



RESOLUTION 21-011

**A RESOLUTION OF THE CITY OF KETCHUM
AUTHORIZING THE DESTRUCTION OF CITY RECORDS**

WHEREAS, the City of Ketchum is a municipal corporation duly organized and existing under the laws of the State of Idaho Code §50-101 et seq.; and

WHEREAS, Idaho Code 50-907 requires the City Council 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

WHEREAS, the City Clerk has proposed for destruction of the records listed in the attached **"Exhibit 1"** that have exceeded their minimum retention requirement under the Accounting, Budget, Finance & Payroll Records section of the City's records retention policy; and

WHEREAS, the City Clerk has determined to dispose of the records by Western Records Destruction, Inc.; and

WHEREAS, approval for the destruction of the listed records has been obtained from the Idaho State Historical Society, when required, and the City Attorney, as provided by Idaho Code 50-907.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO, that the records listed in the attached **"Exhibit 1"** shall be destroyed under the direction and supervision of the City Clerk.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS ____ DAY OF AUGUST 2021.

Neil Bradshaw, Mayor

Attest:

Tara Fenwick, City Clerk

EXHIBIT 1

1. Credit Letters 2017 to 2012 – approved to destroy 2017
2. Credit Letters 10/2012 to 9/13 – approved to destroy on 10/2018
3. Credit Letters 10/13 to 9/14 – approved to destroy on 10/2019
4. Sales Tax Permits 2011 – 2014 – approved to destroy 2019
5. Credit Letters 10/14 to 9/15 – approved to destroy on 10/2020