

CITY OF MERIDIAN

RESOLUTION NO. 24-2435

BY THE CITY COUNCIL:

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

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

WHEREAS, by the passage of Resolution no. 23-2428, 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 the records listed;

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

Section 1. That the Citywide Records Retention Schedule shall be amended with the addition of the following category to the records retention schedule of the Meridian Police Department:

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
Asset forfeiture records	Documentation pertaining to the seizure process and obtaining approval through the courts.	Semipermanent (Idaho Code section 50-907(2)(a))	5 years after closure of case

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

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

ADOPTED by the City Council of the City of Meridian, Idaho this 13th day of February, 2024.

APPROVED by the Mayor of the City of Meridian, Idaho, this 13th day of February, 2024.

APPROVED:

ATTEST:

Robert E. Simison, Mayor

Chris Johnson, City Clerk