RESOLUTION NO. **231-2017**

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 **14th** day of **August, 2017**.

ATTEST: **/s/ Jacob Qualls** APPROVED: **/s/ Anthony J Koberstein**
Jacob Qualls, City Clerk/Treasurer 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 # 231-2017 of the City of New Meadows and that the same is in accordance with Section 50-907, Idaho Code, as amended. Dated this **14** day of **August , 2017.**

/s/ Richard Stubbs
Richard Stubbs, City Attorney

EXHIBIT A

Semi-Permanent / Temporary	**Record** (Brief Description of Record)	**Location**	**Schedule of Destruction**
		Box #	September 2017
Transitory	1/2016 draft agenda for P&R meeting	1	
Transitory	1/25/16 notes for P&R meeting	1	
Transitory	1/25/16 copy of agenda for P&R meeting	1	
Transitory	List of Christmas project tasks – no date	1	
Temporary	2012/2013 Holiday lighting budget	1	
Transitory	2013 Meadows Valley Days profit and loss	1	
Transitory	List of holiday lighting committee info	1	
Transitory	List of names and addresses for work-a-bees	1	
Transitory	Scratch paper notes	1	
Transitory	Notes on how to type minutes	1	
Transitory	Notes on how to create newsletter	1	
Transitory	Notes related to work processes	1	
Transitory	Red notebook – employee notes	1	
Transitory	Blue notebook – employee notes on procedures	1	
Transitory	Agenda for ICCTFOA meeting	1	
Transitory	4/25/14 ICCTFOA meeting minutes	1	
Transitory	Zion's Bank packet of info	1	
Transitory	Copy of house bill 560	1	
Transitory	7/11/14 Slide presentation reporting requirements	1	
Transitory	America in Bloom brochure	1	
Transitory	Discovering plants brochure	1	
Transitory	Celebrate Communities brochure	1	
Transitory	Liability slide presentation	1	
Transitory	America in Bloom evaluation form	1	
Transitory	2015 calendar	1	
Transitory	6/19/15 UB Customer receipt	1	
Transitory	10/21/15 printed e-mail	1	
Transitory	DRAFT how to manual	1	
Transitory	09/2015 FAQ letter from Blue Cross	1	
Transitory	Handwritten note – weed issues	1	
Transitory	List of addresses with weed notes – no date	1	
Temporary	9/16/14 note to Mac from Parnett turning down CC nomination	1	
Transitory	10/1/14 ICRMP nomination form	1	
Temporary	5/2/12 Letter of thanks from Otter to Martin	1	
Temporary	9/29/14 Letter from Patrick. Interest in P&Z	1	
Temporary	12/5/11 Public hearing notice	1	
Transitory	12/5/17 P&Z Agenda with writing/doodling	1	
Temporary	11/29/2011 Copy of Letter to PZ from Dreyer	1	
Temporary	12/5/11 Note from John for meeting	1	
Temporary	11/30/11 Copy of letter to P&Z from S. Dreyer	1	

Transitory	11/7/11 P&Z meeting agenda with notes	1	
Temporary	11/7/11 Note from John for meeting	1	
Transitory	10/3/11 draft minutes for P&Z	1	
Transitory	11/3/14 P&Z unsigned minutes	1	
Transitory	10/7/14 Draft P&Z minutes	1	
Transitory	9/10/14 Draft P&Z minutes	1	
Transitory	12/1/14 P&Z agenda	1	
Transitory	11/7/11 P&Z Minutes unsigned	1	
Transitory	List of changes to zoning code – no date	1	
Transitory	12/7/15 handwritten P&Z notes for minutes	1	
Transitory	09/30/14 Printout of pay stub for White - $0	1	
Transitory	12/7/15 handwritten PZ meeting notes	1	
Transitory	12/7/15 Draft PZ minutes	1	
Transitory	1/4/16 copy PZ agenda	1	
Transitory	Section 5-7 of zoning code with notes	1	
Transitory	10/5/15 PZ Agenda and draft minutes	1	
Transitory	11/2/15 PZ Meeting notes – handwritten	1	
Transitory	Handwritten notes – Q&A Mr. Kellogg – no date	1	
Transitory	5/4/15 PZ Agenda and handwritten notes	1	
Transitory	5/11/15 PZ meeting notes – handwritten	1	
Transitory	5/18/15 PZ meeting notes – handwritten	1	
Transitory	10/5/15 PZ Agenda and meeting notes – handwr.	1	
Transitory	3/2/15 PZ meeting notes – handwritten	1	
Transitory	4/7/15 PZ meeting notes – handwritten	1	
Transitory	2015 Calendar	1	
Transitory	8/25/15 Copy of Airport Agendas (2) to-do list	1	
Transitory	7/13/15 Draft City Council Minutes (2)	1	
Transitory	9/14/15 City Council Agenda / notes	1	
Transitory	9/14/15 City Council Minutes DRAFT (2)	1	
Transitory	10/13/15 City Council Minutes DRAFT	1	
Transitory	11/9/15 City Council Minutes DRAFT(2)	1	
Transitory	11/9/15 City Council Agenda	1	
Transitory	12/14/15 CC notes	1	
Transitory	12/14/15 City Council Minutes DRAFT	1	
Transitory	5/9/16 City Council Agenda and packet info	1	
Transitory	10/22/12 City Council Agenda	1	
Transitory	11/9/15 City Council Agenda	1	
Transitory	5/11/15 City Council Minutes DRAFT	1	
Transitory	5/11/15 City Council Minutes DRAFT	1	
Transitory	8/10/15 City Council Agenda	1	
Transitory	5/11/15 City Council Agenda	1	
Transitory	5/11/15 City Council Minutes DRAFT	1	
Transitory	8/10/15 City Council Agenda	1	
Transitory	5/11/15 City Council Minutes DRAFT	1	
Transitory	Notice of public hearing DRAFT form	1	
Transitory	7/10/15 City Council Minutes DRAFT	1	
Transitory	7/28/15 City Council Minutes DRAFT	1	

Transitory	7/13/15 City Council Minutes DRAFT	1	
Transitory	9/19/15 City Council Minutes DRAFT	1	
Transitory	6/8/15 City Council Minutes DRAFT	1	
Transitory	8/10/15 City Council Minutes DRAFT	1	
Transitory	7/10/15 City Council Minutes DRAFT	1	
Transitory	8/15/15 City Council Meeting notes handwritten	1	
Transitory	7/10 Budget Meeting Handwritten notes	1	
Transitory	7/13/15 City Council Minutes DRAFT	1	
Transitory	7/13/15 City Council Minutes DRAFT	1	
Transitory	7/13/15 City Council Agenda & notes	1	
Transitory	7/28/2015 City Council Minutes DRAFT	1	
Transitory	7/28/15 Special City Council notes handwritten	1	
Transitory	8/10/15 City Council Meeting Minutes DRAFT	1	
Transitory	8/10/15 City Council Meeting Minutes DRAFT	1	
Transitory	8/10/15 City Council Meeting notes handwritten	1	
Transitory	8/10/15 City Council Meeting Minutes DRAFT	1	
Transitory	7/28/15 City Council Meeting Minutes DRAFT	1	
Transitory	7/13/15 City Council Meeting Minutes DRAFT`	1	
Transitory	7/10/15 City Council Meeting Minutes DRAFT	1	
Transitory	6/8/15 City Council Meeting Minutes DRAFT	1	
Transitory	5/11/15 City Council Meeting Minutes DRAFT	1	
Transitory	5/1/15 City Council Meeting Minutes DRAFT	1	
Transitory	Cost report for gallons of water	1	
Transitory	6/13/16 City Council Agenda	1	
Transitory	6/9/16 City Council Agenda	1	
Transitory	3/9/15 City Council Mtg. Minutes DRAFT (2)	1	
Transitory	3/9/15 City Council Notes - handwritten	1	
Transitory	4/10/15 City Council Notes – handwritten	1	
Transitory	4/13/15 City Council Agenda & Notes – handwr.	1	
Transitory	6/8/15 City Council Notes – handwritten	1	
Transitory	6/8/15 City Council Minutes – DRAFT	1	
Transitory	5/11/15 City Council Notes – handwritten	1	
Transitory	5/11/15 City Council Minutes DRAFT`	1	
Transitory	5/1/15 City Council Notes – handwritten	1	
Transitory	5/1/15 City Council Minutes & notes DRAFT	1	
Transitory	10/1/15 Public Hearing Notice / DRAFT ordinan.	1	
Transitory	8/10/15 City Council Agenda	1	
Transitory	6/19/15 copy of credit card printout	1	
Transitory	List of filing cabinet order	1	
Temporary	4/6/15 copy of e-mail correspondence b/t staff	1	
Transitory	5/27/15 Shutoff list	1	
Transitory	6/25/15 Shut off list	1	
Transitory	9/29/15 Shut off list	1	
Transitory	11/7/11 search results from Sterling Codifiers	1	
Transitory	Essay on agriculture	1	
Transitory	11/7/11 search results from Sterling Codifiers	1	
Transitory	Advertisement – quick funding	1	

Transitory	9/17/15 copy of credit card transaction - Adams	1	
Transitory	9/21/15 copy of credit card transaction – Scrogha	1	
Transitory	Cover sheet – advanced control systems	1	
Transitory	9/21/15 Fire News	1	
Transitory	9/30/14 Staff Roster	1	
Transitory	9/25/15 copy of credit card transaction – Libby	1	
Transitory	9/24/15 copy of batch receipt	1	
Transitory?	10/2/?? Copy of credit card transactions	1	
Transitory	10/15 copy of calendar from website	1	
Transitory	2/10/15 copy of old minutes from book?	1	
Transitory	10/9/15 copy of credit card transaction – Logan	1	
Transitory	11/20/15 copy of failed fax report	1	
Semi-permanent	4/23/12 copy of city expenditures	1	
Temporary	11/12/12 – survey results on LOT	1	
Temporary	9/22/14 Correspondence – complaint – Stuart	1	
Temporary	9/19/14 Memo of incident from staff member	1	
Temporary	7/1/2015 IRWA Letter – Membership	1	
Transitory	11/2015 Declaration of Candidacy form – blank	1	
Transitory	Advertisement – Adams soil and water	1	
Transitory	2015 Adams Soil and Water financial statement	1	
Transitory	2015/2016 copy of Budget Brief	1	
Transitory	2015 annual appropriation ordinance DRAFT	1	
Transitory	BBQ grill advertisement	1	
Temporary	7/15/15 C&N Electrical Bid	1	
Transitory	US Bank info pack	1	
Temporary	2013 Election Consolidation Manual	1	
Transitory	ECORE how to printout	1	
Transitory	6/2015 City Newsletter	1	
Transitory	7/10/15 Cash Receipting report	1	
Transitory	7/10/15 Credit Card Transaction copy - Jessee	1	
Transitory	6/23/15 payment agreement – unsigned	1	
Transitory	7/10/15 printout of bill – Evertson	1	
Temporary	6/24/15 Correspondence to Bennett	1	
Transitory	6/16/15 Finance Report – cash receipting printout	1	
Transitory	9/15 copy of payroll summary report	1	
Transitory	10/9/15 Community Enhancement projects	1	
Transitory	Copy of 2008 Subdivision ordinance	1	
Transitory	Copy of 2008 Zoning Ordinance	1	
Temporary	11/7/11 Fax re Comp Plan agriculture	1	
Transitory	2014/2015 Sheriff Activity log	1	
Temporary	4/28/14 DRAFT reasoning statement Bus. Park	1	
Temporary	05/14/2014 E-mail re pension administration	1	
Transitory	9/17/2012 Tax Commission Manual	1	
Transitory	7/21/16 Huckleberry Project info	1	
Transitory	10/5/15 copy of e-bill	1	
Temporary	12/8/14 Correspondence to property owner	1	
Transitory	DRAFT ordinance to annex ag land	1	

Transitory	12/15/14 Agenda	1	
Transitory	Job description for clerk/treasurer/assistant	1	
Transitory	Letter re- Christmas tree lighting donations	1	
Transitory	Office assistant duties – DRAFT	1	
Transitory	City Clerk / Treasurer duties – DRAFT	1	
Transitory	List of concerns for clerk job duties	1	
Transitory	List of concerns for office assistant duties	1	
Temporary	5/29/14 Letter from Mayor to Qualls - Copy	1	
Temporary	8/12/14 Letter from Mayor to Qualls – Copy	1	
Temporary	8/11/2014 List of design review criteria for ?	1	
Transitory	8/2014 Newsletter	1	
Transitory	FY 14/15 monthly cash report - copy	1	
Transitory	2015/2016 Tree Lighting Proposal	1	
Transitory	10/27/11 Power Point printout – P&Z Essentials	1	
Transitory	8/7/15 UB bill printouts (5)	1	
Temporary	5/6/15 printout of e-mail from Garner re – water	1	
Transitory	06/8/15 Copy of work order	1	
Temporary	7/16/15 Copy of note from Costigan – moving	1	
Temporary	8/20/13 Letter from Access Idaho re payments	1	
Transitory	Dept. of Labor Brochure pack	1	
Transitory	DEQ brochure – water protection	1	
Transitory	Breathing Air Systems catalog	1	
Temporary	1/15/15 Thank you card	1	
Temporary	2/16/15 survey letters –(4)	1	
Temporary	1/12/15 Blank grant application – lhtact2	1	
Temporary	12/1/14 Blank grant application – lrhip	1	
Temporary	1/30/15 blank lhsip grant application	1	
Transitory	Public works magazine	1	
Transitory	DuMor Catalog	1	
Transitory	Wabash Valley Catalog	1	
Transitory	Barco Products Catalog	1	
Transitory	8/6/15 Unused batch envelope	1	
Transitory	EAP brochure	1	
Transitory	1/25/16 P&R Agenda DRAFT	1	
Transitory	1/25/16 P&R Notes – handwritten	1	
Transitory	1/25/16 P&R Agenda DRAFT	1	
Transitory	P&R Christmas Tree project notes	1	
Temporary	2012-2013 Tree Lighting income/expenses (not city finances)	1	
Transitory	2013 MVD Profit / loss	1	
Transitory	List of holiday lighting committees	1	
Transitory	List of holiday lighting inventory	1	
Transitory	Folder of scratch paper	1	
Transitory	Red Notebook of work procedures	1	
Transitory	Blue Notebook of work procedures	1	
Transitory	7/11/14 ICCTFOA Agenda	1	
Transitory	4/25/14 ICCTFOA Minutes - unsigned	1	

Transitory	Zion's Bank packet	1	
Transitory	House Bill 560	1	
Semi-permanent	Daily planner (dept. report) – Linda Branstetter 1998	2	
Semi-permanent	Daily planner (dept. report) –Branstetter 1999	2	
Semi-permanent	Daily planner (dept. report) –Branstetter 1997	2	
Semi-permanent	Daily planner (dept. report) – Blank 2000	2	
Semi-permanent	Daily planner (dept. report) – Blank 2001	2	
Semi-permanent	Daily planner (dept. report) –Branstetter 2001	2	
Semi-permanent	Daily planner (Dept. report) –Buys 1998	2	
Semi-permanent	Daily planner (Dept. report) –Stillman 2004	2	
Semi-permanent	Daily planner (Dept. report) – no name 2005	2	
Semi-permanent	Daily planner (Dept. report) – no name 2005	2	
Semi-permanent	Daily planner (Dept. report) – Sylvia 2004	2	
Semi-permanent	Daily planner (Dept. report) – no name 2003	2	
Semi-permanent	Daily planner (Dept. report) – SMT 2003	2	
Semi-permanent	Daily planner (Dept. report) – no name 2000	2	
Semi-permanent	Daily planner (Dept. report) – Sylvia/Rise' 2002	2	
Semi-permanent	Daily planner (Dept. report) – Linda B. 2002	2	
Semi-permanent	Daily planner (Dept. report) – John Franks 2010	2	
Semi-permanent	Daily planner (Dept. report) – no name 2009	2	
Semi-permanent	Daily planner (Dept. report) – no name 2007	2	
Semi-permanent	Daily planner (Dept. report) – CW White 2010	2	
Semi-permanent	Daily planner (Dept. report) – no name 2006	2	
Semi-permanent	Daily planner (Dept. report) – no name 2007	2	
Semi-permanent	Daily planner (Dept. report) – John Franks 2008	2	
Semi-permanent	Daily planner (Dept. report) – no name 2009	2	
Semi-permanent	Daily planner (Dept. report) – Doug Buys 2010	2	
Temporary	Phone message book – 2004	2	
Temporary	Phone message book – 2001-2004	2	
Temporary	Phone message book – 1999-2001	2	
Temporary	Phone message book – 1998-1999	2	
Temporary	Phone message book – 2012	2	
Temporary	Planner – blank 2006	2	
Temporary	Blank check / deposit register (3)	2	
Transitory	Sterling Savings bank brochure	2	
Transitory	Sterling Rules & Regulations brochure	2	
Transitory	Q&A FDIC brochure	2	
Transitory	Blank deposit slips (4) Sterling Bank	2	
Semi-permanent	Key Bank Transaction receipt 1996	2	
Semi-permanent	Purchase order for checks - 1999	2	
Semi-permanent	Check Register book 1997-1998	2	
Semi-permanent	Check Register book 1993-1994	2	
Semi-permanent	Check Register book (water) 1994-1995	2	
Semi-permanent	Check Register book (sewer) 1994-1995	2	
Semi-permanent	Check Register book 1996-1997	2	
Semi-permanent	Check Register book 1999-2000	2	

Semi-permanent	Deposit Record book 12.12.97-6.17.98	2	
Semi-permanent	Deposit Record book 3.10.95-9.229.95	2	
Semi-permanent	Deposit Record Book 1.6.95-10.2.95	2	
Semi-permanent	Deposit Record Book 3.4.94-3.3.95	2	
Semi-permanent	Deposit Record Book 10.31.95-7.12.96	2	
Semi-permanent	Deposit Record Book 6.25.98-2.26.99	2	
Semi-permanent	Deposit Record Book 3.5.99-11.12.99	2	
Semi-permanent	Deposit Record Book 11.17.99-7.30.2000	2	
Semi-permanent	Deposit Record Book 4.11.97-12.5.97	2	
Semi-permanent	Deposit Record Book 2.26.04-1.6.05	2	
Semi-permanent	Deposit Record Book 2.1.2002-11.13.2002	2	
Semi-permanent	Deposit Record Book 11.14.2002-7.03.03	2	
Semi-permanent	Deposit Record Book 4.26.01-1.31.02	2	
Semi-permanent	Deposit Record Book 7.15.96-4.3.97	2	
Semi-permanent	Deposit Record Book 8.12.94-10.27.95	2	
Semi-permanent	Deposit Record Book 7.10.03-2.25.04	2	
Semi-permanent	Check book register 1991-1993	2	
Transitory	Unused checks – 1 box West One Bank	2	
Transitory	Unused checks – 1 box US Bank	2	
Transitory	Unused checks – 1 box Key Bank	2	
Semi-permanent	Check Register 1987 & unused checks TV Bank	2	
Transitory	2008 UB billing statement for Matt Deren	2	
Semi-permanent	Departmental Report ‘06 Calendar with notes	2	
Semi-Permanent	Departmental Report ’01 Calendar with notes	2	
Semi-Permanent	Departmental Report ’00 Calendar with notes	2	
Semi-Permanent	Handwritten receipt book 4/5/99-8/25/99	3	
Semi-Permanent	Handwritten receipt book 11/01-4/02	3	
Semi-Permanent	Handwritten receipt book 6/01-11/01	3	
Semi-Permanent	Handwritten receipt book 8/99-1/2000	3	
Semi-Permanent	Handwritten receipt book 11/98-3/99	3	
Semi-Permanent	Handwritten receipt book 2/98-7/98	3	
Semi-Permanent	Handwritten receipt book 5/97-2/98	3	
Semi-Permanent	Handwritten receipt book 7/98-11/98	3	
Semi-Permanent	Handwritten receipt book 2/05-6/05	3	
Semi-Permanent	Handwritten receipt book 8/04-1/05	3	
Semi-Permanent	Handwritten receipt book 4/04-8/04	3	
Semi-Permanent	Handwritten receipt book 11/03-4/04	3	
Semi-Permanent	Handwritten receipt book 7/03-11/24/03	3	
Transitory	St. Tax Commission Info Envelope 2001	3	
Transitory	St. Tax Commission Info Envelope 2001	3	
Transitory	St. Tax Commission Info Envelope 2000	3	
Transitory	St. Tax Commission envelope and label 2000	3	
Transitory	St. Tax Commission info envelope 1999	3	
Transitory	St. Tax Commission info envelope 2000	3	
Transitory	St. Tax Commission info envelope 1997	3	
Transitory	Key Bank Pamphlet Rules book	3	
Temporary	Order form for Key Bank Checks 1994	3	

Semi-Permanent	Handwritten receipt book 10/02-2/03	3	
Semi-Permanent	Handwritten receipt book 4/02-9/02	3	
Semi-Permanent	Handwritten receipt book 12/00-6/01	3	
Semi-Permanent	Handwritten receipt book 4/06-5/07	3	
Semi-Permanent	Handwritten receipt book 4/04-5/05	3	
Semi-Permanent	Handwritten receipt book 5/03-4/04	3	
Semi-Permanent	Handwritten receipt book 2/07-5/07	3	
Semi-Permanent	Handwritten receipt book – 12/06-2/07	3	
Semi-Permanent	Handwritten receipt book 9/06-12/06	3	
Semi-Permanent	Handwritten receipt book 6/06-9/06	3	
Semi-Permanent	Handwritten receipt book 11/05-6/06	3	
Semi-Permanent	Handwritten receipt book 6/05-11/05	3	
Semi-Permanent	Handwritten receipt book 2/03-7/03	3	
Semi-Permanent	Invoice: U.S. Bank for Safe Deposit box 2002	3	
Transitory	Blank forms: failure to appear in envelope 1971	3	
Semi-Permanent	Notice of Violation (4) 2001	3	
Semi-Permanent	Rabies Vaccination Certificate 2002 (2)	3	
Transitory	Copy of Dog Tag order form - 1999	3	
Semi-Permanent	List of Dog licenses / owners 2001	3	
Semi-Permanent	List of Dog licenses / owners 2001	3	
Semi-Permanent	Rabies Vaccination certificate 2000	3	
Semi-Permanent	Rabies Vaccination certificate 1999	3	
Transitory	Dog license order form 1999	3	
Semi-permanent	List of Dog licenses / owners 1999	3	
Semi-Permanent	List of Dog licenses / owners 1998	3	
Semi-Permanent	List of Dog licenses / owners 1999	3	
Semi-Permanent	List of Dog licenses / owners 1998/1999	3	
Semi-Permanent	List of Dog licenses / owners 1999	3	
Semi-Permanent	List of Dog licenses – owners 2000	3	
Semi-Permanent	List of Dog licenses – owners 2000	3	
Semi-Permanent	List of Dog licenses / owners 2000	3	
Semi-Permanent	List of Dog licenses – owners 2000	3	
Semi-Permanent	List of Dog licenses – owners 1998	3	
Semi-Permanent	Pet License Receipt Book – 2011	3	
Semi-Permanent	Pet License Receipt Book 2011	3	
Transitory	Pet License Receipt book 2009 – empty	3	
Semi-Permanent	Pet Licenses Receipts – singles 2011	3	
Semi-Permanent	Pet Licenses Receipt Book 2010	3	
Semi-Permanent	Pet Licenses Receipts – singles 2009	3	
Semi-Permanent	Pet Licenses Receipt Book 2008-2009	3	
Semi-Permanent	Pet Licenses Receipt Book 2007	3	
Semi-Permanent	Pet Licenses Receipt Book 2005	3	
Semi-Permanent	Pet Licenses Receipt Book 2005-2007	3	
Semi-Permanent	Pet License Receipt Book 2005-2011	3	
Transitory	Empty Pet License Receipt Book	3	
Semi-Permanent	Pet License Receipt Book 1998-1999	3	
Semi-Permanent	Pet License Receipt Book 1997-1998	3	

Semi-Permanent	Pet License Receipt Book 1998	3	
Semi-Permanent	Pet License Receipt Book 1996-1997	3	
Semi-Permanent	Pet License Receipt Book 1997	3	
Semi-Permanent	Pet License Receipt Book 2004	3	
Semi-Permanent	Pet License Receipt Book 2004-2005	3	
Semi-Permanent	Pet License Receipt Book 2004	3	
Semi-Permanent	Pet License Receipt Book 2003-2004	3	
Semi-Permanent	Pet License Receipt Book 2003	3	
Semi-Permanent	List of Pets / Owners 1997	3	
Semi-Permanent	Pet License Receipt Book 2001-2002	3	
Semi-Permanent	Pet License Receipt Book 2001	3	
Semi-Permanent	Pet License Receipt Book 2002-2003	3	
Semi-Permanent	Pet License Receipt Book 2002	3	
Semi-Permanent	Pet License Receipt Book 2000-2001	3	
Semi-Permanent	Pet License Receipt Book 2000	3	
Semi-Permanent	Pet License Receipt Book 2001	3	
Semi-Permanent	Pet License Receipt Book 1997	3	
Semi-Permanent	Pet License Receipt Book 1995-1996	3	
Semi-Permanent	Pet License Receipt Book 1995-1996	3	
Semi-Permanent	Pet License Receipt Book 1995	3	
Semi-Permanent	Pet License Receipt Book 1994-1995	3	
Semi-Permanent	Pet License Receipt Book 1999-2000	3	
Semi-Permanent	Pet License Receipt Book 2000	3	
Semi-Permanent	Pet License Receipt Book 1999-2000	3	
Semi-Permanent	Pet License Receipt Book 1998	3	
Semi-Permanent	Folder of Calendars (Dept. Records) ’03- ‘06	3	
Temporary	2008 Letter to Franks regarding donation	3	
Semi-Permanent	Current Resident Address Information	3	
Temporary	Letter of nomination of ACHS for an award	3	
Temporary	8/19/05 printed e-mail on computer viruses	3	
Temporary	Past due balance sheet – no date	3	
Temporary	List of customers and usage	3	
Temporary	2001 AIC Election Survey	3	
Temporary	2001 Thank you Letter to Clay for election work	3	
Temporary	2001 Thank you Letter to Moore for election wrk	3	
Temporary	2001 Thank you Letter to Branstetter for Election	3	
Temporary	2001 Fax of sample ballot to Star News	3	
Temporary	1996 Procedural Manual for Registrars (2)	3	
Temporary	2001 Thank you letter for apt. as election judge	3	
Temporary	2001 Thank you letter for election work	3	
Temporary	2001 Thank you letter for election work	3	
Transitory	1995 Procedural Manual for Registrars	3	
Transitory	1996-1997 Election Consolidation Manual	3	
Transitory	1996 Letter enclosed with consolidation manual	3	
Transitory	Oath of Challenged Person forms – blank	3	
Temporary	Applications for Absent Elector Ballots 1997	3	
Transitory	1996 Procedural Manual for Registrars	3	

Temporary	1996 Local Taxing District Election Information	3	
Transitory	Paper Ballot Voting Instructions – 10	3	
Transitory	Blank Absentee Elector's Ballot Applications – 6	3	
Transitory	Empty unused Absentee voter envelopes – 13	3	
Transitory	Unused Voter envelopes – 4	3	
Transitory	Used voted ballot envelops – 6	3	
Transitory	Notice to Cancel prev. registration – blank - 15	4	
Transitory	Notice of Registrations, blank – 3	4	
Transitory	Procedural Manual for Registrars 2006 – 2	4	
Transitory	Unused envelopes voter registration cards – 34	4	
Transitory	Empty large envelope	4	
Transitory	Copy of envelope for voted ballot	4	
Transitory	Blank affidavit for voting	4	
Transitory	Paper Ballot voting instructions 2003- (6)	4	
Transitory	Copy of Idaho Statue Title 50 ch 4	4	
Transitory	Empty Voted Ballot Envelopes (10)	4	
Temporary	2011 General Election Calendar	4	
Temporary	Appendix A: 2011 General Election Calendar	4	
Temporary	Letter from Adams County 2010 for election info	4	
Temporary	2010 Local Election Calendar	4	
Transitory	2009 letter of invitation to Ethics in Idaho	4	
Temporary	2005 Election Manual for Judges and Clerks	4	
Temporary	Voter sequence number list	4	
Temporary	2005 e-mail to attorney general: voter eligibility	4	
Transitory	2005 blank Petitions for Candidacy (5)	4	
Transitory	2005 Letter from Caxton Printers, supply list	4	
Transitory	2005 Election Materials request: Caxton Printers	4	
Transitory	2005 E-mail for request of election info	4	
Transitory	2005 Letter to Moor informing of candidacy	4	
Transitory	Voter Information	4	
Temporary	2005 City Election Calendar	4	
Transitory	2001 Letter in envelope from Tot-a-vote	4	
Transitory	2003 blank election record sheet	4	
Temporary	2003-4 Election Calendar	4	
Transitory	2003 letter from Caxton Printers- election forms	4	
Temporary	2004-2005 Election Consolidation Manual	4	
Temporary	2001 Election Manual for City Clerks	4	
Transitory	Handwritten note of registered voters	4	
Transitory	Notice of 2003 open seats for election	4	
Temporary	2003 Letter of Appointment for Colleen Moore	4	
Temporary	2003 Letter for services for Nita Branstetter	4	
Temporary	2003 Letter of thanks to Hazel Clay	4	
Transitory	2001 partial election codes? P. 53	4	
Temporary	Ballot stubs AB03	4	
Temporary	Nov. 2003 Official Ballots	4	
Temporary	Ballot stubs #1	4	
Temporary	Ballot Stubs #51	4	

Temporary	Ballot Stubs #101	4	
Temporary	Ballot Stubs #151	4	
Temporary	Unused Nov 2003 Ballots #171	4	
Temporary	6 opened official ballot envelopes	4	
Temporary	Absentee voter carrier envelope	4	
Transitory	AIC envelope	4	
Transitory	2008 Procedural Manual for Registrars (2)	4	
Temporary	Nov 2005 Blank Official Ballots	4	
Temporary	Nov 2005 Ballot Stub #61	4	
Temporary	Nov 2005 Ballots	4	
Temporary	Nov 2005 Blank Ballots #161	4	
Temporary	November 2005 Blank Ballots #181	4	
Temporary	2005 Letter for write-in candidate	4	
Temporary	Nov 2005 Ballot Stub #1	4	
Temporary	Nov 2005 Ballot Stub #21	4	
Temporary	Nov 2005 Ballot Stub #41	4	
Temporary	Nov 2005 Ballot Stub #121	4	
Temporary	Nov 2005 Ballot Stub #81	4	
Temporary	Nov 2005 Ballot Stub #141	4	
Temporary	Nov 2005 absentee opened envelopes (9)	4	
Transitory	Voter Sequence # List (2)	4	
Temporary	Opened ballot envelopes (9)	4	
Temporary	Nov 2003 Unused Official Ballots #AB17	4	
Transitory	Voter List Envelope	4	
Transitory	Blank Petition of Candidacy 2005 (7)	4	
Transitory	Empty Envelope from Caxton	4	
Temporary	Envelope from Star News of Recall Ballot notice	4	
Transitory	Hand-Drawn chain of command diagram (2)	4	
Temporary	List of right-of-way offenses	4	
Transitory	Handwritten list of addresses and junk to remove	4	
Transitory	Handwritten complaints on junk removal	4	
Transitory	Handwritten list of names parking on street	4	
Transitory	List of addresses, junk, names of residents	4	
Transitory	Handwritten yellow notepad of instruction, notes	4	
Temporary	2008 Letter to residents re dust abatement	4	
Transitory	Lyman dust abatement information	4	
Transitory	Ambertec dust abatement information	4	
Transitory	Pacific Chemicals dust abatement information	4	
Transitory	2006 Letter and info on dust abatement – Solitac	4	
Transitory	Manual cover for managing dust	4	
Transitory	NA Dust control information	4	
Transitory	Soilworks dust control info e-mail	4	
Transitory	Durasoil dust control information	4	
Transitory	NA Dust control info on earthbind	4	
Transitory	Dust options 2010	4	
Transitory	Lyman Dust control brochure	4	
Temporary	NA Dust control 2008 unsigned bid / contract	4	

Transitory	e-mail for Agenda item re dust issue 2005	4	
Transitory	Cost sheet for dust abatement	4	
Transitory	Hand written estimates, info	4	
Temporary	Letter 1999 from Lyman with estimate	4	
Transitory	2007 Fax cover sheet confirming cost share	4	
Transitory	2007 e-mail printout dust control pricing	4	
Transitory	1998 dust control options	4	
Temporary	NA Dust Control billing detail	4	
Temporary	Eternaline dust abatement billing, list of residents	4	
Temporary	2010 Lyman Dust Control bill copy	4	
Temporary	1996 Eternaline Dust abatement receipt	4	
Transitory	Hand-written phone call record	4	
Transitory	Pacific Chemicals / NA Dust control info	4	
Transitory	Road Oil info	4	
Transitory	List of types of dust abatement and cost	4	
Transitory	List of NM roads and cost for dust abatement	4	
Transitory	2002 Packet of info on dust abatement fax sheet	4	
Transitory	Iowa Tanklines brochure	4	
Transitory	DMC road blends info	4	
Transitory	Road Saver info	4	
Temporary	2000 Copy of notice of bid sent to Lyman	4	
Semi-Permanent	2002 Dust Abatement Inc invoice	4	
Semi-Permanent	2003 NA Dust Control, LLC Invoice	4	
Temporary	2003 NA Dust Control copy of check /letter	4	
Semi-Permanent	2003 Dust Control LLC invoice	4	
Semi-Permanent	2003 NA Dust Control Invoice (2)	4	

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