RESOLUTION NO. 2004-1

A RESOLUTION OF THE CITY OF ST. ANTHONY, IDAHO, SETTING FORTH A POLICY ON THE KEEPING, STORING AND DESTROYING OF CITY RECORDS, PROCEEDS AND DOCUMENTS CONSISTENT WITH IDAHO CODE 50-907.

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ST. ANTHONY, IDAHO:

Section 1: That the following policy is hereby established for the keeping storing and destroying of all records, proceedings and documents of the City of St. Anthony, Idaho:

1. The following are records that will be archived and be destroyed only by proper resolution:
   - Ordinances
   - Resolutions
   - Proclamations
   - Council Meeting Minutes
   - Planning and Zoning Commission Minutes
   - Audit reports
   - Final election results of any election (general, special, re-call) and poll books
   - Property deeds and any other legal agreements (leases, joint powers, etc.)
   - Any records or maps dealing with buildings or property
   - Plans of city owned buildings
   - Employee personnel files
   - Bond register
   - LID Records
   - All records, documents or correspondence deemed archival in nature

2. The following are permanent records and shall be retained for not less than ten (10) years:
   - Building plans and specifications
   - Building permits with any accompanying plans
   - General Ledger
   - Special revenue fund records
   - Utility fund records
   - Budget records
   - Cash Receipting records
   - Accounts payable records
   - Accounts receivable records
   - Warrant Register
   - Grant program correspondence and records (10 years from date of completion)
   - Any special project information (10 years from date of completion)
   - Animal control records
   - Election records not listed in #1

Minutes and findings from Council and Planning and Zoning hearings
All records, documents or correspondence deemed permanent in nature

3. The following are semi-permanent records and shall be retained for not less than five (5) years or upon completion of the matter contained within the record.
   Documents and correspondence not related to Sections 1 and 2.
   Audit background documentation and records
   Bonds and coupons
   Bank statements & reconciliation
   Credit card statements
   Cancelled checks
   Checking deposit books
   Utility work orders
   Accounts payable invoices
   Accounts receivable billings
   All records, documents or correspondence deemed semi-permanent in nature

4. The following are temporary records and may be destroyed after six (6) months or one (1) year. Temporary records consist of correspondence not related to sections one through three above, cash receipts subject to audit, and other records as may be deemed temporary by the City Council or as listed below.

   Six Months
   Casette tapes of council meetings and hearings, planning and zoning meetings and hearings
   Meeting Agendas

   One Year
   Internal information records including appointment calendars, office and travel schedules, mailing lists, postal records,

5. The following are payroll records that shall be retained as follows:

   Employee records to be retained for not less than ten (10) years from date of employee's separation from employment:
   Employees personnel file

   Payroll records to be retained for not less than five (5) years:
   Employee timesheets
   Payroll printouts and reports
   W2 Forms
   1099 Forms
   941 Forms

Those documents which may be destroyed after being listed by resolution of the City Council after regular audit, shall by done under the direction and supervision of the City Clerk.

PASSED BY THE ST. ANTHONY CITY COUNCIL, May 26th, 2004.

SIGNED BY THE MAYOR ON June 7, 2004.

Willard D. Beck

WILLARD D. BECK

ATTEST:

Taci Stoddard

TACI STODDARD
CITY CLERK-TREASURER