**RESOLUTION**
**RESOLUTION NO. 3-2016**
**CITY OF CLARK FORK, IDAHO**

**TITLE: CLASSIFICATION AND RETENTION OF MUNICIPAL RECORDS**

**WHEREAS,** to comply with Idaho Statute 50-907 it is necessary to adopt a plan for managing governmental records including the proper retention and disposal of municipal records; and

**WHEREAS,** Idaho Statute 50-907 requires all Idaho governmental entities to follow an orderly process in disposing of government information; and

**WHEREAS,** the City of Clark Fork has approved for use the "City of Clark Fork Records Retention Schedule", which outlines the orderly method of classifying, retention and disposing of municipal records; and

**NOW THEREFORE BE IT RESOLVED,** the City Council of the City of Clark Fork, Idaho adopts the "City of Clark Fork Records Retention Schedule" and directs the City Clerk, prior to destruction of semi-permanent and/or temporary records, to provide written notice, including a detailed list of the semi-permanent and/or temporary records proposed for destruction, to the Idaho state historical society thirty (30) days prior to the destruction of any records.

**BE IT FURTHER RESOLVED** that following council approval, City Departments are directed to provide for retention and destruction of records as set forth in said schedule and its subsequent revisions.

Adopted by the City Council of the City of Clark Fork, Idaho, Bonner County, this 8th day of February 2016.

Chris Riggins, Mayor

ATTEST:

Nina Riggins, City Clerk

| CITY COUNCIL MEMBERS | YES | NO | ABSENT | ABSTAIN |
|---|---|---|---|---|
| Russell W. Schenck | √ | | | |
| Sharon Jeffers | √ | | | |
| Harold Hilton | √ | | | |
| Stanley Spanski | √ | | | |