CITY OF IDAHO CITY

RESOLUTION NO. 2026-05

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 28 day of October, 2026.

Ryan Heffington, Mayor

ATTEST:

Nancy L. Keeton, City Clerk/Treasurer

CITY RECORDS TO BE DESTROYED EXHIBIT A

Semi-Permanent/ Temporary	Record	Location	Schedule of Destruction
	2008-13 Boise County Road & Bridge Plan	1	
	1998 - 2020 Census	1	
	1999 Basin School District Request for Annexation	1	
	Spec. Remodel of Existing City Hall Feb/1986	1	
	City Hall Remodel Architect letters	1	
	2013 Airport trail correspondence	1	
	USDA Agreement Pioneer Fire 2016	1	
	USDA M&M China project 2009	1	
	USDA Mores South Fuel Reduction project 2005	1	
	USDA Gold Panning 1994	1	
	USDA Rural Community Assistance 1999	1	
	USDA Rural Community Assistance 2000	1	
	USDA Invoices 2012	1	
	USDA Agreement for rental of temp emergency facilities 1994	1	
	2005 F250 truck accident 2013	1	
	Insurance 2005-2015	1	
	Insurance 2003-2004	1	
	ITD corresponcence 1994-2011	1	
	ITD Sewer line damage 2012	1	
	ITD sign applications - outdoor advertising	1	
	SICHA 2016-2017	1	
	ITD water tank bill of ale 2009	1	
	Street Sign Grant 2016-2018	1	
	FM-009 Boise National Forest agrrement emergency rent of Comm Hall 2000 &	1	
	Old Employee request for leave 2017-current	1	
	LGIP 17/18 & 18/19	1	
	MISC Correspondence	1	
	2020-21 Business License	1	
	2020-21 Cateering Permit	1	
	2020-21 Dog License & Kennel License	1	
	2020-21 Liquor License	1	
	2020-21 Vendor Permit	1	
	September 2020 and prior claims	2	
	1997 - 1998 meter sheets	2	
	2014 - 2015 meter sheets	2	
	2000-2003 budget reports	2	
	2002-2003 Employee letters / evaluation	2	
	2003 Business License Application	2	
	1993, 2001, 2002 correspondence	2	
	1948 Warrants	3	
	2010 grant applications	3	
	2007 Boise Basin Park sewer & water extension / corespondance	3	
	Idaho Federal Aid project STP-3290(117) (special provisions)	3	
	Construction contracts 2002-2003	3	
	United Pipe Invoices 2006-2008	3	
	Right of way encroachment applications 2006 & 2009	3	
	2020 Adjustments	3	
	Elenor Wolery employee file	3	
	1984 lease agreement (expired)	3	
	FMHA loan info 1991-1992	3	
	Ponderosa Senic Byway info 2001	3	

CITY RECORDS TO BE DESTROYED EXHIBIT A

Semi-Permanent/ Temporary	Record	Location	Schedule of Destruction
	1987 Ice Rink agreement w/ IC Chamber	3	
	Gem Community Grant 2001, 1994	3	
	Idaho City Area Community Development, Inc (inactive)	3	
	Meter Sheets 2015-2019	4	
	Gem Community Grant 2002, 1997	4	
	Bricks project 2003	4	
	Visitors Center grant 1986	4	
	Community Hall Refund Vouchers 10/2017 - 09/2020	4	
	Claims October 2020 through September 2021	4	
	2004-16 Utility Change Order Sheets	5	
	2019 Utility Billing Adjustment Journal	5	
	2018 Utility Billing aged accounts list, payments and adjustments	5	
	2019 Utility Billing payments and adjusments	5	
	2018 Utility Billing aged accounts lists, payments & adjustments	5	
	2003 RV Grant, & Misc grant info	5	
	2011 LHTAC Transportation grant	5	
	2002-2007 Idaho City Estates	5	
	1974-2008 Mores Creek Sewer	5	
	1985 Grant applications	6	
	2015 Planning Grant	6	
	2014 Planning Grant	6	
	2001 Grant & Bond	6	
	2017-2023 Burn Permits	6	
	Water / Sewer Adjustments 2015-2019	6	
	RAC Grant 2007	6	
	ITD 2007 Grant - King Rd.	6	
	2016-17 Dog License	7	
	2016-17 Business License	7	
	Street Repair Donations	7	
	2016-17 Event Checklist	7	
	2016-17 Vendor Permits	7	
	2016-17 Liquor License	7	
	2002-13 AIG	7	
	2012-13 Fire Dept. Audit Materials	7	
	2016-17 ITD Roads & Street Reports	7	
	2002-10 W-2 & 1099 reports	7	
	2016-17 CDBG Grant	7	
	1985 EPA Sewer Grant	8	
	1984 Waste water Treatment info	8	
	2013-15 DEQ request for funs & disbursement	8	
	2012-14 water project public notices - permits - agreements	8	
	2011-13 ID Dept Commerce Block Grant	8	
	2011 Community Block Grant	8	
	2006 Rural Business Enterprise Grant	8	
	1994 Senior Center Block Grant	8	
	2010 Senior Center Grant	8	
	2008 Gem Grant	8	
	2022 Vendor Permits	9	
	2022 Liquor License	9	
	2022 Event Checklist	9	
	2022 Dog License	9	

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Semi-Permanent/ Temporary	Record	Location	Schedule of Destruction
	2022 Catering Permit	9	
	2022 Business License	9	
	Claims 10/2021 - 09/2022	9	