

RESOLUTION NUMBER 18-005

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,

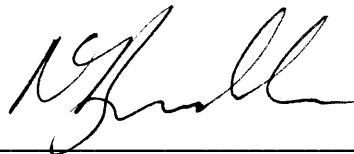
NOW, THEREFORE, BE IT RESOLVED BY THE Mayor and Council of the City of Ketchum, Idaho that a list of temporary & semi-permanent records shall be destroyed under the direction and supervision of the Interim City Clerk.

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)

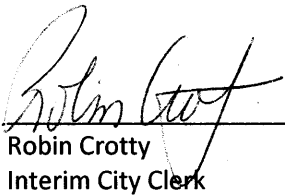
SECTION 2. The administrative staff of the City is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

PASSED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR THIS 5th day of March 2018.

CITY OF KETCHUM, IDAHO



Neil Bradshaw
Mayor



Robin Crotty
Interim City Clerk

March 2018 Records Destruction

Approved by Attorney Matt Johnson: _____

Box #2018-21

Employee Files	Term Date	Retention	Disposal Date
HENRIKSEN, RAY	9/25/1992	10 years	2017
ALEXANDER, JEFF	12/13/1992		
REYNOLDS, LOREN	1/31/1994		
DRABEK, DANIEL	2/28/1995		
CUTLER, EDDIE	4/3/1995		
HESS, JAMES	7/10/1995		
SHAW, MARK	9/22/1995		
FLORA, SAM	1/30/1996		
BENSON, ANTHONY	3/7/1996		
GRABHER, SUSAN	8/15/1996		
CHAMBERS, JEFFREY	8/23/1996		
GRANT, SUZANNE	9/27/1996		
KUNICK, LESLIE	6/27/1997		
SINKEY, MANSE	10/11/1997		
BOWEN, LINDA	5/8/1998		
GROTTO, KATHLEEN	7/24/1998		
FULMER, KARL	12/4/1998		
BOARD, JOBE	6/18/1999		
MATZ, STACY	10/8/1999		
AMSBAUGH, STEPHEN	5/6/2000		
MAXWELL, RUTH	5/12/2000		
OLLIEU, MICHELE	5/31/2001		
CREVISTON, JEFFERSTON	9/1/2001		
NEVELAND, CALLAN	10/30/2002		
ORMSBY, STEPHEN	1/10/2003		
MOORE, JENNIFER	5/10/2003		
STEINBACH, JANET	5/12/2003		
OCHSNER, DENNIS	5/23/2003		
BARTON, BRETT	6/1/2003		
SWINDLE, DAVID S	6/6/2003		
RAINEY, PHILLIP	9/1/2003		
WHEELER, DENNIS	10/17/2003		
CUNNINGHAM, DON	11/28/2003		
RECK, DIANA	12/12/2003		
CRON, TIMOTHY	4/1/2004		

March 2018 Records Destruction

Approved by Attorney Matt Johnson: _____

Box 2018-21 – Cont.	Term Date	Retention 10 Years	Disposal 2018
BERNSTEIN, PAYL	4/1/2004		
DIAZ, FERNANDO	4/20/2004		
HJORT, JAMIE	5/4/2004		
CARPITA, BARBARA	5/23/2004		
SIMMS, MARGARET	6/22/2004		
POND, BARRY	7/23/2004		
TOPOLSKI, HEATHER	8/6/2004		
YORITA, WAYNE	8/13/2004		
RICKARD, BILL	9/17/2004		
EVERITT, JAMES	9/22/2004		
COLESWORTHY, MATT	9/22/2004		
THOMAS, JIM	9/22/2004		
GEORGE, MARK	9/22/2004		
PARKER, JOHN	10/1/2004		
WHITESELL, WILLIAM	11/4/2004		
EDGERTON, LEE	11/22/2004		
STERN (HALL) DANELLE	12/15/2004		
MCNABB, PATRICK	12/22/2004		
ALBRIGHT, DANNY	12/31/2004		
KIVIOJA, ELLEN	2/20/2005		
WHITESELL, BRENRLY	4/1/2005		
HOUCK, LINDA	4/8/2005		
ADAMS, RALPH ERIC	4/15/2005		
GORGES, JIM	5/12/2005		
COMSTOCK, GREGORY	5/13/2005		
GRAFFT, MATTHEW	8/1/2005		
MARX, JOE	8/1/2005		
NORTHRUP, WILHELM	8/1/2005		
ROOS, MICHAEL	8/1/2005		
LEIGHTNER, SCOTT	9/16/2005		
ANDREASON, AMY	9/16/2005		
WILLINGHAM, SANDRA	9/30/2005		
SAVALA, DENISE	10/14/2005		
JOHNSON, JEFF	1/6/2006		
STEWART, DEREK	1/20/2006		
SHERBOW, ALICE	1/27/2006		
CROSIER, FRANCES	2/3/2006		
CRANE, CANDICE	3/31/2006		
LIGHTNER, CLINT	3/31/2006		
SIVERTSON, KEITH	3/31/2006		

March 2018 Records Destruction

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Box 2018-21 – Cont.	Term date	Retention	Disposal
MCNEIL, JANSON	4/7/2006	10 Years	2018
JACOBUS, JANE	4/8/2006		
LOGULLO, MARY	4/16/2006		
SCHWAB, GREG	4/20/2006		
SHARP, JAMESON	4/28/2006		
GREEN, TIM	5/26/2006		
MOORE, CALEN	6/30/2006		
LOTHROP, RENEE K	8/25/2006		
ORNELAS, MARCO	9/30/2006		
PYNE, MAURICE	10/27/2006		
HERRERA, MICHAEL	11/17/2006		
HORN, LINDA	12/15/2006		
GONZALEZ, MARTHA	12/18/2006		
MILLER, RENE	12/18/2006		
STEPHENSON, PETER VAN	12/29/2006		

Box #2018-22	Term Date	Retention	Disposal
ESTRADA, TONY	3/20/2007	10 years	2018
STOWELL, GREG	4/13/2007		
GONZALEZ, ERIC	5/1/2007		
CALLISTER, ELIZABETH	8/1/2007		
BROWN, MATTHEW	8/17/2007		
TANNER III, GEORGE	8/17/2007		
HILLEMAYER, CINDI	8/31/2007		
COLEMAN (RICH)			
CHRISTINIA	9/28/2007		
CHOATE, BLAIR	11/23/2007		
ARIAS, HECTOR	12/13/2007		
BILLE, SUSAN	12/13/2007		
WHITE, SONIA	12/13/2007		
SIMPSON, REBECCA	12/14/2007		
TRACY, TERRY	12/17/2007		
SUPER, JAMES	12/21/2007		
WILLIAMS, BRETT	12/31/2007		

March 2018 Records Destruction

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Box 2018-23

<u>Content</u>	Term Date	Retention	Disposal
<u>EMPLOYEE NAME</u>	Prior to 2006	10 years	2018
AYRES, ERIN			
BABCOCK, RENO			
BANDUCCI, MICHELLE			
BAUER, RICH			
BOESPFLUG, CASEY			
BRANDT, KATIE			
CARPITA, BRYAN			
CARROLL, BRIAN			
CHAMBERS, JEFF			
CHURCHILL, CARRIE			
CORNELSEN, JUSTIN			
CRABTREE, MIKE			
ECKLES, CRAIG			
FRUEHLING, WILLIAM			
FUNKHOUSER, KURT			
GARMAN, STEVEN			
GEORGES, JAMES			
GRAHAM, JEFF			
GRANT, ANGELA			
HEBENSTREIT, ROLF			
HEDIN, BEVERLY			
HERBERT, JAMES			
HIGGINS, DAN			
HOENE, PHIL			
HOOVER, PETER			
HURLEY, MATTHEW			
JOHNSON, THOMAS			
JULIAN, BARBARA			
JUTTE, TOBIN			
KELLETT, E GATES			
KISTLER, CLINT			
LYKINS, TERRILL TRENT			
MACY, BRIAN			
MCCANN, CHARMAINE			

March 2018 Records Destruction

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Box 2018-23 Cont.

Content	Term Date	Retention	Disposal
MCCOURTNEY, RYAN	Prior to 2006	10 Years	2018
MCKEE, WILLIAM			
MEAGHER, ERIC			
MEDSKER, MICHELLE			
MITCHELL, CHARLES			
NEAL, BILLY			
NEVINS, JEFF			
NISLEY, JAN			
NISLEY, JARRYL			
NISSINS, DAN			
OWEN, BRENT			
PIERCE, MICHAEL			
PRICE, TIM			
RAST, KEITH			
ROCCO, TIMOTHY JAMES			
SCOTT, STEVEN			
SINKEY, MANSE			
SKAMSER, BETHANN			
SMART, ALISON			
STERNER, JANE			
STRACHAN, ELIZABETH			
STREIT, JASON			
SWEESY, JEROD			
TAYLOR, RON			
THOMPSON, LACIE			
THOMPSON, TERRY			
TIPPETTS, COLTON			
TIPPETTS, ERIN			
VAN NOY, BRUCE			
VICKERY, MATTHEW			
WAGNER, JOSHUA			
WELLS, JULIE			
WHITE, TOM			
WILLIAMS, ROBERT			
WOOD, REID			

March 2018 Records Destruction

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Box # 2018-24			
Content	Term Date	Retention Period	Disposal Date
Gonzalez, Eric	5/1/2007	10 Year	2018

Box # 2018-25				
Content		Date	Retention Period	Disposal Date
Sign Permits & Residential				
Permit #	Project Name	2011	5 years	2018
11-002	Bloxham Deck (DR)	2011		2018
11-012	Rocky's Market (sign)	2011		2018
11-019	Lotus (sign)	2011		2018
11-023	Van Slyke Garage (DR)	2011		2018
11-024	Dashi (sign)	2011		2018
11-026	First Ave Contemporary Gallery (sign)	2011		2018
11-039	Boulder Mtn. Village (sign)	2011		2018
11-043	Heathern (sign)	2011		2018
11-063	Ketchum Lighting (sign)	2011		2018
11-064	Taylor Residence (DB)	2011		2018
11-066	Heurd Residence (DR)	2011		2018
11-070	Swartling Addition (DR)	2011		2018
11-092	Tranquility Tea House (sign)	2011		2018
11-097	Main St. Market (sign)	2011		2018
11-102	Hamachek Landscaping (DR)	2011		2018
11-150	Wilsker Addition (FP DR)	2011		2018
13-005	Enchanted Alpaca (sign)	2013		2018
13-006	Enchanted Alpaca (Sign)	2013		2018
13-009	Sun Valley Shoes (sign)	2013		2018
13-040	Velocia (sign)	2013		2018
13-060	Blackburn Residence (fence)	2013		2018

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Box 2018-26				
Content		Date	Retention Period	Disposal Date
Accounts Payable	4 boxes	2012	5- years	2018

Box 2018-27				
Content		Date	Retention Period	Disposal Date
Accounts Payable	URA	2006- 2007	5- years	2018
		2009		
		2010		
		2011		
		2012		
		2013		

Box 2018-28				
Content		Date	Retention Period	Disposal Date
Accounts Payable	5 boxes	2013	5- years	2018

Email Archiver				
Content		Date	Retention Period	Disposal Date
Emails from the Archiver	Email Correspondence Semi-permanent	Prior to 2011	5- years	2018