



City of Ketchum

August 2, 2021

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation To Authorize the Destruction of City Records.

Recommendation and Summary:

The City Clerk is recommending the council Adopt Resolution 21-011:

"I move to adopt Resolution 21-011 authorizing the destruction of identified City Records."

The reasons for the recommendation are as follows:

- 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.

Items for disposal:

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

Sustainability Impact

No impact.

Financial Impact

No impact.

Attachments

Resolution 21-011.

Acceptance

Neil Bradshaw, Mayor
City of Ketchum