

BY THE CITY COUNCIL:

BERNT, BORTON, CAVENER,
HOAGLUN, PERRAULT, STRADER

A RESOLUTION AMENDING THE INFORMATION TECHNOLOGY RECORDS RETENTION SCHEDULE; AUTHORIZING THE IT DEPARTMENT DIRECTOR AND CITY CLERK TO IMPLEMENT THE SCHEDULE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, by the passage of Resolution No. 21-2280, City Council has adopted a Citywide Records Retention Schedule, pursuant to Idaho Code section 50-907(5); and

WHEREAS, City Council finds that the following amendment of the Citywide Records Retention Schedule will realize efficiencies in the retention and destruction of e-mail messages;

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

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

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Outlook E-mail Messages – City Staff	All e-mail messages sent or received by City staff using City’s e-mail system. (Copies of e-mail messages may be preserved elsewhere for longer periods of time as the subject matter of such messages may require.)	Semipermanent (Idaho Code section 50-907(2)(g) (other)	Automatically destroyed 5 years after sent or received

Section 2. That the Director of the IT Department, pursuant to the direction of the City Clerk, the City’s designated records custodian, is hereby authorized to supervise the retention and destruction of e-mail messages pursuant to this amendment to the 2021 Citywide Records Retention Schedule.

Section 3. That this Resolution shall be in full force and effect on June 9, 2022.

ADOPTED by the City Council of the City of Meridian, Idaho this 3rd day of May, 2022.

APPROVED by the Mayor of the City of Meridian, Idaho, this 3rd day of May, 2022.

APPROVED:**ATTEST:**

Robert E. Simison, Mayor

Chris Johnson, City Clerk