

RESOLUTION NO. 224-2016

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 **11th** day of **January, 2016**.

ATTEST: /s/ Jacob Qualls
Jacob Qualls, City Clerk/Treasurer

APPROVED: /s/ Anthony J Koberstein
Anthony J Koberstein , Mayor

As city attorney for and legal advisor to the City of New Meadows, Idaho, I hereby certify that I have reviewed Resolution # 224-2016 of the City of New Meadows and that the same is in accordance with Section 50-907, Idaho Code, as amended. Dated this 29th day of January, 2016.

/s/ Richard Stubbs
Richard Stubbs, City Attorney

EXHIBIT A

Semi-Permanent / Temporary	Record	Location	Schedule of Destruction
Temporary	FY 06/07 Utility Stubs	Box 5	Feb 2016
Temporary	RC&D West Central Highlands Info	Box 5	Feb 2016
Semi-Permanent	March 2007-March 2007 Utility Billing	Box 7	Feb 2016
Semi-Permanent	Publication of FY 02-03 Amendment Notice	Box 7	Feb 2016
Semi-Permanent	Publication of FY 03-04 Public Hearing	Box 7	Feb 2016
Semi-Permanent	Publication of June 30, 2003 Financial Report	Box 7	Feb 2016
Semi-Permanent	Fax for Publication of Financial Report 02/03	Box 7	Feb 2016
Semi-Permanent	Publication of June 30, 2002 Financial Report	Box 7	Feb 2016
Semi-Permanent	Publication of Ordinance NO. 286-03	Box 7	Feb 2016
Semi-Permanent	Publication of 09/30/2003 Financial Report	Box 7	Feb 2016
Semi-Permanent	Publication Amendment Ordinance NO.218-94	Box 7	Feb 2016
Semi-Permanent	Publication Summary of Residential/Fair Housing	Box 7	Feb 2016
Semi-Permanent	Publication of June 30, 2004 Financial Report	Box 7	Feb 2016
Semi-Permanent	Publication of Public Hearing 2/9/04	Box 7	Feb 2016
Semi-Permanent	Publication of Public Hearing 12/13/04	Box 7	Feb 2016
Semi-Permanent	Publication of Public Hearing 2/14/05	Box 7	Feb 2016
Semi-Permanent	Publication of Resolution Summary	Box 7	Feb 2016
Semi-Permanent	Publication of Ordinance NO. 280-02	Box 7	Feb 2016
Semi-Permanent	Publication of Financial Report 3/31/02	Box 7	Feb 2016
Semi-Permanent	Publication of Summary and Meeting Schedule	Box 7	Feb 2016
Semi-Permanent	Publication of Inviting Bids for Dust Oiling	Box 7	Feb 2016
Semi-Permanent	June 2005 Account Summary Report	Box 7	Feb 2016
Temporary	IRS Tax Form Orders	Box 7	Feb 2016
Temporary	Water Bill Copies	Box 7	Feb 2016
Temporary	8/1/06 Water/Sewer Bills	Box 7	Feb 2016
Temporary	02-03 Delinquent Accounts	Box 7	Feb 2016
Semi-Permanent	August 06 Account Summary	Box 7	Feb 2016
Semi-Permanent	May 06 Account Summary	Box 7	Feb 2016
Temporary	2006 NFC Utility Accounts	Box 7	Feb 2016
Temporary	Delinquent Account Agreements	Box 7	Feb 2016
Temporary	2005 Sewer/Water Accounts	Box 7	Feb 2016
Temporary	Communication Between Sagebrush and High Meadows on Parking	Box 8	Feb 2016
Temporary	Notice from Granite View to Disconnect Services	Box 8	Feb 2016
Temporary	Communication Regarding Building Permit	Box 8	Feb 2016
Semi-Permanent	September 9, 2000 Budget	Box 8	Feb 2016
Semi-Permanent	FY 99/00 State Payments (Direct Deposits)	Box 8	Feb 2016
Semi-Permanent	97-98 Analytical Lab Analysis Report	Box 8	Feb 2016
Temporary	PERSI Voluntary Contribution Letter	Box 8	Feb 2016
Temporary	Letter Requesting Mobile Radar Unit	Box 8	Feb 2016
Semi-Permanent	Letter Discussing Law Enforcement Contract	Box 8	Feb 2016
Semi-Permanent	Letter Stating Non-Renewal of Fire District Lease	Box 8	Feb 2016

Temporary	Letter Declining Senior Bus Funding	Box 8	Feb 2016
Temporary	Letter of Notice to Send Zoning Ordinance	Box 8	Feb 2016
Semi-Permanent	Letter Regarding Catering Permit	Box 8	Feb 2016
Temporary	Response Letter for Q&A in Creating Quality Cities	Box 8	Feb 2016
Semi-Permanent	Response Letter for Parking Changes	Box 8	Feb 2016
Semi-Permanent	Draft Letter for USFS to Change to McCall	Box 8	Feb 2016
Semi-Permanent	Letter Regarding Conditional Use Permit	Box 8	Feb 2016
Temporary	Thank You Letter for Prison Proposal Briefing	Box 8	Feb 2016
Semi-Permanent	Letter For Hudson's Trailer Park Management Change	Box 8	Feb 2016
Temporary	Letter of Power Disconnect at 217 B S. Heigho	Box 8	Feb 2016
Semi-Permanent	Approval Letter for Curfew Ordinance	Box 8	Feb 2016
Temporary	Letter of Recommendation for Wilkers Family	Box 8	Feb 2016
Temporary	Thank You Letter for Snow Removal	Box 8	Feb 2016
Semi-Permanent	Letter to Business Owners Regarding Snow Removal	Box 8	Feb 2016
Semi-Permanent	Letter to Notify of Bar Extension Hours	Box 8	Feb 2016
Temporary	Letter to Desa Albright Regarding Fence	Box 8	Feb 2016
Semi-Permanent	Canvassing of Election Results 2/2/99	Box 8	Feb 2016
Semi-Permanent	Deposits 4/8-9/08	Box 6	Feb 2016
Semi-Permanent	Utility Receipts 2007	Box 6	Feb 2016
Semi-Permanent	Deposit Book 8/15/07-4/4/08	Box 6	Feb 2016
Semi-Permanent	Utility Billing Reports 07-08	Box 6	Feb 2016
Semi-Permanent	General Ledger Details 10/05-06/06	Box 4	Feb 2016
Semi-Permanent	Cash Disbursement Summary	Box 4	Feb 2016
Semi-Permanent	Monthly Banking Account Statement	Box 4	Feb 2016
Semi-Permanent	Cash Receipt Summary 03-07	Box 4	Feb 2016
Semi-Permanent	Journal Entries 03-07	Box 4	Feb 2016
Semi-Permanent	Expenditure Reports 03-07	Box 4	Feb 2016
Semi-Permanent	Check Register 05/06	Box 4	Feb 2016
Semi-Permanent	Utility Billing FY 03/04	Box 1	Feb 2016
Semi-Permanent	NM Zoning Ordinances	Box 1	Feb 2016
Temporary	Zoning Bulletin 00-02	Box 1	Feb 2016
Semi-Permanent	2005 Comprehensive Plan	Box 1	Feb 2016
Temporary	2007 AmRoyal Sales Receipt for AC Unit	Box 1	Feb 2016
Temporary	ID Community Planning and Local Act	Box 1	Feb 2016
Semi-Permanent	City of NM Regence Dental Plan Booklet	Box 1	Feb 2016
Semi-Permanent	Resolution NO.157	Box 1	Feb 2016
Semi-Permanent	Water/Sewer Accounts List	Box 1	Feb 2016
Temporary	Notice of Mailing of 2001 Water Quality	Box 1	Feb 2016
Semi-Permanent	Declaration for Teen Dating Violence Week	Box 1	Feb 2016
Temporary	From the Mayor's Desk 2006	Box 1	Feb 2016
Temporary	Welcome Letter to Dave Jones/Engineer	Box 1	Feb 2016
Temporary	Order Form for Reliable Office Supplies	Box 1	Feb 2016
Semi-Permanent	Cash Disbursement Summary	Box 1	Feb 2016

Temporary	Guidelines for Annual Road/Street Report	Box 1	Feb 2016
Semi-Permanent	Monthly Budget Report of Expenditure Period 2	Box 1	Feb 2016
Semi-Permanent	Balance Sheet Report 1997	Box 1	Feb 2016
Semi-Permanent	Annexation-Ordinance NO. 123, 127, 135	Box 1	Feb 2016
Semi-Permanent	General Ledger Detail 12/19/1997	Box 1	Feb 2016
Semi-Permanent	Balance Sheet Report 12/97	Box 1	Feb 2016
Semi-Permanent	Balance Sheet Report 1/98	Box 1	Feb 2016
Semi-Permanent	Budget Expenditures 98-99	Box 1	Feb 2016
Temporary	Fax of Rough Budgeting Estimate	Box 1	Feb 2016
Temporary	Alphabetical List of Worksheet Functions	Box 1	Feb 2016
Semi-Permanent	Monthly Budget Report of Revenue	Box 1	Feb 2016
Semi-Permanent	Intent to File App for Financial Assistance	Box 1	Feb 2016
Semi-Permanent	Statement of Revenue/Expenses	Box 1	Feb 2016
Semi-Permanent	Aged Account List 3/20/1998	Box 1	Feb 2016
Semi-Permanent	Revenue Expenditures 94-95	Box 1	Feb 2016
Semi-Permanent	August 13, 2001 CC Meeting Agenda	Box 1	Feb 2016
Semi-Permanent	Wage Schedule 1997	Box 1	Feb 2016
Semi-Permanent	Winter Averages List 96-97	Box 1	Feb 2016
Semi-Permanent	1997 Sewer Main Inventory	Box 1	Feb 2016
Semi-Permanent	1986 Sewer Project Cost/Revenue	Box 1	Feb 2016
Semi-Permanent	City of NM Dust Oil Option	Box 1	Feb 2016
Semi-Permanent	Draft Ordinance NO. 251-98 11/98	Box 1	Feb 2016
Semi-Permanent	Printout of Successful Install of Windows 95	Box 1	Feb 2016
Semi-Permanent	Quarterly Financial Report FY 97/98	Box 1	Feb 2016
Semi-Permanent	Year End Posting Register 1/98	Box 1	Feb 2016
Semi-Permanent	Letter from Zions Bank 10/98	Box 1	Feb 2016
Semi-Permanent	Invoice from Water&Waste Equip. CO	Box 1	Feb 2016
Temporary	Info on Fluorescent Lights	Box 1	Feb 2016
Semi-Permanent	97-98 C&M Receipts	Box 1	Feb 2016
Temporary	Victor Reg and Flowmeter Manual	Box 1	Feb 2016
Semi-Permanent	Consumer Confidence Report Template	Box 1	Feb 2016
Temporary	NRWA Magazine	Box 1	Feb 2016
Temporary	Paper on Global Village Info	Box 1	Feb 2016
Temporary	Folder- Rural Community Assistance Corp	Box 1	Feb 2016
Temporary	WIN.INI Functions	Box 1	Feb 2016
Temporary	2000 US Census Handbook	Box 1	Feb 2016
Temporary	Guide to Alcohol Control	Box 1	Feb 2016
Semi-Permanent	Alcoholic Beverage Ordinances	Box 1	Feb 2016
Semi-Permanent	Alcoholic Beverage ID Statutes	Box 1	Feb 2016
Semi-Permanent	Letter from ISP on Wine License Requirements	Box 1	Feb 2016
Semi-Permanent	Fax to Mike Moore on Revised Alcohol License	Box 1	Feb 2016
Semi-Permanent	Letter to Bob Crawford about Beer Garden	Box 1	Feb 2016
Semi-Permanent	Letter to Mayor from Association of ID Cities	Box 1	Feb 2016
Semi-Permanent	Gallagher Byerly Inc Open Enrollment Letter	Box 1	Feb 2016
Semi-Permanent	Hazardous Substance ER Packet	Box 1	Feb 2016
Temporary	ID Disaster Loss Tax Provisions Flyer	Box 1	Feb 2016

Temporary	Rebuilding Your Flooded Home Book	Box 1	Feb 2016
Temporary	ID Department of Juvenile Corrections Booklet	Box 1	Feb 2016
Temporary	ID Department of Health & Welfare Daycare Info	Box 1	Feb 2016
Temporary	Local Hwy Jurisdictions Funding Manual	Box 1	Feb 2016
Temporary	Pricing Sheet on Office Desks	Box 1	Feb 2016
Semi-Permanent	Annual Road and Street Financial Report	Box 1	Feb 2016
Semi-Permanent	ID State Liquor Disp. 2006 Annual Report	Box 1	Feb 2016
Temporary	Welfare to Work Program Folder	Box 1	Feb 2016
Semi-Permanent	City Hall Room Rules and Applications	Box 1	Feb 2016
Semi-Permanent	Copy of Marriage License Shepard/Melnicova	Box 1	Feb 2016
Semi-Permanent	Abandoned Underground Storage Tank Questions	Box 1	Feb 2016
Temporary	Info on Getting a marriage License	Box 1	Feb 2016
Semi-Permanent	Survey of Local Gov. Records Repositories	Box 1	Feb 2016
Temporary	Marriage Ceremony Script	Box 1	Feb 2016
Semi-Permanent	ID Dept. of Labor Letter on New Hires	Box 1	Feb 2016
Semi-Permanent	ID Dept. of Labor Spanish Postings	Box 1	Feb 2016
Semi-Permanent	Job Service Employee Handbook	Box 1	Feb 2016
Semi-Permanent	Fax for New Hire to Dept. of Labor	Box 1	Feb 2016
Semi-Permanent	Letters about Crossing Guard Duties	Box 1	Feb 2016
Semi-Permanent	Small Community Improvement Program Rules	Box 1	Feb 2016
Semi-Permanent	2002 Directory Survey-Elected Officials	Box 1	Feb 2016
Semi-Permanent	Letter to Business Owners of Alarm Usage	Box 1	Feb 2016
Semi-Permanent	Affordable Housing Request	Box 1	Feb 2016
Semi-Permanent	Fax Sending Waste Transfer Fees	Box 1	Feb 2016
Semi-Permanent	Hazard Mitigation Grant Program Opportunities	Box 1	Feb 2016
Semi-Permanent	Regional Eco Development Strategic Plan	Box 1	Feb 2016
Temporary	ID Bureau of Homeland Security NEPA Info	Box 1	Feb 2016
Semi-Permanent	ID Dept. of Labor Letter to Mayor Perrin	Box 1	Feb 2016
Semi-Permanent	CC Meeting Packets 99-06	Box 2	Feb 2016
Semi-Permanent	CC Attendance Record	Box 2	Feb 2016
Semi-Permanent	Bank Statements 10/05-9/06	Box 2	Feb 2016
Semi-Permanent	Journal Entries 08-09	Box 2	Feb 2016
Semi-Permanent	Utilities November 2004-September 2006	Box 3	Feb 2016
Semi-Permanent	General Ledger FY 2002-2003	Box 3	Feb 2016
Temporary	Christmas light/Display Prizes	Box 9	Feb 2016
Semi-Permanent	Copy of ordinance NO. 247-97	Box 9	Feb 2016
Semi-Permanent	Copy of Ordinance NO. 245.97	Box 9	Feb 2016
Semi-Permanent	Ordinance Description List	Box 9	Feb 2016
Semi-Permanent	Resolution #'s 78-92 9/97-9/99	Box 9	Feb 2016
Semi-Permanent	Ordinance NO. 243-97	Box 9	Feb 2016
Temporary	Notice of Public Hearing May 08	Box 9	Feb 2016
Semi-Permanent	Cal Fausett-Map of Playground	Box 9	Feb 2016
Temporary	Copy of Application for Sales Tax Exempt	Box 9	Feb 2016
Semi-Permanent	Record of Proceedings Ordinance NO. 179	Box 9	Feb 2016
Semi-Permanent	Ordinance NO. 201 Copy 1987	Box 9	Feb 2016
Temporary	1993 Desk Calendar	Box 9	Feb 2016

Semi-Permanent	Animal Ordinance Samples	Box 9	Feb 2016
Temporary	Grangeville 2001 Kennel Regulations	Box 9	Feb 2016
Semi-Permanent	City of McCall Dog Control Copy	Box 9	Feb 2016
Semi-Permanent	Ordinance NO.251-98	Box 9	Feb 2016
Semi-Permanent	Ordinance NO. 286 1992 Copy	Box 9	Feb 2016
Semi-Permanent	Ordinance NO. 303 1993 Copy	Box 9	Feb 2016
Semi-Permanent	Ordinance NO. 251-98 Draft Copy	Box 9	Feb 2016
Semi-Permanent	Kennels Regulated 6-27-7	Box 9	Feb 2016
Semi-Permanent	West Central Highlands RC&D 1999	Box 9	Feb 2016
Semi-Permanent	Ordinance (repealed) Copies	Box 9	Feb 2016
Semi-Permanent	Ordinance NO. 108 (Village Annex)	Box 9	Feb 2016
Semi-Permanent	Administration and Personnel Ordinance List	Box 9	Feb 2016
Semi-Permanent	Copy of Ordinance NO. 43	Box 9	Feb 2016
Semi-Permanent	Copy of Edited Ordinance NO. 37	Box 9	Feb 2016
Semi-Permanent	Copy of Edited Ordinance NO. 33	Box 9	Feb 2016
Semi-Permanent	Copy of Edited Ordinance NO. 27	Box 9	Feb 2016
Semi-Permanent	Copy of Edited Ordinance NO. 45	Box 9	Feb 2016
Semi-Permanent	Copy of Edited Ordinance NO. 24	Box 9	Feb 2016
Semi-Permanent	Copy of Edited Ordinance NO. 22	Box 9	Feb 2016
Semi-Permanent	Copy of Edited Ordinance NO. 49	Box 9	Feb 2016
Semi-Permanent	Copy of Edited Ordinance NO. 1-15	Box 9	Feb 2016
Semi-Permanent	Copy of Edited Ordinance NO. 54-136	Box 9	Feb 2016
Semi-Permanent	Copy of Edited Ordinance NO. 194-218	Box 9	Feb 2016
Semi-Permanent	Copy of Edited Ordinance NO. 47	Box 9	Feb 2016
Semi-Permanent	Copy of Edited Ordinance NO. 163-189	Box 9	Feb 2016
Semi-Permanent	Ordinance List with Notes	Box 9	Feb 2016
Temporary	Unanswered Pages (small note pad)	Box 9	Feb 2016
Semi-Permanent	Fax-Mike Moore Revised Alcohol Ordinance	Box 9	Feb 2016
Temporary	Application Copy for Liquor License	Box 9	Feb 2016
Semi-Permanent	Fax Regarding Ordinance NO.276-01	Box 9	Feb 2016
Semi-Permanent	Ordinance NO. 275-01 and 276-01	Box 9	Feb 2016
Semi-Permanent	Ordinance Review April 2001	Box 9	Feb 2016
Semi-Permanent	Ordinance Review March 2001	Box 9	Feb 2016
Semi-Permanent	Existing Ordinance Review February 2001	Box 9	Feb 2016
Semi-Permanent	Existing Ordinance Review October 2000	Box 9	Feb 2016
Semi-Permanent	Existing Ordinance Review September 2000	Box 9	Feb 2016
Semi-Permanent	Existing Ordinance Review August 2000	Box 9	Feb 2016
Semi-Permanent	Existing Ordinance Review June 2000	Box 9	Feb 2016
Semi-Permanent	Existing Ordinance Review May 2000	Box 9	Feb 2016
Semi-Permanent	Existing Ordinance Review April 2000	Box 9	Feb 2016
Semi-Permanent	Existing Ordinance Review March 2000	Box 9	Feb 2016
Semi-Permanent	Ordinance List as of 2000	Box 9	Feb 2016
Semi-Permanent	Ordinance NO. 246-97	Box 9	Feb 2016
Semi-Permanent	Fax- Mike Moore Ordinance NO. 227-95	Box 9	Feb 2016
Semi-Permanent	Repealing Ordinance List	Box 9	Feb 2016
Temporary	Blue Folder with Duct Tape (empty)	Box 9	Feb 2016

Semi-Permanent	EMS/Fire Department Building Plans	Box 9	Feb 2016
Semi-Permanent	Copy of IS Statutes Ch.7-8	Box 9	Feb 2016
Temporary	Information on Air Monitors	Box 9	Feb 2016
Semi-Permanent	Record of Special Board Meeting 7-27-87	Box 9	Feb 2016
Temporary	Blank Business Licenses	Box 9	Feb 2016
Temporary	Notes handwritten of Liquor License	Box 9	Feb 2016
Semi-Permanent	Ordinance NO. 215-94 - Copy	Box 9	Feb 2016
Semi-Permanent	Ordinance NO. 267-00 (edited) – Copy	Box 9	Feb 2016
Semi-Permanent	Ordinance NO. 134 (wine) – Copy	Box 9	Feb 2016
Semi-Permanent	Ordinance NO. 215-94 (liquor) – Copy	Box 9	Feb 2016
Semi-Permanent	Ordinance NO. 177 (beer) – Copy	Box 9	Feb 2016
Semi-Permanent	Ordinance NO. 267-00 (sale) - Copy	Box 9	Feb 2016
Semi-Permanent	ID Statutes- Alcoholic Beverages	Box 9	Feb 2016
Semi-Permanent	Fax- Mike Moore Ordinance NO. 267-00	Box 9	Feb 2016
Temporary	Info on Towerlink America 2 Videos	Box 9	Feb 2016
Semi-Permanent	ID Commercial Building Energy Code	Box 9	Feb 2016
Temporary	Protecting Drinking Water Booklet	Box 9	Feb 2016
Temporary	ID Source Water Assessment Plan Booklet	Box 9	Feb 2016
Semi-Permanent	Operators Manual Chassis Pump	Box 9	Feb 2016
Temporary	1998 Cell Phone Replacement Invoice	Box 9	Feb 2016
Temporary	Small Business and Park Incubator	Box 9	Feb 2016
Temporary	Info on Mosquito Abatement	Box 9	Feb 2016
Temporary	Airmetrics Video and Packet	Box 9	Feb 2016
Semi-Permanent	AIC Legislative Bulletin 2-18-03	Box 9	Feb 2016
Temporary	Letter to Lloyd Perrin from Bureau of Disaster	Box 9	Feb 2016
Semi-Permanent	Hwy Right-of-Way Acquisition Booklet	Box 9	Feb 2016
Temporary	Conference Registration Packet Water Assoc.	Box 9	Feb 2016
Temporary	2002 Letter- CTC Telecom Subscriber Changes	Box 9	Feb 2016
Temporary	Wyatt Engineering Packet	Box 9	Feb 2016
Temporary	ID Community Foundation 2002 Report	Box 9	Feb 2016
Temporary	Rural Community Assistance Corp. Info Packet	Box 9	Feb 2016
Temporary	Graph Paper with Recipe	Box 9	Feb 2016
Semi-Permanent	MV Eco Development Meeting 2-6-03	Box 9	Feb 2016
Semi-Permanent	Adams County Eco Diversification Strategy	Box 9	Feb 2016
Temporary	J-U-B Engineers Info Packet	Box 9	Feb 2016
Semi-Permanent	Development Agreement Manual	Box 9	Feb 2016
Temporary	Rocky Mountain Land Institute Agenda	Box 9	Feb 2016
Semi-Permanent	Development Agreement Template	Box 9	Feb 2016
Temporary	Audio/Web Conference Registration Form	Box 9	Feb 2016
Semi-Permanent	Letter to Russ Smith From JUB	Box 9	Feb 2016
Semi-Permanent	Employee Assistance Program Manual	Box 9	Feb 2016
Temporary	Good Year Tire Quotes	Box 9	Feb 2016
Temporary	Letter to Steve Mehen from Vixen Hill	Box 9	Feb 2016
Temporary	Letter from Sun Valley Lighting-Russ	Box 9	Feb 2016
Temporary	ID Department of Parks and Rec Blank App	Box 9	Feb 2016
Semi-Permanent	ID Dept of Lands Memorandum	Box 9	Feb 2016

Semi-Permanent	Letter- Dept of Commerce about Grants	Box 9	Feb 2016
Temporary	ID Dept of Fish and Games Grants	Box 9	Feb 2016
Temporary	ID Dept of Parks and Rec App Info Packet	Box 9	Feb 2016
Temporary	ID Dept of parks and Rec Grant Info Packet	Box 9	Feb 2016
Temporary	Park Grants Research Info	Box 9	Feb 2016
Temporary	City Officials Day at the Capitol 2005	Box 9	Feb 2016
Temporary	ID Dept of Parks and Rec Land & Water	Box 9	Feb 2016
Temporary	Congestion Mitigation & Air quality App	Box 9	Feb 2016
Temporary	DWP Estimate (hand written)	Box 9	Feb 2016
Temporary	ICRMP Skate Park Info	Box 9	Feb 2016
Temporary	Guidelines for local hwy purchases packet	Box 9	Feb 2016
Temporary	Funding capital improvements packet	Box 9	Feb 2016
Semi-Permanent	Draft PUD Folder	Box 9	Feb 2016
Temporary	Paul's receipt for flowers and card	Box 9	Feb 2016
Temporary	Ed Kampus phone number	Box 9	Feb 2016
Temporary	Hots Receipt	Box 9	Feb 2016
Temporary	Municipal Bond Glossary	Box 9	Feb 2016
Semi-Permanent	AIC Legislative Hotline 1995	Box 9	Feb 2016
Temporary	Coffey Labs Info Packet 1994	Box 9	Feb 2016
Temporary	Statewide Transportation Improvements	Box 9	Feb 2016
Temporary	Handwritten notes on skate park/depot	Box 9	Feb 2016
Temporary	IRWA math workshop Boise 1991	Box 9	Feb 2016
Temporary	1987 Clean Water Act Packet	Box 9	Feb 2016
Temporary	Regence Insurance Detail Packet	Box 9	Feb 2016
Temporary	List of box Contents	Box 9	Feb 2016
Semi-Permanent	FY 06-07 Financial Report	Box 10	Feb 2016
Semi-Permanent	2006 Audit List	Box 10	Feb 2016
Semi-Permanent	Audit Papers to Jeremy Hall 06	Box 10	Feb 2016
Semi-Permanent	Audit Info to Bailey & CO	Box 10	Feb 2016
Semi-Permanent	2006 Bank Deposits	Box 10	Feb 2016
Semi-Permanent	FY 05-06 Vendor Files	Box 10	Feb 2016
Semi-Permanent	FY 03-04 Utility Receipts	Box 11	Feb 2016
Semi-Permanent	FY 03-04 Adams County Receipts	Box 11	Feb 2016
Semi-Permanent	FY 03-04 Investment Pool/FICA	Box 11	Feb 2016
Semi-Permanent	FY 03-04 Bank Statements	Box 11	Feb 2016
Semi-Permanent	2004 Payroll	Box 11	Feb 2016
Semi-Permanent	2004 C&M, ABT, Analytical Receipts	Box 11	Feb 2016
Semi-Permanent	2004 Cell phone and Frontier Bills	Box 11	Feb 2016
Semi-Permanent	2004 Delinquent water bills	Box 11	Feb 2016
Semi-Permanent	FY 03-04 Check Register	Box 11	Feb 2016
Semi-Permanent	2004 Payroll Deductions	Box 11	Feb 2016
Semi-Permanent	2003 Vendor Receipts	Box 11	Feb 2016
Semi-Permanent	FY 06-07 AR Files	Box 12	Feb 2016
Semi-Permanent	2011 Water Bill Receipt Book	Box 12	Feb 2016
Semi-Permanent	Copies of Checks and Stubs FY 06-07	Box 12	Feb 2016
Semi-Permanent	FY 04-05 Monthly Budget	Box 13	Feb 2016

Semi-Permanent	FY 04-05 Check Register	Box 13	Feb 2016
Semi-Permanent	FY 04-05 General Ledger	Box 13	Feb 2016
Semi-Permanent	FY 04-05 Revenue Sharing	Box 13	Feb 2016
Semi-Permanent	FY 04-05 Bank Statements	Box 13	Feb 2016
Semi-Permanent	FY 04-05 Payroll and time cards	Box 13	Feb 2016
Semi-Permanent	FY 04-05 AR Bill Payments	Box 13	Feb 2016
Semi-Permanent	FY 04-05 Utility Backup CD	Box 13	Feb 2016

* A copy of this list has been sent to the Idaho Historical Society for notification on December 31, 2015.

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