

CITY OF IDAHO CITY
RESOLUTION NO. 2023-01

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,

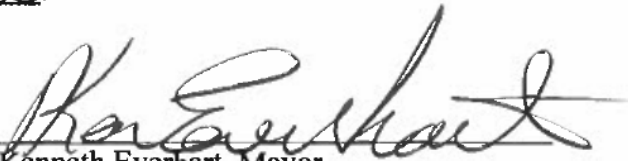
WHEREAS, such resolution shall list in detail the records to be destroyed; and

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

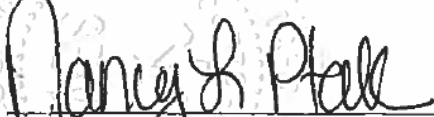
WHEREAS, the Idaho State Historical Society is empowered under Idaho Code Section 67-4126(8) to require that cities deposit official documents not in current use that are of definite historical importance with the Society for preservation,

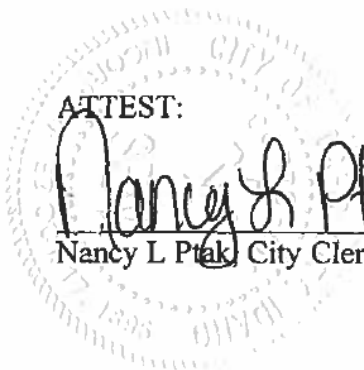
NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Idaho City that the City Clerk is hereby authorized to destroy the records described in "Exhibit A" attached.

PASSED by the Council and **APPROVED** by the Mayor of the City of Idaho City, Idaho, this 8th day of March, 2023.


Kenneth Everhart, Mayor

ATTEST:


Nancy L. Ptak, City Clerk/Treasurer



CITY RECORDS TO BE DESTROYED EXHIBIT A

| Semi-Permanent/ Temporary | Record | Location | Schedule of Destruction |
|------------------------------|---|----------|----------------------------|
| SP | Vendor Vouchers "A-D" 2018-2019 | Box A | |
| SP | Warm Springs Emails | Box A | |
| SP | Warm springs Owner info | Box A | |
| SP | Warm springs Grant | Box A | |
| SP | Warm Springs letter of support for extension | Box A | |
| SP | Warm Springs Notice of Public Hearing | Box A | |
| SP | Warm Springs Questions | Box A | |
| SP | Warm Springs Resort | Box A | |
| SP | Warm Springs Right of Way Encroachment App and Permit for Utilities | Box A | |
| SP | Warm Spring Sewer Extension | Box A | |
| SP | Warm springs Water and Sewer Feasibility | Box A | |
| SP | warm springs cdhd | Box A | |
| SP | Warm springs GEM Grant Revised | Box A | |
| SP | Warm Springs Mores Creek Restoation Highway Saftey | Box A | |
| SP | Warm Springs Preliminary Engineering Report Sewer Extension 1 | Box A | |
| SP | Warm Springs Preliminary Engineering Report Sewer Extension 2 | Box A | |
| SP | Warm Springs Preliminary Engineering Report Sewer Extension 3 | Box A | |
| SP | Warm Springs Reopening Support | Box A | |
| SP | Warm Springs Sewer Extension groundwater protection project | Box A | |
| SP | Warm Springs Sewer Request | Box A | |
| SP | Vendor Charge Accounts | Box A | |
| SP | Public Records | Box A | |
| SP | Cert of Vaccination - Dog | Box A | |
| SP | Liquor Catering Permits 2015 | Box A | |
| SP | Liquor Catering Permits 2016 | Box A | |
| SP | Liquor Catering Permits 2017 | Box A | |
| SP | Liquor Catering Permits 2018 | Box A | |
| SP | Liquor Catering Permits 2019 | Box A | |
| SP | Business License 2018 | Box A | |
| SP | Martin Water / Sewer public notice 12/17 | Box A | |
| SP | Business License 2019 | Box A | |
| SP | Dog License 2018 | Box A | |
| SP | Dog License 2019 | Box A | |
| SP | Liquor License Application Checklist 2018 | Box A | |
| SP | Liquor License 2018 | Box A | |
| SP | Liquor License Application Checklist 2019 | Box A | |
| SP | Liquor License 2019 | Box A | |
| SP | Vendor License 2018 | Box A | |
| SP | IC Days Vendors 2018 | Box B | |
| SP | Vendor License 2019 | Box B | |
| SP | IC Days Vendors 2019 | Box C | |
| SP | ID Power copies VC 2013 | Box C | |
| SP | ID Power copies VC 2014 | Box C | |
| SP | ID Power copies VC 2015 | Box C | |
| SP | ID Power copies VC 2016 | Box C | |
| SP | ID Power copies VC 2017 | Box C | |
| SP | ID Power copies VC 2018 | Box C | |
| SP | ID Power copies VC 2019 | Box C | |
| SP | BBIA Old Power Bills | | |
| SP | Attorney Correspondence | | |
| SP | Land Issues | | |

| | | | |
|----|-------------------------------------|--|--|
| SP | Building Code Violatiopn 2002-2003 | | |
| SP | Voided / not picked up BLDG Permits | | |
| SP | Building Permit Register | | |
| SP | Vouchers and Invoices 2012 / 2015 | | |
| SP | Vouchers and Invoices 2018 / 2019 | | |
| SP | FY 11/12 Audit | | |
| SP | Time Cards | | |
| SP | Bank Statements | | |
| SP | Cash Reciept Books | | |
| SP | Deposit Reciepts | | |
| SP | Check Register | | |
| SP | Deposits | | |
| SP | 2012 W2 1099s | | |
| SP | Journal Entries | | |
| SP | Water Sewer Account Ledger | | |
| SP | Cash Reciept Ledger | | |
| SP | Cash Disbursement Ledger | | |
| SP | Payroll Ledger | | |
| SP | Budget Prep | | |
| SP | FY 12/13 Audit | | |
| SP | Time Cards | | |
| SP | Bank Statements | | |
| SP | Cash Reciept Books | | |
| SP | Deposit Reciepts | | |
| SP | Check Register | | |
| SP | Deposits | | |
| SP | 2013 W2 1099s | | |
| SP | Journal Entries | | |
| SP | Water Sewer Account Ledger | | |
| SP | Cash Reciept Ledger | | |
| SP | Cash Disbursement Ledger | | |
| SP | Payroll Ledger | | |
| SP | Budget Prep | | |
| SP | FY 13/14 Audit | | |
| SP | Time Cards | | |
| SP | Bank Statements | | |
| SP | Cash Reciept Books | | |
| SP | Deposit Reciepts | | |
| SP | Check Register | | |
| SP | Deposits | | |
| SP | 2014 W2 1099s | | |
| SP | Journal Entries | | |
| SP | Water Sewer Account Ledger | | |
| SP | Cash Reciept Ledger | | |
| SP | Cash Disbursement Ledger | | |
| SP | Payroll Ledger | | |
| SP | Budget Prep | | |
| SP | FY 14/15 Audit | | |
| SP | Time Cards | | |
| SP | Bank Statements | | |
| SP | Cash Reciept Books | | |
| SP | Deposit Reciepts | | |
| SP | Check Register | | |
| SP | Deposits | | |
| SP | 2015 W2 1099s | | |

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|----|----------------------------|-----------------------|--|--|
| SP | Journal Entries | | | |
| SP | Water Sewer Account Ledger | | | |
| SP | Cash Reciept Ledger | | | |
| SP | Cash Disbursement Ledger | | | |
| SP | Payroll Ledger | | | |
| SP | Budget Prep | | | |
| SP | | FY 15/16 Audit | | |
| SP | Time Cards | | | |
| SP | Bank Statements | | | |
| SP | Cash Reciept Books | | | |
| SP | Deposit Reciepts | | | |
| SP | Check Register | | | |
| SP | Deposits | | | |
| SP | 2016 W2 1099s | | | |
| SP | Journal Entries | | | |
| SP | Water Sewer Account Ledger | | | |
| SP | Cash Reciept Ledger | | | |
| SP | Cash Disbursement Ledger | | | |
| SP | Payroll Ledger | | | |
| SP | Budget Prep | | | |
| SP | | FY 16/17 Audit | | |
| SP | Time Cards | | | |
| SP | Bank Statements | | | |
| SP | Cash Reciept Books | | | |
| SP | Deposit Reciepts | | | |
| SP | Check Register | | | |
| SP | Deposits | | | |
| SP | 2017 W2 1099s | | | |
| SP | Journal Entries | | | |
| SP | Water Sewer Account Ledger | | | |
| SP | Cash Reciept Ledger | | | |
| SP | Cash Disbursement Ledger | | | |
| SP | Payroll Ledger | | | |
| SP | Budget Prep | | | |