

RESOLUTION NUMBER 18-023

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 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 20th day of August 2018.

CITY OF KETCHUM, IDAHO



Neil Bradshaw
Mayor



Robin Crotty
Interim City Clerk





**City of Ketchum
Fire Department**

July 10, 2018

Items to be Destroyed – Fire Department

Castle Rock Fire 2007 - Box 1

1. Grid Maps
2. Operation Manuals
3. Cost Reports

Castle Rock Fire 2007 – Box 2

1. Contact Info
2. More Grid Maps
3. Town Hall Meetings at various locations
4. Disks of photos and minutes
5. Fire Wise Packet
6. Emergency Alert System
7. Press Releases
8. Hand written notes
9. Federal Agreements
10. Staging Sheets
11. Accountability Documents
12. Costs Sheets
13. Grid Maps
14. Various daily reports
15. Dailey Briefing Documents

Castle Rock Fire 2007 – Box 3

1. Dailey Briefing Documents
2. Shift Tickets
3. 2007 & 2008 Fire Alarm and Inspection Sheets

Records for Destruction

Box Number	Documents	Dates	Retention
Box 1	Annual Budget Tax Levies	1959-1986	5 Years
Box 2	Bids		
	Timesheets	1994-1999	5 Years
	Retirement/Correspondence	1970-1983	5 years
	Sewer Bids	2000	5 years
	City Hall Landscape	1999	5 years
	911 Radio Console	1999	5 years
	Misc. Bids	1996	5 years
Box 3	P & Z Meeting Cassettes		Obsolete
Box 4	Cash Receipts	2013	5 years
Box 5	Closed Bond Files	1984-1988	5 years
Box 6	Bid's		
	Quint Fire Truck	1987	5 years
	Police Carport & Garage	1985	5 years
	Insurance Bids	1973-1982	5 years
	Fire Aerial Ladder Bids	1988	5 years
	City Hall Re-roof Bids	1987	5 years
	Police Dept. Bids	1983	5 years
	Answering Bids	1981	5 years
	Front Loader Bids	1985	5 years
	Ore-Wagon Bids	1983-1984	5 years
	Sewer Trtmt. Modification bids	1980	5 years
	General Obligation Bond Act.	1967-1972	5 years
	Insurance Bonds	1986-2000	5 years
	Dig Permits	2011-2012	2 years
	Street Vendors – legal file	1986	10 years
	Hotel Forsgren – Withdrawal App	1993	2 years
Box 7	Legal files		
	Sun Valley Company	1995 & 1996	10 years
	River Ranch Rd.	1993	10 years
	Magic Lantern Production	1993	10 years
	Martin	1995	10 years
	Glen Black	1993	10 years
	Ball-Walker Engineers	1996	10 years
	Northwood Assoc.	1991	10 years
	Taylor, Belanceh, Stamper & Grayhawk Master Assoc.	1992	10 years

	World Ski Cup	1990	10 years
	Sinclair Oil	1992	10 years
	Monroc	1972	10 years
Box 8	Legal Files		
	Providential Savings	1989	10 years
	Ralph Girton	1981	10 years
	A.T. Gray Beaver Springs	1977	10 years
	Grayhawk Development Company	1977	10 years
	River Rock (Bigwood)	1986	10 years
	Union Pacific	1986	10 years
	First Idaho Mortgage	1987	10 years
	Marc Reinemann & Wallace Hall	1982	10 years
	Alan Pennay	1985	10 years
	Carl Curtis	1983	10 years
	C.A. Grubb	1985	10 years
	Railroad Co.	1977	10 years
	Stevenson, Raeber & Loken	1986	10 years
	Express Publishing	86/87	10 years
	Idaho Power	1987	10 years
	Ketchum Spring Water Supply vs. Ketchum and Neilsen, Monroe, River Rock & Northwood Assoc.	1984-1985	10 years
	Ketchum Spring Water Supply vs. Ketchum and Neilsen, Monroe, River Rock & Northwood Assoc.	1984-1985	10 years
	Ketchum Spring Water-Supply vs. Ketchum and Neilsen, Monroe, River Rock & Northwood Assoc.	1984-1985	10 years
	Ketchum Spring Water Supply vs. Northwood Assoc. & City of Ketchum	1984-1985	10 years
	Stonehill Condo Assn. vs. Alpenrose	1990	10 years
	Carl Curtis d/b/a skyline Development	1985	10 years
	Paul N. Mathes	1990	10 years
	State vs. Ian Overson	1990	10 years
	Norman Cantor	1990	10 years
Box 9	Old Housing Research Files	1992	5 years
Box 10, 11, 12, 13	Working Drafts of Ordinances Resolutions Comp Plans	1987-2011	Keep until adopted
Box 14	Special Events	2006-2011	2 years
Box 15	Timeshare Lawsuit	1982	10 years
Box 16	Grayhawk Denial	1984	10 years
	Claims	2002 - 2004	10 years

Box 17	LID's		
	Downtown Sidewalk Curb & Gutter 5B, 5A, 5C	2000	5 years after payoff
	Shady Lane Sewer Line #4A	2002	5 years after payoff
	Sage Rd. Sewer Line LID #48	1998	5 years after payoff
	Power Undergrounding Skiway Dr/Springs Rd. 3C		5 years after payoff
	Warm Springs Curb & Gutter & Paving #3A	1993	5 years after payoff
	Water Protest 3A		5 years after payoff
	Business District B1		5 years after payoff
	Water Line Extension Project 1979		5 years after payoff
	Warm Springs Improvements 1987 3A		5 years after payoff
	Warm Springs District 1986 3A	1991	5 years after payoff
	Single home Residential Plans	Prior to 2012	2 years