

RESOLUTION NUMBER 18-014

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO, AUTHORIZING THE DESTRUCTION OF SEMI-PERMANENT RECORDS & SURPLUS ITEMS 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 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 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)

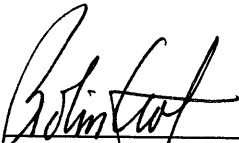
SECTION 2. The administrative staff of the City is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

PASSED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR THIS 21<sup>st</sup> day of May 2018.

CITY OF KETCHUM, IDAHO



Neil Bradshaw  
Mayor

  
Robin Crotty  
Interim City Clerk

2018 Surplus & Records Destruction

Waste Water Dept: Dell Precision T3500 Desktop Computer  
 Service Tag: 85748V1  
 Mfg. Date: 20120807

Clerks Office: 1 – 4 drawer black filing cabinet (broken)  
 1 – Iphone 6 broken  
 1 – Iphone 6 – will sell

Records  
 Box #1

Content	Retention	Date of Disposal
Detail Ledgers 1986-1996	5 years	5/2018

Box #2

Content	Retention	Date of Disposal
<b>Legal Records</b>		
Kildare vs. Ketchum – 1998	10 years	5/2018
Esmerelda Sub vs. Ketchum – 1993	10 years	5/2018
Carl Curtis Vs. Ketchum – 1997	10 Years	5/2018
Wildwood Mini Condo Vs. Ketchum - 1996	10 Years	5/2018
Weyakin Ranch Prop. Owners Vs. Ketchum – 1995	10 Years	5/2018
Grojek Vs. Ketchum – 1997	10 Years	5/2018

Box #3

Content	Retention	Date of Disposal
Bids for Sewer Project 1968-1969	10 years	5/2018

Box #4

Content	Retention	Date of Disposal
Bike Path Committee – Public Comment – 1998	5 Years	5/2018
Chamber Statistics & Financials – 1999	5 Years	5/2018
SV/Ketchum Chamber – 1993 -2001	5 Years	5/2018

Box #5

Content	Retention	Date of Disposal
Legal		
Wildwood Condo. Vs. Ketchum -1996	10 Years	5/2018

Box #6

Content	Retention	Date of Disposal
Sewer Data Maintenance Records 1967-1988	2 Years	5/2018

Box #7

Content	Retention	Date of Disposal
Grants	5 years	
Summer Youth Programs 1978 – 1981		5/2018
Idaho Bicentennial Federal Grant - 1976		5/2018
Law Enforcement Planning Commission – 1974		5/2018

Box #8

Content	Retention	Date of Disposal
Council Cassette Tapes – 1993-1995	Obsolete	5/2018

Box #8A

Content	Retention	Date of Disposal
Council Cassette Tapes – 1977-1978	Obsolete	5/2018

Box #9

Content	Retention	Date of Disposal
Snake River Basin Adjudication Files - 2000	10 Years	5/2018 - <i>mat Johnson Atty. box file</i>
Street Light Fabrication - 1977	5 Years	5/2018
Kart & Peak Bus Packets – 2006	2 Years	5/2018
Old City Hall Demolition – 2004	5 Years	5/2018
Ketchum WWTP Meetings - 2005	5 years	5/2018

Box #10

Content	Retention	Date of Disposal
Conditional Use Permits 1977-1979	10 years	5/2018

Box #11 & 12

Content	Retention	Date of Disposal
Council Cassette Tapes 1980-1981	Obsolete	5/2018