

CITY OF IDAHO CITY
RESOLUTION NO. 2022-07

A RESOLUTION OF THE CITY OF IDAHO CITY, 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 Idaho City 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 Idaho City 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 Idaho City 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 Idaho City, Idaho, this 14th day of September, 2022.


Kenneth Everhart, Mayor

ATTEST:


Nancy L. Ptak, City Clerk/Treasurer

CITY RECORDS TO BE DESTROYED September 14, 2022 EXHIBIT A

Semi-Permanent/ Temporary	Record	Location	Schedule of Destruction
SP	vouchers and invoices 2008-2011(A-H)	Box A	Sep-22
SP	vouchers and invoices 2008-2011(N-Z)	Box C	Sep-22
SP	Time cards 2002-2011	Box F	Sep-22
SP	Invoices 2008-2011(I-M)	Box G	Sep-22
SP	Cash Disbursements FY 01/02 thru FY 07/08	Box H	Sep-22
SP	Paid Invoices FY08/09 thru FY10/11		Sep-22
SP	Idaho Unemployment Payroll reports 2002-2007		Sep-22
SP	Idaho Sales Tax and Use 2003-2006		Sep-22
SP	Idaho Payroll withholding tax reports 2002-2008		Sep-22
SP	941 Federal Payroll Tax reports 2002-2007		Sep-22
SP	Quarterly Financial reports FY 02/03 to FY 06/07		Sep-22
SP	Monthly Financial Statements FY11/12		Sep-22
SP	Monthly Financial Statements FY 01/02 to FY 10/11	Box I	Sep-22
SP	Journal Entries FY 02/03 to FY 10/11		Sep-22
SP	Cash Receipts Books FY 02/03 to FY 10/11	Box J	Sep-22
SP	Deposit Slips FY 08/09 to FY 10/11		Sep-22
SP	Bank Statement/Checks Oct 2006 to Sept 2009		Sep-22
SP	3rd Duplicate Audit Books 1982-2013	Box K	Sep-22
SP	Bank Deposits July-Sept 2003, Jan-Sept 2004, Jan-Dec 2005		Sep-22
SP	Event Checklist 2003-2011	Box L	Sep-22
SP	Dog License Info and Vaccinations 2003-2008		Sep-22
SP	Catering Permits 1998-2007		Sep-22
SP	Business License 1997-2011		Sep-22
SP	Vendor Permits 2000-2011	Box M	Sep-22
SP	Liquor License and Apps 1995-1996, 1998-2011		Sep-22
SP	Catering Permits older than 1999		Sep-22
T	West Central Highlands RC&D Agendas and Minutes 1994-95	Box N	Sep-22
T	Idaho Works 1989 - 2 packets		Sep-22
T	Woodland Notes, Cooperative extension Newsletter Spring 1989		Sep-22
T	1980 Idaho Census Preliminary report		Sep-22
T	SE Idaho Council of Governments App for Federal Assistance (did not include IC-informational Only)		Sep-22
T	West Central Highlands RC&D Year in Review 1994		Sep-22
T	ISBDC Info 1991		Sep-22
T	Idaho/Washington Rc&D Area Council Handbook		Sep-22
T	West central Highland RC&D project 1990		Sep-22
T	Idaho Conservation League Book 1990		Sep-22
T	State of Idaho Economic Development Agenda 1991-95		Sep-22
T	PNW Strategy Community Development Guide 1990		Sep-22
T	West Central Highlands RC&D 1997 Annual Report		Sep-22
T	USDA Soil Conservation Service Info 1991		Sep-22
T	RC&D Annual report 1990		Sep-22
T	Community Profiles Info 1990		Sep-22
T	Idaho Gem Community Action Grant program Handbook 1991		Sep-22
T	1998 Plan of Work for West Central Highland RC&D		Sep-22
T	RC&D Training 1991		Sep-22
T	Idaho City Economic Development Council 1992		Sep-22
T	Elk Creek Channelization 1996		Sep-22
T	Boise Basin Visitor and Tourism Development Plan Draft		Sep-22
T	West Central Highland RC&D Member Binder 1993		Sep-22
SP	Tape Recorded Meetings of City Council / Special Meetings/ and Parks and Rec 2000-2008 and Tape recorder	Box O	Sep-22
SP	Negatives from 2002 Water/sewer lines, old backup disks, old software disks, 2002 Inspection Logs disk (2), Chlorine contact Pipe (2),		Sep-22
SP	2002 Pressure Line 4" Pics on disk(4), CDs Screen savers(6), Back up CD OLD, empty cases, old back up disks, Old back ups		Sep-22
SP	Deposits Oct 2001-Sept 30, 2002	Box R	Sep-22
SP	Bank Deposit Details Jan-Dec 2002, Jan-June and Oct-Dec 2003, Oct-Dec 2004, Jan-Mar 2007, July-Sept 2009, Jan-Dec 2010		Sep-22
SP	Bank Deposit Details FY 06/07 to FY 09/10	Box S	Sep-22
SP	Vouchers A-Z FY12/13; Vehicle files include maintenance records and bills of sale, copies of titles	Box T	Sep-22
SP	2007 Ford Crown Victoria, Wabco 777B Grader, 1987 Champion Grader, 1993 Ford Bronco, 1960 Ford Ttruck, 1952 Jeep Fire Truck,		Sep-22
SP	1986 Ford Van, 2005 Ford Expedition, 1994 Ford Bronco, 1984 Dodge Ram, 1987 Case Backhoe, 1995 Case Backhoe, 2007 Case		Sep-22
SP	Backhoe, 1996 Ford Bronco, 1999 Chevy Tahoe, 1993 Chevy Caprice, 1995 Chevy Caprice, 1988 Chevy Caprice		Sep-22
T	1996 Emergency Response Comm., 2015 Janitorial, Kokanee Days 2012, Mt. Bike Event 1994-2001, EarthLink 2006,	Box U	Sep-22
T	Law Enforcement Contract 1989-1990, Orkin Receipt 2009, Phone/Pager/Cell/Head Gear 2006, Public Info Request 2012		Sep-22
T	Public Records Retention 2000, EPA 1993, Environmental Planning Tools/Material/Handbook,		Sep-22
T	1988 Submittal Data for Treatment Plant Mod., Wex Fuel cards 2015, Fax Sheets/ Memos for Water System 1993,		Sep-22
T	West One Bank Public Depository App 1994, Alternate Water Days Info, Water Shut-off Procedure/ Regs,		Sep-22
T	Dept. of Commerce Survey Construct 2004, Us Bank Info 2016, Forest Service CCR Reg, Orkin Invoices		Sep-22
T	Community Hall Reservations 2012, Gibbons/Scott/Dean Auditors, Mayor Pat Campbell, Purchase of meals from Forest Service 2003,		Sep-22
T	2002 Work shop Idaho City, Cellular Telephone Tower 1989, Cell Tower-Carlson 2008, Us Postal Service Info/Forms,		Sep-22
T	Utility Questionnaire, Universal Ad Com Agreement 2005, Contracts/Emails, Wedding Ceremonies, Info for Deaf/Hearing		Sep-22
T	Western Engraving		Sep-22
SP	2002 Tax Bill Receipt, Idaho City Employee Hrs 2013-2014, Event Checklist 2014-2015, Vendor Packet "Health Dept"	Box V	Sep-22
T & SP	J & L Services, 1999 Basin 72 Use Hall Emergency Info, State Payroll Tax W/H Reports 1994,		Sep-22
SP	Business Licenses 2012-2013-2014, Liquor Licenses 2012-2013-2014, Cancelled Business Licenses,		Sep-22
SP	Denied Business License, Catering Permits 2014, Vendor Permits 2012-2013-2014, Events Check List 2012-2013		Sep-22
T	Comdata- gas card services, Compass long range transportation, Cowboy Poet Gathering,		Sep-22
T	Nat'L Fire Plan 2002, DSL, Grease Traps, Frontier Days		Sep-22

T	Rose Rebekah Lodge Donations, Request for records, Reserve Policies, Returned Merch., Recycle Info., Public Involvement Guide,	Box W	Sep-22
T	Support Letters, Old Claims 2012, Boise County Assessments 2011, Boise County Election Info 2011, Contractors Reg.,		Sep-22
T	Donation Receipts 2006, B.E.S.T., Historical Misc., HIT Industries, Homeland Security 2006, Idaho Intergovernmental Ins. Authority,		Sep-22
T	Montgomery Walkway (Brick), Idaho State Controller, IC clean-up day- Gem in the Rough, IC 4th of July,		Sep-22
T	IC Commercial Renovation Master Plan, IC Memos/ Letters, Ice Skating Rink, IC Brightest Star Nominations, IC Police Chief Letters		Sep-22
T	Idaho Fire Ins. Rating, Infrastructure Planning/misc. Inventory, INEL Report June 2008, Manuals Inventory, Equip. Repair,		Sep-22
T	Equip. Sale 2009, Old Checkbooks, Event/Org Info Forms, Equip. Rentals, 1997 Water/Waste Water Directory, Gambling in IC Info		Sep-22
	Old Building Inspector Correspondence, Building Codes/Permit Info OLD.2001-2003 Building Inspector Billings, Petty cash 1985 receipt		Sep-22
T	2003 - 211 Mapping - Idaho Care Line	Box 1	Sep-22
T	1995 - Ada Planning Association Intelligent Transportation System (Scanned and saved on computer)		Sep-22
SP	Vendor W-9s 1999-2021 (info entered in computer)		Sep-22
SP	Business Licenses 2015		Sep-22
SP	2016 Community Hall Rentals and Park Rentals calendar		Sep-22
SP	Received Complaint Letters 2006-2017 (Scanned and saved on computer)		Sep-22
SP	Letters of Correspondence 2008-2016 (Scanned and saved on computer)		Sep-22
SP	Letters of Correspondence (Mayor Canody) 2004-2016 (Scanned and saved on computer)		Sep-22
T	2013-2019 Delinquent Water & Sewer Accounts		Sep-22
T	2015 Event Checklists		Sep-22
T	2008 Emergency Declaration (Scanned and saved on computer)		Sep-22
SP	2003-2007 EDGE meeting minutes (Scanned and saved on computer)		Sep-22
T	Certificate of Liability Insurance 2015-2018		Sep-22
T	Certificate of Liability Insurance 2019-2022 (Scanned and saved on computer)		Sep-22
SP	Fire Extinguisher service/Inspections City Buildings 1988		Sep-22
T	Idaho City Volunteer Fire Department Inventory List 2011		Sep-22
SP	Fireworks Contract 2003		Sep-22
SP	City Attorney Contracts 1993 - 2010 (Scanned and saved on computer)		Sep-22
T	The Idaho World requests for publication 2008, 2012, 2013		Sep-22
T	Boise County Community Service time sheets 2008-2011		Sep-22
SP	Liquor Licenses 2015		Sep-22
SP	ICRMP Fire Dept. Claim (in 2013 for 1976 Dodge and in 2015 for 1981 Vanplet Ladder Truck) (Scanned and saved on computer)		Sep-22
SP	Census copies		Sep-22
SP	Census 2010		Sep-22
SP	2010 Census Annexation Survey		Sep-22
SP	Census 2011		Sep-22
SP	Census 2012		Sep-22
SP	Bankruptcy Notices 1994-2009 (Scanned and saved on computer)		Sep-22
SP	Boise County Bankruptcy 2012 (Scanned and saved on computer)		Sep-22
SP	Boise Ridge Riders 1996-2008 (Scanned and saved on computer)		Sep-22
SP	Central Contractor Registry 2006-2016		Sep-22
SP	U.S. West Direct/Qwest/Centurylink info 1994-2000		Sep-22
SP	Community Hall receipts and rental info 2000-2008		Sep-22
SP	Dust Abatement invoices 2004-2015		Sep-22
SP	FmHA Application 1982-1989 (Scanned and saved on computer)		Sep-22
SP	Fire Department inventory and policies 1993-2007 (Scanned and saved on computer)		Sep-22
SP	Frontier Days Information and Invoices 2009-2015		Sep-22
SP	Economic Development Report for Idaho City by George Fox University Boise 2001, 2006, 2008 (Scanned and saved on computer)	Box 2	Sep-22
SP	ICRMP Vehicle Accident 2012		Sep-22
SP	Idaho Power Correspondence 2004-2015		Sep-22
SP	SAGE Community Resources Comprehensive Economic Development Strategy 2006-2010 (Scanned and saved on computer)		Sep-22
T	Vendor Permits 2015		Sep-22
SP	ICRMP Insurance Policies and claims 2000-2004		Sep-22
SP	Small Town Program - Delta James Asset Review 2006		Sep-22
SP	Idaho Federal Surplus Property 1993-2006		Sep-22
SP	V-1 Propane		Sep-22
SP	Boise County Transportation Group Info 2005-2006		Sep-22
SP	Kuwahara Complaint - City Council Meetings 2008 (Scanned and saved on computer)		Sep-22
SP	Stubblefield & Cameron Complaint motorhome 2014 (Scanned and saved on computer)		Sep-22
T	2018 Idaho Power rate schedule letter - Sewer Plant 2		Sep-22
T	2000 letter template - new addresses/address changes		Sep-22
SP	Vendor Vouchers "T-Y" 2012-2016		Sep-22
SP	Vendor Vouchers "I-S" 2012-2016	Box 3	Sep-22
SP	Vendor Vouchers "E-I" 2012-2016	Box 4	Sep-22
SP	Vendor Vouchers "A-D" 2012-2016	Box 5	Sep-22