

CITY OF MERIDIAN

RESOLUTION NO. 25-2525

BY THE CITY COUNCIL:

**CAVENER, STRADER, WHITLOCK,
TAYLOR, OVERTON, LITTLE ROBERTS**

A RESOLUTION AMENDING THE POLICE DEPARTMENT RECORDS RETENTION SCHEDULE; AUTHORIZING THE CHIEF OF POLICE AND CITY CLERK TO IMPLEMENT THE SCHEDULE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, by the passage of Resolution no. 24-2494, City Council has adopted a Citywide Records Retention Schedule, pursuant to Idaho Code section 50-907(5); and

WHEREAS, City Council finds that the following amendment of the Citywide Records Retention Schedule will realize efficiencies in the retention and destruction of Code Enforcement Records;

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

Section 1. That the Citywide Records Retention Schedule shall be amended as follows:

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Code Enforcement Incident Notes** 2012-2019	Records created by code enforcement officers to document a violation or investigation into a suspected violation of city ordinance in Accella.	Semi-permanent Idaho Code§ 50-907(2)(g)	75 Years
Code Enforcement Incident Notes** 2020—Present	Records created by code enforcement officers to document a violation or investigation into a suspected violation of city ordinance that do not become a DR in case management module of ITS.	Semi-permanent Idaho Code§ 50-907(2)(g)	5 Years

Section 2. That the Chief of Police, pursuant to the direction of the City Clerk, the City's designated records custodian, is hereby authorized to supervise the retention and destruction of Code Enforcement Records pursuant to this amendment to the Citywide Records Retention Schedule.

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

ADOPTED by the City Council of the City of Meridian, Idaho this 24th day of June, 2025.

APPROVED by the Mayor of the City of Meridian, Idaho, this 24th day of June, 2025.

APPROVED:

Robert E. Simison, Mayor

ATTEST:

Chris Johnson, City Clerk