



City of Ketchum

January 6, 2020

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation to Adopt Resolution No. 20-002 Destruction and Disposal of Semi-Permanent

Recommendation and Summary

Staff is recommending the council City Council approve Resolution 20-002 and authorize the Mayor to sign the resolution by adopting the following motion:

"I move to approve Resolution No. 20-002 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.

Financial Impact

There is no financial impact to this reporting.

Attachments

- Attachment A: Resolution 20-002

RESOLUTION NUMBER 20-002

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, Prior to December 31, 2017 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 6th day of July 2020

CITY OF KETCHUM, IDAHO

Neil Bradshaw
Mayor

Robin Crotty
City Clerk

Box #1	Retention	PROCUREMENT FILES
	5 Years	2012 Bid Docs foR Ketchum/SVWSD Recycled Water Project 2002 Water Improvement Proposals 1981 Bid Docs for Well No. 2 1987 Bid Docs for Northwood Well Pumphouse 1978 Bid Docs for Municipal Water Project Distribution System 1978 Bid Docs for Warm Springs Booster Facility 1984 Bid Docs for Municipal Water Project Surface Restoration Materials 1984 Bid Docs for Municipal Water Project Distribution System 2000 Bid Docs for Secondary Clarifier Improvements 1978 Bid Documents for surface Restoration Materials 1971 Preliminary Engineering Report for Proposed Water System Improvements 1980 Bid Docs for Municipal Water Project Distribution 1977 Bid Docs Municipal Water Supply Wells 1978 Bid Docs for Water Storage Reservoir Project 2004 Bid Docs Ketchum/SV WW Treatment Facility UV Disinfection, Electrical Upgrade and Instrumentation & Control Upgrade 2005 Bid Docs Aeration Basin Project 1999 Bid Docs Near Term Sludge Handling Improvements 1998 Bid Docs - Multistorage Process Blowers Fine Bubble Air Diffuser System 2000 Bid Docs Screenings Screw Wash Press 1984 Bid Docs - Ore Wagon Museum
Box #2	10 years	1973 Legal File - Ready to Pour Inc. 1974 Legal File - West Ketchum Condominiums 1988 Time Share Project 1976 Bald Mountain Hot Springs 1973 Corrock House Permit Correspondence 1966 Zoning letters of Concern 1979 - 1994 Zoning Enforcement Issues Closed 1979 Warm Springs Golf Course Water Rights 1979 Zoning - In Lieu Parking File
	5 years	2008 - 2011 Pioneer Federal Credit Union Financial Statements 1985 Settlement - Short Line Railroad 1987 - 2005 Deposit release letters
	5 years	2011 Bids for 2000 Ford Explorer 1987 - 2011 Disposition of Assets 2010 Town Square Bids 2006 Code bids
	5 years	1978 - 1986 - Misc Grants
Box #4	5 years	Light Industrial business permits 2003-2008
	5 years	Off Site Vendor Permits 2004 - 2008
	1 year	1986 Bureau of Census
	3 years	2003 Compensation Committee meeting documents
Box #5	5 Years	1978 -2004 Payroll Reports
Box #6	5 years	Quarterly Payroll reports 1955 - 2001
Box #7	5 years	W-2's - 2003 - 2003