2006
Subdivision Ordinance Amendments	2006	10 Years	2016
Sun Valley – Comprehensive Plans	2005	10 Years	2015
Sun Valley Center for the Arts	2007	10 Years	2017
Sun Valley – Development – PULLED & FILED PER MATT JOHNSON	2004	10 Years	2014
Sun Valley Ventures	2005	10 Years	2015



<b>Box # 2018-16</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Blazing V. Ketchum Augmented Agency Record Admin	2000	10 years	2010
Wifi	2007	10 Years	2017
Wild Rose	2007	10 Years	2017
Windermere – Fire Protection	2004	10 Years	2014
Wing Inc. (Ric Lum)	2005	10 Years	2015
Winter & Company	2007	10 Years	2017
YMCA	2003	10 Years	2013
Wood River Community YMCA	2005	10 Years	2015
Zoning Ordinances	2002	10 Years	2012

<b>Box # 2018-17</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
State Sales Tax Prior to 2012	2012	5 Years	2017

<b>Box # 2018-18</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
State Sales Tax Prior to 2012	2012	5 Years	2017

<b>Box # 2018-19</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
State Sales Tax Prior to 2012	2012	5 Years	2017

<b>Box # 2018-20</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Cash Receipting	2012	5 Years	2017

<b>Box # 2018-21</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
STP Billing	11/12	5 Years	2017

<b>Box # 2018-22</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Check Stubs	11/12	5 Years	2017

<b>Box # 9 - Mezzanine</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Cash Receipting	2008	5 years	2013

<b>Box # 10 - Mezzanine</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
Cash Receipting	2009	5 years	2014

<b>Box # 11 - Mezzanine</b>	<b>Date</b>	<b>Retention Period</b>	<b>Disposal Date</b>
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Cash Receipting	2010	5 years	2015
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Recordings are to be kept until minutes are adopted or they become obsolete

Box # 11 - Mezzanine	Date	Retention Period	Disposal Date
City Council Cassette Tapes	1999		2017

Box # 12 - Mezzanine	Date	Retention Period	Disposal Date
City Council Cassette Tapes	2000		2017

Box # 13 - Mezzanine	Date	Retention Period	Disposal Date
City Council Cassette Tapes	2001		2017

Box # 14 - Mezzanine	Date	Retention Period	Disposal Date
City Council Cassette Tapes	2003		2017

Box # 15 - Mezzanine	Date	Retention Period	Disposal Date
City Council Cassette Tapes	2004		2017

Box # 16 - Mezzanine	Date	Retention Period	Disposal Date
City Council Cassette Tapes	2005		2017

Box # 17 - Mezzanine	Date	Retention Period	Disposal Date
City Council Cassette Tapes	2006		2017

Box # 18 - Mezzanine	Date	Retention Period	Disposal Date
City Council Cassette Tapes	1995-1997		2017

Box # 19 - Mezzanine	Date	Retention Period	Disposal Date
City Council Cassette Tapes	1997-1999		2017

Box #20 - Mezzanine	Date	Retention Period	Disposal Date
City Council Cassette Tapes	1985-1989		2017