

**CITY OF KETCHUM, IDAHO**  
**RESOLUTION 26-010**

A RESOLUTION OF THE CITY OF KETCHUM AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS IN ACCORDANCE WITH THE IDAHO RECORDS RETENTION SCHEDULE

WHEREAS, the City of Ketchum maintains records necessary for the administration of municipal operations; and

WHEREAS, the State of Idaho has established records retention schedules that authorize the destruction of certain public records after the expiration of their required retention periods; and

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,

WHEREAS, the destruction of such records is necessary to ensure efficient records management and to free storage space;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Ketchum, Idaho, that the following records are hereby authorized for destruction in accordance with applicable Idaho law and records retention schedules:

**Records Authorized for Destruction:**

- City LOT Sales Tax Returns from 01/01/2014 – 12/31/2014
- City LOT Sales Tax Returns from 02/01/2016 – 05/31/2016
- City LOT Sales Tax Returns from 06/01/2016 – 09/30/2016
- City LOT Sales Tax Returns from 10/01/2016 – 02/28/2017
- City LOT Sales Tax Returns from 03/01/2017 – 06/30/2017
- City LOT Sales Tax Returns from 07/01/2017 – 10/31/2017
- City LOT Sales Tax Returns from 11/01/2017 – 03/31/2018
- City LOT Sales Tax Returns from 04/01/2018 – 09/30/2018
- City LOT Sales Tax Returns from 10/01/2019 – 03/31/2019
- Voided Payroll Checks from 2015

- Voided U.S. Bank Checks from 2015
- Blaine County Tax General Ledger Summary from 2015
- Accounts Payable (AP) Check Stubs from 2017, 2018, 2019, and 2020
- MASSV Recorded Interviews from 2012

BE IT FURTHER RESOLVED that the destruction of these records shall be carried out in a manner that ensures confidentiality, as applicable, and in compliance with all state and local regulations.

PASSED AND ADOPTED by the Mayor and City Council of the City of Ketchum, Idaho, this *9th day of April, 2026*.

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Pete Prekeges, Mayor

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Attest Trent Donat, City Clerk