

## RESOLUTION NO. 2006-01

A RESOLUTION OF THE CITY OF PECK, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING FOR THE CLASSIFICATION AND RETENTION OF CERTAIN PUBLIC RECORDS PERSUANT TO IDAHO CODE; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, the Idaho Code allows for the classification, retention, preservation, and destruction of certain records as “permanent”, “semipermanent” and “temporary” records; and

WHEREAS, Idaho Code requires the City Council adopt by Resolution a records retention schedule listing the various types of City records and the retention period for each type of records prior to January 1, 2007; and

WHEREAS, adoption of a record retention schedule assist in efficient and effective records management by identifying records that have exceeded their minimum retention and that may be destroyed following Resolution of the City Council, and advice from the City Clerk and City Attorney; and

WHEREAS, the City has determined that the records categorization, as set out in Idaho Code § 50-907, is appropriate for the City to adopt, with some minor clarifications; and

WHEREAS, the City wishes to classify some writings, documents, and other similar City information as neither “ permanent records”, “semipermanent records” or “temporary records” because they have no reasonable intrinsic, historical or other value which requires their retention; and

WHEREAS, Council is confident that the City Clerk and City Attorney (with the input of relevant City staff) can make determinations regarding those records not considered “permanent records”, “semipermanent records”, or “temporary records”, as those terms are defined in Idaho Code Title 50, Chapter 9;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Peck, Idaho as follows:

### I Permanent Records

A. The following records be classified as permanent records:

1. Adopted minutes of the city council and city boards and commissions;

2. Ordinances and resolutions;
3. Building plans and specifications for commercial projects and government buildings
4. Fiscal year-end financial reports;
5. Records affecting the title to real property or liens thereon;
6. Poll books, excluding optional duplicate poll books used to record that the elector has voted, tally books, sample ballots, campaign finance reports, declaration of candidacy, declarations of intent, notices of election, and records of voting results by precinct; and
7. Executed contracts.

B. Retention Schedule.

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.

II. Semipermanent Record

A. The following records be classified as semipermanent records:

1. Claims, canceled checks, warrants, duplicate warrants, purchase orders, vouchers, duplicate receipts, utility and other financial records;
2. Building applications for commercial projects and government buildings;
3. License applications;
4. Departmental reports; and
5. Bonds and coupons.

B. Retention Schedule.

Semipermanent 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.

Semi permanent records may only be destroyed by resolution of the City Council, and upon the advice of the City Attorney. Such disposition shall be under the direction and supervision of the City Clerk. The Resolution ordering destruction of semipermanent records shall list in detail such semipermanent records to be destroyed.

Prior to destruction of semi permanent records, the City Clerk shall provide written notice, including a detailed list of the semipermanent records proposed for destruction, to the Idaho State Historical Society thirty (30) days prior to the destruction of any records.

### III. Temporary Records

#### A. The following records shall be classified as temporary records:

1. Building applications, plans, and specifications for noncommercial and non-government projects after the structure or project receives final inspection and approval;
2. Cash receipts subject to audit;
3. Election ballots and duplicate poll books;
4. The most current draft of an unexecuted contract until such contract is executed; and
5. Records which are normally believed to be the subject of litigation discovery and determined to be so after consultation with the City Attorney.

#### B. Retention Schedule.

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.

Temporary records may only be destroyed by resolution of the City Council, and upon the advice of the City Attorney. Such disposition shall be under the direction of the City Clerk. The resolution ordering destruction shall list in detail such temporary records to be destroyed.

Prior to destruction of temporary records, the City Clerk shall provide written notice, including a detailed list of the temporary records proposed for destruction, to the Idaho State Historical Society thirty (30) days prior to the destruction of any records.


- #### IV. Writings, documents, and other similar City information not classified as "permanent records", "semipermanent records", or "temporary records" herein shall be considered "records" for the purposes of retention pursuant to this records retention schedule. Such non-"record" writings, documents, and other similar City information includes, but is not limited to, drafts, unapproved minutes, "post-it" notes, duplicates, phone call slips, voice mail, to-do lists, telephone text messages, and email which is not related to the promotion of the business of City government etc. Writings, documents, and other similar City information which, in the reasonable belief of the recipient or custodian which do not have any historical, intrinsic or other value, and records which are not reasonably believed to be the subject of litigation discovery shall not be considered "records" for purposes of this records retention schedule.

Where there is a question regarding the classification of records or their retention,

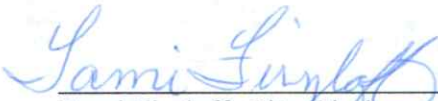
Such questions should be directed to the City Clerk and/or the City Attorney prior to any destruction.

V. This Resolution shall become effective as of the date of its passage.

**PASSED AND APPROVED** by the City Council and the Mayor of the City of Peck, Idaho, this 15<sup>th</sup> day of November, 2006.

  
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Nancy Greene, Mayor

ATTEST:

  
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Tami Firzlaff, City Clerk