



City of Ketchum

October 7, 2019

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation to Adopt Resolution No. 19-018 Destruction and Disposal of Semi-Permanent

Recommendation and Summary

Staff is recommending the council City Council approve Resolution 19-018 and authorize the Mayor to sign the resolution by adopting the following motion:

"I move to approve Resolution No. 19-018 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 Documents at the City of Ketchum are being scanned into a Document Management system with retention periods. When the retention period is met, the Clerk will obtain permission from council to purge the records from our system. 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.

Financial Impact

There is no financial impact to this reporting.

Attachments

- Attachment A: Resolution 19-018

RESOLUTION NUMBER 19-018

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 has reviewed the records at 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 7th day of October 2019.

CITY OF KETCHUM, IDAHO

Neil Bradshaw
Mayor

Robin Crotty
City Clerk

Records Destruction

Date	Description	Retention	Date eligible for destruction
Prior to 2009	all Design Review plans prior to 2009 including commercial and mixed-use projects as well as residential projects within the avalanche zone, the floodplain management overlay, and the mountain overlay	10 years	2019
FY's 2013 & 2014	LOT return forms	5 years	2019
FY 2014	Accounts payable	5 years	2019