



City of Ketchum

September 8, 2020

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation to Adopt Resolution No. 20-020 Destruction and Disposal of Semi-Permanent

Recommendation and Summary

Staff is recommending the council City Council approve Resolution 20-020 and authorize the Mayor to sign the resolution by adopting the following motion:

"I move to approve Resolution No. 20-020 authorizing the destruction of 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.

Sustainability Impact

There is no sustainability impact arising from this action.

Financial Impact

There is no financial impact to this reporting.

Attachments

- Attachment A: Resolution 20-020

RESOLUTION NUMBER 20-020

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 City Attorney and 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 8th day of September 2020

CITY OF KETCHUM, IDAHO

Neil Bradshaw
Mayor

Robin Crotty
City Clerk

Documents Management Records (Electronic Records) that have met retention

Name	Date of record	Retention Date
Clerk File: PR Requests	2017	12/1/2019
Clerk File: Communication Special Events	2017	12/1/2019
Finance: Bank Statements	2011 - 2013	12/1/2019
Franchise payments	Quarterly rep 2018	12/31/2019
Payroll Benefits Payments	2014	12/31/2019

Paper files that have met Retention

Box #26	5 Years	Property Loss Control Review
	5 years	2003 Warm Springs Connector planning files
	5 years	2000 Street Scape planning files phase 3 & 4
	5 years	Concept Report for the Warm Springs Road Bike Route
	1 year	Correspondence/ complaints 1969 -2002
	5 years	Public Comment/Petitions 1967-2002
	5 years	Snow Storage requests - 2001
Box #27	4 years	Ketchum Sun Valley Ambulance Fee Slip 1975
	5 years	Fire Dept. A/P from 2008 and 2010
	2 years	Snow Storage Permits 2003 - 2003
	1 year	Street Dept. Miscellaneous Correspondence
	5 years	Street Dept. Dig Bonds 2006 - 2009
	10 years	Traffic Calming Statistics from 2005
	10 years	Traffic Engineering Studies from 1983
Box #28	5 years	99-2002 Sales Tax Masters File
	5 Years	2003 Sales Tax Master File
	5 Years	2000-2006 Sales Tax Audit
	5 Years	9/2005 - 3/2014 Sales Tax Penalty and Interest Coy of letters sent
	5 Years	2007-2011 Sales Tax Correspondence letters
	5 Years	6/2001 - 2/2015 - Sales Tax Balance Due - Copy of Letters Sent
	5 Years	8/2011 - 9/2015 Temporary Sales Tax Applications and Permits
5 years	Impact Fee Committee files 2005	
Box #29	2 years	All Residential Building Plans prior to 2018