

CITY OF MERIDIAN

RESOLUTION NO. 21-2258

BY THE CITY COUNCIL:

**BERNT, BORTON, CAVENER,
HOAGLUN, PERRAULT, STRADER**

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF MERIDIAN AUTHORIZING THE CITY CLERK TO DESTROY CERTAIN SEMI-PERMANENT AND TEMPORARY RECORDS OF THE CITY OF MERIDIAN; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Mayor and City Council have the authority pursuant to Idaho Code section 50-907(7) to, by resolution, destroy semi-permanent and temporary records, upon the advice of the City Attorney, and with such disposition to be under the direction and supervision of the City Clerk; and

WHEREAS, upon the advice of the City Attorney, the City Clerk has identified certain semi-permanent and temporary records that may be destroyed pursuant to Idaho Code sections 50-907(2) and (3) because the time period for retention of such records has expired; and

WHEREAS, the list of semi-permanent and temporary records ripe for destruction through December 31, 2020 are identified in Exhibit A, attached.

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

Section 1. That the City Clerk is hereby authorized to direct and supervise the destruction of the semi-permanent and temporary records of the City of Meridian identified in Exhibit A, attached.

Section 2. That the City Clerk is authorized to take all necessary steps to destroy the records as provided 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 ___ day of March, 2021.

APPROVED by the Mayor of the City of Meridian, Idaho, this ___ day of March, 2021.

APPROVED:

ATTEST:

(SEAL)

By: _____
Mayor Robert E. Simison

By: _____
Chris Johnson, Interim City Clerk

RESOLUTION AUTHORIZING CERTAIN RECORDS FOR DESTRUCTION

CITY ATTORNEY'S OFFICE

RECORD	DESCRIPTION	CATEGORY	YEARS
Legal Department			
Bankruptcy Notices and Case Files	Records documenting notification to the city that certain individuals have filed for bankruptcy, and used to determine if the individual owes money to the city and to file notice or claim with the court. Information may include: debtor's name, utility accounts information, prepared repayment plan and related documentation.	Semipermanent <i>IC §50-907(2)(a,g)</i>	Destroy records dated on or before December 31, 2015 after receipt of Trustee Final Report or an Order Dismissing the Case. (See Civil Case Files for litigated claims and adversary actions)
Civil Case Files	Pending and closed cases filed by and against the city, including all pre-litigation, litigation, appellate documents (complaints, summons, investigations, reports, attorney notes, discovery-related records, pleadings, affidavits, motions, deposition transcripts, disposition, orders and judgments, exhibits, appeals, and related records), and bankruptcy adversary action files.	Semipermanent <i>IC §50-907(2)(g)</i>	Destroy records dated on or before December 31, 2010 after date of last action
Departmental Reports	Reports prepared by the city attorney for the mayor and city council.	Semipermanent <i>IC §50-907(2)(e)</i>	Destroy records dated on or before December 31, 2015
Land Use Appeals	Appeals of land use decisions, including staff reports, pleadings, briefs, and related records.	Semipermanent <i>IC §50-907(2)(g)</i>	Destroy records dated on or before December 31, 2010 after date of last action
Legal Opinions, Memoranda	Formal and informal opinions and memoranda rendered by the city attorney for the mayor, city council, or city departments, examining legal questions relating to state/federal law/rules or local ordinances/policies.	Semipermanent <i>IC §50-907(2)(g)</i>	Destroy records dated on or before December 31, 2010
Privileged Administrative Records	Records held in confidence by the City Attorney's Office regarding confidential or privileged matters including personnel investigations, settlements related to personnel matters.	Semipermanent <i>IC §50-907(2)(g)</i>	Destroy records dated on or before December 31, 1945
Settlement Records	Settlement agreements and related documentation from civil cases, claims, mediation, and arbitration.	Semipermanent <i>IC §50-907(2)(g)</i>	Destroy records dated on or before December 31, 1945

RECORD	DESCRIPTION	CATEGORY	YEARS
Risk Management			
Claim Files	Claims for damages filed by and against the city, including claims caused by city employees/equipment, including Property Damage Records, Liability Claims Records, Public Injury Reports, and related correspondence.	Semipermanent <i>IC §50-907(2)(a,g)</i>	Destroy records dated on or before December 31, 2010 provided there is no litigation.
Insurance Policy Records	Records documenting the terms and conditions of city insurance policies covering liability, property, motor vehicle, etc. Records usually include: policies, endorsements, rate change notices, agent of record, and related documents.	Semipermanent <i>IC §50-907(2)(g)</i>	Destroy records dated on or before December 31, 2015

CITY CLERK'S OFFICE

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Administrative Records			
Correspondence	Records created or received in the course of administering city policies, procedures or programs, but these records do not provide insight into significant policy, procedure or program discussions or decisions.	Semipermanent	Destroy records dated on or before December 31, 2015
Operational Records			
Audio/Video Recordings	Audio and video recordings of City Council, Commission and Committee Meetings.	Semipermanent	Destroy records dated on or before December 31, 2015
Contracts & Agreements to which the City is a Party	Agreements with vendors and other parties for the acquisition, lease, lease-purchase or sale of equipment, supplies, services or property, letters of credit, warranty surety agreements which have been approved at a City Council meeting, approved by the Mayor, or have been recorded with Ada County.	Semipermanent <i>IC §50-907(2)(b)</i>	Destroy records dated on or before December 31, 2010
Election – General/Regular (Working Files)	Includes the following records: polling places, judges and clerks, challengers and watchers, voting machines and vote tally systems, correspondence, and other records not specifically listed in this schedule.	Semipermanent <i>IC §50-907(2)(g)</i>	Destroy records dated on or before December 31, 2015
	Election ballots, including voted ballots, unused ballots, spoiled ballots, ballot stubs, absentee voting, and duplicate poll books.	Temporary <i>IC §50-907(3)(e)</i>	Destroy records dated on or before December 31, 2018
Passports – Transmittals	Daily transmittal spreadsheets that accompany passport applications mailed to the Department of State Regional office.	Transitory	Destroy records dated on or before December 31, 2018
Permits & Licenses	Records relating to city permits and licenses issued in the City Clerk's Office.	Semipermanent <i>IC §50-907(2)(d)</i>	Destroy records dated on or before December 31, 2015

COMMISSIONS*, COMMITTEES, AND BOARDS

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Audio Recordings	Audio recordings of commission, committee, or board meetings.	Semipermanent <i>IC §§ 50-907(2)(g)</i>	Destroy records dated on or before December 31, 2015
Minutes	Summary or verbatim minutes of commission, committee, or board meetings; documents and other written or visual materials presented at meetings (<i>e.g.</i> , handouts, photos, presentations, etc.).	Semipermanent <i>IC §§ 50-907(2)(g)</i>	Destroy records dated on or before December 31, 2015

*Note: This schedule does not apply to City Council or Planning & Zoning Commission records, which are addressed in Clerk's Office Records Retention Schedule.

COMMUNITY DEVELOPMENT DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Administrative – All Divisions: (Community Development(CD) Departmental/Operational, Building Services, Economic Development, Land Development, Planning(Community Development Block Grant(CDBG) and Current/Long Range Planning)			
Committee/Ad-Hoc Team Records	Agendas and meeting minutes/notes for special groups convened by Community Development for specific purposes such as understanding operational gaps, Code issues, and process delays.	Temporary	Destroy records dated on or before December 31, 2018
Correspondence	Records created or received in the course of administering city policies, procedures, or programs, but these records do not provide insight into significant policy, procedure, or program discussions or decisions, including, but not limited to: citizen response letters, change of address notifications including corner lot change of address, and street name changes.	Semi-permanent	Destroy records dated on or before December 31, 2015
Department Guidelines, Policies, Procedures, Processes and Reports	Departmental records created or received in the course of administering departmental policies, procedures, or programs, but these records do not provide insight into significant policy, procedure, program, discussions, or decisions. Including, but not limited to: citizen response letters.	Temporary	Destroy records dated on or before December 31, 2018
Zoning Verification Letter	Documents, including, but not limited to: written requests for zoning analysis of a	Semi-permanent	Destroy records dated on or before December 31, 2010

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	specific parcel/property and the responsive departmental opinion.		
Building Division – Commercial and Government Buildings			
Building Applications for Commercial Projects and Government Buildings	Accela files related to commercial and governmental buildings and projects, including, but not limited to: permit application, signs, inspection records, certificates of values, photos, building, mechanical, plumbing, fire, and/or electrical permits, letters, and correspondence.	Semi-permanent	Destroy records dated on or before December 31, 2010
Building Division – Non-Commercial and Non-Government Buildings (Residential)			
Building Applications for Non-Commercial Projects and Non-Government Buildings	Accela Files related to Non-commercial and Non-governmental buildings and projects, including, but not limited to: permit applications, inspection records, photos, building, mechanical, plumbing, and/or electrical permits.	Semi-permanent	Destroy records dated on or before December 31, 2010
Economic Development - Community Development Block Grant (CDBG)			
Sub Recipient Agreements and Supporting Documents	Documents, including, but not limited to: agreements, Consolidated Annual Performance Evaluation Report (CAPER), sub-recipient agreements, environmental review records, PSAs (and corresponding products), sub-recipient reporting documents (activity reports, draw requests, labor files), etc.	Semi-permanent	Destroy records dated on or before December 31, 2015 from completion of program year's HUD approved CAPER
Land Development Division – Commercial and Government Buildings			
Land Development Commercial and Governments Project Files	Files or documents created and/or used in the land development phase of a commercial project, including but not limited to: approval letters, QLPE letters, soil reports, and drainage calculations.	Semi-permanent	Destroy records dated on or before December 31, 2010
Land Development Division – Non-Commercial and Non-Government Buildings (Residential)			
Land Development Non-Commercial and Non-Government (Residential) Project Files	Files or documents created or used in the land development phase of a residential or commercial subdivision project, including, but not limited to: approval letters, QLPE letters, soil report, and drainage calculations.	Semi-permanent	Destroy records dated on or before December 31, 2010
Permits and Inspection Records – All Land Development (Accela Record ID's)	Files or documents created and/or used in the land developments phase of all Governmental, Commercial, or Residential/Commercial Subdivision projects with Accela ID's (LD-DEV, LD-CLOT, LD-RSUB, LD-CSUB, LD-CAP, LD-MISC, LD-WSA).	Semi-permanent	Destroy records created on or before December 31, 2010

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Planning Division –Administrative Applications			
Sign: Planned Sign Program; No longer issuing, but still have existing records	Documents, including, but not limited to: approved application, and sign requirements for a specific project.	Semi-permanent	Destroy records dated on or before December 31, 2015 after revocation from property owner

FINANCE DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Administrative – All (Administration, Arts & Culture, Billing, Budget, Controller, Purchasing)			
Correspondence	Records created or received in the course of administering city policies, procedures or programs, but these records do not provide insight into significant policy, procedure or program discussions or decisions. Including but not limited to Citizen Response letters, billing adjustment requests, etc.	Semipermanent	Destroy records dated on or before December 31, 2015
Special Projects/Initiatives	Documents related to special or non-confidential one-time projects.	Temporary	Destroy records dated on or before December 31, 2018
Accounting			
Accounts Payable	Records documenting payment of city bills, including reports, invoices, check stubs, purchase orders, payment authorizations.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015
Accounts Receivable	Records documenting billing and collection of monies owed to the city by vendors, citizens, organizations, governments, etc. Records include: reports, receipts, invoices, statements, etc. Information typically includes: receipt amount, date, invoice number, name, account number, account balance, adjustments, etc.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015
Cash Receipts	Receipt and supporting documentation.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015
Grant Records	Records documenting the application, evaluation, awarding, administration, reporting and status of grants applied for, received, awarded or administered by the city. Records include: applications and proposals, summaries, objectives, activities, budgets, exhibits, award notices, progress reports, contracts, financial reports, and related correspondence and documentation.	Semipermanent <i>IC §50-907(2)(g)</i>	Destroy records dated on or before December 31, 2010 from final grant closeout
Liens	Liens held by the city and any corresponding release of liens.	Semipermanent Insert Code	Destroy records dated on or before December 31, 2015 from lien release

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Sales & Use Tax Forms	Used to report and remit sales tax collected and due to the state.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015
Travel Records	Records documenting requests, authorizations, reimbursements, and other actions related to employee travel, including expense reports and receipts, vouchers and related documents.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015
Budget			
Financial Reports Quarterly Published	Reports documenting the financial condition and operation of the city, Reports include information on revenues and expenditures in relation to the final budget.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2010
Financial Reports Year End	Reports and data used to document the financial condition and operation of the city, sub ledgers related to, but not including the final Audit Report.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015
Bank Transaction Records	Records documenting the status and transaction activity of city bank accounts, including account statements.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015
Budget Records	Records used in preparing and adopting the city budget, including revenue projections, instructions, department requests, worksheets, council-approved tentative budget and notice of budget hearing, adopted appropriations ordinance and amendments, and other information.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2010
Capital Asset Records – Purchase	Record of purchase, vendor invoice and related documents.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015
Capital Asset Records – Disposal	Record of disposal, department request of disposal.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015 after disposal
Gift and Contribution Records	Records documenting gifts and contributions to the city.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2010
Chief Financial Officer			
Investment Records	Reports, statements, summaries, correspondence and other records documenting and tracking investments	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	made by the city, including the Local Government Investment Pool.		
Controller			
Accounting Software Records	Transaction records within the Accounting Software system: including – payroll, vendor listing, vendor payments, vendor purchase orders, budget transactions, cash receipts, and general ledger.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2010
Departmental Reports	Reports documenting the financial condition and operation of the city, issued on a monthly, quarterly, annual or other basis, including quarterly published treasurer’s report and year-end financial reports. Reports include information on revenues and expenditures in relation to the final budget.	Semipermanent <i>IC §50-907(2)(e)</i>	Destroy records dated on or before December 31, 2010
General Ledgers	Records documenting the summary of accounts reflecting the financial position of the city, showing debit, credit and balance amounts per account, budget, fund and department, asset depreciation, and totals for notes receivable, interest income, amounts due from other funds, bank loans received, cash in escrow, deferred loans received, cash, revenue, accounts receivable, accounts payable, etc.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2010
Journal Entries	Records including detailed reports and back up documentation for journal entries.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015
Payroll			
Administrative Reports	Reports, statistical studies, and other records designed and used for budget preparation, projections, workload and personnel management, and research and general reference.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2010
Deduction Authorization Records	Records documenting employee authorization for voluntary payroll deductions. Records may include: direct bank deposits, insurance applications, enrollment cards, deduction authorizations, approval notices, deduction terminations, and related records.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015 after employee separation

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Federal & State Tax Records	Records, in addition to those itemized in this section, used to report the collection, distribution, deposit, and transmittal of federal and state income taxes as well as social security tax. Examples include: the federal miscellaneous income statement (1099), employers' quarterly federal tax return (941, 941E), tax deposit coupon (8109), and similar federal and state completed forms.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015
Garnishment Record	Records documenting requests and court orders to withhold wages from employee earnings for garnishments, tax levies, support payments, and other reasons. Usually includes original writs of garnishment, orders to withhold, federal or state tax levies, recapitulations of amounts withheld, and related records. Information usually includes: employee name and social security number, name of agency ordering garnishment, amount, name of party to whom payment is submitted, dates, and related data.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015 after termination
Registers Year End	Payroll Registers: Registers or records serving the same function of documenting the earnings, voluntary and required deductions, and withholdings of city employees. Information usually includes employee name and social security number, hours worked, rate, overtime, vacation value, various allowance, gross pay, federal and state withholding, voluntary deductions, net pay, and related data.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015
Time Records	Records documenting hours worked, leave hours accrued, and leave hours taken by city employees. Information usually includes: employee name and employee number, hours worked, type and number of leave hours taken, total hours, dates and related data.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015 after employee separation
W2s	Annual statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax, also known as federal tax form W-2. Information includes: city name and tax	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	identification number, employee name and social security number, wages paid, amounts withheld, and related data.		
W4s	Certificates documenting the exemption status of individual city employees, also known as W-4 forms. Information includes: employee name and address, social security number, designation of exemption status, and signature.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015 after employee separation
PERSI Records	Records relating to PERSI, including Employer Remittance Forms, invoices, correspondence, financial adjustments, etc.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015
Unemployment Reports	Records documenting employee earnings on a quarterly basis. Used to document costs and charges in the event of an unemployment compensation claim. Information includes: employee name and social security number, quarterly earnings.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015
Purchasing			
Contracts	Agreements with vendors and other parties either in hard copies or contained on the Contract Management Database for the acquisition or sale of equipment, supplies, services or property, also includes insurance certificates, payment and performance bonds pertaining to a solicitation or contract that Purchasing is facilitating.	Semipermanent <i>IC §50-907(2)(b)</i>	Destroy records dated on or before December 31, 2010 from the date of substantial completion
Lease Agreements	Lease agreements for property or equipment.	Semipermanent <i>IC §50-907(2)(b)</i>	Destroy records dated on or before December 31, 2015
Purchase Orders	Requests and purchase orders for goods or services purchased by the city. Information includes: department, delivery location, date, quantity, description, unit and total price, and authorizing signatures.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2010
Purchasing Selection	Records documenting competitive bidding and purchase of goods, services, and public works construction, and procurement of design professionals. Records include: published notices and solicitations, specifications, bids, requests for qualifications, statements of qualifications, etc.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2010 from award date

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Utility Billing			
Adjustment Registers	Records documenting adjustments to customer water, sewer, garbage or other city-provided service billings for debits, credits, refunds, returned checks, and related reasons. Information usually includes: customer's name and address, type of adjustment, justification, amount changed, authorizing signatures and other information. (Records held within the billing software).	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015
Billing Directive	Application completed by owner or property manager to initiate Third Party billing for specified utility account. Information included: owner, property manager, tenant, move-in date, and service address.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015
Billing/Payment Registers	Records documenting transactions on the water, sewer, garbage or other city-provided service account of each customer. Useful for reference to assure accurate customer billings and posting of payments. Information often includes: customer's name, service address, meter reading, water usage, utility charges, payments, adjustments and related data. (records held within the billing software).	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015
Change Record	Records documenting routine information changes to customer accounts, including name and address. (Records held within the billing software).	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015
Customer File	General correspondence and forms related to a specific utility account. This information would be in addition to that found within the billing software. Documents in file may include and are not limited to: general letters, payment arrangement forms, third party billing docs, hard copies of customer history reports, leak adjustment requests, letters submitted to the City for customers.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Disconnect Notice to City Council	Notice to City Council to verify that no customer currently slated for shut off due to non-payment has requested a hearing with the Board of Adjustment. Notice includes number of customers slated for shut off and the value of the delinquent accounts.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015
Disconnect Record	Records documenting a customer's request for disconnection of water, sewer, garbage or other city-provided services. (Records held within the billing software).	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015
Meter Readings	Document the readings of customer water meters for billing purposes. Information typically includes: meter reading, date read, account number, billing code, final reading, reason for turnoff, meter changes, and related data. (records held within the billing software)	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015
Renter Addendums	Supplemental document completed by the tenant to accept the third party billing for specified utility account. Information included: tenants name, service address, mailing address and phone number.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015
Security Deposit Records	Records documenting customer payment of a security deposit to receive temporary dumpster services. Information usually includes date, amount of deposit, customer's name, address, and account number, date account closed, refund date, amount of deposit applied, and related information.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015
Shut Off Turn On	Electronic spreadsheet used during shut off day by water department field staff and MUBS. Tracks customers that are to be shut off, payments, and turn-ons as authorized. Record includes: Customer name, service address, meter id, time of shut off, time of payment, time of turn-on, fee waived if applicable and general notes.	Semipermanent <i>IC §50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015

FIRE DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Car Seat Inspections	Car seat inspection forms.	Semipermanent	Destroy records dated on or before December 31, 2010
Correspondence	General administrative correspondence, including records created or received in the course of administering city policies/programs, but not related to significant policy/program discussions or decisions. Includes customer survey cards.	Semipermanent	Destroy records dated on or before December 31, 2015
Equipment and Vehicle Test, Maintenance & Repair Records	Records relating to equipment and vehicles owned and serviced by the City documenting maintenance and repairs of equipment, vehicles and other assets with a useful life generally more than five years. Includes the following: fire hose records (such as test date, date previously tested, apparatus number, station number, hose diameter, conditions found, service date, defects corrected, etc.), annual ladder inspections and test results, tests done on SCBA's (including flow testing), etc. Vehicle maintenance records, inspections, pump testing and repair records of apparatus. Emergency medical equipment maintenance records used to verify regular maintenance of emergency medical equipment such as copies of contracts, maintenance schedules, test protocols, equipment inventory, performance test records, repair records, parts used and service reports. Per NFPA Standards 1901, 1961, 1852 and 1500.	Semipermanent	Destroy records dated on or before December 31, 2015 after disposal of vehicle or until administrative need ends, whichever is longer
Buildings & Subdivisions – Demolished or No Longer in Existence (never constructed)	Fire inspection records relating to buildings and subdivisions that have been demolished or are otherwise no longer in existence (never constructed).	Temporary	Destroy records dated on or before December 31, 2017 from date of last inspection
Meeting Minutes	Final, approved Officer and Command Staff meeting minutes.	Semipermanent	Destroy records dated on or before December 31, 2015

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Narcotics Inventory & Usage	Narcotic inventory and usage- hard copy, narcotics distributed to the engine companies.	Temporary	Destroy records dated on or before December 31, 2017
Public Education Programs & Publications	Records related to the design and implementation of educational and other outreach programs provided to the public by the department. May include: class descriptions, instructional materials, course outlines, class enrollment and attendance records, reports, speeches, and publications.	Semipermanent	Destroy records dated on or before December 31, 2015
Public Record Requests	Public records requests and responses.	Temporary	Destroy records dated on or before December 31, 2018 after last action
Ride-Along Forms	Signed waivers for persons requesting a ride-along with the department. Ride Along tracking records.	Temporary	Destroy records dated on or before December 31, 2018
Structure Burn Training Records	Records related to structure burns.	Semipermanent	Destroy records dated on or before December 31, 2010

HUMAN RESOURCES DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Affirmative Action; Equal Employment Opportunity Commission Reports	Records documenting city compliance with the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972 and the Americans with Disabilities Act. Records include: plans, policy statements, reports, investigations, case files and related information. Also includes EEO-4 reports submitted to the Equal Employment Opportunity Commission (EEOC) documenting compliance with EEOC requirements by cities with 15 or more employees.	Semipermanent <i>IC § 50-907(2)(g);</i> <i>29 CFR 1602,1602.14, 1620.32</i>	Destroy records dated on or before December 31, 2015 from request or personnel action, whichever is later
Benefits Continuation	Records documenting notice to employees, spouses and dependents informing them of their rights to continue insurance coverage after termination or disability or family leave and whether coverage was elected or rejected. Continuation may be under COBRA or another provision. Notice is also sent to a third party administrator who administers the extended coverage. Records may be filed with the Employee Benefits Records or Employee Personnel Records.	Semipermanent <i>IC § 50-907(2)(g);</i> <i>29 CFR 1627.3</i>	Destroy records dated on or before December 31, 1945 after employee separation, expiration of eligibility, or completion of litigation, whichever is longest
Budget Prep Records	Working documents utilized to build base budgets and establish yearly budgets; worksheets, enhancements, amendments, etc.	Semipermanent	Destroy records dated on or before December 31, 2010
Collective Bargaining	Records documenting negotiations between the city and employee representatives, including contracts, reports, negotiation notes, letters of agreement, arbitration findings, cost analyses, minutes, tape recordings, etc.	Temporary <i>IC § 50-907(3)(d);</i> <i>29 CFR 516.5</i>	Destroy records dated on or before December 31, 2017
Committee Records	Agendas and meeting minutes/notes for special groups convened by HR for specific purposes such as Benefits, Compensation, and Wellness.	Semipermanent	Destroy records dated on or before December 31, 2013
Correspondence, Administrative	Correspondence created or received in the course of administering City policies and programs.	Semipermanent	Destroy records dated on or before December 31, 2015
Department Guidelines, Policies, Procedures, Processes, and Reports	HR guidelines, including but not limited to, Salary Administration Guidelines.	Semipermanent	Destroy records dated on or before December 31, 2010 from date guideline in its entirety, or any part thereof, is

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
			officially replaced, updated
	City Standard Operating Policy/Procedure Manual.	Semipermanent	Destroy records dated on or before December 31, 2000 from date SOP Manual in its entirety, or any part thereof, is officially replaced, updated
	Records documenting and relating to HR processes, including but not limited to, recruiting/interviewing processes.	Semipermanent	Destroy records dated on or before December 31, 2015 from date HR process in its entirety or any part thereof, is officially replaced, updated
	Policies, reports, and documents regarding the internal department operations and procedures (e.g. Turnover, Recruiting reports, etc.).	Semipermanent	Destroy records dated on or before December 31, 2010
	HR reports regarding department performance or other management presentations. Includes reports documenting trends, department or City performance in key areas as determined.	Semipermanent	Destroy records dated on or before December 31, 2010
Employee Benefits	Records relating to city employee benefits information such as: selection of insurance plans, retirement, pension, and disability plans, deferred compensation plans, and other benefit information. Records may include but are not limited to: plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, notices of disability payment made, and related documentation.	Semipermanent <i>IC §§ 50-907(2)(g) and 45-610; 29 CFR 1627.3; 29 CFR 1602.31; IDAPA 09.01.35.081</i>	Destroy records dated on or before December 31, 1945 after employee separation, expiration of eligibility, or completion of litigation, whichever is longest
Employee Medical Records	Document an individual employee's medical history. These records are not personnel records and must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act. Records may include, but are not limited to: medical exam records	Semipermanent <i>IC §§ 50-907(2)(g) and 72-601; 29 CFR 1602.31; 29 CFR 1910.1020</i>	Destroy records dated on or before December 31, 1945 after employee separation, expiration of eligibility, or

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	(pre-employment, pre-assignment, periodic or episodic), X-rays, and records of significant health or disability limitations.		completion of litigation, whichever is longest
Employee Personnel Records	<p>Document of employee’s work history. Original employee personnel records are kept by Human Resources Department unless otherwise specified. Records may include, but are not limited to: employment applications, notices of appointment, training and certification records, records of health limitations, drug testing, salary schedules, personal actions, performance evaluations, awards and other special recognition, letters of recommendation, investigation information, disciplinary action, notices of layoff, letters of resignation, home address and telephone, emergency notification forms, oaths of office, grievance and complaint records, and relate correspondence and documentation. (See also Employee Benefits Records, Employee Medical Records, Recruitment and Selection Records, and Volunteer Records).</p> <hr/> <p>Notes:</p> <p>(1) Meridian Police Department employee personnel records including original Internal Affairs files and training materials are kept by the Police Department according to the Police Department Records Retention Schedule. Upon employee separation, these records shall be forwarded to Human Resources Department. All other Police Department current employee original personnel records are kept by the Human Resources Department.</p> <p>(2) Meridian Fire Department employee personnel records including original training records and original records related to Union promotions are kept by the Fire Department. Upon employee separation</p>	Semipermanent <i>IC §§ 50-907(2)(g) and 45-610; 29 CFR 1627.3; 29 CFR 1602.31; IDAPA 09.01.35.081</i>	Destroy records dated on or before December 31, 1945 after employee separation, expiration of eligibility, or completion of litigation, whichever is longest

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	<p>these records shall be forwarded to Human Resources Department.</p> <p>All other Fire Department current employee original personnel records including ICRMP and BEST training records and Union member promotion applications and PAR forms documenting a promotion are kept by Human Resources Department..</p>		
Employment Verification (I-9) of Job Applicants	<p>Document to the U.S. Immigration and Naturalization Service that an applicant or employee is eligible to work in the U.S. Information includes: employee information and verification data such as citizenship or alien status and signature, employer review and verification data such as documents, which establish identity and eligibility, and employer's signature certifying that documents were checked. This category includes forms completed for all new hires, as superseded or previous forms completed on rehires.</p>	<p>Temporary <i>IC § 50-907(3)(d)</i>, 8 U.S.C. § 1324a(b)(3) <i>(Immigration Reform and Control Act)</i></p>	<p>Destroy records dated on or before December 31, 2017 after date of hire or 1 year after employment is terminated, whichever is later</p>
Forms	<p>Forms created for use by HR personnel to facilitate work, including Performance Review, job description template, PAR template, etc.</p>	<p>Transitory</p>	<p>Until administrative need ends or record is superseded</p>
Hazard Exposure Records	<p>Emergency response employees exhibiting signs or symptoms possibly resulting from exposure to hazardous substances are required to be provided medical examination and consultation. Records include: employee's name and social security number; physician's written opinion, recommended limitations; results of examinations and tests; employee medical complaints related to hazardous substance exposure; description of employee's duties as they relate to exposure; the employee's exposure levels or anticipated exposure levels; description of protective equipment used; and information from previous medical examinations of the employee which is not readily available to physician and other information.</p>	<p>Semipermanent <i>IC § 50-907(2)(g)</i>; <i>29 CFR 1910.1020</i></p>	<p>Destroy records dated on or before December 31, 1945 after employee separation, expiration of eligibility, or completion of litigation, whichever is longest</p>
Insurance Policies/Plans: Employee Group Health and Life Benefits	<p>Records documenting plan descriptions and summaries of city insurance policies and plans covering employee group health and life benefits, including annual certification records.</p>	<p>Semipermanent</p>	<p>Destroy records dated on or before December 31, 2010</p>

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Kinds and Levels Chart	Records documenting the description, classification and compensation of city jobs and positions. Usually includes details of duties and responsibilities of each position time percentage breakdowns of tasks, skills and abilities needed for each position, and related records documenting the development, modification or redefinition of each job or position.	Temporary <i>IC § 50-907(3)(d); 29 CFR Part 1602 and 29 CFR 1627.3</i>	Destroy records dated on or before December 31, 2017
Leave Applications	Applications or requests submitted by city employees for compensatory, family and medical leave, long term leave and other leave time. Information usually includes: employee name, department, date, leave dates requested, type of leave requested, and related data. These are not kept by Finance.	Temporary <i>IC §50-907(3)(d)</i>	Destroy records dated on or before December 31, 2017
Personnel Action (PAR) Forms	Completed employee forms submitted to HR upon initial hire, pay increase or decrease, change of address, or change of supervisor.	Semipermanent <i>IC § 50-907(2)(g); 29 CFR Part 1602 and 29 CFR 1627.3</i>	Destroy records dated on or before December 31, 1945 after employee separation, expiration of eligibility, or completion of litigation, whichever is longest
Position Descriptions	Records documenting the description, classification and compensation of city jobs and positions. Usually includes details of duties and responsibilities of each position time percentage breakdowns of tasks, skills and abilities needed for each position, and related records documenting the development, modification or redefinition of each job or position.	Temporary <i>IC § 50-907(3)(d); 29 CFR Part 1602 and 29 CFR 1627.3</i>	Destroy records dated on or before December 31, 2017
Presentations	Formal departmental presentations to Council, other formal bodies.	Semipermanent	Destroy records dated on or before December 31, 2015
Recruitment and Selection Records for Applicants who are Hired	Documents regarding the recruitment and selection of city employees and contracted service providers such as attorneys, auditors, consultants, etc. Records may include, but are not limited to: job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, interview	Temporary <i>IC § 50-907(3)(d); 29 CFR 1602.31; 29 CFR 1627.3(b)(1)(vi)</i>	Destroy records dated on or before December 31, 2018

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	<p>questions, interview and application scoring notes, applicant background investigation information, polygraph test results, letters of reference, civil service records, staffing requisition forms, certification of eligibles, recruitment file (job announcement, position description, documentation relating to the announcement and test, and test items and rating levels), and related correspondence and documentation.</p>		
	<p>Meridian Police Department employee original background investigation records are kept by the Police Department. Upon employee separation these original records shall be forwarded to the Human Resources Department for proper disposition.</p>	Temporary	<p>Destroy records dated on or before December 31, 2018 after separation</p>
	<p>Meridian Fire Department Union original recruitment records including National Testing Network testing, application, and interview notes, for applicants who are hired, are kept by the Fire Department until the expiration of the retention period at which time they shall be properly destroyed by the Fire Department.</p>	Temporary	<p>Destroy records dated on or before December 31, 2018</p>
<p>Recruitment and Selection Records for Applicants who are Not Hired</p>	<p>Documents regarding the recruitment and selection of city employees and contracted service providers such as attorneys, auditors, consultants, etc. Records may include, but are not limited to: job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, interview questions, interview and application scoring notes, applicant background investigation information, polygraph test results, letters of reference, civil service records, staffing requisition forms, certification of eligibles, recruitment file (job announcement, position description, documentation relating to the announcement and test, and test items and rating levels), and related correspondence and documentation.</p>	<p>Temporary <i>IC § 50-907(3)(d); 29 CFR 1602.31; 29 CFR 1627.3(b)(1)(vi)</i></p>	<p>Destroy records dated on or before December 31, 2018</p>
	<p>Meridian Fire Department Union original recruitment records including National Testing Network testing, application, and interview notes, for applicants who are not</p>	Temporary	<p>Destroy records dated on or before December 31, 2018</p>

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	hired, are kept by the Fire Department until the expiration of the retention period at which time, they shall be properly destroyed by the Fire Department		
Special Projects	Documents related to special, one-time projects to include, but not limited to, Employee Satisfaction Survey, Policy Review/Revision, Salary Structure Review.	Semipermanent	Destroy records dated on or before December 31, 2010
Surveys	HR and other initiated internal surveys, survey results (e.g. Salary Surveys, Employee Satisfaction Surveys, Best Place to Work. Etc.).	Semipermanent	Destroy records dated on or before December 31, 2010
Training Programs/HR	Records related to the design and implementation of training programs provided to employees by the City. Documents may include course descriptions, instructor certifications, instructional materials, course outlines, class enrollment and attendance records, tests, test results, and related records.	Semipermanent <i>IC § 50-907(2)(g)</i>	Destroy records dated on or before December 31, 2015 from final presentation and/or use
Training/Travel Records	Records documenting attendance and presentation by HR employees at conventions, conferences, seminars, workshops, and similar training events. Includes training/travel requests, training materials, reports and related correspondence.	Semipermanent	Destroy records dated on or before December 31, 2015
Payroll Unemployment Claims	Records documenting claims submitted by former city employees for unemployment compensation. Usually includes: claims, notices, reports, and related records. May also include records generated by the appeal of claim determinations. These are received by HR and kept in HR.	Temporary <i>IC §50-907(3)(d)</i>	Destroy records dated on or before December 31, 2017
Wellness Program	Records related to the management and administration of the Wellness Program including:		
	<ul style="list-style-type: none"> Wellness Challenges - Correspondence and other Challenge documentation. 	Semipermanent	Destroy records dated on or before December 31, 2015
	<ul style="list-style-type: none"> Wellness Committee Meeting Agendas and Minutes 	Semipermanent	Destroy records dated on or before December 31, 2013
	<ul style="list-style-type: none"> Wellness Day Off –Incentive Verification Forms for Day Off Requests 	Semipermanent	Destroy records dated on or before December 31, 1945 (retained in accordance with

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
			Employee Benefit records retention period)
Workers' Compensation Records and Claims	Medical records related to job assignments that document work-related injuries and illnesses, including but not limited to, hearing test records, hazard exposure records, first- aid incident records, physician statements, release consent forms and related correspondence, and records documenting claims submitted by city employees for work-related injuries and illnesses. These records are kept separate from employee personnel files.	Semipermanent	Destroy records dated on or before December 31, 1990 after employment separation

INFORMATION TECHNOLOGY (I.T.) DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Administrative			
Correspondence	Records created or received in the course of administering city policies, procedures or programs, but these records do not provide insight into significant policy, procedure or program discussions or decisions.	Semipermanent	Destroy records dated on or before December 31, 2015
Operational Records			
Service Management Tool	All customer support tickets opened in service management systems.	Semipermanent <i>IC §50-907(2)(g)</i> <i>(other)</i>	Destroy records dated on or before December 31, 2010
Department Policies and Reports	Policies, reports, and documents regarding internal department operations and procedures, <i>e.g.</i> computer usage policy, password policy, service level goals, training materials, evaluations of materials.	Semipermanent <i>IC §50-907(2)€</i> <i>(dept. report)</i>	Destroy records dated on or before December 31, 2015
Outlook E-mail Messages –City Staff	All e-mail messages, sent or received by City staff using City’s e-mail system. (E-mail messages may be preserved elsewhere in digital or paper format for longer periods of time as the subject matter of such messages may require.)	Semipermanent <i>IC §50-907(2)(g)</i> <i>(other)</i>	Destroy records dated on or before December 31, 2015

MAYOR'S OFFICE

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Administrative Records			
Correspondence	Correspondence created or received in the course of administering city policies/programs, but these records do not provide insight into significant policy/program discussions or decisions. May include citizen response letters, letters to homeowner associations and businesses.	Semipermanent	Destroy records dated on or before December 31, 2015
Operational Records			
Agendas & Minutes	Agendas and minutes of Director Meetings, Operational Meetings, Mayor's Youth Advisory Council, Mayor's Senior Advisory Board, and Faith Ambassador Council Meetings.	Semipermanent	Destroy records dated on or before December 31, 2015
Applications	Forms and materials submitted with application for positions or awards administered by Mayor's Office, including applications for scholarships, Promise partners, Mayor's Youth Advisory Council, volunteer positions, City commissions, and City committees or task forces.	Semipermanent	Destroy records dated on or before December 31, 2015
Memoranda	Mayoral memos regarding proclamations, meetings, or events.	Semipermanent	Destroy records dated on or before December 31, 2015
News Releases	A written or recorded record directed at members of the news media for the purpose of making a newsworthy announcement.	Semipermanent	Destroy records dated on or before December 31, 1995
Proclamations	Proclamations issued by the Mayor not read at City Council meetings.	Semipermanent	Destroy records dated on or before December 31, 2010
Publications	Informational or promotional publications of the Mayor's office, including newsletters, flyers, marketing	Semipermanent	Destroy records dated on or before December 31, 2015

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	materials, brochures, program materials.		
Special Projects	Documents related to special or one-time projects to include, but not limited to: Strategic Plans.	Semipermanent	Destroy records dated on or before December 31, 2010
Videos	Videos prepared weekly for informational or promotional purposes, <i>e.g.</i> , City Council meetings, This Week in Meridian.	Temporary	Destroy records dated on or before December 31, 2018

PARKS & RECREATION DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Agendas & Minutes	Agendas and minutes of weekly and monthly MPR staff meetings.	Semipermanent	Destroy records dated on or before December 31, 2010
Budget Preparation Records	Working documents utilized to build base budgets and establish yearly budgets, including but not limited to enhancements, amendments, carry forward support, FTE anticipation, vehicle replacement, and quotes for service/maintenance.	Semipermanent	Destroy records dated on or before December 31, 2010
Correspondence	Records created or received in the course of administering city policies, procedures or programs, but these records do not provide insight into significant policy, procedure or program discussions or decisions. Including but not limited to citizen response letters.	Semipermanent	Destroy records dated on or before December 31, 2015
Employee Time Logs and Reports	Completed logs of employees' timesheets, tasks, and location; reports and analysis of related data.	Semipermanent	Destroy records dated on or before December 31, 2015
Facility Permits	Permits and materials including, but not limited to: Completed Park Alcohol and Amplified Sound Permits related to individual's or organization's park picnic shelter reservation, short-term concessions permits and related materials from vendors.	Temporary	Destroy records dated on or before December 31, 2018
Facility Reservation Application and Materials	Completed forms and related materials collected from individuals or businesses registering for a recreation class, team, or event and other required documentation, such as proof of insurance.	Temporary	Destroy records dated on or before December 31, 2018
	Collected Certificates of Liability Insurance from individuals or vendors.	Temporary	

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Financial Aid Applications	Completed application forms and materials submitted to request financial assistance for children's class or program (e.g., Care Enough to Share).	Temporary	Destroy records dated on or before December 31, 2018
Incident or Accident Reports	Citizen reports of incidents, injuries, or accidents incurred during or related to a department-sponsored or department-provided class, camp, program, reservation, or activity.	Temporary	Destroy records dated on or before December 31, 2018
Indemnity Forms, Medical Release Forms, Waivers	Signed waiver/indemnity agreement related to individual's or organization's participation in department-sponsored or department-provided class, camp, program, reservation, activity, transportation, or travel.	Temporary	Destroy records dated on or before December 31, 2018
Recreation Activity Sign In/Sign Out Sheets	Log sheets completed by parents to signify that minor has been dropped off or picked up from a department-sponsored or department-provided class, camp, program, or activity.	Temporary	Destroy records dated on or before December 31, 2018
	Log sheets completed by participant confirming they have attended a class or activity.	Temporary	Destroy records dated on or before December 31, 2018
Special Event Forms	Completed forms from citizens and businesses participating in a special event, including but not limited to vendor and sponsor contracts and entries.	Temporary	Destroy records dated on or before December 31, 2018
Surveys	Internal and external outreach surveys and results, presentations, neighborhood meeting minutes, correspondence, and summary reports to solicit citizen input on parks and recreation, customer service, and process improvement. Records of public input, including survey results, neighborhood meeting minutes, correspondence, etc.	Semipermanent	Destroy records dated on or before December 31, 2010
Team Rosters	Record of all individuals registered for a sports team.	Temporary	Destroy records dated on or before December 31, 2018

POLICE DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Activity reports	Daily, weekly, monthly or other reports documenting the activities of employees, including: type of activity, employees involved, time spent on activity, work completed, equipment used, etc. May include Education & Prevention Training reports.	Semipermanent <i>Idaho Code § 50-907(2)(e)</i>	Destroy records dated on or before December 31, 2015
Asset forfeiture records	Documentation pertaining to the seizure process and obtaining approval through the courts.	Semipermanent <i>IC § 50-907(2)(a)</i>	Destroy records dated on or before December 31, 2015 after closure of case
Code enforcement records**	Records created by code enforcement officers to document a violation or investigation into a suspected violation of city ordinance that does not become a crime report (DR).	Semi-permanent <i>Idaho Code § 50-907(2)(g)</i>	Destroy records dated on or before December 31, 2015 after last action
Crime analysis statistics	Records documenting police efforts to anticipate, prevent, or monitor criminal activity. May include statistical summaries of crime patterns, modes of operation, analysis of particular crimes, criminal profiles, forecasts, movements of known offenders, etc.	Temporary <i>IC § 50-907(3)(d)</i>	Destroy records dated on or before December 31, 2017
Crime reports (DRs) for Suicides, Unattended Deaths, and Major Crimes (murder, involuntary manslaughter, rape, sexual abuse of a child, terrorism)	Reports documenting a suicide, unattended death and/or criminal offense and actions taken, including charges or arrests. Record typically includes location of occurrence, date and time, handling officer, involved parties (suspects, victims, witnesses, reporting parties, etc.) and their personal information, summary of events and supportive documents (e.g., <i>probable cause statements, witness statements, runaway forms, release of custody forms (juveniles), criminal</i>	<i>IC § 50-907(2)(e)</i>	Prosecuted cases: Destroy records dated on or before December 31, 1920 after final disposition Non-prosecuted cases: Destroy records dated on or before

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	<p><i>background information (ILETS/Triple III, Ada LE Lookup, ISTARs, JDOC), documents provided by citizens and victims, citations, property invoices, release of property forms, etc.). May include polygraph records (e.g., pre-examination records, questions, statements of consent, analysis reports, results charts, conclusions, interviewee statements, related information); property and evidence control and disposition records (e.g., evidence photographs, receipt forms, evidence logs, property reports, destruction lists, property consignment sheets, seized firearm logs, homicide evidence inventories, etc.); and/or informant case files (reports, correspondence, payment records, fingerprint cards, signature cards, letters of understanding on informants' activities and related records).</i></p>		<p>December 31, 1920 after date of last investigative action</p>
<p>Crime reports (DRs) and citations for other crimes</p>	<p>Reports documenting a criminal offense and actions taken, including charges or arrests. Record typically includes location of occurrence, date and time, handling officer, involved parties (suspects, victims, witnesses, reporting parties, etc.) and their personal information, summary of events and supportive documents (e.g., <i>probable cause statements, witness statements, tow slips, administrative license suspension forms, intoxilyzer slips, field sobriety tests forms, runaway forms, release of custody forms (juveniles), criminal</i></p>	<p>Semipermanent <i>IC § 50-907(2)(g)</i></p>	<p>Prosecuted cases: Destroy records dated on or before December 31, 2015 after final disposition</p> <p>Non-prosecuted cases: Destroy records dated on or before December 31, 2015 after date of last investigative action</p>

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	<p><i>background information (ILETS/Triple III, Ada LE Lookup, ISTARs, JDOC), documents provided by citizens and victims, citations, property invoices, release of property forms, Leads Online printouts, shoplifting reports from store security officers, etc.). May include polygraph records (pre-examination records, questions, statements of consent, analysis reports, results charts, conclusions, interviewee statements, related information), abandoned vehicle reports, found property records, traffic collision reports, property and evidence control and disposition records (e.g., evidence photographs, receipt forms, evidence logs, property reports, destruction lists, property consignment sheets, seized firearm logs, homicide evidence inventories, etc.), and/or informant case files (reports, correspondence, payment records, fingerprint cards, signature cards, letters of understanding on informants' activities and related records).</i></p>		
<p>Digital media – Type 1</p>	<p>Digital media attached to a crime report for a major crime. Includes video, audio, or other digital content created by a law enforcement officer in the course of an investigation or response and attached to a crime report for murder, involuntary manslaughter, rape, sexual abuse of a child, or terrorism.</p>	<p>Semipermanent <i>IC § 50-907(2)(g)</i></p>	<p>Prosecuted cases: Destroy records dated on or before December 31, 1920 after final disposition</p> <p>Non-prosecuted cases: Destroy records dated on or before December 31, 1920</p>

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
			after date of last investigative action
Digital media – Type 2	Digital media attached to a crime report for a felony other than a major crime. Includes video, audio, or other digital content created by a law enforcement officer in the course of an investigation or response and attached to a crime report for a crime other than murder, involuntary manslaughter, rape, sexual abuse of a child, or terrorism.	Semipermanent <i>IC § 50-907(2)(g)</i>	Prosecuted cases: Destroy records dated on or before December 31, 2015 after final disposition Non-prosecuted cases: Destroy records dated on or before December 31, 2015 after date of last investigative action
Digital media – Type 5*	Digital media related to an officer complaint. Includes video, audio, or other digital content created by a law enforcement officer in the course of an investigation or response relevant to a complaint about such response or officer.	Temporary <i>IC § 50-907(3)(d)</i>	Destroy records dated on or before December 31, 2018
Field interview reports (FI cards)	An informational document written by police officers relating to individuals, events, or vehicles for which the officer does not have probable cause for enforcement. Typically includes name and current address of person contacted, physical description of person or vehicle, officer's name, location of contact, date and time, reason for contact, etc.	Semipermanent <i>IC § 50-907(2)(g)</i>	Destroy records dated on or before December 31, 2015
Grant records	Applications and required reporting documents for grants to support law enforcement initiatives and programming (e.g., crime prevention, substance abuse programs, criminal justice, SWAT).	Semipermanent Idaho Code § 50-907(2)(g)	Destroy records dated on or before December 31, 2010 after grant closeout

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Health & Welfare Referrals APS & Daycare complaints	Referrals of suspected child abuse, adult abuse and daycare complaints.	Semipermanent <i>IC § 50-907(2)(g)</i>	Destroy records dated on or before December 31, 2015 from closure of referral or case.
Internal affairs files	Records documenting department's investigation of an officer's role in an incident for the purpose of evaluating compliance with department policy and professional standards. Records typically include investigative materials (video and audio recordings, written statements, narratives, analysis), <i>polygraph records (pre-examination records, questions, statements of consent, analysis reports, results charts, conclusions, interviewee statements, related information)</i> , and recommended disciplinary actions, if any.	Semipermanent <i>IC §§ 50-907(2)(g) and 45-610; 29 CFR 1627.3; 29 CFR 1602.31</i>	Destroy records dated on or before December 31, 1945 after employee separation or completion of related litigation, whichever is longest
Intoxilyzer 5000en, Draeger 9510 and LifeLoc instrument records	Factory and State of Idaho certificates for instrument; log of each person that takes the breathalyzer test and verification testing. May include suspect name, date, time, results, operator name, calibration check results, simulated temperature in range, comments, etc.	Temporary <i>IC § 50-907(3)(d) and IDAPA 11.03.01.013.06</i>	Destroy records dated on or before December 31, 2017 after certificate has been issued
Master name index records	Information on individuals who are field interviewed, individuals who are arrested, suspects or accomplices in crimes, victims, complainants, and witnesses to incidents. Information typically includes name, address, date of birth, race, sex, date and time of incident or contact, case number	Semipermanent <i>IC § 50-907(2)(g)</i>	Destroy records dated on or before December 31, 1920

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	(DR#), citation numbers and other identifying data.		
Radar equipment, certifications, and maintenance records	Records documenting the calibration and maintenance of radar equipment that may be useful in documenting the accuracy of the readings. Often includes original factory certification of calibration. Information relating to maintenance and repair may include a description of the work completed, parts used, date of service, equipment number, make, model, etc.	Temporary <i>IC § 50-907(3)(d)</i>	Destroy records dated on or before December 31, 2017 after equipment retirement
Training materials	Records related to training programs provided to MPD personnel by presenters including City employees, contractors, or other presenters. May include course descriptions, instructor certifications, instructional materials, course outlines and handouts, and attendance records.	Semipermanent <i>IC § 50-907(2)(g)</i>	Destroy records dated on or before December 31, 2015 from final presentation and/or use
Victim Witness System	Notations and documents documenting contact with victims and witnesses.	Semipermanent <i>IC § 50-907(2)(g)</i>	Destroy records dated on or before December 31, 2000 after investigation closure or disposition of case, whichever is later
Written warnings	Written notice provided by MPD officer to member of the public to bring attention to a potential or actual violation.	Semipermanent <i>IC § 50-907(2)(g)</i>	Destroy records dated on or before December 31, 2015

*** Note:** Where record is used for legal, training, or purposes other than those enumerated in retention period, that record shall be retained according to the retention period established for other records similarly used.

**** Note:** Where record is embedded with a crime report (DR), it shall be retained according to the retention period established for the crime report.

PUBLIC WORKS DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
All Department Records			
Ada County Highway District (ACHD) Permits	Permits issued by Ada County Highway District (ACHD) to dig in public utility easement.	Semipermanent	Destroy records dated on or before December 31, 2015
Alarm Monitoring / Test Results Reports	Reports of monitoring fire alarms, security alarms and sprinkler tests for all relevant City-owned facilities including annual fire alarm testing, annual backflow testing, quarterly sprinkler testing in Sapphire suppression system, monthly fire pump runs, and monthly check on fire extinguishers and Sapphire.	Semipermanent	Destroy records dated on or before December 31, 2015
Budget Preparation Records	Work documents utilized to build base budgets and establish yearly budgets, including vehicle replacement worksheets, enhancements, amendments and carry forward support.	Semipermanent	Destroy records dated on or before December 31, 2010
Correspondence, Administrative	Correspondence created or received in the course of administering City policies, procedures, or programs.	Semipermanent	Destroy records dated on or before December 31, 2015
Departmental Reports	Department reports, performance management presentations.	Semipermanent	Destroy records dated on or before December 31, 2010
Engineering Capital and Enhancement Plan (ECEP) Reports	Engineering Capital & Enhancement Plan (ECEP) – 5 year Capital Improvement Plan Reports.	Semipermanent	Destroy records dated on or before December 31, 2010
Meeting Minutes	Internal meeting agendas, minutes, sign-in sheets	Semipermanent	Destroy records dated on or before December 31, 2015
Photos, Building Maintenance	Photos relating to repair and replacement of City-owned equipment, material, and facilities.	Semipermanent	Destroy records <u>requiring engineering stamps</u> dated on or before December 31, 2018 after life of structure. Destroy all other records dated on or before December 31, 2010.
Presentations	Departmental presentations.	Semipermanent	Destroy records dated on or before December 31, 2010
Safety Audits	Health and Safety audits.	Temporary	Destroy records dated on or before December 31,

			2017 after most recent audit
Safety / Health and Testing	Safety and health documents including but not limited to training, auditory testing records, respirator fit test information.	Semipermanent	Destroy records dated on or before December 31, 1945
Safety Meeting Agenda / Signup Sheets	Topics covered and sign-up sheet for employees who attended the meetings.	Semipermanent	Destroy records dated on or before December 31, 2015
Training	Records documenting attendance and presentation by City employees at conventions, conferences, seminars, workshops, and similar training events. Includes training requests, training and Continuing Education Unit (CEU) tracking reports, and related correspondence.	Semipermanent	Destroy records dated on or before December 31, 2015
Administration			
Area of Impact Records	Records related to analysis of expansion of Public Works services into the Area of Impact such as those for Kuna, Kuna Treatment Plant, Meridian Heights Water and Sewer District, South Meridian Planning.	Semipermanent	Destroy records dated on or before December 31, 1995
Committee Records	Agendas and meeting minutes for special groups convened by Public Works such as City Services Focus Group, Construction Best Management Practices Sub-Committee, Energy.	Semipermanent	Destroy records dated on or before December 31, 2015
Emergency Master Plans	Emergency plan records for City Hall, Emergency Management, and Continuity of Operations.	Semipermanent	Destroy records dated on or before December 31, 2010
Events, Public Works	Records related to planning Public Works internal and external events.	Semipermanent	Destroy records dated on or before December 31, 2015
Rate / Fee Records	Records related to establishing utility rates and fees, including calculations, research and recommendations.	Semipermanent	Destroy records dated on or before December 31, 2000
Special Projects	Documents related to special or one-time projects to include, but not limited to: Strategic Plans, Inventory Management, Project Information, Rail with Trail, Subdivisions, and Accreditation.	Semipermanent	Destroy records dated on or before December 31, 2010

Surveys	Public Works initiated internal and external surveys and survey results.	Semipermanent	Destroy records dated on or before December 31, 2015
Capital Projects and Facilities			
Engineering			
Correspondence, Engineering	Engineering transmittals (not project-related), serviceability letters, Letters of Interest.	Temporary	Destroy records dated on or before December 31, 2017
Fire Flow Requests	Requests from customers for fire flow and responses from Engineering staff based on computer modeling.	Semipermanent	Destroy records dated on or before December 31, 1945
Sewer Modeling Requests	Requests from customers to run sewer model for capacity and sizing and response from Engineering staff based on computer modeling.	Semipermanent	Destroy records dated on or before December 31, 1945
Environmental			
Environmental Awards Records	Awards presented to citizens and businesses in recognition of environmental contributions to the community. This includes but is not limited to award nominations, certificates, photographs, and lists of recipients.	Semipermanent	Destroy records dated on or before December 31, 2015
Pretreatment			
Industrial Pretreatment	Records related to the identification, inspections sampling, permitting, formalized agreements and/or contracts between the City and individual facilities within the business and industrial sectors that must comply with the federal requirements of the Environmental Protection Agency 40 CFR Part 403, General Pretreatment regulations. These records and supporting documentation typically include: Industrial waste questionnaires, permit applications, permits and fact sheets, inspection reports, Industrial user reports, monitoring data (including laboratory reports), required plans (e.g., slug control, sludge management, pollution prevention) , enforcement activities, and correspondence to and from the Industrial User.	Semipermanent	Destroy records dated on or before December 31, 2015 if at the end of the IPDES permit cycle, or as requested by state or federal agencies

Permitted Facilities	Records related to permitted facilities, including zero discharge permits	Semipermanent	Destroy records dated on or before December 31, 2010
Photos, Industrial Pretreatment	Photos related to the identification, inspections sampling, permitting, formalized agreements and/or contracts between the City and individual facilities within the business and industrial sectors that must comply with the federal requirements of the Environmental Protection Agency 40 CFR Part 403, General Pretreatment regulations.	Semipermanent	Destroy records dated on or before December 31, 2015 if at the end of the IPDES permit cycle, or as requested by state or federal agencies
Pretreatment Awards Records	Awards presented to businesses in recognition of Best Management Practices (BMP) contributions to the Wastewater Resource Recovery Facility. This includes but is not limited to award nominations, certificates, photographs, and lists of recipients.	Semipermanent	Destroy records dated on or before December 31, 2015
Wastewater			
Air Permit	All documents and reports related to the Air Permit. Can include reports, manuals, data, and calibration information.	Semipermanent	Destroy records dated on or before December 31, 2011 from the date of the monitoring sample, measurement, report or application; or from end of permit
Biosolids	All documents and reports related to biosolids production and disposal. Can include Sewer Sludge Application Site Logs and Sewage Sludge Management Plans.	Semipermanent	Destroy records dated on or before December 31, 2011 until end of the IPDES permit cycle, or longer as requested by state or federal agencies; Destroy discharge monitoring reports dated on or before December 31, 1992 after permit expiration
Confined Space Entry Permit	A written authorization prepared prior to employee entry into a Permit Required Confined Space. The Department's permit contains	Semipermanent	Destroy records dated on or before December 31, 2015 from date issued

	specific entry space, purpose and time conditions under which the entrance will operate.		
Discharge Monitoring Records	Records documenting effluent quality discharged from the City wastewater treatment facility. Includes permit required supporting documentation.	Semipermanent	Destroy discharge monitoring reports dated on or before December 31, 1992 after permit expiration. Destroy all other records dated on or before December 31, 2011, until the end of the IPDES permit cycle, or as requested by state or federal agencies
Equipment Maintenance & Calibration Records	Records documenting the maintenance and calibration of equipment and instruments used to undertake and monitor wastewater treatment operations. Useful to verify equipment reliability and for reference by regulatory agencies. Information includes: date, type of equipment maintained or calibrated, tests performed, repairs needed, comments, and related information.	Semipermanent	Destroy records dated on or before December 31, 2015 after equipment removed from service, until the end of the IPDES permit cycle, or as requested by state or federal agencies
Idaho Pollutant Discharge Elimination System (IPDES) Records	Records documenting the application for and issuance of a permit to the City under the Idaho Pollutant Discharge Elimination System (IPDES) program which allows discharge of specific pollutants under controlled conditions. Records typically include: applications, permits, addenda, modifications, and related supporting documentation. Information includes: influent and effluent limits, chemical analysis records, water flow, test and recording requirements, definitions and acronyms, compliance schedules, and related data.	Semipermanent 40 CFR 122.41	Destroy records dated on or before December 31, 2011, until the end of the IPDES permit cycle, or as requested by state or federal agencies
Reclaimed Water Records (REUSE)	Includes all records related to the reclaimed water permit. Can include permits, permit applications, manuals, plans, agreements, data and reports.	Semipermanent	Destroy records dated on or before December 31, 2011 beyond the period of the permit, or as requested by state or federal agencies

Sewer Maintenance and Repair Records	Records documenting the maintenance and repair of City sewers. May include summaries, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis.	Semipermanent	Destroy records dated on or before December 31, 2018 requiring engineering stamps after life of structure. Destroy records dated on or before December 31, 2015 for other records or until asset is removed from service or the administrative need ends
Sewer Smoke Test Records	Records documenting smoke tests undertaken to verify hookup to main sewer lines, check condition of pipes, or determine effectiveness of backflow prevention devices. Information typically includes: maps or diagrams of lines tested, location of leaks detected, inspector's name, pipe size, and related information.	Semipermanent	Destroy records dated on or before December 31, 2010
Sewer Television/ Videoscan Inspection Records (External)	Records from contractors documenting television inspections used to locate problems and defects in sewer lines. Often consists of , inspections of newly constructed lines.	Semipermanent	Destroy records dated on or before December 31, 2015
Valve Maintenance Records	Records documenting the location, specifications, maintenance, and repair of valves in the City sewer system. Includes lists, charts, drawings, reports, logs, and related records, valve location, identification number, run of pipe, size, make, year installed, depth, turns to open and normal position, narratives of valve maintenance and repair, test run, personnel completing work, dates, and related information.	Semipermanent	Destroy records dated on or before December 31, 2018 requiring engineering stamps, after life of structure. Destroy other records dated on or before December 31, 2015 or until asset is removed from service or the administrative need ends
Wastewater Customer Complaint Records	Complaint letters, notes, or phone calls and in-person complaints from customers or citizens	Semipermanent	Destroy records dated on or before December 31, 2011, until the end of the IPDES permit cycle, or as requested by state or federal agencies
Wastewater Preventative Maintenance Work Plan Records	Preventative maintenance schedules, work orders	Semipermanent	Destroy records dated on or before December 31, 2011 or until the asset is removed from service or

			until the period of reclaimed water permit plus two years, until the end of the IPDES Permit cycle, or as requested by state or federal agencies
Water			
Backflow Tests	Backflow assemblies test report	Temporary	Destroy records dated on or before December 31, 2017
Confined Space Entry Permit	A written authorization prepared prior to employee entry into a Permit Required Confined Space. The Department's permit contains specific entry space, purpose and time conditions under which the entrance will operate.	Semipermanent	Destroy records dated on or before December 31, 2015 from date issued
Construction Samples	Bacteria sample results taken for water line/well construction	Semipermanent	Destroy records dated on or before December 31, 2015
Daily Chlorine Residuals	Field notes from Chlorine residuals taken from various sample ports in the City water system	Temporary	Destroy records dated on or before December 31, 2017
Digline Marking Agreement	Agreements between City and Excavators for marking facility	Semipermanent	Destroy records dated on or before December 31, 2015
Fire Flow Reports	Actual fire flow data taken from a particular fire hydrant	Semipermanent	Destroy records dated on or before December 31, 1945
ISO Fire Hydrant Reports	Updates to our Insurance Evaluator notifying them of new hydrants to Water System	Semipermanent	Destroy records dated on or before December 31, 2015
Leak Letters	Letters that are mailed to customer informing customer of a possible leak are attached to the service order for leak check	Semipermanent	Destroy records dated on or before December 31, 2015
Meter Warranty Report	A report on meter warranty	Semipermanent	Destroy records dated on or before December 31, 1995
Safety Inspections	Inspections / Reports for Gas Monitors, Crane, Fall Protection, and Fire Inspection	Semipermanent	Destroy records dated on or before December 31, 1990
Service Orders	Records including requests from customer, Utility Billing, or Water Division to perform work or get a read at an address as well as historical logs showing service order number	Semipermanent	Destroy records dated on or before December 31, 2015

Spring flush notices (Mailers)	Flush notices mailed to customers for spring flush of water system / Maps	Semipermanent	Destroy records dated on or before December 31, 2015
Turbidity Reports	Logs used for entering wasted water flushed from the water system and not sold. Flush locations are listed. Water Quality information, including Nephelometer Turbidity (NTU) readings, are documented.	Semipermanent	Destroy records dated on or before December 31, 1995
Water Meter Reports	Water meter reports including NC list, billing status report, autoread master route report, billing pre-scan report, re-reads, and water meter testing results, Sensus analytics, RNI Reports	Semipermanent	Destroy records dated on or before December 31, 2015
Water Quality Correspondence	Any mailed correspondence with labs, customers, regulators concerning sampling	Semipermanent	Destroy records dated on or before December 31, 2005
Water Quality Master Log	Records documenting water quality calls from customers	Semipermanent	Destroy records dated on or before December 31, 1995

IDAHO STATUTE TITLE 50, CHAPTER 9, SECTION 50-907

TITLE 50 MUNICIPAL CORPORATIONS

CHAPTER 9 ORDINANCES -- CITY CODE -- RECORDS

50-907. CLASSIFICATION AND RETENTION OF MUNICIPAL RECORDS.

(1) "Permanent records" shall consist of:

- (a) Adopted meeting minutes of the city council and city boards and commissions;
 - (b) Ordinances and resolutions;
 - (c) Building plans and specifications for commercial projects and government buildings;
 - (d) Fiscal year-end financial reports;
 - (e) Records affecting the title to real property or liens thereon;
 - (f) Cemetery records of lot ownership, headstone inscriptions, interment, exhumation and removal records, and cemetery maps, plot plans and surveys;
 - (g) Poll books, excluding optional duplicate poll books used to record that the elector has voted, tally books, sample ballots, campaign finance reports, declarations of candidacy, declarations of intent, and notices of election; and
 - (h) Other documents or records as may be deemed of permanent nature by the city council.
- Permanent records shall be retained by the city in perpetuity, or may be transferred to the Idaho state historical society's permanent records repository upon resolution of the city council.

(2) "Semipermanent records" shall consist of:

- (a) Claims, canceled checks, warrants, duplicate warrants, purchase orders, vouchers, duplicate receipts, utility and other financial records;
- (b) Contracts;
- (c) Building applications for commercial projects and government buildings;
- (d) License applications;
- (e) Departmental reports;
- (f) Bonds and coupons; and
- (g) Other documents or records as may be deemed of semipermanent nature by the city council.

Semipermanent records shall be kept for not less than five (5) years after the date of issuance or completion of the matter contained within the record.

(3) "Temporary records" shall consist of:

- (a) Building applications, plans, and specifications for noncommercial and nongovernment projects after the structure or project receives final inspection and approval;
 - (b) Cash receipts subject to audit;
 - (c) Election ballots and duplicate poll books; and
 - (d) Other documents or records as may be deemed of temporary nature by the city council.
- Temporary records shall be retained for not less than two (2) years, but in no event shall financial records be destroyed until completion of the city's financial audit as provided in section 67-450B, Idaho Code.

(4) "Historical records" shall consist of records which, due to age or cultural significance, are themselves artifacts of historical value. Historical records have enduring value based on the administrative, legal, fiscal, evidential or historical information they

contain. Historical records shall be retained by the city in perpetuity or may be transferred to the Idaho state historical society's permanent records repository pursuant to subsections 8. and 9. of section 67-4126, Idaho Code, upon resolution of the city council.

(5) Each city council shall adopt by resolution a records retention schedule, listing the various types of city records and the retention period for each type of record.

(6) The city may reproduce, retain and manage records in a photographic, digital or other nonpaper medium. The medium in which a document is retained shall accurately reproduce the record in paper form during the period for which the document must be retained and shall preclude unauthorized alteration of the document.

(a) If the medium chosen for retention is photographic, all film used must meet the quality standards of the American national standards institute (ANSI).

(b) If the medium chosen for retention is digital, the medium must provide for reproduction on paper at a resolution of at least two hundred (200) dots per inch.

(c) A record retained by the city in any form or medium permitted under this section shall be deemed an original public record for all purposes. A reproduction or copy of such record, certified by the city clerk, shall be deemed to be a transcript or certified copy of the original and shall be admissible before any court or administrative hearing.

(d) Once a semipermanent or temporary record is retained in a nonpaper medium as authorized by this section:

(i) The original paper document shall be considered a duplicate of the record, and may be summarily disposed of or returned to the sender; and

(ii) The provisions of this section related to retention and destruction of semipermanent and temporary records shall apply only to the record retained in the nonpaper medium.

(e) Once a permanent record is retained in a nonpaper medium as authorized by this section:

(i) The original paper document shall be considered a copy of the record and may be destroyed after compliance with the provisions of this subparagraph. Prior to destruction of original paper documents, the city clerk shall provide written notice, either by electronic or physical delivery, including a detailed list of the documents proposed for destruction to the Idaho state historical society. The Idaho state historical society shall have thirty (30) days after receipt of the notice to review the list and respond in writing, either by electronic or physical delivery, to the city clerk identifying any documents that will be requested to be transferred from the city to the historical society for retention in the permanent records repository. Any documents that will not be transferred for retention in the permanent records repository may be destroyed. If the city clerk receives no written response within thirty (30) days after the notice was received by the historical society, then the records proposed for destruction may be destroyed.

(ii) The provisions of this section related to retention of permanent records shall only apply to the record retained in the nonpaper medium.

(f) Even if a historic record is retained in a nonpaper medium as authorized by this section, the original paper record shall also be retained by the city in perpetuity, or it may be transferred to the Idaho state historical society's permanent records repository upon resolution of the city council.

(g) Whenever any record is retained in a nonpaper medium, the city clerk shall maintain, throughout the scheduled retention period for such record, suitable equipment for displaying such record at not less than original size and for making copies of the record.

(h) Whenever any record is retained in a nonpaper medium, it shall be made in duplicate and the custodian thereof shall place one (1) copy in a fire-resistant vault or off-site storage facility, and he shall retain the other copy in his office with suitable equipment for displaying such record at not less than original size and for making copies of the record.

(7) Destruction or transfer of records:

(a) Permanent records shall not be destroyed, except for paper originals of permanent records retained in a nonpaper medium as provided in subsection (6)(e) of this section. Permanent records may be transferred to the Idaho state historical society's permanent records repository upon resolution of the city council.

(b) Semipermanent records may be destroyed only by resolution of the city council and upon the advice of the city attorney, except for paper originals of semipermanent records retained in a nonpaper medium as provided in subsection (6)(d) of this section. Such disposition shall be under the direction and supervision of the city clerk. The resolution ordering destruction shall list in detail records to be destroyed.

(c) Temporary records may be destroyed only by resolution of the city council and upon the advice of the city attorney, except for paper originals of temporary records retained in a nonpaper medium as provided in subsection (6)(d) of this section. Such disposition shall be under the direction and supervision of the city clerk. The resolution ordering destruction shall list in detail records to be destroyed.

(d) Historical records may not be destroyed but may be transferred to the Idaho state historical society's permanent records repository upon resolution of the city council.

History:

[50-907, added 2005, ch. 41, sec. 2, p. 164; am. 2016, ch. 226, sec. 1, p. 621.]