

RESOLUTION NO. TBD-2026

A RESOLUTION OF THE CITY OF NEW MEADOWS, A MUNICIPAL CORPORATION OF IDAHO, PROVIDING FOR THE DESTRUCTION OF TEMPORARY AND SEMI-PERMANENT RECORDS; AND PROVIDING THAT THIS RESOLUTION BE IN EFFECT UPON ITS PASSAGE AND APPROVAL.

WHEREAS, Idaho Code Section 50-907 outlines rules under which records are to be destroyed: and,

WHEREAS, the City Council deems that certain records of the City of New Meadows are semi-permanent records and are only required to be kept for five (5) years after date of issuance or completion of the matter contained within the record.; and,

WHEREAS, the City Council deems that certain records of the City of New Meadows are temporary records and are only required to be kept for two (2) years after date of issuance or completion of the matter contained within the record.; and,

WHEREAS, records may only be destroyed by resolution of the City Council after regular audit, and advice of the City Attorney; and,

WHEREAS, such resolution shall list in detail the records to be destroyed; and

WHEREAS, the disposition is to be under the direction and supervision of the City Clerk; and,

WHEREAS, the Idaho State Historical Society is empowered under Idaho Code Section 67-4126(8) to require that cities deposit official documents not in current use that are of definite historical importance with the Society for preservation,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of New Meadows that the City Clerk is hereby authorized to destroy the records described in "Exhibit A" attached.

PASSED by the Council and APPROVED by the Mayor of the City of New Meadows, Idaho, this 9<sup>th</sup> day of **March 2026**.

ATTEST: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
Kyla Gardner, City Clerk/Treasurer Julie Good , Mayor

As city attorney for and legal advisor to the City of New Meadows, Idaho, I hereby certify that I have reviewed Resolution # TBD-2026 of the City of New Meadows and that the same is in accordance with Section 50-907, Idaho Code, as amended. Dated this \_\_\_\_\_ day of \_\_\_\_\_, **2026**.

\_\_\_\_\_  
Chris Yorgason, City Attorney

**EXHIBIT A**

<b>Semi-Permanent / Temporary</b>	<b>Record</b> (Brief Description of Record)	<b>Location</b>	<b>Schedule of Destruction</b>
Semi-Permanent	Closed batch reports FY 2022/2023	Box # 1	March 2026
Semi-Permanent	Closed batch reports FY 2022/2023	Box # 2	March 2026
Semi-Permanent	Closed batch reports FY 2019/2020	Box #3	March 2026
Semi - Permanent	Closed batch reports FY 2020/2021	Box #4	March 2026
Semi-Permanent	Closed batch reports FY 2020/2021	Box #5	March 2026
Semi-Permanent	Closed Batch reports FY 2021/2022	Box #6	March 2026
Semi – Permanent	Closed Batch reports FY 2021/2022	Box #7	March 2026
Semi - Permanent	Closed Batch reports FY 2022/2023	Box #8	March 2026
Semi-Permanent	Closed Batch reports FY 2017/2018	Box #9	March 2026
Semi-Permanent	Closed Batch reports FY 2016/2017	Box #10	March 2026
Semi-Permanent	Closed Batch reports FY 2016/2017	Box #11	March 2026
Semi-Permanent	Closed Batch reports FY 2017/2018	Box #12	March 2026
Semi - Permanent	Closed Batch reports FY 2018/2019	Box #13	March 2026
Semi- Permanent	Closed Batch reports FY 2018/2019	Box #14	March 2026
Semi - Permanent	Closed Batch reports FY 2019/2020	Box #15	March 2026
Semi-Permanent	Closed Batch reports FY 2015/2016	Box #16	March 2026
Semi-permanent	Closed Batch reports FY 2015/2016	Box #17	March 2026
Semi-Permanent	Closed Batch reports FY 2014/2015	Box #18	March 2026
Semi-Permanent	Cash Receipt Books 2010-2023	Box # 20	March 2026
Semi-Permanent	Claims FY 2018/2019	Box #21	March 2026
Semi-Permanent	Claims FY 2016/2017	Box #22	March 2026
Semi-Permanent	Bank Statements/ reconciliation 1993-1995	Box #23	March 2026
Semi-Permanent	Check Stubs 2016-2021	Box # 24	March 2026
Semi-Permanent	Payroll reports 2020	Box #24	March 2026
Semi-Permanent	Bank Deposit books 2017-2020	Box #24	March 2026
Semi-Permanent	Payroll 2000-2003	Box #19	March 2026
Semi-Permanent	Payroll 2019-2020	Box #24	March 2026
Semi-Permanent	Bank Statements & Checks stubs 1987	Box #25	March 2026
Semi-Permanent	Claims FY 2017/2018	Box #27	March 2026
Semi-Permanent	Claims FY 2019/2020	Box #28	March 2026
Semi-Permanent	Claims FY 1989-1992	Box #29	March 2026
Semi-Permanent	Claims FY 2015/2016	Box #30	March 2026
Semi-Permanent	City Council Packets 2007-2008	Box #31	March 2026
Semi-Permanent	Payroll 2013-2018	Box #32	March 2026
Semi-Permanent	Claims 1987-1994	Box #33	March 2026
Semi-Permanent	Financial Statement 2010/2011	Box #34	March 2026
Semi-Permanent	Claims FY 2014/2015	Box #35	March 2026
Semi-Permanent	Payroll 1985-1987	Box #36	March 2026
Semi-Permanent	Payroll 2018	Box # 37	March 2026
Temporary	Previous employee calendars, notes 2015-2018	Box #38	March 2026
Semi-Permanent	Water Bills 1988-1989	Box #39	March 2026
Semi- Permanent	Bank Statements from 2008-2009	Box #40	March 2026

PERMANENT RECORDS:

- Adopted meeting minutes of the city council and city boards and commissions;
- Ordinances & Resolutions;
- Building Plans & specifications for commercial projects and government buildings;
- Fiscal year-end financial reports;
- Records affecting the title to real property or liens thereon;
- 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, notices of election, and records of voting results by precinct; and
- Executed contracts

**(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 authorizing such transfer.)**

SEMI-PERMANENT RECORDS - KEEP FOR FIVE YEARS:

- Claims, cancelled checks, warrants, duplicate warrants, purchase orders, vouchers, duplicate receipts, utility and other financial records;
- Building applications for commercial projects and government buildings;
- License applications;
- Departmental reports; and
- Bonds and Coupons

**(Semi-Permanent records shall be kept for not less than five (5) years after the date of issuance or completion of the matter contained within such semi-permanent record.)**

TEMPORARY:

- Building applications, plans, and specifications for non-commercial and non-governmental projects after the structure or project receives final inspection and approval;
- Cash receipts subject to audit;
- Election ballots and duplicate poll books;
- The most current draft of an unexecuted contract until such contract is executed; and
- Records which are normally believed to be the subject of litigation discovery and determined to be so after consultation with the City Attorney.

**(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 Idaho Code § 67-450B related to such financial records**