

**CITY OF MERIDIAN**

**RESOLUTION NO. 25-2555**

**BY THE CITY COUNCIL:                      CAVENER, LITTLE ROBERTS, OVERTON,  
STRADER, TAYLOR, WHITLOCK**

**A RESOLUTION AMENDING THE CITY OF MERIDIAN RECORDS RETENTION  
SCHEDULE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Idaho Code section 50-907(5) requires City Council to adopt by resolution a records retention schedule listing the various types of city records and the retention period for each type of record;

**WHEREAS**, pursuant to Idaho Code section 50-908(1)(c), the City Clerk serves as the manager of municipal records, and in the course of such duty is charged with supervising the administration of city records, including overseeing retention and destruction of municipal records; and

**WHEREAS**, pursuant to Idaho Code section 50-908(2)(b), the City Clerk has consulted City staff in the various departments regarding updates to the Citywide Records Retention Schedule necessary for the orderly and efficient management of records, and prepared the updated Citywide Records Retention Schedule attached hereto;

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY  
COUNCIL OF THE CITY OF MERIDIAN, IDAHO:**

**Section 1.** That the City Council of the City of Meridian hereby adopts the attached Records Retention Schedule.

**Section 2.** That the City Clerk is hereby authorized to supervise the administration of City records pursuant to the Records Retention Schedule adopted by this Resolution.

**Section 3.** That this Resolution shall be in full force and effect immediately upon its adoption and approval.

**ADOPTED** by the City Council of the City of Meridian, Idaho this 16th day of December, 2024..

**APPROVED** by the Mayor of the City of Meridian, Idaho, this 16th day of December, 2024.

APPROVED:

ATTEST:

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Robert E. Simison, Mayor

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Chris Johnson, CityClerk