

RESOLUTION NO. 1-2022

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:

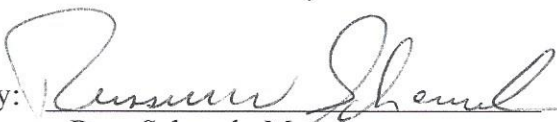
1. BOX – Misc correspondence, inventory records 2001& 2005
2. BOX – Misc correspondence, contracts 1994-1997
3. BOX – Misc correspondence, Liquor Licenses
4. BOX – Employee time records, insurance papers
5. BOX – Water bills, account '70-81 check stubs '81, bank stmt '80
6. BOX – Audio tapes, Fire Suppression Contracts
7. BOX – Financial Records [10/01/2011-09/30/2012]
8. BOX – Financial Records [10/1/2012-9/30/2013]
9. BOX – Financial Records [10/1/2013-9/30/2014]
10. BOX – Financial Records [10/1/2014-9/30/2015]

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

CITY COUNCIL MEMBERS	YES	NO	ABSENT
Shari Jones	<u> √ </u>	<u> </u>	<u> </u>
Sharon Banning	<u> √ </u>	<u> </u>	<u> </u>
Jay White	<u> √ </u>	<u> </u>	<u> </u>
Stanley Spanski	<u> </u>	<u> </u>	<u> √ </u>

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 16th day of February, 2022.

CITY OF CLARK FORK, IDAHO

By: 
 Russ Schenck, Mayor

ATTEST:


 Amber Burgess, City Clerk



BOX -Misc Files to be pulled 2011

Box 1

year	Item	pull year
1996	Chip seal	2003
2003	fuel use reports	2010
<2010	fire dept equipt no longer in service	2010
Includes: 1958 purchase and payments for 1929 Fire truck -		
1995	proposed sewer workshop notes	2000
1999	Engineer Contract - curbs	2009
1998	Corresp FEMA surveys	2008
1996	Contract N ID Animal Protection	2002
1997	correspondence	2003
2003	COPS office	2008
Includes: description of program, updates necessary to building,		
expired lease for building		
1992	Old office equipt	2005
Includes: old Mita & Minolta copiers - already disposed of.		
2000	chip seal	2010
2001	correspondence old water bills	2010
2003	N Cable/ Hope Cable	2010
1999	citations -civil only	2011
2001	correspondence	2006
1998	correspondence	2003
1996	building permit warrants	2001
1999	closed contracts	2004
1997	animal correspondence	2002
1978	weatherization grant	1988
2004	idaho fuel report	2009
1992	workers comp claim	2003
1991	bids	1996
1994	correspondence	2000
1990	inventory	2000
1992	personnel bond	2010
1997	correspondence	2002
2000/2001	inventory	2005
1992-99	inventory	2001

BOX -Misc Files to be pulled 2015

Box 2

year	Item	pull year
2000	correspondence	2005
1997	correspondence	2002
2004	PERSI	2009
2000-2003	PERSI	2008
1985-1999	PERSI	2004
1995	lease - old library	2009
2002	copy of contract for attorney (old)	2012
2004	inventory	2007
2002	law enforcement report	2005
1998	leak detection	2009
1990	summer youth job service program- time sheets and reports	2000
2000	ambulance support letter	2005
2002	old library lease	2007
2001	highway correspondence	2006
1991	charge accounts	2005
2002	copy of contract - attorney	2007
1996	joint law enforcement svc	2003
1977-2000	old ambulance lease	2005
2000	census lease/ etc	2005
1996	contract N ID Animal	2001
1994-1997	contracts AIC & Komanec	2001
1998	bid Derr chip seal	2003
1992	ADA	2007
2004	Bank Signature cards	2009
2004	Northland Cable	2009
1996	correspondence Tucker	2001
2010-2013	Wastewater grant paperwork	2016
2011-2014	Monthly Fire Dept report	2019
1980	Law Enforcement Grant	2007
1997	Lease Sheriffs Office	2007
1989	insurance comparisons	1999
1995	Grant requirements extrication eqt	2000
1990	CFVA cert of ins	2000
1984	cert of ins Library	2000
2004	inventory	2009
1999	cert of ins contractor	2009

Box- Misc files to be pulled 2011

Box 3

date	type	pull date
1966-2003	correspondence	2008
2002	Quote	2007
2002	old warranty	2007
1997	correspondence	2002
2002	correspondence	2007
1983	correspondence	1988
2003	correspondence	2008
2003	berm removal	2008 2002 requests from residents for City to remove their berms- no longer done by City
1996-2003	correspondence	2008
2001	correspondence	2006
1998	siren survey	1999
1999	street maintenance	2009
1980	sewer study	1983
2005	correspondence	2010
1999	correspondence	2004
	copy of resolution	2005
1998	copy Ord 216	now
1992	correspondence	1997
2013	quote	2016
2012	copy siren survey	2017
1998	copy Ord 216	now
1996	copy Ord 209	now
1996	copy summary Ord 209	now
1996	fax Daily bee	2001
1995	copy Ord 200	2000
1996	letters from misc cities to lawyer	2001 examples of Resolutions
1996	Ord drafts	2001 draft copies of/or examples of other City's Ordinances
	copy Ord 153	now replaced
	copy Ord 200	now repealed
1994	Plumbing Regs	1999 St Dept of Labor & Industries & Sst Id Sewer instal guidelines (we have no sewer)
1991	Applic Mobile/H permit-blank	1996
old	ld plumbing regs	now
2013	Donation - Seay	2018
2007	correspondence	2012
	Skate Park Correspondence	now
2003	correspondence	2008
	Model - example Ordinances	now
2009	Office Depot appl	2004
2001	NW Propane	2006
1997	911 Board & BC Ord	2002 Correspondence & copy of Bonner County Ord 333

2001 Unclaimed Property report	2006
1985 copy 1985 appropriations	1990
1983 copy 1983 appropriations	1988
1984 copy 1984 appropriations	1989
1986 PHA Council meeting	1999 PAC Pan Handle Area Council - NOT City's
2001 liquor lic - Cats Meow	2006
1989 Northland cable	2000
1947-1963 licquor lic	1955
1989 friends of library	2004
1974 licquor lic Sportsman	1979
1989 contract - refuse	1998
1975 agreement radar gun	1985
1985 contract- Pennwalt	1986
2011 correspondence	2016
2001 licquor lic	2006
1960-1984 correspondence	2011
1968-1993 St Ins fund reports	1999
1984 lease	2000
1977-1995 licquor lic	2000
1976 copy no number Resolution	
1968-1984 law enforcement	1990 : definition of wine, catering permit requests 1983 Law enforcement agreements 1981, 1984 both replaced 2010 garnishment paperwork 1981 1969 correspondence regulations resolution of Law Enforcement, planning commission 1968 correspondence St Dept Highway - speed limit determination 1968 correspondence ID dept law enforcement instruct for purchasing surplus eqt 1974 correspondence - city to law enforcement requesting a radar gun unclaimed property reports - all were \$0 letters from Cities to lawyer (other City's examples of their Ordinances)- used as examples for making our Ordinances
1999-2001 misc State forms	
misc answers to attorney questions:	

Misc Record box #4

year	Item	pull
	1975 contract	1980
	1975 employee time record	1978
	1978 " "	1982
	1980 deduction records	1985
	1979 employee time record	1982
	1979 " " "	1982
	1979 grant info	1989
	1980 employee time record	1983
	1980 " " "	1983
	1981 employee time record	1984
	1981 employee time record	1984
	1978 employee time record	1981
	1977 employee time record	1980
	1977 correspondence	1982
1959-1968	FICA tax deductions records	1975
	1978 employee personnel	1988
	1975 correspondence	1980
	1968 employee financial deductions	1972
	1975 employee time records	1980
	1988 persi	2000
	1977 employee deduction records	1982
	1987 Bid	1992
	1978 injury claim	1983
	1988 employee claim	1998
	1972 insurance endorsment	1977
	1971 insurance quote	1976
	1989 insurance binder	1999
	1981 correspondence	1986
	2004 employee time sheet	2009
	1979 traffic accident	1989
	1989 employee applications	1994
	1988 Employee resignation	1998
	1979 traffic light	1989
1973-1982	persi	1987

BOX #5-water

date	Item	pull year
1980-1986	water/ garbage bills	1991
1969-1977	column record water/garbage monthly/qtr billing & payment	1982
1979-1980	column record water/garbage monthly/qtr billing & payment	1985
1973-74	column record water/garbage monthly/qtr billing & payment	1979
1968	budget accounting book + water	1978
1983-4	water/ garbage bills	1989
1989	Bid for computers	1995
1984	correspondence	1989
Oct-81	check stubs	1986
Dec-81	check stubs	1986
6/80-12/1/1985	water/ garbage bills	1990
2/80-7/80	bank statements	2010-2011
1981-82	water accounting	1987
1/83-1/1/1986	garbage burial fee	1991
Sep-84	bill	1989
10/84-1/84	correspondence	Jan-89
1970-71	yearly column record water/garbage	1976
1980-81	yearly column record water/garbage	1986

Misc Record Box #6

Year	Item	Pull Year
2009-2010	Old Fire Suppression Contracts(7)	2014
2006-2007	Old Burn Permits	2009
2010	correspondence waste water study	2015
2012	grant applic waste water – not funded	2015
2010	waste water study – not funded	2015
2011	waste water feasibility contract -	2016
2010	Fire Dept memos	2015
2009	Fire Dept invoices - paid	2014
2010	Phone lists	2015
1997	GENERAL TELEPHONE info	2015
	Includes phone book orders & ads paid for	
2005	OMA (drug testing co)	2010
2010	Sidewalk study	2015
2011	Mayors meeting notes	2015
2002	Local Government Investment Pool	
	(now called SIP) Panhandle ACH info	
	Includes State's portfolio of \$ invested	2016
2004	Insurance claim – settled – fire hydrant	2014

BOX F1-FINANCIAL RECORDS 10/1/2011 to 9/30/2012

Name	Item	Year	pull
City of Clark Fork	Copies of Minutes	2010	2015
City of Clark Fork	Purchase Orders (request to purchase)	2011	2016
City of Clark Fork	Correspondence	2011	2016
City of Clark Fork	Copies of Corresp & copies of P&L	2011	2016
City of Clark Fork	EFTPS deduction registers	2012	2017
City of Clark Fork	Taxes	2012	2017
City of Clark Fork	Fed941	2012	2017
City of Clark Fork	Fed 1099	2012	2017
City of Clark Fork	Budget Worksht	2012	2017
	only need to keep final approved budget		
	and year end financials showing actual vs budget		
City of Clark Fork	Council Pay ck	2011	2016
City of Clark Fork	Employee pay	2011	2016
City of Clark Fork	2012 Local Gvmt census	2012	
City of Clark Fork	Accounts Payable	2011/12	2017
City of Clark Fork	SIP stmt	2011/12	2017
City of Clark Fork	Voided checks	2011/12	2017
City of Clark Fork	Persi withdrawl	2011/12	2017
City of Clark Fork	Petty cash receipt	2011/12	2017
City of Clark Fork	Bank statements	2011/12	2017
City of Clark Fork	Correspondence/ FD memos	2011/12	2017
City of Clark Fork	Audit proposal	2014/15	2020
City of Clark Fork	Audit draft	2014/15	2020
City of Clark Fork	copy of Quick Books withholding report	2011	2016
City of Clark Fork	cemetery bank statement & invoices	2011-2012	2016
City of Clark Fork	Pan Handle Area Council - invoices & payments	2011-2012	2016

BOX F2-FINANCIAL RECORDS 10/1/2012-9/30/2013

Name	Item	Year	pull
City of Clark Fork	Budget Worksheets	2013/14	2017
City of Clark Fork	Employee timesheet - pay	2013/2014	2019
City of Clark Fork	Council Earnings records	2013/2014	2019
City of Clark Fork	fundraiser receipts	2013	2018
City of Clark Fork	Accounts Payable	2013/2014	2019
City of Clark Fork	Bank Statements	2013/2014	2019
City of Clark Fork	Persi withdrawals	2013/2014	2019
City of Clark Fork	Purchase Orders	2013/2014	2019
City of Clark Fork	Petty Cash Logs	2012/2013	2019
City of Clark Fork	Voided checks	2013/2014	2019
City of Clark Fork	Property tax records	2012/2013	2018
City of Clark Fork	EFTPS deduction registers	2012/2013	2018
City of Clark Fork	SIP account	2011-2013	2018
City of Clark Fork	Persi Receipts	2012/2013	20018
City of Clark Fork	Faxes	2012/2013	2018
City of Clark Fork	Password transmittals	2012/2013	2018
City of Clark Fork	Fed & State Tax records	2012/2013	2018
City of Clark Fork	Bank Deposit Slips	2013/2014	2019
City of Clark Fork	Property tax statement	2012	2017
City of Clark Fork	Journal Entries	2012/2013	2018

BOX F3-FINANCIAL RECORDS 10/1/2013-9/30/2014

Name	Item	Year	pull
City of Clark Fork	Engagement letters/ contracts	2013/14	2019
City of Clark Fork	Correspondence - concerning audit	2013/2014	2017
City of Clark Fork	Budget worksheets	2013/2014	2017
City of Clark Fork	Budget worksheets	2013/2014	2016
City of Clark Fork	EFTPS deduction registers	2013/2014	2019
City of Clark Fork	DOL reports	2013/2014	2019
City of Clark Fork	Payroll registers	2013/2014	2019
City of Clark Fork	SIP registers	2013/2014	2019
City of Clark Fork	Acct Payable	2013/2014	2019
City of Clark Fork	Purchase Orders	2013/2014	2019
City of Clark Fork	Accounts Payable	2013/2014	2019
City of Clark Fork	Employee Payroll - Council	2013/2014	2019
City of Clark Fork	Voided checks	2013/2014	2019
City of Clark Fork	Fax log	2013/2014	2019
City of Clark Fork	EFTPS deduction registers	2013/2014	2019
City of Clark Fork	1096 + W2	2013/2014	2018
City of Clark Fork	password transmittals	2013/2014	2016

BOX F4-FINANCIAL RECORDS 10/1/2014- 9/30/2015

Name	Item	Year
City of Clark Fork	Budget Worksheet	2015-2015
City of Clark Fork	Budget	2014-2015
City of Clark Fork	Employee Earnings Records	2014-2015
City of Clark Fork	Employee Timesheets	2014-2015
City of Clark Fork	Councilman earnings records	2014-2015
City of Clark Fork	Checks, Vouchers & paystubs	2014-2015
City of Clark Fork	Payroll allocations	2014-2015
City of Clark Fork	persi withdrawals	2014-2015
City of Clark Fork	petty cash receipts	2014-2015
City of Clark Fork	Panhandle St Bank (Gen)	2014-2015
City of Clark Fork	Property Tax Receipts (Gen)	2014-2015
City of Clark Fork	Panhandle St Bank (cemetery)	2014-2015
City of Clark Fork	State Investment Pool (Gen) Acct #1777	2014-2015
City of Clark Fork	State Tax Commission (Gen)	2014-2015
City of Clark Fork	Voided checks	2014-2015
City of Clark Fork	Fax transmittals	2014-2015
City of Clark Fork	City Pos	2014-2015
City of Clark Fork	Fire Dept Pos	2014-2015
City of Clark Fork	Maintenance Pos	2014-2015
City of Clark Fork	password transmittals	2014-2015
City of Clark Fork	Fed & State Tax records	2014-2015