

**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 retained 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**, when required, approval for the destruction of the records has been obtained from the Idaho State Historical Society 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, 2021, to and including September 30, 2022 and before;

- Non-commercial, non-governmental building applications, plans & specifications  
\*Temporary - Retain for not less than 2 years after Certificate of Occupancy is issued
- Vouchers, invoices, and corresponding check stubs for accounts payable  
\*Semi-permanent - Retain for not less than 5 years after date of issuance
- Bank statements  
\*Semi-permanent - Retain for not less than 5 years after date of issuance
- Payroll reports, timesheets and pay stubs  
\* Semi-permanent - Retain for not less than 5 years after date of issuance
- Permits & Licenses, including records related to city permits, licenses, beer, wine, liquor by the drink, animal licenses, business licenses, daycare licenses  
\* Semi-permanent - Retain for not less than 5 years after date of expiration
- Utility applications, service terminations, billing reports and cash receipting reports  
\* Semi-permanent - Retain for not less than 5 years after date
- Check registers, payment registers and receipt registers  
\* Semi-permanent - Retain for not less than 5 years after date of issuance
- Duplicate registers, receipts, and deposit slips  
\* Temporary - Retain for not less than 2 years after issuance
- Work orders  
\* Semi-permanent - Retain for not less than 5 years after date of issuance
- Backflow meter reports  
\* Semi-permanent - Retain for not less than 5 years after date of issuance

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- Personnel files
  - \* Retain for not less than 10 years after date of termination of employment
- Outlook email /messages to/from City Staff
  - for not less than 2 years after date of email- Email messages may be preserved elsewhere in digital or paper format for longer periods of time as subject matter of such messages may require
  - \* Semi-permanent - Retain for not less than 5 years after date of email
- Outlook Tasks and Notes
  - \*Transitory – Retain until deleted by user

PASSED By the Council and APPROVED By the Mayor this 3rd day of October, 2024

  
Rebecca Vipperman, Mayor

Attest:

  
Karri French, City Clerk