

RESOLUTION NO. 20-URA01

BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF KETCHUM, IDAHO:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF KETCHUM, IDAHO, ADOPTING RECORDS RETENTION GUIDELINES; AUTHORIZING THE CHAIR OR ADMINISTRATOR TO TAKE APPROPRIATE ACTION; AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION, made on the date hereinafter set forth by the Urban Renewal Agency of Ketchum, Idaho, also known as the Ketchum Urban Renewal Agency, an independent public body, corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, Chapter 20, Title 50, Idaho Code, as amended (hereinafter the “Law”) and the Local Economic Development Act, Chapter 29, Title 50, Idaho Code, as amended (hereinafter the “Act”), a duly created and functioning urban renewal agency for Ketchum, Idaho, hereinafter referred to as the “Agency.”

WHEREAS, the City Council of the City of Ketchum (the “City”) by adoption of Ordinance No. 992 on November 15, 2006, duly adopted the Ketchum Urban Renewal Plan (the “2006 Plan”) to be administered by the Agency;

WHEREAS, upon the approval of Ordinance No. 1077 adopted by the City Council on November 15, 2010, and deemed effective on November 24, 2010, the Agency began implementation of the amended Ketchum Urban Renewal Plan (the “Amended Plan”);

WHEREAS, Idaho Code § 50-907 defines public records and establishes requirements for the preservation of permanent public records and retention and disposition of semi-permanent and temporary public records;

WHEREAS, the Agency is a public agency and produces records considered to be permanent, semi-permanent, temporary and transitory records;

WHEREAS, proper handling of the Agency’s records requires a records management program that will identify, catalog and preserve public records which must be kept permanently and will create an orderly system for cataloging, maintaining, retrieving, storing and disposing of semi-permanent, temporary and transitory public records;

WHEREAS, a records management program makes office operations more efficient and effective, saving time and expense;

WHEREAS, proper disposal of public records that are no longer required to be kept reduces costs for storage;

WHEREAS, Agency staff has prepared the Records Retention Guidelines (“Retention Guidelines”), attached as Exhibit A to this Resolution and incorporated herein by reference;

WHEREAS, Agency staff recommends approval of the Retention Guidelines by the Agency Board;

WHEREAS, Agency Board finds it in the best interests of the Agency and the public to approve and adopt the Retention Guidelines.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE BOARD OF COMMISSIONERS OF THE KETCHUM URBAN RENEWAL AGENCY OF THE CITY OF KETCHUM, IDAHO, AS FOLLOWS:

Section 1: That the above statements are true and correct.

Section 2. That the Retention Guidelines attached hereto as Exhibit A, and incorporated herein as if set out in full, is hereby approved and adopted by the Agency Board, and that the Chair or Administrator is authorized and directed to take all action to implement the Retention Guidelines, and further, any necessary technical changes to the Retention Guidelines are acceptable, upon advice from the Agency’s legal counsel that said changes are consistent with the provisions of the Retention Guidelines, Idaho law, and the comments and discussions received at the January 21, 2020, Agency Board meeting.

Section 3. That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED By the Urban Renewal Agency of Ketchum, Idaho, on January 21, 2020. Signed by the Chair of the Board of Commissioners and attested by the Secretary to the Board of Commissioners, on January 21, 2020.

URBAN RENEWAL AGENCY OF KETCHUM

By _____
Chair

ATTEST:

By _____
Secretary

KETCHUM URBAN RENEWAL AGENCY RECORDS RETENTION GUIDELINES

The Agency shall adopt by resolution a records retention schedule listing the various types of records and the retention period for each type of record.

The Agency may reproduce, retain, and manage records in a photographic, digital, or other nonpaper medium, which can be accurately reproduced in paper form during the period for which the document must be retained.

Once a semi-permanent or temporary record is retained in a nonpaper medium, the original paper document shall be considered a duplicate of the record and may be disposed of.

Once a permanent record is retained in a nonpaper medium, the original paper document shall be considered a copy and may be destroyed after the records custodian provides written notice, either by electronic or physical delivery, including a detailed list of the documents proposed for destruction to the Idaho State Historical Society. The Idaho State Historical Society shall have thirty days after receipt of the notice to review the list and identify any documents that will be requested to be transferred to the historical society for retention in the permanent records repository. Paper documents not transferred may be destroyed.

Whenever any record is retained in a nonpaper medium, it shall be made in duplicate, and the custodian thereof shall place one copy in a fire-resistant vault or off-site storage facility and shall retain the other copy with suitable equipment or displaying such record at not less than original size.

At the end of its retention period, semi-permanent and temporary document records may be destroyed only by resolution of the Board of Commissioners and under the supervision of the record custodian. Such resolution shall include a detailed list of the records to be destroyed.

Permanent and historical records may never be destroyed but may be transferred to the Idaho State Historical Society.

The records custodian shall draft a resolution for destruction of documents of which the retention period has expired. Once the Board approves the resolution, the approved documents should be shredded or recycled depending upon their content.

Agency Document Retention Table

Historical Record 1. Consists of records which, due to age or cultural significance, are artifacts of historical value. 2. Have enduring value based on administrative, legal, fiscal, evidential, or historical information they contain. 3. May never be destroyed but may be transferred to the Idaho Historical Records Repository	Permanent Maintained in perpetuity or may be transferred to the Idaho Historical Records Repository by resolution of Board	Semi-Permanent Shall be kept for not less than five years after the date of issuance or completion of the matter contained within the record.	Temporary Shall be kept for not less than two years, but in no event shall financial records be destroyed until completion of the annual audit.
	Agency Bylaws and any amendments thereto	Bank Statements – 5 years	Cash receipts subject to audit
Items deemed of historical nature by Board	District Eligibility Documentation	County Warrants – 5 years	
	District(s) Plans	Invoices/Receipts – 5 years	
	Annual Reports	Purchase Orders – 5 years	
	Attested Meeting Minutes	Cancelled checks – 5 years	
	Year-End Financial Reports	Administrative Contracts – 5 years	
	Resolutions	Annual Budgets – 5 years	
	Commissioner Appointment/Conflict of Interest Documents	Administrator/Program Manager Reports	
	Title to Property	Meeting Agendas	

	Public Record Requests	Other items deemed of semi-permanent nature by Board	
	Other items deemed of permanent nature by Board		
	Contracts Related to Plan Implementation		
	Bond/Loan Documentation		