

No: 25-  
Date:

RESOLUTION  
OF THE CITY COUNCIL  
CITY OF SANDPOINT

**TITLE: DISPOSITION OF SEMI-PERMANENT AND TEMPORARY RECORDS**

WHEREAS: Idaho Code §50-907 provides for authorization to destroy records that are not required to be retained as permanent records, are no longer required by law or for City business, and that have met the minimum retention period provided by the City's records retention schedule adopted by Resolution No. 06-90 and amended by Resolution Nos. 10-54 and 12-02;

WHEREAS: The city has extremely limited appropriate space for the storage of old records which are no longer required for or used by the city; and,

WHEREAS: The City Treasurer has compiled a list of such records for destruction;

WHEREAS: The City Clerk proposes destruction of these records, which have exceeded their minimum retention; and

WHEREAS; As required by Idaho Code §50-907, the City Attorney has reviewed the attached list and approves the destruction of the records contained therein.

NOW, THEREFORE, BE IT RESOLVED THAT: Pursuant to Idaho Code §50-907, the records on the list prepared by the City Treasurer, a copy of which is attached hereto as if fully incorporated herein and made a part hereof, shall be destroyed.

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Jeremy Grimm, Mayor

ATTEST:

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Melissa Ward, City Clerk

## Semi-Permanent Records Over Ten Years Old

<u>Item #</u>	<u>Record Description</u>	<u>Year of Record</u>
1	<b>Year-end General Ledgers:</b> 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, and totals for notes receivable, interest income, amounts due from other funds, federal grants received, bank loans received, cash in escrow, deferred loans received, cash, encumbrances, revenue, accounts receivable, accounts payable, etc.	Prior to Oct 1, 2015
2	<b>Grant Records:</b> for non-significant grants related to the purchase and/or disposal of real property, 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	Prior to Oct 1, 2015
3	<b>Leave Balance Reports:</b> Year-end reports documenting individual city employee accrual and use of sick, vacation, compensatory, personal business, family and medical leave, and other leave time. Information usually includes: employee name and social security number, leave beginning balance, leave time accrued, leave time used, ending balance, and related data.	Prior to Oct 1, 2015

## Semi - Permanent Records Over Five Years Old

<u>Item #</u>	<u>Record Description</u>	<u>Year of Record</u>
1	<b>Misc Accounts Payable:</b> Records (other than grants) documenting payment of city bills, including reports, invoices, statements, vouchers, purchase orders, payment authorizations, receipt records, canceled checks or warrants, etc.	Prior to Oct 1, 2020
2	<b>Misc Accounts Receivable:</b> Records (other than grants) documenting billing and collection of monies owed to the city by vendors, citizens, organizations, governments, etc. that have been paid.	Prior to Oct 1, 2020
3	<b>Bank Transaction Records:</b> Records (other than grants) documenting the status and transaction activity of city bank accounts, including account statements, deposit and withdrawal slips, checks, checkbook stubs and check registers, etc.	Prior to Oct 1, 2020
4	<b>Deduction Authorization Records:</b> Records documenting employee application and authorization for voluntary payroll deductions, direct bank deposits, and related actions. Payroll deductions are directly deposited or remitted to the authorized financial institution, insurance company, or other agency or vendor. For separated or terminated employees or if superseded.	Prior to Oct 1 2020
5	<b>Deduction Registers:</b> Registers or records documenting voluntary and/or required deductions from the gross pay of city employees. Types of deductions include: federal income and social security taxes, state income tax, workers' compensation, union dues, insurance, deferred compensation, credit union, parking permit, garnishments, levies, charitable contributions, and others.	Prior to Oct 1 2020
6	<b>Employee Time Records:</b> Records (other than grant related) documenting hours worked, leave hours accrued, and leave hours taken by city employees. Information usually includes: employee name and social security number, hours worked, type and number of leave hours taken, total hours, dates and related data.	Prior to Oct 1 2020

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| 7  | <b>Employee Travel Records:</b> Records documenting requests, authorizations, reimbursements, and other actions related to employee travel, including expense reports and receipts, vouchers and related documents.  | Prior to Oct 1 2020 |
| 8  | <b>Federal &amp; State Tax Records:</b> 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), request for taxpayer identification number and certificate (W-9), employers' quarterly federal tax return (941, 941E), tax deposit coupon (8109), and similar federal and state completed forms | Prior to Oct 1 2020 |
| 9  | <b>Financial Reports:</b> Reports (other than fiscal year-end reports and the quarterly published treasurer's report) 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.   | Prior to Oct 1 2020 |
| 10 | <b>Resolved Garnishment Records:</b> 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.  | Prior to Oct 1 2020 |
| 11 | <b>General Ledgers:</b> Monthly 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, and totals for notes receivable, interest income, amounts due from other funds, federal grants received, bank loans received, cash in escrow, deferred loans received, cash, encumbrances, revenue, accounts receivable, accounts payable, etc.   | Prior to Oct 1 2020 |

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| 12 | <b>Grant Records:</b> for non- significant grants that are not related to the purchase and/or disposal of real property, 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 | Prior to Oct 1 2020 |
| 13 | <b>Interdepartmental Billings:</b> These are accounting documents that request the transfer of funds between departments for services rendered or materials purchased.  | Prior to Oct 1 2020 |
| 14 | <b>Investment Records:</b> Reports, statements, summaries, correspondence and other records documenting and tracking investments made by the city, including the Local Government Investment Pool.  | Prior to Oct 1 2020 |
| 15 | <b>Leave Balance Reports:</b> Reports (excluding year-end reports) documenting individual city employee accrual and use of sick, vacation, compensatory, personal business, family and medical leave, and other leave time. Information usually includes: employee name and social security number, leave beginning balance, leave time accrued, leave time used, ending balance, and related data.   | Prior to Oct 1 2020 |
| 16 | <b>Payroll Registers:</b> Year-end 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 for those employees no longer employed.                                       | Prior to Oct 1 2020 |
| 17 | <b>PERSI Records:</b> Records relating to PERSI, including Employer Remittance Forms, invoices, correspondence, financial adjustments, etc.   | Prior to Oct 1 2020 |
| 18 | <b>Professional Membership Records:</b> Records documenting city-paid individual memberships and activities in professional organizations (i.e. Idaho City Clerks, Treasurers & Finance Officers  | Prior to Oct 1 2020 |

	Association, Association of Public Treasurers, etc.).	
19	<b>Purchase Orders &amp; Requisitions:</b> 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.	Prior to Oct 1 2020
20	<b>Receipts:</b> Copies of receipts, showing the date, from whom received, amount, purpose, etc	Prior to Oct 1 2020
21	<b>Subsidiary Ledgers, Journals &amp; Registers:</b> Records documenting details of transactions such as those related to receipts and expenditures on a daily, monthly, quarterly or similar basis. Includes journals, ledgers, registers, daybooks and other account books that provide backup documentation for the general ledger.	Prior to Oct 1 2020
22	<b>Utility Account Change Records:</b> Records documenting routine information changes to customer accounts, including name and address for closed accounts	Prior to Oct 1 2020
23	<b>Utility Application/Disconnect Records:</b> Applications completed by customers requesting or disconnecting water, sewer, street lights or other city-provided services.	Prior to Oct 1 2020
24	<b>Utility Bill Remittance Stubs:</b> Bill stubs received with payments for water, sewer, street lights and other city-provided services that document receipt and posting of customer payments. \	Prior to Oct 1 2020
25	<b>Utility Billing Adjustment Records:</b> Records documenting adjustments to customer water, sewer, street lights or other city-provided service billings for debits, credits, refunds, returned checks, and related reasons.	Prior to Oct 1 2020
26	<b>Utility Billing Register:</b> Records documenting transactions on the water, sewer, street lights or other city-provided service account of each customer. Useful for reference to assure accurate customer billings.	Prior to Oct 1 2020
27	<b>Utility Customer Security Deposit Records:</b> Records documenting customer payment of a security deposit to receive water, sewer, street lights or other services.	Prior to Oct 1 2020

28	<b>Utility Meter Books:</b> Document the readings of customer water by city employees for billing purposes.	Prior to Oct 1 2020
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#### Temporary Records Over Three Years Old

<u>Item #</u>	<u>Record Description</u>	<u>Year of Record</u>
1	<b>Bankruptcy Notices:</b> 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.	Prior to Oct 1, 2022
2	<b>Budget Records:</b> Records used in preparing and adopting the city budget, including revenue projections, instructions, department requests, worksheets, council-approved tentative budget.	Prior to Oct 1, 2022
3	<b>Gift &amp; Contribution Records:</b> Records documenting gifts and contributions to the city, where terms of the gift/contribution have been completed, including donor and acknowledgment letters, acquisition lists itemizing purchases made with contributed money, checks, receipts and related records	Prior to Oct 1, 2022
4	<b>Payroll Administrative Reports:</b> Reports, statistical studies, and other records designed and used for budget preparation, projections, workload and personnel management, and research and general reference. Often consists of recapitulation reports organizing wages, deductions, and other data into categories such as quarter-to-date, year-to-date, fiscal year-to-date, department, division, section, employee/employer contributions, and others.	Prior to Oct 1, 2022
5	<b>Payroll Registers:</b> Month-end 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,	Prior to Oct 1, 2022

voluntary deductions, net pay, and related data for those employees no longer employed.

- 6      **Postage Records:** Document transactions with the U.S. Postal Service and private carriers, including: postage meter records, receipts for registered and certified mail, insured mail, special delivery receipt and forms, loss reports, etc.      Prior to Oct 1, 2022