

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,

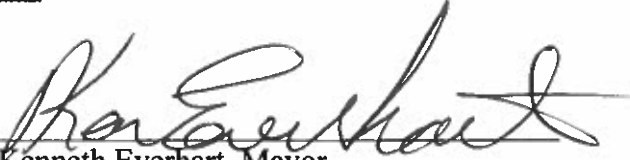
WHEREAS, such resolution shall list in detail the records to be destroyed; and

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

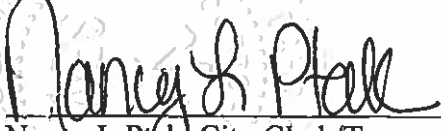
WHEREAS, the Idaho State Historical Society is empowered under Idaho Code Section 67-4126(8) to require that cities deposit official documents not in current use that are of definite historical importance with the Society for preservation,

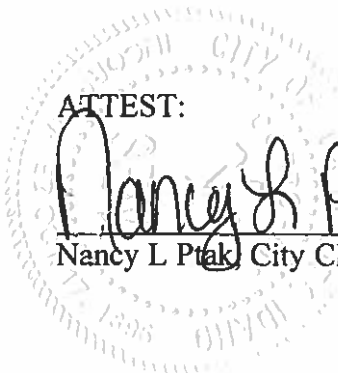
NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Idaho City that the City Clerk is hereby authorized to destroy the records described in "Exhibit A" attached.

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

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