



City Council Staff Report

REPORT DATE: June 3, 2021

HEARING DATE: June 9, 2021

SUBJECT **Records Retention Schedule Policy**

ITEM TYPE Public Hearing Work Session Action Item

APPLICABLE VICTOR VALUES

Culturally Historic Sustainable Connected to Nature
 Small Town Feel Family Friendly Administrative Need

PURPOSE & PROCESS

The purpose of this item is for Council to approve a records retention policy to help establish minimum retention periods for the various types of city records, and adoption of a record retention schedule policy assists 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 and upon resolution of the City Council in accordance with the provisions of Idaho Code 50-907; and, also enhances protection of historic records by identifying records of enduring value as permanent records that are retained by the city in perpetuity or transferred to the Idaho State Historical Society's Permanent Records Repository for permanent retention upon resolution of the City Council.

BACKGROUND/ALTERNATIVES

This is a basic housekeeping item to follow up with the Resolutions R12-0411-1, R12-0411-2, and R12-0411-3, to help with a record retention schedule/destruction schedule that we have conformed to the original resolution which was passed on 4-11-2021.

There are several options for Council to consider in proceeding:

- Approve the policy as presented.
- Other

ATTACHMENTS

- Records Retention Schedule Policy
- Resolutions:
 - R12-0411-1
 - R12-0411-2
 - R12-0411-3

FISCAL IMPACT

None

STAFF IMPACT

This has already been done by putting this policy into place with the past resolutions that were adopted.

LEGAL REVIEW

Completed

RECOMMENDATION

Staff Recommends approving this policy for simple housekeeping purposes for records retention and organization of city hall.

SUGGESTED MOTION

I move to approve the Records Retention Schedule Policy that has been conformed to the original Resolution R12-0411-3, which was passed on April 11, 2012.

[General vote]



**CITY OF VICTOR
STATEMENT OF POLICY AND PROCEDURE**

Subject: Records Retention Schedule	Reference Section/Number:
	Prepared By: City Clerk
Applies To: All of Staff	Approved by:
Reason for Update: City needs to have a records retention schedule to help with records and organization throughout the office.	Effective Date: 6/9/2021
	Supersedes:

PURPOSE & SCOPE

A record retention schedule establishes minimum retention periods for the various types of city records, and adoption of a record retention schedule assists 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 and upon resolution of the City Council in accordance with the provisions of Idaho Code 50-907; and, also enhances protection of historic records by identifying records of enduring value as permanent records that are retained by the city in perpetuity or transferred to the Idaho State Historical Society's Permanent Records Repository for permanent retention upon resolution of the City Council.

POLICIES & PROCEDURES

Records identified as permanent shall not be destroyed but shall be retained by the city in perpetuity or transferred to the Idaho State Historical Society's Permanent Records Repository for permanent retention upon resolution of the City Council.

Records that are not considered permanent shall be retained for the period specified in the retention schedule and until destruction is approved by resolution of the City Council pursuant to the provisions of Idaho Code 50-907.

The administrative staff of the City is authorized to take all necessary steps to carry out the authorization provided by Resolution R12-0411-1, R12-0411-2, and R12-0411-3 and the records retention schedule policy.

City of Victor Retention Schedule

Administrative Records

- **Reservation Records:** Records documenting scheduling and reservations related to public participation in and use of various city equipment or parks. Includes schedules, logs, lists, requests, etc.

Transitory: Keep one year.

- **Appointment Files:** These files document appointments to fill vacancies in the offices of mayor and councilmember, and also appointments to city boards, commissions, and committees. Documents may include: letters of recommendation, letters of appointment, resumes, and related correspondence.

Permanent: Keep records relating to mayoral and council appointments permanently.

Semipermanent: Keep all other records five years after service with city ends.

- **Calendars, Appointment Books & Scheduling Records:** Records including calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, and other activities of city officials.

Transitory: Keep one year.

- **Capital Asset Records:** Records documenting purchase, maintenance, inventory, depreciation, and disposition of capital assets, such as buildings, real estate, infrastructure, vehicles, equipment, and other assets with a useful life generally more than five years. (SEE ALSO Technical Manuals, Specifications & Warranties and Vehicle Maintenance & Repair Records in this section and the Public Works & Engineering section for a variety of records relating to capital assets.)

Semipermanent: Keep records (except inventories) three years after disposal or replacement of capital asset.

Transitory: Keep inventories until superseded.

- **Citizen Awards:** Awards presented to honor citizens for civic contributions. Records may include award nominations, certificates, ceremony records, photographs, lists of recipients, etc. Some records may have historic value.

Permanent: Keep records with historic value only.

Semipermanent: Keep other records five years.

- **Citizen Requests & Complaint Records:**

Semipermanent: Keep records for five years.

- **City Boards, Commissions & Committees:** Bylaws, and meeting minutes of

city boards, commissions, and committees.

Permanent: Bylaws and adopted meeting minutes of city boards, commissions and committees are permanent.

Semipermanent: Keep agendas for five years.

Transitory: Keep notes and agendas for meeting minutes until minutes officially approved.

Note: Idaho Code 50-907(1)(a) provides that adopted meeting minutes of city boards and commissions are permanent.

- **City Council Meeting Agenda, Minutes & Recordings:** Records documenting meetings of the city council and motions, resolutions, ordinances, and other actions taken at council meetings. (SEE ALSO Land Use Hearing Recordings & Exhibits in the Building, Planning & Zoning section.)

Permanent: Adopted council meeting minutes and council meeting agendas (if not included in the minutes) are permanent.

Transitory: Keep audio/visual recordings of non-land use issues until superseded, obsolete, or administrative needs end. Keep notes for meeting minutes until minutes officially approved.

Note: Idaho Code 50-907(1)(a) provides that adopted meeting minutes of the city council are permanent.

- **Contracts & Agreements:** Agreements with vendors and other parties for the acquisition, lease, lease-purchase or sale of equipment, supplies, services, or property.

Semipermanent: Keep five years after contract term expires.

Note: Idaho Code 50-907(2)(b) provides that contracts must be kept at least five years.

- **Correspondence:** Correspondence Letters.

Semipermanent: Keep five years after contract term expires.

Note: Idaho Code 59-1101A provides that contracts must be kept at least five years.

- **Deeds & Real Property Records:** Records relating to ownership of real property, including deeds, title opinions, abstracts and certificates of title, title insurance, documentation concerning alteration or transfer of title, and records relating to acquisition and disposal of real property such as offer letters, options, agreements of short duration, staff reports, appraisal and inspection reports, letters of transmittal, and related records.

Permanent.

Note: Idaho Code 50-907(1)(e) provides that records affecting the title to real property or liens thereon are permanent.

- **Disaster Preparedness & Response Records:** Records documenting planning for, impact of, and actions taken by the city in response to disasters, emergencies,

and civil disorder, including: earthquakes, wildfires, severe storms, floods, drought, utility failures, hazardous materials incidents, riots, etc. Records may include: plans and studies, logs, diaries, damage assessment reports, response reports, situation and resource status reports, resource ordering and tracking records, financial documentation, messages, photographs, etc.

Permanent.

- **Easement Records:** Records relating to acquisition of city-owned easements and rights-of-way for public works or other local government purposes, including deeds, correspondence, and legal documentation. (SEE ALSO Vacation Records in this section and Temporary Access/Construction Easement Records and Right-of-Way Permit Records in the Public Works & Engineering section.)

Permanent.

- **Franchise Records:** Records relating to franchises for electricity and natural gas distribution, cable television and garbage collection, including: contracts, franchise fee information, election information, audits and other verification of revenue from franchisee, published franchise ordinance, and other records.

Semipermanent: Keep Five years after expiration of franchise agreement.

- **Historical File:** Includes historical information about the city. May include maps, newspaper clippings, scrapbooks, photographs, compiled histories of the city, information on historic homes and properties, special events & celebrations, etc.

Permanent.

- **News Releases:** Prepared statements, announcements, and news conference transcripts issued to the news media by the city.

Semipermanent: Keep five years after fiscal year end.

- **Notary Bond Records:** Bond posted by notaries conditioned on the faithful performance of their duties. Note—other notary records, including application, appointment, journal, and other records are the property of the notary.

Semipermanent: Keep five years after expiration.

- **Oaths of Office:** Signed oaths of elected officials swearing to uphold the federal and state constitutions and laws of the city.

Permanent.

- **Ordinances & Resolutions:** Ordinances and resolutions passed or considered by the city council.

Permanent: Adopted ordinances and resolutions, as well as proposed ordinances and resolutions that are not adopted, are permanent.

Note: Idaho Code 50-907(1)(b) provides that ordinances and resolutions are permanent.

- **Permits & Licenses:** Includes records relating to city permits and licenses, including: beer, wine and liquor by the drink, animal licenses, business licenses, daycare licenses, etc.

Semipermanent: Keep five years after business closes, expiration, revocation or denial.

Note: Idaho Code 50-907(2)(d) provides that license applications must be kept for at least five years.

- **Postage Records:** Document transactions with the U.S. Postal Service and private carriers, including: postage meter records, receipts for registered and certified mail, insured mail, special delivery receipt and forms, loss reports, etc.

Temporary: Keep three years.

- **Proclamations:** Ceremonial or celebratory statements issued by the mayor.

Permanent: Proclamations are permanent, with the exception of those requested by outside groups or organizations (see below).

- **Professional Membership Records:** Records documenting city-paid individual memberships and activities in professional organizations (i.e., Idaho City Clerks, Treasurers & Finance Officers Association, Association of Public Treasurers, etc.).

Semipermanent: Keep five years.

- **Public Records Requests:** Includes written public records requests, city denials of public records requests, appeals information, etc.

Semipermanent: Keep five years after last action or final disposition of appeal (whichever is longer).

- **Publications:** Includes newsletters, annual reports, policies (e.g., personnel, internet use, drug testing, etc.), manuals, pamphlets, brochures, leaflets, reports, plans, feasibility studies, proposals, etc. published by the city or at the city's request.

Semipermanent: Keep five years.

- **Purchasing & Quality-Based Selection Records:** Records documenting competitive bidding and purchase of goods, services, and public works construction, and procurement of design professionals. Records include: published notices and solicitations, specifications, bids, requests for qualifications, statements of qualifications, etc.

Semipermanent: Keep five years.

Note: Idaho Code 67-2805(2)(3) and 67-2806(1)(3) require that if a city finds it impracticable or impossible to obtain three bids for personal property or from licensed public works contractors for public works projects, documentation of the efforts undertaken to procure three bids must be kept at least six months after the procurement decision is made.

- **Purchase Orders & Requisitions:** Requests and purchase orders for goods or

services purchased by the city. Information includes: department, delivery location, date, quantity, description, unit and total price, and authorizing signatures.

Semipermanent: Keep five years.

Note: Idaho Code 50-907(2)(a) provides that purchase orders must be kept at least five years.

- **Records Management Records:** Records documenting the inventory, retention, management, and disposition of city records, including: records retention schedules, inventory worksheets, correspondence, etc. (SEE ALSO Public Records Requests in this section).

Permanent: Keep record retention schedules and amendments, and destruction records including destruction resolution and authorization from Idaho State Historical Society and legal counsel, permanently.

Semipermanent: All other records relating to records management keep five years.

- **Technical Manuals, Specifications & Warranties:** Owner's manuals and warranties for city-owned vehicles and equipment. Includes specifications, operating instructions, safety information, and terms for coverage of repair or replacement of equipment. (SEE ALSO Vehicle Maintenance & Repair Records and Capital Asset Records in this section).

Semipermanent: keep until vehicle/equipment is removed from service.

- **Telephone Messages & Text Messages** Includes actual telephone messages and text messages created by city officials and city employees.

Transitory: Keep until administrative needs end.

- **Urban Renewal Records:** Includes urban renewal plans, annual financial reports, audit reports, budgets, project records, tax-increment financing information and related documents.

Permanent: Keep urban renewal plans, annual financial reports, audit reports, feasibility studies, financial impact analyses, and other written studies or reports permanently.

Semipermanent: Keep urban renewal project records ten years after closeout of the urban renewal agency.

- **Vacation Records:** Recorded property vacations by the city, including streets, alleys, easements, public utilities, subdivisions, and rights-of-way. Records may include: petitions to vacate, maps, descriptions of property, staff reports, and related correspondence.

Permanent.

- **Vehicle Maintenance & Repair Records:** Document the maintenance and repair history of city-owned vehicles. Records typically include: description of work

completed, parts and supplies used, date of service, date purchased, price, vehicle identification number, make and model, registration, etc. (SEE ALSO Technical Manuals, Specifications & Warranties and Capital Asset Records in this section)

Semipermanent: Keep until vehicle is removed from service.

Accounting, Budget, Finance & Payroll Records

- **Accounts Payable:** Records documenting payment of city bills, including reports, invoices, , payment authorizations, receipt records, canceled checks or warrants, etc. (SEE ALSO Grant Records in this section for records documenting expenditure of grant funds.)

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Accounts Receivable:** Records documenting billing and collection of monies owed to the city by vendors, citizens, organizations, governments, etc. Records include: reports, receipts, invoices, awards, logs, lists, summaries, statements, etc. Information typically includes: receipt amount, date, invoice number, name, account number, account balance, adjustments, etc. (SEE ALSO Grant Records in this section for records documenting receipt of grant funds.)

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Audit Report:** Documents the city's annual audit, examining compliance with generally accepted accounting principles and methods, the accuracy and legality of transactions and accounts, and compliance with requirements, orders, and regulations pertaining to the financial condition and operation of the city. Information includes: auditor's report and recommendations, single audit information concerning federal grants, and other information.

Permanent.

- **Bank Transaction Records:** Records documenting the status and transaction activity of city bank accounts, including account statements, , check stubs, and check registers, etc. (SEE ALSO Grant Files in this section for records documenting grant transactions.)

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Bankruptcy Notices:** Records documenting notification to the city that certain individuals have filed for bankruptcy and used to determine if the individual owes money to the city and to file notice or claim with the court. Information may include: debtor's name, accounts information, prepared repayment plan and related documentation.

Temporary: Keep three years after discharge of debt or last action (whichever is shorter).

- **Bond Records:** Records documenting financing of city improvements through bonded indebtedness. Records include: bond rating information, bond and election ordinances, legal notices announcing bond election, bond counsel information and opinions, covenants, paid bonds and coupons, bond registers, State Treasurer public bond issue reports (IDAPA 54.01.01), etc.

Permanent: Bond and election ordinances are permanent.

Semipermanent: Keep all other records five years after the bonds are paid off.

Note: Idaho Code 50-907(2)(f) provides that these records must be kept at least five years.

- **Budget Records:** Records used in preparing and adopting the city budget, including revenue projections, instructions, department requests, worksheets, council-approved tentative budget and notice of budget hearing, adopted appropriations ordinance and amendments, and other information.

Permanent: Keep notice of budget hearing (with tentative budget) and appropriations ordinance and amendments permanently.

Temporary: Keep all other records two years after fiscal year end.

- **Deduction Authorization Records:** Records documenting employee application and authorization for voluntary payroll deductions, direct bank deposits, and related actions. Payroll deductions are directly deposited or remitted to the authorized financial institution, insurance company, or other agency or vendor. Records may include: insurance applications, enrollment cards, deduction authorizations, approval notices, deduction terminations, and related records.

Semipermanent: Keep five years after superseded, terminated, or employee separation.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **Deduction Registers:** Registers or records documenting voluntary and/or required deductions from the gross pay of city employees. Types of deductions include: federal income and social security taxes, state income tax, workers' compensation, union dues, insurance, deferred compensation, credit union, parking permit, garnishments, levies, charitable contributions, and others. Information may include: employee name and truncated social security number, pay period, total deductions, net pay, check number, and related data.

Semipermanent: Keep five years after fiscal year end.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Employee Time Records:** Records documenting hours worked, leave hours accrued, and leave hours taken by city employees. Information usually includes: employee name and truncated social security number, hours worked, type and number of leave hours taken, total hours, dates, and related data. (SEE ALSO Leave Applications in this section.)

Semipermanent: For records documenting expenditure of grant funds, see Grant Records in this section. Keep all other records five years after fiscal year end.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.

- **Employee Travel Records:** Records documenting, reimbursements, and other actions related to employee travel, including expense reports and receipts, vouchers, and related documents. Information typically includes: estimated and final cost, destination, method of transportation, travel dates, approval signatures, etc.

Semipermanent: Keep five years after fiscal year end.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due.

- **Federal & State Tax Records:** Records, in addition to those itemized in this section, used to report the collection, distribution, deposit, and transmittal of federal and state income taxes as well as social security tax. Examples include: the federal miscellaneous income statement (1099), request for taxpayer identification number and certificate (W-9), employers' quarterly federal tax return (941, 941E), tax deposit coupon (8109), and similar federal and state completed forms. (SEE ALSO Wage & Tax Statements and Withholding Allowance Certificates in this section for related records.)

Semipermanent: Keep five years after fiscal year end.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **Financial Reports:** Reports documenting the financial condition and operation of the city, issued on a monthly, quarterly, annual, or other basis, including quarterly published, treasurer's report and year-end financial reports. Reports include information on revenues and expenditures in relation to the final budget.

Permanent: Keep fiscal year-end financial reports

Semipermanent: Keep all other and quarterly published treasurer's reports five years after fiscal year end.

Note: Idaho Code 50-907(1)(d) requires fiscal year-end financial reports to be kept permanently.

Idaho Code 50-907(2)(a) provides that other financial reports must be kept at least five years.

- **Garnishment Records:** Records documenting requests and court orders to withhold wages from employee earnings for garnishments, tax levies, support payments, and other reasons. Usually includes original writs of garnishment, orders to withhold, federal or state tax levies, recapitulations of amounts withheld, and related records. Information usually includes: employee name and truncated social security number, name of agency ordering garnishment, amount, name of party to whom payment is submitted, dates, and related data.

Semipermanent: Keep five years after fiscal year end.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **General Ledgers:** Records documenting the summary of accounts reflecting the financial position of the city, showing debit, credit and balance amounts per account, budget, fund and department, and totals for notes receivable, interest income, amounts due from other funds, federal grants received, bank loans received, cash in escrow, deferred loans received, cash, encumbrances, revenue, accounts receivable, accounts payable, etc.

Semipermanent: Keep year-end ledgers 10 years after fiscal year end. Keep all other general ledgers five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Donations & Contribution Records:** Records documenting gifts and contributions to the city, including donor and acknowledgment letters, acquisition lists itemizing purchases made with contributed money, checks, receipts, and related records.

Temporary: Keep three years after completion of the terms of the gift/contribution, unless otherwise specifically provided.

- **Grant Records:** Records documenting the application, evaluation, awarding, administration, reporting and status of grants applied for, received, awarded, or administered by the city. Records include: applications and proposals, summaries, objectives, activities, budgets, exhibits, award notices, progress reports, contracts, financial reports, and related correspondence and documentation.

Permanent: Keep records documenting the purchase and/or disposal of real property. . Keep other grant records five years or as specified in the agreement, whichever is longer.

Temporary: Keep unsuccessful grant applications three years.

- **Interdepartmental Billings:** These are accounting documents that request the

transfer of funds between departments for services rendered or materials purchased.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Investment Records:** Reports, statements, summaries, and other records documenting and tracking investments made by the city, including the Local Government Investment Pool.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Leave Applications:** Applications or requests submitted by city employees for, family and medical leave, long term leave, and other leave time. Information usually includes: employee name, department, date, leave dates requested, type of leave requested, and related data. (SEE ALSO Employee Time Records in this section.)

Temporary: Keep three years.

- **Leave Balance Reports:** Reports documenting individual city employee accrual and use of sick, vacation, compensatory, personal business, family and medical leave, and other leave time. Information usually includes: employee name and truncated social security number, leave beginning balance, leave time accrued, leave time used, ending balance, and related data. (SEE ALSO Employee Benefits Records in the Personnel section.)

Semipermanent: Keep all other records five years after fiscal year end.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **Local Improvement Districts:** Records documenting the formation of a local improvement district and levying of special assessments, including: ordinance, published notices, assessment roll, appeals, affidavits, bonds and coupons, delinquencies, and related correspondence and documents.

Permanent: Ordinances, assessment rolls and payment records (if kept separately from the roll itself) are permanent.

Semipermanent: Keep other records five years after the local improvement district is closed and all bonds are paid off.

- **Payroll Registers:** Registers or records serving the same function of documenting the earnings, voluntary and required deductions, and withholdings of city employees. Information usually includes employee name and truncated social security number, hours worked, rate, overtime, vacation value, various allowance, gross pay, federal and state withholding, voluntary deductions, net pay, and related data.

Semipermanent: Keep year-end register five years after fiscal year end. Keep all other payroll registers five years after fiscal year end.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.

IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due.

- **PERSI Records:** Records relating to PERSI, including Employer Remittance Forms, invoices, correspondence, financial adjustments, etc.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Receipts:** Copies of receipts, showing the date, from whom received, amount, purpose, etc.

Semipermanent: Keep five years after fiscal year end.

Note: IRS regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Note: Idaho Code 50-907(2)(a) provides that cash receipts subject to audit must be kept at least two years.

- **Sales & Use Tax Forms:** Used to report and remit sales tax collected and due to the state.

Semipermanent: Keep five years after fiscal year end.

- **Signature Authorization Records:** Records documenting authorization of designated employees to sign fiscal and contractual documents.

Semipermanent: Keep five years after authorization superseded or expired.

- **Unemployment Compensation Claim Records:** Records documenting claims submitted by former city employees for unemployment compensation. Usually includes: claims, notices, reports, and related records. May also include records generated by the appeal of claim determinations.

Temporary: Keep three years.

- **Unemployment Reports:** Records documenting employee earnings on a quarterly basis. Used to document costs and charges in the event of an unemployment compensation claim. Information includes: employee name and truncated social security number, quarterly earnings, days worked, totals, and other data.

Temporary: Keep three years.

Utility Records

- **Utility Account Change Records:** Records documenting routine information changes to customer accounts, including name and address.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Application/Disconnect Records:** Applications completed by customers requesting or disconnecting water, sewer, power, garbage, or other city-provided services. Information typically includes: customer's name, address, phone number, meter information, date, and approval signatures.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Billing Adjustment Records:** Records documenting adjustments to customer water, sewer, power, garbage or other city-provided service billings for debits, credits, refunds, returned checks, and related reasons. Information usually includes: customer's name and address, type of adjustment, justification, amount changed, authorizing signatures and other information.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Billing Register:** Records documenting transactions on the water, sewer, power, garbage or other city-provided service account of each customer. Useful for reference to assure accurate customer billings. Information often includes: customer's name, service address, meter reading, water or power usage, utility charges, payments, adjustments, prior balance due, current balance due and related data.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Meter Books:** Document the readings of customer water/power meters by city employees for billing purposes. Information typically includes: name of meter reader, meter reading, date read, account number, billing code, final reading, reason for turnoff, meter changes, and related data.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Wage & Tax Statements:** Annual statements documenting individual employee earnings and withholdings for state and federal income taxes and social security

tax also known as federal tax form W-2. Information includes: city name and tax identification number, employee name and social security number, wages paid, amounts withheld, and related data. (SEE ALSO Federal & State Tax Records in this section.)

Semipermanent: Keep five years.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **Withholding Allowance Certificates:** Certificates documenting the exemption status of individual city employees, also known as W-4 forms. Information includes: employee name and address, social security number, designation of exemption status, and signature. (SEE ALSO Federal & State Tax Records in this section.)

Semipermanent: Keep five years after employee separation.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Land Use Records

- **Annexation Records:** Document the annexation of new land into the city. Records may include: application, annexation agreement, notices of hearing (newspaper affidavit), final staff report, public comment letters, letters from outside agencies, exhibits/drawings, maps, all applications requirements, etc.

Permanent.

- **Area of Impact Records:** Document the negotiation and adoption of area of impact agreements and ordinances with the county, including: public notices, correspondence, notices of hearing, recommendations from the planning and zoning commission, maps, “committee of nine” proceedings, etc.

Permanent.

- **Comprehensive Plan:** The plan used to guide the long-term growth and development of a city. Records typically include: the plan document, periodic updates, citizen surveys and participation information, notices of hearing, maps, photographs, staff reports, recommendations from the planning and zoning commission, etc.

Permanent.

- **Conditional Use Permits:** Permits allowing construction of buildings in specific areas when impacts to neighbors are mitigated. Documents typically include: application, blueprint drawings, notices of hearing, staff report, planning and zoning commission recommendations/decision, and related correspondence.

Permanent: Keep application and decision documents permanently.

Semipermanent: Keep other records 10 years after expiration, revocation, or discontinuance of use.

- **Rezoning Records:** Document applications for rezoning property within the city,

including: application, review forms, maps of areas involved, notices of hearing, staff report, recommendation of the planning and zoning commission, written decision by the council, appeals, correspondence, etc.

Permanent: Keep application and decision documents permanently.

Semipermanent: Keep other records 5 years after approval or denial.

- **Sign Review Case Files:** Applications and related records for sign permits, including: approvals, photographs, or renderings of proposed signs, etc.

Semipermanent: Keep for the life of the structure.

- **Variance Records:** Document variance applications for relief from a quantifiable zoning standard (such as setback, lot size, etc.). Records include: application, staff recommendation, recommendation/decision by planning and zoning commission and council, correspondence, etc.

Semipermanent: Keep 10 years after the life of the structure.

- **Zoning Ordinance Interpretations:** Records providing interpretations of city ordinances by the planning director. Applies to the land use ordinance only.

Permanent.

- **Zoning Maps:** Show zoning boundaries in the city, with streets, property lines, and zoning classifications.

Permanent.

Building Permits

- **Building Activity Records:** Reports or statistical compilations tracking building activity on a monthly or annual basis, Typically tracks number of permits issued, type of activity (sample: Dashboard).

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Building Codes:** Codes that may be adopted by local ordinance adopting the International Building Code This does not include the: International Residential Code, International Energy Conservation Code, International Mechanical Code, International Fuel Gas Code, Uniform Plumbing Code, National Electrical Code, International Fire Code, etc.

Permanent: Ordinance adopted only.

- **Building Inspection Reports & Working Papers:** Records documenting inspections to ensure compliance with the city's adopted codes, including inspection reports, logs, requests for inspections, correspondence, etc.

Semipermanent: Keep for the life of the structure.

- **Building Permit Applications:** Applications for construction, structural modifications, installation of plumbing, electrical or mechanical equipment, etc.

All Building Permits Applications should be kept on file in IworQ once completed.

Temporary: Keep Residential Permits for 2 years once completed.

Permanent: Commercial/Government Permits.

- **Building Permits:** Permits granted to property owners for construction, structural modifications, installation of plumbing, electrical or mechanical equipment, etc.

Temporary: Keep Residential Permits for 2 years once completed.

Permanent: Commercial/Government Permits.

- **Building Plans & Specifications:** Blueprints and other graphic illustrations of designs submitted by contractors for the construction, reconstruction, or alteration of buildings. These plans and accompanying specifications are submitted to ensure compliance with building codes, setbacks, and other regulations. Documents include: site plan, scale of floor plan, elevation plan, electrical plan, typical wall section and foundation, and specifications.

Permanent: Keep plans and specifications for publicly owned and commercial structures permanently.

Temporary: Keep plans and specifications for residences two years after issuance of certificate of occupancy.

Note: Idaho Code 50-907(1)(c) requires building plans and specifications for commercial projects and government buildings to be kept permanently. Idaho Code 50-907(2)(c) requires building applications for commercial projects and government buildings to be kept for at least five years. Idaho Code 50-907(3)(a) requires building applications, plans and specifications for noncommercial and nongovernment projects to be kept at least two years after final inspection and approval.

- **Certificates of Occupancy:** Certification that a building complies with city codes and is safe for occupancy. Information may include: type of building, building permit number, type of construction, owner of building, address, contractor name, date built and certified in compliance with code. Includes requests for temporary occupancy.

Permanent.

- **Correction Notices:** Notices to contractor/builder to correct defects noted during the inspection process.

Semipermanent: Keep for five years.

- **Development Agreements:** Records documenting formation, modification and termination of development agreements, in which the city requires the developer to make a written commitment concerning use or development of the subject parcel as a condition of rezoning. The agreements are recorded and binding on

subsequent property owners.

Permanent.

- **Flood Plain Permit Records:** Permits issued for construction within a flood plain zone. Records also may include: elevation certificates, applications, review records, checklists, and other documents.

Semipermanent: Keep permits and elevation certificates 10 years after the life of the structure or until area is determined not to be a flood plain, whichever is longer. Keep other records 10 years.

- **Land Use Hearing Recordings & Exhibits:** Includes maps, plans, drawings, and other exhibits prepared for land use hearings and audio recordings of land use hearings before the planning and zoning commission and city council.

Permanent: Keep land use exhibits referenced in minutes permanently.

Semipermanent: Keep exhibits not referenced in minutes five years.

Transitory: Keep audio recordings one year after the date of the hearing. Unless a longer period is required due to litigation.

Note: Idaho Code 67-6536 requires that audio recordings of planning and zoning hearings (transcribable verbatim record) be kept at least six months after the final decision.

- **Nonconforming Use Records:** Records pertaining to uses that are “grandfathered” in when zoning regulations change for a particular property. Changes or expansions of nonconforming uses may require city approval. Records may include: site plan, verification of original and current use, nonconforming use certificate, and records regarding changes or expansion of the nonconforming use.

Permanent.

- **Planning Studies:** Reports completed in-house or by outside consultants on specific planning issues, including transportation plans, affordable housing plans, Envision Victor, ReEnvision Victor etc.

Permanent.

- **Subdivision Records:** Document the preliminary and final plat stages of subdivision approval, including: application, maps, diagrams, site plans, staff report, recommendation by planning and zoning commission, written decision by the council, correspondence, appeals, etc. Includes administrative lot split or “short plat” applications involving less than five lots.

Permanent: Keep records relating to approved subdivisions permanently.

Semipermanent: Keep records relating to denied, expired, or revoked applications 10 years after denial, expiration or revocation.

Election Documents

- **Candidate Declarations & Petitions:** Includes declarations of candidacy and intent for candidates for city elective office. Declarations of candidacy are filed by candidates to get their name on the election ballot and are accompanied by a filing fee of \$40 or a petition with the signatures of at least five qualified city electors, including a certification by the county clerk of the number of signatures that are of qualified city electors. Declarations of intent are filed by write-in candidates, and do not require the filing fee or petition.

Permanent.

Note: Idaho Code 50-907(1)(g) requires candidate declarations and petitions be kept permanently.

Emergency Communications

- **Activity Reports:** Daily, weekly, monthly, or other reports documenting the activities of employees, including: type of activity, employees involved, time spent on activity, work completed, equipment used, etc.

Permanent: Keep reports summarizing activities on an annual basis permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Briefing Records:** Records documenting internal communication between supervisors and shift workers or between staff on different shifts to alert them to problems, issues, or activities. Records may include, but are not limited to: briefing logs, teletype messages, and bulletins from other agencies.

Transitory: Keep until administrative needs end.

Information Systems Records

- **Computer System Maintenance Records:** These records document the maintenance of city computer systems and are used to ensure compliance with warranties and service contracts; schedule regular maintenance; diagnose system or component problems; and document system backups. Records may include, but are not limited to: computer equipment inventories, hardware performance reports, component maintenance records (invoices, warranties, maintenance logs, correspondence, maintenance reports, etc.), system backup reports and procedures, backup tape inventories, etc. (SEE ALSO Technical Manuals, Specifications & Warranties in the Administrative section).

Temporary: Keep records related to system or component repair or service for the life of the system or component. Keep records related to regular or essential records backups one year after superseded or obsolete.

- **Computer System Program Documentation:** Records documenting the development, installation, modification, troubleshooting, operation, and removal of software from city computer systems; records required to plan, develop,

operate, maintain, and use electronic records; system specifications, file specifications, codebooks, record layouts, user guides and output specifications. (SEE ALSO Software Management Records in this section.)

Temporary: Keep migration plans until superseded or obsolete. Keep other records one year after system superseded or obsolete.

- **Computer System Security Records:** Records documenting the security of the city's computer systems, including: employee access requests, passwords, access authorizations, and related documents.

Temporary: Keep three years after superseded or obsolete.

- **Network Records:** Records containing information on network circuits used by the city, including: circuit number, vendor, type of connection, terminal series, software, contact person and other relevant information. Also includes records used to implement a computer network, including: reports, network diagrams, and wiring schematics.

Transitory: Keep until superseded or obsolete.

- **Information Service Subscription Records:** Records documenting city subscriptions to information services, including: subscriptions, invoices, and correspondence.

Temporary: Keep two years.

- **Information System Planning & Development Records:** Records documenting the planning and development of city information systems, including: information technology plans, feasibility studies, cost-benefit analyses, institution studies and surveys, information management project records, system specifications and revisions, software evaluations, component proposals, technical literature, vendor literature and proposals and correspondence.

Semipermanent: Keep information relating to implemented systems for the life of the system.

Temporary: Keep information relating to unimplemented systems three years.

- **Quality Assurance Records:** Records verifying the quality of system, hardware or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories and other records needed as an audit trail to evaluate data accuracy.

Transitory: Keep until superseded or obsolete.

- **Software Management Records:** Records documenting the use of software in city information systems to ensure that institution software packages are compatible, that license and copyright provisions are complied with and that upgrades are obtained in a timely manner. Records may include, but are not limited to: software purchase records, inventories, licenses, and correspondence.

Temporary: Keep two years after software disposed of or upgraded.

- **User Support Records:** Records documenting troubleshooting and problem-solving assistance provided by information systems personnel to users of the systems. Records may include: assistance requests, resolution records, and related documentation.

Transitory: Keep one year.

Insurance, Risk Management & Safety Records

- **City Vehicle Accident Records:** Records documenting accidents involving city vehicles, including: name and address of parties involved, date and time, complaint, description of damage, photographs, correspondence, etc. (SEE ALSO Liability Claims Records in this section.)

Temporary: If no claim is filed, keep three years.

- **Contractor Liability Insurance Verification Records:** Letters or certificates of coverage provided by insurance companies declaring that specific contractors are covered by appropriate liability insurance. Records include: insurance company name and address, issue date, expiration date, amount and type of coverage, special provisions, signature of insurance company representative, etc.

Semipermanent: For city public works projects keep 10 years after substantial completion. Keep all other records five years after expiration.

- **Contractor Performance Bond Records:** Records documenting the posting of performance guarantees or surety bonds by contractors performing work for the city, including letters, certificates, copies of bonds, etc. Information usually includes: name of individual or company covered, amount of coverage, effective dates, name of bonding agent, authorized signatures, etc.

Semipermanent: For city public works projects keep 10 years after substantial completion. Keep all other bond records six years after expiration.

- **Insurance Policy Records:** Records documenting the terms and conditions of city insurance policies covering liability, property, group employee health and life, motor vehicle, workers' compensation, etc. Records usually include: policies, endorsements, rate change notices, agent of record, and related documents.

Semipermanent: Keep other insurance records five years after expiration if no claims pending.

- **Liability Claims Records:** Records documenting various types of liability claims filed against the city, including: personal injury, property damage, motor vehicle accident, false arrest, etc. Records often include: reports, photographs, summaries, reviews, notices, audio and videotapes, transcripts of recorded statements, correspondence, and related documents.

Semipermanent: Keep 10 years after case closed or dismissed.

- **Liability Waiver Records:** Document the release of the city from liability related to various activities, including: participating in city-sponsored recreational events or classes, etc. Information usually includes: release terms, date, signatures, and related information.

Semipermanent: Keep five years.

- **Property Damage Records:** Records, photographs, and other records documenting damage to city property such as signs, trees, picnic tables, buildings, and fences. Information often includes: type and location of property damaged, description of damage, date and time of damage (if known), name and address of individual causing the damage (if known), value of damage, billing costs, etc. (SEE ALSO Liability Claims Records in this section.)

Semipermanent: If claim is filed, keep for five years. If no claim is filed, keep three years.

- **Public Injury Reports:** Records documenting injuries sustained by non-employees on city property. Information usually includes: date, time, and location; description of injury; name, address, phone number, sex and age; witnesses and other related information. (SEE ALSO Liability Claims Records in this section.)

Semipermanent: If claim is filed, keep for five years. If no claim is filed, keep three years.

- **Risk Survey & Inspection Records:** Records documenting surveys, inspections, and other actions designed to identify potential hazards and liabilities to the city related to buildings, parks, playgrounds, , etc. Useful for preventing liability claims and for illustrating a pattern of responsible action regarding hazards. Records may include: survey summaries and reports, safety audit and inspection reports, correspondence, etc.

Semipermanent: Keep other records five years.

- **Safety Program Records:** Records documenting the city's program to promote a safe work environment for its employees. Records may include: safety policies, plans and procedures, workplace safety committee records, reports on inspections conducted by the safety officer, evacuation rosters and reports, and related documentation and correspondence.

Semipermanent: Keep safety policies, plans and procedures five years after superseded. Keep inspection reports, evaluations, and recommendations ten years. Keep all other records five years.

- **Workers' Compensation Claim Records:** Records documenting the processing of individual employee claims of job-related injuries or illnesses, but not those describing actual medical conditions. Records may include: claim disposition notices, claim reporting and status forms, injury reports, determination orders, insurance premium data, hearing requests, safety citations, inspection reports, medical status updates and reports, investigation reports, reimbursement and payment records, and related correspondence and documentation. (SEE ALSO Employee Medical Records in the Personnel Records section for retention of

records describing injuries and illnesses).

Semipermanent: Keep five years after claim closed or final action.

Note: Idaho Code 72-601 requires employers to keep records of work-related injuries and illnesses and provides that failure to keep these records is a misdemeanor. Idaho Code 72-603 requires employers to keep records of the job classifications and wages of employees.

Legal Records

- **Civil Case Files:** Documentation of pending and closed cases filed by and against the city, including complaints, summons, investigations, reports, attorney's notes, orders and judgments, dispositions, pleadings, mediation information and related records.

Semipermanent: Keep 10 years after case closed or dismissed, or date of last action.

- **Claim Files:** These records contain claims for damages caused by city employees/equipment.

Semipermanent: Keep 10 years, provided there is no pending litigation.

- **Land Use Appeals:** Records related to appeals of land use decisions, including staff reports, pleadings, briefs, and related records.

Semipermanent: Keep 10 years after final decision or date of last action.

Personnel Records

- **Affirmative Action Records:** Records documenting city compliance with the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972 and the Americans with Disabilities Act. Records include: plans, updates, policy statements, reports, investigations, case files, complaints, and related information. Also includes EEO-4 reports submitted to the Equal Employment Opportunity Commission (EEOC) documenting compliance with EEOC requirements by cities with 15 or more employees.

Permanent: Keep plans, updates, and policy statements permanently.

Semipermanent: Keep EEO-4 reports and all other records five years.

- **Benefits Continuation Records:** Records documenting notice to employees, spouses and dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave and whether coverage was elected or rejected. Continuation may be under COBRA or another provision. Notice is also sent to a third-party administrator who administers the extended coverage. Records may be filed with the Employee Benefits Records or Employee Personnel Records.

Semipermanent: Keep three years after employee separation or eligibility expired or five years, whichever is longer.

- **Collective Bargaining Records:** Records documenting negotiations between the city and employee representatives, including contracts, reports, negotiation notes, letters of agreement, arbitration findings, cost analyses, minutes, tape recordings, etc.

Semipermanent: Keep contracts and minutes 10 years after contract expires. Keep other records six years after contract expires.

Note: Federal regulations (29 CFR 516.5) requires certain employment contracts and collective bargaining agreements to be kept three years after their last effective date.

- **Employee Benefits Records:** Records relating to city employee benefit information such as: selection of insurance plans, retirement, pension and disability plans, deferred compensation plans, and other benefit information. Records may include but are not limited to: plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, year-end leave balance reports, notices of disability payment made, and related documentation. Generally filed with Employee Personnel Records.

Semipermanent: Keep year-end leave balance reports and official copy of retirement enrollment records 10 years after date of separation. Keep other records five years after employee separation or eligibility expired.

Note: Numerous federal regulations provide retention periods for these records:

29 CFR 1627.3 (Age Discrimination) requires employee benefit plans such as pension and insurance plans to be kept for the full period the plan or system is in effect, and for at least one year after its termination.

Payroll, recruitment and selection, personnel, and employee benefits records must also be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.

29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case.

Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.

IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due.

- **Employee Medical Records:** Document an individual employee's work-related medical history. These records are not personnel records and must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act. Records may include but are not limited to: medical exam records (pre-employment, pre-assignment, periodic or episodic), X-rays, records of significant health or disability limitations related to job assignments, documentation of work-related injuries or illnesses, hearing test records hazard exposure records, first-aid incident records, physician statements, release consent forms and related correspondence.

Semipermanent: Keep hazard exposure records 30 years after separation. Keep other records five years after separation or completion of litigation, whichever is longer.

Note: Federal regulations (29 CFR 1910.120 and 29 CFR 1910.1020) require hazard exposure records be kept for the duration of employment plus 30 years
Idaho Code 72-601 requires employers to keep records of work-related injuries and illnesses and provides that failure to keep these records is a misdemeanor. Failure to keep these records is a misdemeanor.

- **Employee Personnel Records:** Document an employee's work history. Records may include, but are not limited to: employment applications, notices of appointment, training and certification records, records of health limitations, drug testing, salary schedules, personnel actions, performance evaluations, awards and other special recognition, letters of recommendation, investigation information, disciplinary action, notices of layoff, letters of resignation, home address and telephone, emergency notification forms, oaths of office, grievance and complaint records, and related correspondence and documentation. (SEE ALSO Employee Benefits Records, Employee Medical Records, Recruitment & Selection Records, and Volunteer Worker Records in this section.)

Semipermanent: Keep ten years after separation.

Note: Numerous regulations provide retention periods for these records:

29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires personnel, compensation, and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case.

29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, the city is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action.

29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll, and collective bargaining/contract records to be kept at least two years.

49 CFR 382.401 (Drug Testing for Holders of Commercial Driver's Licenses) provides various retention requirements for drug testing records. Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.

IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due.

- **Employment Eligibility Verification Forms (I-9):** Document to the U.S. Immigration and Naturalization Service that an applicant or employee is eligible to work in the United States. Information includes: employee information and verification data such as citizenship or alien status and signature, and employer review and verification data such as documents, which establish identity and eligibility, and employer's signature certifying that documents were checked. This category includes forms completed for all new hires, as well as superseded or

previous forms completed on rehires.

Semipermanent: Keep five years after separation.

Note: Federal regulations (8 CFR 274a.2) require these records be kept three years after the date of hiring or one year after the individual's employment is terminated, whichever is later.

- **Hazard Exposure Records:** Emergency response employees exhibiting signs or symptoms possibly resulting from exposure to hazardous substances are required to be provided medical examination and consultation. Records include: employee's name and social security number; physician's written opinion, recommended limitations; results of examinations and tests; employee medical complaints related to hazardous substance exposure; description of employee's duties as they relate to exposure; the employee's exposure levels or anticipated exposure levels; description of protective equipment used; and information from previous medical examinations of the employee which is not readily available to the physician and other information. (SEE ALSO Employee Medical Records in this section.)

Semipermanent: Keep 30 years after separation.

Note: Federal regulations (29 CFR 1910.120 and 29 CFR 1910.1020) require these records be kept for the duration of employment plus 30 years

- **Position Description, Classification & Compensation Records:** Records documenting the description, classification and compensation of city jobs and positions. Usually includes details of duties and responsibilities of each position, time percentage breakdowns of tasks, skills and abilities needed for each position, and related records documenting the development, modification or redefinition of each job or position. Records often include: reports, position descriptions, position evaluations, salary & benefits studies, job analyses, interview data, selection criteria, authorizations, agreements, and related records.

Temporary: Keep three years after superseded, obsolete or administrative needs end.

Note: 29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, the city is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action.

29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll, and collective bargaining/contract records to be kept at least two years.

29 CFR 1627.3 (Age Discrimination) requires payroll, recruitment and selection, personnel, and employee benefits records to be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.

- **Recruitment & Selection Records:** Document the recruitment and selection of city employees, and contracted service providers such as attorneys, auditors, consultants, etc. Records may include, but are not limited to: job announcements and descriptions, applicant lists, applications and resumes, position advertisement

records, civil service and other examination records, classification specifications, affirmative action records, interview questions, interview and application scoring notes, applicant background investigation information, polygraph test results, letters of reference, civil service records, position authorization forms, certification of eligibles, recruitment summary records (job announcement, position description, documentation relating to the announcement and test, and test items and rating levels), and related correspondence and documentation. (SEE ALSO Employee Personnel Records and Employment Eligibility Verification Forms (I-9) in this section.)

Semipermanent: Keep announcement records, position description, and test and rating records 10 years.

Temporary: Keep unsuccessful applications and all other records five years after position filled or recruitment canceled.

Note: 29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires recruitment and selection, personnel, compensation, and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case.
29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, the city is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action.
29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll, and collective bargaining/contract records to be kept at least two years.
29 CFR 1627.3 (Age Discrimination) requires payroll, recruitment and selection, personnel, and employee benefits records to be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.

Code Enforcement Records

Public Works & Engineering Records

Engineering

- **Engineering Project Technical Records:** Records related to the planning, design, and construction of various city projects, including, but not limited to: streets, sidewalks, traffic lights, streetlights, bikeways, water and wastewater facilities, buildings, etc. May be useful for litigation, reference, or budget planning. Records often include: impact statements, feasibility studies, plans, amendments, field test and laboratory reports, inspector reports, change orders, status reports, and related records. (SEE ALSO Maps, Plans, Drawings & Photos in this section and Purchasing & Quality-Based Selection Records in the Administrative section.)

Semipermanent: Keep records of project cost three years after disposal or replacement of facility, structure, or system. Keep all other records 10 years after substantial completion.

- **General Public Works Activity Reports:** Daily, weekly, monthly, or other reports documenting the activities of public works department employees, including: type of activity, employees involved, time spent on activity, work completed, equipment and fuel used, etc.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Chemical Application Records:** Document the application of pesticides, herbicides and fertilizers to city parks, and other property. Information typically includes date used, weather conditions, application area, chemical applied, mix ratio, and coverage rate.

Temporary: Keep three years.

Note: IDAPA 02.03.03.150 requires professional pesticide and chemigation applicators to maintain records documenting each application for three years.

- **Maps, Plans, & Drawings:** These include various types of maps such as system schematic, as-built, topographic, planimetric, orthophoto, resource, and others. System schematic maps represent locational and other information about major systems such as water and sewer. Other maps are derived from aerial photographs and represent physical features such as building footprints, edge of pavement, and contours. This category also includes as-built plans, drawings, and details documenting city engineering and construction projects.

Permanent: Keep maps, plans, and drawings, permanently (with the exception of copies obtained from other agencies).

Transitory: Copies of maps, plans, and drawings, obtained from federal, state, county or other agencies may be destroyed when superseded, obsolete or administrative needs end.

- **Maintenance Request/Complaint Records:** Records documenting complaints or requests concerning a variety of maintenance responsibilities carried out by the public works department. Examples include but are not limited to: brushing and limbing; road grading, rocking, sealing, patching, and marking; traffic signals and signs; city-owned buildings and equipment; streetlights; and water and sewer system problems. Information often includes: name, phone number, and address of person making request/complaint; narration of request/complaint; name of person responding to request/complaint; dates of related activities; resolution of request/complaint; and other data.

Temporary: Keep two years after last action.

- **Master Plan Records:** Document the present and projected needs of the city for water, sewer, storm drainage, streets, bike paths, and other systems. Often includes an implementation schedule for construction. Records often include: plans,

reports, evaluations, cost analyses, drawings, and related documents. Subjects may include: rates, inventory evaluations, system rehabilitation or replacement, distribution of services, etc.

Permanent.

- **Right-of-Way Permit Records:** Permits issued for private use or construction on public rights-of-way such as streets, sidewalks, and adjacent land. Examples of activities may include house moving, block parties and other uses. Information can include owner's name, address, and phone number; contractor's name, address, and phone number; location and description of activity; permit conditions; fee amount; date; signatures; and related data.

Semipermanent: Keep construction-related records 10 years after substantial completion of project.

Temporary: Keep other records two years after permit expiration, revocation, or discontinuance of use.

- **Survey Field Records:** Detailed field notes and other records related to surveys for boundary location or construction, including notes on traverses, right-of-way location, construction (including levels, cuts, and grades), sketches related to the survey, and other information.

Permanent: Keep general surveys and right-of-way location records permanently.

Semipermanent: Keep other records 10 years after substantial completion of project.

- **Temporary Access/Construction Easement Records:** Records documenting temporary easements allowing entrance and work on property or streets not owned by the easement holder. Permits usually apply to city crews and utility workers. Information can include: applicant name, address, and phone number; contractor name and license number; utility involved; location; description of work; security deposit; surface restoration material used; signature; date; comments; permit number; and related data. (SEE ALSO Right-of-Way Permit Records in this section and Easement Records in the Administrative section.)

Temporary: Keep two years after expiration of easement.

- **Utility Installation & Connection Records:** Records documenting installation of city utility systems or the connection of specific properties to city water, sewer, power, or similar systems. Does not apply to temporary stoppages or disconnections service. May include applications, permits, and similar records. Information often includes: applicant's name and address, permit number, fee charged, service level, type of structure, pipe size, meter size and number, and related data.

Semipermanent: Keep two years after physical disconnection.

- **Utility Line Location Request Records:** Records documenting requests and city action to locate underground lines in the vicinity of a construction site. Information often includes: name of person requesting location; planned and

actual date and time of location; notations of water, sewer, storm drains, and other line locations; name and signature of person locating lines; and related data.

Temporary: Keep two years.

- **Utility Meter Installation, Location, Maintenance, & Repair Records:** Records documenting the installation, location, maintenance, testing, calibration and repair of city operated water and power meters. May include logs, summaries, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes: address, narrative of work completed, personnel completing work, dates, and related data.

Semipermanent: Keep one year after meter removed from service.

Streets, Streetlights & Bridges

- **Bridge & Culvert Maintenance & Repair Records:** Records documenting maintenance and repairs on city bridges and culverts, including pedestrian and bicycle bridges. May include summaries, reports, logs, and related records usually compiled from daily work records on a monthly or quarterly basis. Information often includes: location, narrative of work completed, materials used, personnel completing work, authorization, dates of activities, and related data. (SEE ALSO Activity Reports in this section.)

Semipermanent: Keep records with engineering stamps documenting structural maintenance or repairs two years after bridge/culvert permanently removed from service. Keep all other records five years.

- **Bridge Inspection Records:** Records related to bridge inspections required by the U.S. Department of Transportation (23 CFR 650.305). Inspections generally are done every two years. Records may include reports prepared in accordance with federal standards, photographs, correspondence and related documents.

Semipermanent: Keep two years after bridge removed from service.

- **Speed Zone Records:** Records documenting the establishment and review of speed zones in the city, including reports, photographs, proposals, orders, maps, accident summaries, and related documents. Considerations include pedestrian and bicycle movements, environmental impact, adjacent land use, and other factors.

Temporary: Keep two years after superseded.

- **Street & Road Condition Inventory:** Records documenting the condition of city streets, roads, curbs, shoulders, sidewalks, bikeways, alleys, etc. Useful for reference and planning. Information can include street or road name and location; year surveyed, constructed, and surfaced; bed and surface type; surface size; condition; and other data.

Semipermanent: Keep five years.

- **Streetlight Inventory, Maintenance & Repair Records:** Records documenting inventory, maintenance and repairs of city streetlights. May include reports, summaries, and similar records usually compiled from daily work records on a

monthly or quarterly basis. Information often includes: location, pole numbers, maps, types of lights, dates of purchase and installation, narratives of repair work completed, equipment repaired or replaced, supplies used, personnel completing work, authorization, dates of activities, and related data. (SEE ALSO Activity Records in this section.)

Temporary: Keep three years.

- **Street Maintenance & Repair Records:** Records documenting maintenance and repairs of city-owned streets and sidewalks. May include reports, summaries, and similar documents usually compiled from daily work records on a monthly or quarterly basis. Information often includes: location, narrative of work completed, amount of materials used, personnel involved, authorization, dates of activities, and related data. (SEE ALSO Activity Reports in this section.)

Semipermanent: Keep records requiring engineering stamps 10 years after substantial completion. Keep all other records five years.

- **Traffic Research & Accident Analysis Records:** Records documenting the study of traffic patterns, speed, direction, and accidents in the city. Records may include various statistical data such as: machine or manual traffic counts; information on vehicles, bicycles, and pedestrians; types of accidents; complicated intersections; bridges; pedestrians; city streets/state highways; and other factors.

Semipermanent: Keep reports and summaries 10 years. Keep all other records five years.

Wastewater & Stormwater

- **Industrial Pretreatment Permits:** Permits issued by the city to private industries allowing the discharge of specific pollutants under controlled conditions. Records typically include: applications, permits, addenda, modifications, and related supporting documentation. Information typically includes: influent and effluent limits, chemical analysis data, water flow, test and recording requirements, definitions and acronyms, compliance schedules, and related information.

Permanent: Keep permits, addenda, and modifications permanently.

Semipermanent: Keep other records five years after expiration or revocation.

- **Sewage Sludge Application Landowner Agreements:** Agreements between the city and landowners related to the application of sewage sludge to approved sites. Records include signed agreements, exhibits, amendments, and related documents. Information typically includes: agreement number, date, conditions or terms, parties involved, period covered, and signatures.

Semipermanent: Keep six years after expiration.

- **Sewage Sludge Application Site Logs:** Logs documenting the agricultural application of sewage sludge to approved sites. Subjects include agronomic loading calculations related to maximum application of nitrogen in pounds per acre per year, and ultimate site life loading calculations tracking the amount of heavy metals applied.

Semipermanent: Keep six years after expiration

- **Sewage Sludge Management Plans:** Plans submitted by the city to engage in sludge disposal or application activity. Information includes: method of sludge removal, land application or disposal sites, sludge stability determination methods, projected sludge storage basin use, sludge analyses, application rates, and heavy metal limitations.

Semipermanent: Keep six years after expiration

- **Sewer & Storm Drainage Maintenance & Repair Records:** Records documenting the maintenance and repair of city sewers and storm drains. May include summaries, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, amount and type of material used, personnel completing work, dates of activities, authorization, and related information. (SEE ALSO Activity Reports and Sewer Television/Videoscan Inspection Records in this section.)

Semipermanent: Keep records requiring engineering stamps two years after life of structure. Keep other records five years.

- **Sewer Smoke Test Records:** Records documenting smoke tests undertaken to verify hookup to main sewer lines, check condition of pipes, or determine effectiveness of backflow prevention devices. Information typically includes: maps or diagrams of lines tested, location of leaks detected inspector's name, pipe size, and related information.

Semipermanent: Keep 10 years.

- **Sewer Television/Videoscan Inspection Records:** Report's documenting television inspections used to locate problems and defects in sewer lines. Often consists of periodic inspections of existing lines, final inspections of newly constructed lines, and inspections at the end of warranty periods. Records usually contain videotapes and written reports. Information typically includes: date, type of inspection, conditions found, repairs needed, distances from manholes, and related information.

Semipermanent: Keep written reports one year after the life of the sewer line.

Transitory: Keep videotapes one year after written report submitted.

- **Valve Maintenance Records:** Records documenting the location, specifications, maintenance, and repair of valves in the city sewer system. May include lists, charts, drawings, reports, logs, and related records. Information often includes: valve location, identification number, run of pipe, size, make, year installed, depth, turns to open and normal position, narratives of valve maintenance and repair, tests run, personnel completing work, dates, and related information.

Semipermanent: Keep location and specification records one year after valve removed from service. Keep all other records five years.

- **Wastewater Grant & Loan Records:** Records relating to Idaho Department of

Environmental Quality grants and loans for wastewater facilities, including: application form and checklist, authorizing resolution, engineering contract checklist, certificate of negotiation, proof of professional liability insurance, certification of financial and management capability, and other documents.

Semipermanent: Keep three years after grant closure or loan payoff.

Water

- **Backflow Prevention Device Test Records:** Records documenting test results on backflow prevention devices designed to protect the city water system from pollution related to substances backing into water lines. Information typically includes: date, type and size of device, serial number, location, test records, line pressure, name of tester, name and address of device owner, and related data.

Temporary: Keep three years after subsequent test.

- **Cross Connection Control Survey Records:** Records documenting the monitoring of potential or actual water system health hazards from pollution entering water pipes from other pipes. Records may include: reports, surveys, checklists, and related documents. Information often includes: address, contact person, business name, date, inspector, type of facility, description of protection, comments, corrections made, and other information.

Semipermanent: Keep one year after disconnection or 10 years, whichever is longer.

- **Consumer Confidence Reports:** Records documenting the presence of any contaminants identified by the city in city water over the course of a year. Reports are mailed to city residences and businesses receiving city water.

Semipermanent: Keep five years.

Note: Federal regulations (40 CFR 141.155) require these records to be kept for at least three years.

- **Equipment Maintenance & Calibration Records:** Records documenting the maintenance and calibration of equipment and instruments used to monitor water treatment operations. Useful in verifying reliability and for reference by regulatory agencies. May include logs, reports, and related records. Information typically includes: date, type of equipment maintained or calibrated, tests conducted, repairs needed, comments, and related information.

Semipermanent: Keep until equipment removed from service.

- **Fluoride Analysis Records:** Daily records of flow and amounts of fluoride, and weekly analyses of fluoride in finished water.

Semipermanent: Keep five years.

Note: Idaho regulations (IDAPA 58.01.08.552.06) require these records to be kept at least five years.

- **Free Chlorine Residual Analysis Records:** Analyses made at least daily for free chlorine residual for systems using ground water that add chlorine for disinfection.

Transitory: Keep one year.

Note: Idaho regulations (58.01.08.552.05) require these records to be kept at least one year.

- **Hydrant Records:** Records documenting the location, specifications, maintenance, testing, and repair of water hydrants in the city water system. May include lists, charts, logs, reports, and related records. Information typically includes: location, make, description (main size, valve size, flow capacity, etc.), maintenance and repair narratives, dates, authorizations, and related information.

Semipermanent: Keep location and specification records until hydrant permanently removed from service. Keep all other records five years.

- **Lead & Copper Control Records:** Records documenting treatment triggered by lead and copper action levels measured in samples collected at consumers' taps, including corrosion control treatment, source water treatment, lead service line replacement, public education, and supplemental monitoring.

Semipermanent: Keep twelve years.

Note: Federal regulations (40 CFR 141.91) require these records be kept at least 12 years.

- **Non-Compliance Corrective Action Records:** Records documenting action taken by the city to correct violations of primary drinking water regulations. May include reports, logs, and related records.

Temporary: Keep three years after last action.

Note: Federal regulations (40 CFR 141.33) require these records to be kept at least three years after the last action taken with respect to the particular violation.

- **Sanitary Survey Records:** Records documenting surveys examining the overall sanitary condition of the city water system. May be conducted by the city, private consultants, or state/federal agencies. Records may include written reports, summaries, and related documents.

Permanent: Keep reports and summaries permanently.

Semipermanent: Keep all other records ten years.

Note: Federal regulations (40 CFR 141.33) require written reports, summaries and communications relating to sanitary surveys must be kept at least 10 years after completion of the survey.

- **Secondary Contaminant Reports:** Reports documenting the analysis of water samples to determine the level of secondary contaminants. Secondary contaminants are those which, at levels generally found in drinking water, do not present a health risk but may affect taste, odor, and color of water, as well as stain plumbing fixtures and interfere with water treatment processes. Information

typically includes: date, report number, analyst, time of sample collection, contaminant levels, and related information.

Semipermanent: Keep 10 years.

- **Strip & Circle Chart Records:** Records documenting the continuous monitoring of various water treatment operations. May include strip charts, circle charts, and similar monitoring records. Information often pertains to reservoir levels, pump flows, distribution line pressure, and related subjects.

Temporary: Keep three years.

- **Valve Maintenance Records:** Records documenting the location, specifications, maintenance, and repair of valves in the city water system. May include lists, charts, drawings, reports, logs, and related records. Information typically includes: valve location, identification number, run of pipe, size, make, year installed, depth, turns to open and normal position, narratives of valve maintenance and repair, tests run, personnel completing work, dates, and related information.

Semipermanent: Keep location and specification records one year after valve removed from service. Keep all other records five years.

- **Water Bacteriological Quality Analysis Reports:** Report's documenting water samples taken from various locations throughout the city water system and supply sources for bacteriological tests. Information includes: location, collection date, person taking samples, sample type, analysis date, laboratory name, person performing analysis, analytical method used, and the results of the analysis.

Semipermanent: Keep five years.

Note: Federal regulations (40 CFR 141.33) require these records be kept at least five years.

- **Water Chemical & Radiological Analysis Reports:** Records documenting water samples taken from various locations throughout the city water system and supply sources for chemical and radiological tests. Information includes: location, collection date, person collecting sample, sample type, analysis date, laboratory name, person conducting analysis, analytical method used, and results of the analysis.

Semipermanent: Keep 10 years.

Note: Federal regulations (40 CFR 141.33) require chemical analyses be kept at least 10 years.

- **Water Consumption Reports:** Report's documenting statistics of daily, monthly, and annual water consumption. Useful for prediction of future flows and peak demands. Information may include water consumption in millions of gallons and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs.

Permanent: Keep annual reports permanently.

Semipermanent: Keep information not summarized in annual report 10 years.

Transitory: Keep information summarized in annual report one year.

- **Water Line Maintenance & Repair Records:** Records documenting the maintenance and repair of city-owned water lines. May include reports, summaries, and similar documents usually compiled from daily work records on a monthly or quarterly basis. Information often includes: location, narrative of work completed, amount and type of materials used, personnel completing work, dates of activities, authorization, and related data. (SEE ALSO Valve Maintenance Records, Hydrant Records, and Activity Reports in this section.)

Semipermanent: Keep records requiring an engineering stamp two years after water line permanently removed from service. Keep other records five years.

- **Water Quality Complaint Records:** Records documenting complaints received from the public about the quality of city water. Information typically includes: name, address, and phone number of complainant; nature of complaint; location; description of water; name of person responding to complaint; narrative of investigation; and resolution.

Temporary: Keep three years after last action.

- **Water Treatment Operations Records:** Records not listed elsewhere in this schedule, which document water treatment operations, created on a daily, monthly, or annual basis. Records may include state or federal required reports. May consist of reports, logs, log sheets, and related records. Subjects may include: amount and types of chemicals used, filter rates, etc.

Permanent: Retain annual reports permanently.

Semipermanent: Keep all other reports five years, or as requested by state or federal agencies, whichever is longer.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Water Turbidity Reports:** Reports documenting the analysis of water samples to determine the level of cloudiness caused by suspended particles. Information typically includes: date, report number, analyst, time of sample collection, turbidity unit values for routine and check samples, and related information.

Semipermanent: Keep 10 years.

Note: Federal regulations (40 CFR 141.175) require that the results of individual filter monitoring must be kept at least three years.

RESOLUTION R12-0411-1
AUTHORIZING DESTRUCTION OF TEMPORARY & TRANSITIONAL
PUBLIC RECORDS

WHEREAS, Idaho Code Section 50-907 and 50-908 provides that the City Council may authorize the destruction of public records no longer required by law or for city business; and

WHEREAS, On the 11th day of April, 2012, the City Council did approve Resolution No. 12- 0411-2 which sets forth a policy on keeping, storing, and destroying of City records, proceedings and documents; and

WHEREAS, The City Clerk of the City of Victor, Idaho has requested that certain public records be authorized for destruction in order to dispose of them; and

WHEREAS, "Temporary Records " shall consist of the following and 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;

- (a) Building applications, plans, and specifications for noncommercial and nongovernment projects after the structure or project receives final inspection and approval;
- (b) Cash receipts subject to audit;
- (c) Election ballots and duplicate poll books; and
- (d) Other documents or records as may be deemed of temporary nature by the city council.

WHEREAS, "Transitory records" consist of the following and shall be retained for a period of one year;

1. Internal information record including telephone messages, appointment books, calendars, office and travel schedules, memoranda, and routing slips, used solely to disseminate information or for similar administrative purposes and other records with very short-lived utility which may be destroyed when no longer needed for the conduct of city business.
2. Correspondence not containing fiscal, legal, or administrative value, including letters of transmittal, invitations and cover letters.
3. Working documents such as draft, worksheet, or posting record except worksheets containing fiscal information (retain until no longer needed).
4. Log or schedule used of internal administrative purposes only.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Victor, Idaho, as follows:

1. That the following temporary and transitory public records shall be destroyed by shredding under the supervision of the City Clerk in accordance with Resolution No. 12-0411-1 and Idaho Code 50-907 and 50-908:

"SEE ATTACHED RETENTION SCHEDULE"

2. The administrative staff of the City, under the supervision of the City Clerk, is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

Dated this 11th Day of April, 2012. CITY OF VICTOR

Zachary Smith

MAYOR

ATTEST:

Craig Sherman

CITY CLERK/TREASURER

ATTORNEY CERTIFICATION

As city attorney for and legal advisor to the City of Victor, Idaho, I hereby certify that I have reviewed the foregoing Resolution No. 12-0411-1 of the City of Victor and that the same is in accordance with Section 50-907 and 50-908, Idaho Code.

Dated this _____ day of April, 2012.

City Attorney

RESOLUTION NO. 12-0411-2 AUTHORIZING DESTRUCTION OF SEMI-PERMANENT PUBLIC RECORDS

WHEREAS, Idaho Code Section 50-907 and 50-908 provides that the City Council may authorize the destruction of public records no longer required by law or for city business; and

WHEREAS, On the 11th day of April, 2012, the City Council did approve this Resolution No. 12-0411- 1 which sets forth a policy on keeping, storing and destroying of City records, proceedings and documents; and

WHEREAS, "Semi-Permanent records" shall consist of the following and shall be retained for not Less than five (5) years after the date of issuance or completion of the matter contained within the record:

- (a) Claims, canceled checks, warrants, duplicate warrants, purchase orders, vouchers, duplicate receipts, utility and other financial records;
- (b) Contracts;
- (c) Building applications for commercial projects and government buildings;
- (d) License applications;
- (e) Departmental reports;
- (f) Bonds and coupons; and
- (g) Other documents or records as may be deemed of semi- permanent nature by the city council.

WHEREAS, "Temporary records" shall consist of the following and 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:

- (a) Building applications, plans, and specifications for noncommercial and nongovernment projects after the structure or project receives final inspection and approval;
- (b) Cash receipts subject to audit;
- (c) Election ballots and duplicate poll books; and
- (d) Other documents or records as may be deemed of temporary nature by the city council.

WHEREAS, "Transitory records" consist of the following and shall be retained for a period of one year;

1. Internal information record including telephone messages, appointment books, calendars, office and travel schedules, memoranda and routing slips, used solely to disseminate information or for similar administrative purposes and other records with very short-lived utility which may be destroyed when no longer needed for the conduct of city business.
2. Correspondence not containing fiscal, legal or administrative value, including letters of transmittal, invitations and cover letters.
3. Working documents such as draft, worksheet, or posting record except worksheets containing fiscal information (retain until no longer needed).
4. Log or schedule used of internal administrative purposes only.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Victor, Idaho, as follows:

- I. That public records shall be maintained in a manner consistent with state statute and as set forth above, and shall be destroyed under the supervision of the City Clerk in accordance with Resolutions to be passed by the City Council from time to time.
2. The administrative staff of the City, under the supervision of the City Clerk, is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

CITY OF VICTOR

Zachary Smith
MAYOR

ATTEST:

Craig Sherman
CITY CLERK/TREASURER

RESOLUTION NO. 12-0411-3

AUTHORIZING DESTRUCTION OF TEMPORARY & TRANSITIONAL PUBLIC RECORDS

WHEREAS, Idaho Code Section 50-907 and 50-908 provides that the City Council may authorize the destruction of public records no longer required by law or for city business; and

WHEREAS, On the 11th day of April, 2012, the City Council did approve Resolution No. 12-0411- I which sets forth a policy on keeping, storing and destroying of City records, proceedings and documents; and

WHEREAS, The City Clerk of the City of Victor, Idaho has requested that certain public records be authorized for destruction in order to dispose of them.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Victor, Idaho, as follows:

I. That the following temporary and transitory public records shall be destroyed by shredding under the supervision of the City Clerk in accordance with Resolution No. 12-0411-1 and Idaho Code 50-907 and 50-908:

"SEE ATTACHED DESTRUCTION SCHEDULE"

2. The administrative staff of the City, under the supervision of the City Clerk, is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

Dated this 11th Day of April, 2012. CITY
OF VICTOR

Zachary Smith

MAYOR ATTEST:

Craig Sherman

CITY CLERK/TREASURER

ATTORNEY CERTIFICATION

As city attorney for and legal advisor to the City of Victor, Idaho, I hereby certify that I have reviewed the foregoing Resolution No. 12-0411-2 of the City of Victor and that the same is in accordance with Section 50-907 and 50-908, Idaho Code.

Dated this 11 day of April, 2012.

City Attorney