

RESOLUTION NO. TBD-YYYY

A RESOLUTION OF THE CITY OF NEW MEADOWS, 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 New Meadows 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 New Meadows 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 New Meadows 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 New Meadows, Idaho, this _____ day of _____, _____.

ATTEST: _____ APPROVED: _____
Jacob Qualls, City Clerk/Treasurer , Mayor

As city attorney for and legal advisor to the City of New Meadows, Idaho, I hereby certify that I have reviewed Resolution # TBD-YYYY of the City of New Meadows and that the same is in accordance with Section 50-907, Idaho Code, as amended. Dated this _____ day of _____, 20 ____.

City Attorney

EXHIBIT A

Semi-Permanent / Temporary	Record	Location	Schedule of Destruction
Temporary	FY 06/07 Utility Stubs	Box 5	
Temporary	RC&D West Central Highlands Info	Box 5	
Semi-Permanent	March 2007-March 2007 Utility Billing	Box 7	
Semi-Permanent	Publication of FY 02-03 Amendment Notice	Box 7	
Semi-Permanent	Publication of FY 03-04 Public Hearing	Box 7	
Semi-Permanent	Publication of June 30, 2003 Financial Report	Box 7	
Semi-Permanent	Fax for Publication of Financial Report 02/03	Box 7	
Semi-Permanent	Publication of June 30, 2002 Financial Report	Box 7	
Semi-Permanent	Publication of Ordinance NO. 286-03	Box 7	
Semi-Permanent	Publication of September 30, 2003 Financial Report	Box 7	
Semi-Permanent	Publication Amendment Ordinance NO.218-94	Box 7	
Semi-Permanent	Publication Summary of Residential/Fair Housing	Box 7	
Semi-Permanent	Publication of June 30, 2004 Financial Report	Box 7	
Semi-Permanent	Publication of Public Hearing 2/9/04	Box 7	
Semi-Permanent	Publication of Public Hearing 12/13/04	Box 7	
Semi-Permanent	Publication of Public Hearing 2/14/05	Box 7	
Semi-Permanent	Publication of Resolution Summary	Box 7	
Semi-Permanent	Publication of Ordinance NO. 280-02	Box 7	
Semi-Permanent	Publication of Financial Report 3/31/02	Box 7	
Semi-Permanent	Publication of Summary and Meeting Schedule	Box 7	
Semi-Permanent	Publication of Inviting Bids for Dust Oiling	Box 7	
Semi-Permanent	June 2005 Account Summary Report	Box 7	
Temporary	IRS Tax Form Orders	Box 7	
Temporary	Water Bill Copies	Box 7	
Temporary	8/1/06 Water/Sewer Bills	Box 7	
Temporary	02-03 Delinquent Accounts	Box 7	
Semi-Permanent	August 06 Account Summary	Box 7	
Semi-Permanent	May 06 Account Summary	Box 7	
Temporary	2006 NFC Utility Accounts	Box 7	
Temporary	Delinquent Account Agreements	Box 7	
Temporary	2005 Sewer/Water Accounts	Box 7	
Temporary	Communication Between Sagebrush and High Meadows on Parking	Box 8	
Temporary	Notice from Granite View to Disconnect Services	Box 8	
Temporary	Communication Regarding Building Permit	Box 8	
Semi-Permanent	September 9, 2000 Budget	Box 8	
Semi-Permanent	FY 99/00 State Payments (Direct Deposits)	Box 8	
Semi-Permanent	97-98 Analytical Lab Analysis Report	Box 8	

Temporary	PERSI Voluntary Contribution Letter	Box 8	
Temporary	Letter Requesting Mobile Radar Unit	Box 8	
Semi-Permanent	Letter Discussing Law Enforcement Contract	Box 8	
Semi-Permanent	Letter Stating Non-Renewal of Fire District Lease	Box 8	
Temporary	Letter Declining Senior Bus Funding	Box 8	
Temporary	Letter of Notice to Send Zoning Ordinance	Box 8	
Semi-Permanent	Letter Regarding Catering Permit	Box 8	
Temporary	Response Letter for Q&A in Creating Quality Cities	Box 8	
Semi-Permanent	Response Letter for Parking Changes	Box 8	
Semi-Permanent	Draft Letter for USFS to Change to McCall	Box 8	
Semi-Permanent	Letter Regarding Conditional Use Permit	Box 8	
Temporary	Thank You Letter for Prison Proposal Briefing	Box 8	
Semi-Permanent	Letter For Hudson's Trailer Park Management Change	Box 8	
Temporary	Letter of Power Disconnect at 217 B S. Heigho	Box 8	
Semi-Permanent	Approval Letter for Curfew Ordinance	Box 8	
Temporary	Letter of Recommendation for Wilkers Family	Box 8	
Temporary	Thank You Letter for Snow Removal	Box 8	
Semi-Permanent	Letter to Business Owners Regarding Snow Removal	Box 8	
Semi-Permanent	Letter to Notify of Bar Extension Hours	Box 8	
Temporary	Letter to Desa Albright Regarding Fence	Box 8	
Semi-Permanent	Canvassing of Election Results 2/2/99	Box 8	
Semi-Permanent	Deposits 4/8-9/08	Box 6	
Semi-Permanent	Utility Receipts 2007	Box 6	
Semi-Permanent	Deposit Book 8/15/07-4/4/08	Box 6	
Semi-Permanent	Utility Billing Reports 07-08	Box 6	
Semi-Permanent	General Ledger Details 10/05-06/06	Box 4	
Semi-Permanent	Cash Disbursement Summary	Box 4	
Semi-Permanent	Monthly Banking Account Statement	Box 4	
Semi-Permanent	Cash Receipt Summary 03-07	Box 4	
Semi-Permanent	Journal Entries 03-07	Box 4	
Semi-Permanent	Expenditure Reports 03-07	Box 4	
Semi-Permanent	Check Register 05/06	Box 4	
Semi-Permanent	Utility Billing FY 03/04	Box 1	
Semi-Permanent	NM Zoning Ordinances	Box 1	
Temporary	Zoning Bulletin 00-02	Box 1	
Semi-Permanent	2005 Comprehensive Plan	Box 1	
Temporary	2007 AmRoyal Sales Receipt for AC Unit	Box 1	
Temporary	ID Community Planning and Local Act	Box 1	
Semi-Permanent	City of NM Regence Dental Plan Booklet	Box 1	
Semi-Permanent	Resolution NO.157	Box 1	
Semi-Permanent	Water/Sewer Accounts List	Box 1	
Temporary	Notice of Mailing of 2001 Water Quality	Box 1	

Semi-Permanent	Declaration for Teen Dating Violence Week	Box 1	
Temporary	From the Mayor's Desk 2006	Box 1	
Temporary	Welcome Letter to Dave Jones/Engineer	Box 1	
Temporary	Order Form for Reliable Office Supplies	Box 1	
Semi-Permanent	Cash Disbursement Summary	Box 1	
Temporary	Guidelines for Annual Road/Street Report	Box 1	
Semi-Permanent	Monthly Budget Report of Expenditure Period 2	Box 1	
Semi-Permanent	Balance Sheet Report 1997	Box 1	
Semi-Permanent	Annexation-Ordinance NO. 123, 127, 135	Box 1	
Semi-Permanent	General Ledger Detail 12/19/1997	Box 1	
Semi-Permanent	Balance Sheet Report 12/97	Box 1	
Semi-Permanent	Balance Sheet Report 1/98	Box 1	
Semi-Permanent	Budget Expenditures 98-99	Box 1	
Temporary	Fax of Rough Budgeting Estimate	Box 1	
Temporary	Alphabetical List of Worksheet Functions	Box 1	
Semi-Permanent	Monthly Budget Report of Revenue	Box 1	
Semi-Permanent	Intent to File App for Financial Assistance	Box 1	
Semi-Permanent	Statement of Revenue/Expenses	Box 1	
Semi-Permanent	Aged Account List 3/20/1998	Box 1	
Semi-Permanent	Revenue Expenditures 94-95	Box 1	
Semi-Permanent	August 13, 2001 CC Meeting Agenda	Box 1	
Semi-Permanent	Wage Schedule 1997	Box 1	
Semi-Permanent	Winter Averages List 96-97	Box 1	
Semi-Permanent	1997 Sewer Main Inventory	Box 1	
Semi-Permanent	1986 Sewer Project Cost/Revenue	Box 1	
Semi-Permanent	City of NM Dust Oil Option	Box 1	
Semi-Permanent	Draft Ordinance NO. 251-98 11/98	Box 1	
Semi-Permanent	Printout of Successful Install of Windows 95	Box 1	
Semi-Permanent	Quarterly Financial Report FY 97/98	Box 1	
Semi-Permanent	Year End Posting Register 1/98	Box 1	
Semi-Permanent	Letter from Zions Bank 10/98	Box 1	
Semi-Permanent	Invoice from Water&Waste Equip. CO	Box 1	
Temporary	Info on Fluorescent Lights	Box 1	
Semi-Permanent	97-98 C&M Receipts	Box 1	
Temporary	Victor Reg and Flowmeter Manual	Box 1	
Semi-Permanent	Consumer Confidence Report Template	Box 1	
Temporary	NRWA Magazine	Box 1	
Temporary	Paper on Global Village Info	Box 1	
Temporary	Folder- Rural Community Assistance Corp	Box 1	
Temporary	WIN.INI Functions	Box 1	
Temporary	2000 US Census Handbook	Box 1	
Temporary	Guide to Alcohol Control	Box 1	
Semi-Permanent	Alcoholic Beverage Ordinances	Box 1	
Semi-Permanent	Alcoholic Beverage ID Statutes	Box 1	
Semi-Permanent	Letter from ISP on Wine License Requirements	Box 1	

Semi-Permanent	Fax to Mike Moore on Revised Alcohol License	Box 1	
Semi-Permanent	Letter to Bob Crawford about Beer Garden	Box 1	
Semi-Permanent	Letter to Mayor from Association of ID Cities	Box 1	
Semi-Permanent	Gallagher Byerly Inc Open Enrollment Letter	Box 1	
Semi-Permanent	Hazardous Substance ER Packet	Box 1	
Temporary	ID Disaster Loss Tax Provisions Flyer	Box 1	
Temporary	Rebuilding Your Flooded Home Book	Box 1	
Temporary	ID Department of Juvenile Corrections Booklet	Box 1	
Temporary	ID Department of Health & Welfare Daycare Info	Box 1	
Temporary	Local Hwy Jurisdictions Funding Manual	Box 1	
Temporary	Pricing Sheet on Office Desks	Box 1	
Semi-Permanent	Annual Road and Street Financial Report	Box 1	
Semi-Permanent	ID State Liquor Disp. 2006 Annual Report	Box 1	
Temporary	Welfare to Work Program Folder	Box 1	
Semi-Permanent	City Hall Room Rules and Applications	Box 1	
Semi-Permanent	Copy of Marriage License Shepard/Melnicova	Box 1	
Semi-Permanent	Abandoned Underground Storage Tank Questions	Box 1	
Temporary	Info on Getting a marriage License	Box 1	
Semi-Permanent	Survey of Local Gov. Records Repositories	Box 1	
Temporary	Marriage Ceremony Script	Box 1	
Semi-Permanent	ID Dept. of Labor Letter on New Hires	Box 1	
Semi-Permanent	ID Dept. of Labor Spanish Postings	Box 1	
Semi-Permanent	Job Service Employee Handbook	Box 1	
Semi-Permanent	Fax for New Hire to Dept. of Labor	Box 1	
Semi-Permanent	Letters about Crossing Guard Duties	Box 1	
Semi-Permanent	Small Community Improvement Program Rules	Box 1	
Semi-Permanent	2002 Directory Survey-Elected Officials	Box 1	
Semi-Permanent	Letter to Business Owners of Alarm Usage	Box 1	
Semi-Permanent	Affordable Housing Request	Box 1	
Semi-Permanent	Fax Sending Waste Transfer Fees	Box 1	
Semi-Permanent	Hazard Mitigation Grant Program Opportunities	Box 1	
Semi-Permanent	Regional Eco Development Strategic Plan	Box 1	
Temporary	ID Bureau of Homeland Security NEPA Info	Box 1	
Semi-Permanent	ID Dept. of Labor Letter to Mayor Perrin	Box 1	
Semi-Permanent	CC Meeting Packets 99-06	Box 2	
Semi-Permanent	CC Attendance Record	Box 2	
Semi-Permanent	Bank Statements 10/05-9/06	Box 2	
Semi-Permanent	Journal Entries 08-09	Box 2	
Semi-Permanent	Utilities November 2004-September 2006	Box 3	
Semi-Permanent	General Ledger FY 2002-2003	Box 3	
Temporary	Christmas light/Display Prizes	Box 9	
Semi-Permanent	Copy of ordinance NO. 247-97	Box 9	

Semi-Permanent	Copy of Ordinance NO. 245.97	Box 9	
Semi-Permanent	Ordinance Description List	Box 9	
Semi-Permanent	Resolution #'s 78-92 9/97-9/99	Box 9	
Semi-Permanent	Ordinance NO. 243-97	Box 9	
Temporary	Notice of Public Hearing May 08	Box 9	
Semi-Permanent	Cal Fausett-Map of Playground	Box 9	
Temporary	Copy of Application for Sales Tax Exempt	Box 9	
Semi-Permanent	Record of Proceedings Ordinance NO. 179	Box 9	
Semi-Permanent	Ordinance NO. 201 Copy 1987	Box 9	
Temporary	1993 Desk Calendar	Box 9	
Semi-Permanent	Animal Ordinance Samples	Box 9	
Temporary	Grangeville 2001 Kennel Regulations	Box 9	
Semi-Permanent	City of McCall Dog Control Copy	Box 9	
Semi-Permanent	Ordinance NO.251-98	Box 9	
Semi-Permanent	Ordinance NO. 286 1992 Copy	Box 9	
Semi-Permanent	Ordinance NO. 303 1993 Copy	Box 9	
Semi-Permanent	Ordinance NO. 251-98 Draft Copy	Box 9	
Semi-Permanent	Kennels Regulated 6-27-7	Box 9	
Semi-Permanent	West Central Highlands RC&D 1999	Box 9	
Semi-Permanent	Ordinance (repealed) Copies	Box 9	
Semi-Permanent	Ordinance NO. 108 (Village Annex)	Box 9	
Semi-Permanent	Administration and Personnel Ordinance List	Box 9	
Semi-Permanent	Copy of Ordinance NO. 43	Box 9	
Semi-Permanent	Copy of Edited Ordinance NO. 37	Box 9	
Semi-Permanent	Copy of Edited Ordinance NO. 33	Box 9	
Semi-Permanent	Copy of Edited Ordinance NO. 27	Box 9	
Semi-Permanent	Copy of Edited Ordinance NO. 45	Box 9	
Semi-Permanent	Copy of Edited Ordinance NO. 24	Box 9	
Semi-Permanent	Copy of Edited Ordinance NO. 22	Box 9	
Semi-Permanent	Copy of Edited Ordinance NO. 49	Box 9	
Semi-Permanent	Copy of Edited Ordinance NO. 1-15	Box 9	
Semi-Permanent	Copy of Edited Ordinance NO. 54-136	Box 9	
Semi-Permanent	Copy of Edited Ordinance NO. 194-218	Box 9	
Semi-Permanent	Copy of Edited Ordinance NO. 47	Box 9	
Semi-Permanent	Copy of Edited Ordinance NO. 163-189	Box 9	
Semi-Permanent	Ordinance List with Notes	Box 9	
Temporary	Unanswered Pages (small note pad)	Box 9	
Semi-Permanent	Fax-Mike Moore Revised Alcohol Ordinance	Box 9	
Temporary	Application Copy for Liquor License	Box 9	
Semi-Permanent	Fax Regarding Ordinance NO.276-01	Box 9	
Semi-Permanent	Ordinance NO. 275-01 and 276-01	Box 9	
Semi-Permanent	Ordinance Review April 2001	Box 9	
Semi-Permanent	Ordinance Review March 2001	Box 9	
Semi-Permanent	Existing Ordinance Review February 2001	Box 9	
Semi-Permanent	Existing Ordinance Review October 2000	Box 9	
Semi-Permanent	Existing Ordinance Review September 2000	Box 9	

Semi-Permanent	Existing Ordinance Review August 2000	Box 9	
Semi-Permanent	Existing Ordinance Review June 2000	Box 9	
Semi-Permanent	Existing Ordinance Review May 2000	Box 9	
Semi-Permanent	Existing Ordinance Review April 2000	Box 9	
Semi-Permanent	Existing Ordinance Review March 2000	Box 9	
Semi-Permanent	Ordinance List as of 2000	Box 9	
Semi-Permanent	Ordinance NO. 246-97	Box 9	
Semi-Permanent	Fax- Mike Moore Ordinance NO. 227-95	Box 9	
Semi-Permanent	Repealing Ordinance List	Box 9	
Temporary	Blue Folder with Duct Tape (empty)	Box 9	
Semi-Permanent	EMS/Fire Department Building Plans	Box 9	
Semi-Permanent	Copy of IS Statutes Ch.7-8	Box 9	
Temporary	Information on Air Monitors	Box 9	
Semi-Permanent	Record of Special Board Meeting 7-27-87	Box 9	
Temporary	Blank Business Licenses	Box 9	
Temporary	Notes handwritten of Liquor License	Box 9	
Semi-Permanent	Ordinance NO. 215-94	Box 9	
Semi-Permanent	Ordinance NO. 267-00 (edited)	Box 9	
Semi-Permanent	Ordinance NO. 134 (wine)	Box 9	
Semi-Permanent	Ordinance NO. 215-94 (liquor)	Box 9	
Semi-Permanent	Ordinance NO. 177 (beer)	Box 9	
Semi-Permanent	Ordinance NO. 267-00 (sale)	Box 9	
Semi-Permanent	ID Statutes- Alcoholic Beverages	Box 9	
Semi-Permanent	Fax- Mike Moore Ordinance NO. 267-00	Box 9	
Temporary	Info on Towerlink America 2 Videos	Box 9	
Semi-Permanent	ID Commercial Building Energy Code	Box 9	
Temporary	Protecting Drinking Water Booklet	Box 9	
Temporary	ID Source Water Assessment Plan Booklet	Box 9	
Semi-Permanent	Operators Manual Chassis Pump	Box 9	
Temporary	1998 Cell Phone Replacement Invoice	Box 9	
Temporary	Small Business and Park Incubator	Box 9	
Temporary	Info on Mosquito Abatement	Box 9	
Temporary	Airmetrics Video and Packet	Box 9	
Semi-Permanent	AIC Legislative Bulletin 2-18-03	Box 9	
Temporary	Letter to Lloyd Perrin from Bureau of Disaster	Box 9	
Semi-Permanent	Hwy Right-of-Way Acquisition Booklet	Box 9	
Temporary	Conference Registration Packet Water Assoc.	Box 9	
Temporary	2002 Letter- CTC Telecom Subscriber Changes	Box 9	
Temporary	Wyatt Engineering Packet	Box 9	
Temporary	ID Community Foundation 2002 Report	Box 9	
Temporary	Rural Community Assistance Corp. Info Packet	Box 9	
Temporary	Graph Paper with Recipe	Box 9	
Semi-Permanent	MV Eco Development Meeting 2-6-03	Box 9	
Semi-Permanent	Adams County Eco Diversification Strategy	Box 9	
Temporary	J-U-B Engineers Info Packet	Box 9	
Semi-Permanent	Development Agreement Manual	Box 9	

Temporary	Rocky Mountain Land Institute Agenda	Box 9	
Semi-Permanent	Development Agreement Template	Box 9	
Temporary	Audio/Web Conference Registration Form	Box 9	
Semi-Permanent	Letter to Russ Smith From JUB	Box 9	
Semi-Permanent	Employee Assistance Program Manual	Box 9	
Temporary	Good Year Tire Quotes	Box 9	
Temporary	Letter to Steve Mehen from Vixen Hill	Box 9	
Temporary	Letter from Sun Valley Lighting-Russ	Box 9	
Temporary	ID Department of Parks and Rec Blank App	Box 9	
Semi-Permanent	ID Dept of Lands Memorandum	Box 9	
Semi-Permanent	Letter- Dept of Commerce about Grants	Box 9	
Temporary	ID Dept of Fish and Games Grants	Box 9	
Temporary	ID Dept of Parks and Rec App Info Packet	Box 9	
Temporary	ID Dept of parks and Rec Grant Info Packet	Box 9	
Temporary	Park Grants Research Info	Box 9	
Temporary	City Officials Day at the Capitol 2005	Box 9	
Temporary	ID Dept of Parks and Rec Land & Water	Box 9	
Temporary	Congestion Mitigation & Air quality App	Box 9	
Temporary	DWP Estimate (hand written)	Box 9	
Temporary	ICRMP Skate Park Info	Box 9	
Temporary	Guidelines for local hwy purchases packet	Box 9	
Temporary	Funding capital improvements packet	Box 9	
Semi-Permanent	Draft PUD Folder	Box 9	
Temporary	Paul's receipt for flowers and card	Box 9	
Temporary	Ed Kampus phone number	Box 9	
Temporary	Hots Receipt	Box 9	
Temporary	Municipal Bond Glossary	Box 9	
Semi-Permanent	AIC Legislative Hotline 1995	Box 9	
Temporary	Coffey Labs Info Packet 1994	Box 9	
Temporary	Statewide Transportation Improvements	Box 9	
Temporary	Handwritten notes on skate park/depot	Box 9	
Temporary	IRWA math workshop Boise 1991	Box 9	
Temporary	1987 Clean Water Act Packet	Box 9	
Temporary	Regence Insurance Detail Packet	Box 9	
Temporary	List of box Contents	Box 9	
Semi-Permanent	FY 06-07 Financial Report	Box 10	
Semi-Permanent	2006 Audit List	Box 10	
Semi-Permanent	Audit Papers to Jeremy Hall 06	Box 10	
Semi-Permanent	Audit Info to Bailey & CO	Box 10	
Semi-Permanent	2006 Bank Deposits	Box 10	
Semi-Permanent	FY 05-06 Vendor Files	Box 10	
Semi-Permanent	FY 03-04 Utility Receipts	Box 11	
Semi-Permanent	FY 03-04 Adams County Receipts	Box 11	
Semi-Permanent	FY 03-04 Investment Pool/FICA	Box 11	
Semi-Permanent	FY 03-04 Bank Statements	Box 11	
Semi-Permanent	2004 Payroll	Box 11	

Semi-Permanent	2004 C&M, ABT, Analytical Receipts	Box 11	
Semi-Permanent	2004 Cell phone and Frontier Bills	Box 11	
Semi-Permanent	2004 Delinquent water bills	Box 11	
Semi-Permanent	FY 03-04 Check Register	Box 11	
Semi-Permanent	2004 Payroll Deductions	Box 11	
Semi-Permanent	2003 Vendor Receipts	Box 11	
Semi-Permanent	FY 06-07 AR Files	Box 12	
Semi-Permanent	2011 Water Bill Receipt Book	Box 12	
Semi-Permanent	Copies of Checks and Stubs FY 06-07	Box 12	
Semi-Permanent	FY 04-05 Monthly Budget	Box 13	
Semi-Permanent	FY 04-05 Check Register	Box 13	
Semi-Permanent	FY 04-05 General Ledger	Box 13	
Semi-Permanent	FY 04-05 Revenue Sharing	Box 13	
Semi-Permanent	FY 04-05 Bank Statements	Box 13	
Semi-Permanent	FY 04-05 Payroll and time cards	Box 13	
Semi-Permanent	FY 04-05 AR Bill Payments	Box 13	
Semi-Permanent	FY 04-05 Utility Backup CD	Box 13	

* A copy of this list has been sent to the Idaho Historical Society for notification on _____

PERMANENT RECORDS:

- Adopted meeting minutes of the city council and city boards and commissions;
- Ordinances & Resolutions;
- Building Plans & specifications for commercial projects and government buildings;
- Fiscal year-end financial reports;
- Records affecting the title to real property or liens thereon;
- Poll books, excluding optional duplicate poll books used to record that the elector has voted, tally books, sample ballots, campaign finance reports, declarations of candidacy, declarations of intent, notices of election, and records of voting results by precinct; and
- Executed contracts

(Permanent records shall be retained by the City in perpetuity, or may be transferred to the Idaho State Historical Society's permanent records repository upon Resolution of the City Council authorizing such transfer.)

SEMI-PERMANENT RECORDS - KEEP FOR FIVE YEARS:

- Claims, cancelled checks, warrants, duplicate warrants, purchase orders, vouchers, duplicate receipts, utility and other financial records;
- Building applications for commercial projects and government buildings;
- License applications;
- Departmental reports; and
- Bonds and Coupons

(Semi-Permanent records shall be kept for not less than five (5) years after the date of issuance or completion of the matter contained within such semi-permanent record.)

TEMPORARY:

- Building applications, plans, and specifications for non-commercial and non-governmental projects after the structure or project receives final inspection and approval;

- Cash receipts subject to audit;
- Election ballots and duplicate poll books;
- The most current draft of an unexecuted contract until such contract is executed; and
- Records which are normally believed to be the subject of litigation discovery and determined to be so after consultation with the City Attorney.

(Temporary records shall be retained for not less than two (2) years, but in no event shall financial records be destroyed until completion of the City's financial audit as provided in Idaho Code § 67-450B related to such financial records

DRAFT