

RESOLUTION NO. 4-2017

CITY OF CLARK FORK, BONNER COUNTY, IDAHO (Destruction of Semi-Permanent Records)

A RESOLUTION OF THE CITY OF CLARK FORK, BONNER COUNTY, IDAHO, AUTHORIZING THE DESTRUCTION OF SEMI-PERMANENT RECORDS.

WHEREAS, Idaho Code § 50-907 requires the City Council to authorize destruction of records that are not required to be retained as permanent records and that have met the minimum retention period provided by the city's record retention schedule and are no longer required by law or for City business; and

WHEREAS, the City Clerk has proposed for destruction certain semi-permanent records that have exceeded their minimum retention period; and

WHEREAS, the city has adopted Resolution 5-2006 to assist in efficient and effective records management by identifying records that have exceeded their minimum retention that may be destroyed following approval by the City Attorney and, as required for semi-permanent records, approval by the Idaho State Historical Society.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Clark Fork, Idaho, that the following semi-permanent records of the city be destroyed by shredding after the required thirty (30) days written notification to the Idaho State Historical Society, under the direction and supervision of the City Clerk. Said semi-permanent records to be destroyed are more particularly described in **Exhibit A**, attached hereto and incorporated herein by reference, and generally described as follows:

1. BOX – Audio Tapes [1994-2010] #1 & #2
2. BOX – Election Records [1977-1991] #1
3. BOX – Election Records [1993-2003] #2
4. BOX – Election Records [2005-2009] #3 & Registration Cards [1983-1996]
5. BOX – Account Statements [1988-2004] #1
6. BOX – Telephone Logs [1998-2007] and BOX – Fax Transmissions [2002-2012]
7. BOX – Insurance Policy & Claim Records [1978-2012]
8. BOX – Dog Tags & Receipts [1952-2016]
9. BOX – Financial Records [10/1/2000 – 9/30/2001]
10. BOX – Financial Records [10/1/2001 – 9/30/2002]
11. BOX – Financial Records [10/1/2002 – 9/30/2003]
12. BOX – Financial Records [10/1/2003 – 9/30/2004]
13. BOX – Financial Records [10/1/2004 – 9/30/2005]
14. BOX – Financial Records [10/1/2005 – 9/30/2006]
15. BOX – Financial Records [10/1/2006 – 9/30/2007]
16. BOX – Financial Records [10/1/2007 – 9/30/2008]

- 17. BOX – Financial Records [10/1/2008 – 9/30/2009]
- 18. BOX – Financial Records [10/1/2009 – 9/30/2010]
- 19. BOX – Financial Records [10/1/2010 – 9/30/2011]

Upon a motion made by Council Member Williams, seconded by Council Member Jones, the following vote was recorded:

CITY COUNCIL MEMBERS	YES	NO	ABSENT	ABSTAIN
Shari Jones	√	—	—	—
Blaine Williams	√	—	—	—
Harold Hilton	√	—	—	—
Stanley Spanski	√	—	—	—

ADOPTED AND APPROVED by the City Council and Mayor as a Resolution of the City of Clark Fork, Bonner County, Idaho, at a Regular Meeting of the City Council held on the 8th day of May, 2017.

CITY OF CLARK FORK, IDAHO

By: *Russ Schenck*
 Russ Schenck, Mayor

ATTEST:

Amber M Burgess
 Amber Burgess, City Clerk

