



City of Ketchum

June 1, 2020

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation to Adopt Resolution 20-013 Destruction and Disposal of Temporary and Semi-Permanent Records.

Recommendation and Summary

Staff is recommending the council City Council approve Resolution 20-013 and authorize the Mayor to sign the resolution by adopting the following motion:

"I move to approve Resolution 20-013 authorizing the destruction of temporary and semi-permanent records and authorize the Mayor to sign"

The reasons for the recommendation are as follows:

- State statute establishes requirements for document destruction.

Introduction and History

Idaho Code requires the City Council to authorize the destruction and disposal of records and documents that are not required to be retained as permanent records and that have met the minimum retention period provided by the City of Ketchum Record Retention Schedule.

Analysis

All records on the attached list have met their retention per the City of Ketchum Record Retention Schedule and have been reviewed by the City Attorney and the State Archives.

Financial Impact

There is no financial impact to this reporting.

Attachments

- Resolution 20-013 and Exhibit A

Sincerely,

Robin Crotty
City Clerk

RESOLUTION NUMBER 20-013

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,

WHEREAS, the 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 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, 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 1st day of June 2020

CITY OF KETCHUM, IDAHO

Neil Bradshaw
Mayor

Robin Crotty
City Clerk

Disposal List- Put before Council on 6/1/2020

Box #8	5 years	Diesel Exemption certificates 1994 -2010
	5 years	Vehicle and Equipment obtained from Drug Seisures
	5 years	Consolidated Dispatch research
	2 years	Forest Service Correspondence 1986 - 2000
	5 years	Tree Appeal 2009
	3 years	Denied Grant Application 2001
	2004-2014	Employee timesheets
	2008-2010	Terminated Employee Personnel Files
	10 years	2008 - Cox Communication FCC Apetition
	10 years	1998 ISTA Grant - Phase 2
	10 Years	2003 Sidewalk Transportation Enhancement Grant
	10 Years	2005 Warm Springs Sidewalk Grant
	2 years	1998 - Traffic Signal at First and Main Street
	2 Years	2000 - Traffic Signal at Fifth and Main Street
	2 Years	2000 - Improvement Project - State Hwy 75 & 6th Street
	2 Years	1998 - Traffic Signal upgrade on Hwy 75 & Sun Valley Rd.
	2 Years	1975 - Signing & Guardrail Installation
	10 Years	1986 - 2000 applications from the state for highway repairs
	2 years	1998 - 2002 Department of Highways Correspondence
Box #9	10 years	1990 - 1993 Historical Preservation Grants
	5 years	2010 - Historical Society - Correspondence
	10 Years	2008 - Legal - KGF Development
	10 Years	1998 - Legal - Tom and Marianne Ivey
	10 Years	2008 - Claim for Damages - Russo and Georgakopoulos
	10 Years	2008 - Liberty Lobby
	10 Years	1993 - Sun Valley Water Sewer vs. Harris
	10 Years	2007 - Lodges on Trail Creek vs. Ketchum
	10 Years	2000 - B.C. Young - vs. Ketchum
	10 Years	2000 - Norman E. "Sandy" Liman vs. Ketchum
	10 Years	1998 - Eberle, Berlin vs. Ketchum & Sun Valley Co.
	10 Years	2003 - Catherine Fischer vs. Ketchum
	10 Years	1996 - Pinnacle at Greyhawk vs. Ketchum
	10 Years	2000 - Blazing Saddles vs. Ketchum
Box #10	10 Years	1995 - Wendland vs. Ketchum
	10 Years	1977 - Renfro vs. Ketchum
	5 years	2002 - LID Correspondence for LID 6C Sage Road Undergrounding
	5 Years	1997 - LID Correspondence for LID 6A Alpine Lane Power Lines
	5 Years	2003 - 2008 - Bank Reconciliations for Police Trust Fund
	5 Years	1999 - LID Correspondence 6A - Assessment Notice
	5 Years	1999 - LID Correspondence 5D
	5 Years	2001 - LID 6E Broadway Correspondence

	5 Years	1986 - 2002 Legislative Correspondence
	5 Years	1999 - 2002 - Labor Industrial Services
Box #11	5 Years	1984 -1995 - W9's
	5 Years	1993 - 2009 - Fiscal Responsibility IRS Reports
	5 Years	2007 - 2010 - NBS Health & Vision HRA
	5 Years	2006 -2008 - Long Term Disability Ins.
		2005 - 2009 NCPERS Monthly Payment
		2005 - 2010 State Insurance Fund
		2007 - 2010 Delta Dental
		2006 - Grouplink Dental
		2003 - 2013 Nationwide Transmittals
		2007 - 2011 AFLAC
		2007 - COBRA
Box #12	10 Years	1995 - Kanshar vs Ketchum
	5 years	1976 - 2006 - General Correspondence
	5 years	1994 - Pool Correspondence
	5 Years	1980 - 1984 Correspondence regarding Parking
	5 Years	1991 - Pool Donations
	5 Years	1997-1991 - Correspondence re: Project Respect
	5 Years	2005 - 2009 A/R - In- Lieu - Affordable Housing - Financial Records
	5 Years	1978 - A/R - In Lieu - Off Street Parking Space
	5 Years	2011 - Fiinancial Tracking of Northwood Place
	10 Years	1998 - 2000 Claims
	5 Years	1997 - 2004 Inactive Lease Agreements
Box #13	5 Years	1993 - 2003 Blue Shield Insurance Contracts
	5 Years	2009 - Cobra Service Agreement
	5 Years	2005 & 2006 Vision Reimbursement Arrangement
	5 Years	2007 Vision HRA
	5 Years	2007 Medical HRA Plan
	5 Years	2013 PCORI Fee
	5 Years	2012 Medical & Visiion HRA Plan
	5 Years	2012 Cafeteria Plan
	2 years	1985 - 2006 - Correspondence regarding parking
	5 years	2005 - 2013 Demo & Security Bonds
	1 year	1997 Parking Study Forms
	2 years	Snow storage site correspondence 1981-2002
Box 14	10 years	Claims - 2007 - 2009
	6 years	Cable Vision Franchise 1955-2000
	5 years	Insurance E 1968 - 1977
	5 years	Sun Valley Community Credit Union 1977 - 1987
	5 Years	Employee Health Benefits
		Blue Shield 92-97
		Delta Dental 94-98

PEBSCO 93-96
Pioneer Fed. Credit Union 88-96 and 03-07

Box #15	10 Years	Terminated Employees 2008
Box #16	10 Years	Terminated Employees 2009
Box #17	10 Years	Terminated Employees 2010
Box #18	5 years	1972 Fire Department A/P
Box #19	2 Years	City Recreational Park Correspondence 1974-1985
	5 Years	Park Concession Stand Receipts and Agreements 1976-1987
	10 Years	Debt Collection 1986
	10 Years	Monthly Sun Valley Water District Billings 1971 - 1998
	10 Years	Street repairs 1980-1988
	10 Years	Sidewalk Improvements 1989
	10 Years	1987 - IPUC Testimony- Undergrounding Issue
Box #20	5 Years	Wagon Days Bills and Bank Statement 1998-2006 Wagon Days Check Registers 1992-2005
Box #21	5 Years	Budgeted use of of City Sales Tax 1984-85
	5 Years	Short Term Rental Applications from 1993
	5 years	Correspondence for Arcade Amusement Devices
	5 years	City Sales Tax Correspondence 1999-2002
	5 years	Revoked Licences 1994
	5 years	Sales Tax Correspondence 1984
Box #22	5 years	Employee Garnishments 1971-1987 - Terminated Employees
	5 Years	Blue Cross Inv. 2007-2010
	5 Years	KURA Bank Recs & Statements 2006-2013
Box #23	5 years	Volunteer Firefighters Timesheets 2006-2013
Box #24	5 Years	2003-2010 Bank Statements
	5 years	10-2001 - 9-2015 Local Government Investment Pool
	5 Years	2009-2014 I9's for Terminated Employees
Box #25	5 Years	2002 -2010 Personnel Files for Terminated Employees