

RESOLUTION NO. 172-2018

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF WENDELL, IDAHO, AUTHORIZING DESTRUCTION OF RECORDS.

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

WHEREAS, THE City Clerk has proposed for destruction certain records that have exceeded their minimum retention; and,

WHEREAS, approval for the destruction of the below listed records has been obtained from the Idaho State Historical Society, when required, and the City Attorney, as provided by Idaho Code 50-907.

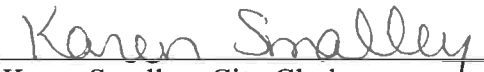
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Wendell, Idaho that the below listed records shall be destroyed under the direction and supervision of the City Clerk.

Items for the fiscal years October 1, 2011 to and including September 30, 2012 and before;

- Non-commercial, non-governmental building applications, plans & specifications
- Commercial and Governmental building applications, plans & specifications
- Vouchers, invoices and corresponding check stubs for accounts payable
- Canceled checks and bank statements
- Expired insurance policies
- Payroll reports, timesheets and pay stubs
- Permits & Licenses, including records related to city permits, licenses, beer, wine, liquor by the drink, animal licenses, business licenses, daycare licenses
- Utility billing reports and cash receipting reports
- Check registers, payment registers and receipt registers
- Duplicate registers, receipts and deposit slips
- Grant records

PASSED By the Council on February 15, 2018


Lori Swainston, Mayor

ATTEST: 
Karen Smalley, City Clerk