

RESOLUTION 2019-3

RESOLUTION 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 city's record retention schedule and are no longer required by law or for city business; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE Mayor and Council of the City of Sugar City, Idaho, that the below listed records shall be destroyed under the direction and supervision of the City Clerk-Treasurer.

ACCOUNTING, BUDGET, FINANCE & PAYROLL RECORDS

Semi-Permanent (keep for five years):

- Accounts payable (2005-2014)
- Accounts payable fiscal, bills and vendor invoices (2005)
- Cash receipting (up through 2014)
- Cash receipting books (up through 2014)
- Banking and payroll (2013-2014)
- Accounts payable, bills and vendor invoices, POs (2007)
- C/R, LID, GL, utilities, AP (2007)
- Accounts payable, C/R, GL, PR, utilities (2006)
- LID, GL, C/R, misc. (2005)
- Engineer's sewer reading charts (1991-2010)

- LID #1 streets (1970)
- LID #2 with grants – driveways, curbs and gutters (1978-1980)
- LID #3 Professional Services Contract (2002)
- Bank statements (2010-2013)
- Bids and Proposals for Business Park (2008)
- Promulgation of Adoption Emergency Operation Plan (2009)
- First Security Bank (1983)
- Valley Bank (1983)
- Syringa Wireless (no longer on water tower) (2008-2016)
- U. S. Welding cylinder lease (1991)

- Qwest Corporation settlement agreement (2003)
- Cash receipting books and reports (up through 2014)
- Purchase orders (up through 2014)
- City loans (1982-2004)

Tax Anticipation Negotiable Note (10-7-77)
Water and Sewer Bonds (1965-1996)
Joint Venture Agreement with Imperial Trust (1988)
Steve Parker delinquent account (1999)
Joe Huskinson delinquent account (1999)
Ledgers (1971-1979)
Dickinson sewer bill (2005-2012)
Accounts payable – manual bills (2012-2013)

Bankruptcy papers (2011-2013):
 Kennelly, Mike and Melanie
 Larson, Darin and Angela
 Humphries, Alana
 Mortensen, Jared and Amber
 Peterson, Donna
Arbor Day grants (2006-2013)
New construction budget (2013)
Temporary Right of Way Easement R&S Construction (1993)
Deposit tickets LID #3 (2009-2014)

Payment coupons (1987)
Purchase orders (1978 to 1993), (6-20-91 to 11-3-92)
1990 Water and sewer revenue bonds (1968-2005)
General fund bank deposit slips (1976-1979)
Utility fund bank deposit slips (1976-1977)
LID payments (1980-1989)
Deposit slips (1975-1976)
Check stubs (1965-1977)
Cancelled checks (1976-1978)
Bank statements (1979-1980)
Water bond (1915-1951)

City Projects:
 Smith Park after flood (1977-1980)
 Bike Path (2003-2010)
 City Beautification (1980)

Temporary (keep 3 years after it is completed):
 Quarterly financial reports (2008-2015)
 National Flood insurance reports (1978-1995)
 Statement of values report (2008)
 Block grant proposal (project fell through) (2016)
 Travel Authorization expense forms and mileage reimbursement forms (2000-2014)
 Bank statements (Bank of Commerce – four accounts) (2016)
 Bank statements (Beehive) (2016)
 Bank statements (Citizens Community) (2014-2016)
 Bank statements (Idaho Central Credit Union) (2016)
 Bank statements (Key Bank) (2016)

Bank statements (Mountain America) (2016)
Bank statements (U.S. Bank) (2016)
Bank statements (Wells Fargo – two accounts) (2016)
Bank statements (Westmark) (2016)
Bank statements (Zions – three accounts) (2016)
Preliminary Business Park design plans (2008)
Work requests (2009)
Customer garbage can comments (6-7-11)
Utility average report (2005-2010)

Landlord deposit waivers (2005-2010)
Delinquency utility accounts (2010)
School (2011)
Park team fees (2004-2009)
Caselle Conference training meeting expenses (2004-2009)
Budget notes (2011-2017)
Copies of audit report (2013, 2015, 2016)
Cylinder Lease Agreement from U. S. Welding (2011)

Transitory (when no longer needed):

Work requests (up through 2017)
Payment register and receipt register (2014)
Cash receipting (up through 2017)
AT&T emails, duplicate agreements, post-it notes (2000-2016)
Bids – Sugar City Downtown Development (sidewalks, RR road and
ADA intersections) (1997)
Blue Cross medical insurance proposal (2008)
Cable One emails, duplicates, financial records (1989-2016)
Cell tower communication (2001)
Impact area correspondence (2002)
Beehive FCU cancelled and voided checks (2006-2007)

ADMINISTRATIVE RECORDS

Semi-Permanent (keep for five years):

Business licenses (1997-2013)
Dog licenses (2012-2013)
Letters on dogs (2012-2013)
Council packets (keep two years) 1998-2006, (2007-2008 previously destroyed),
2009, (2010 and 2011 missing); 2012-2016
Dog kennel application – Robbins/Zacharias (2007)
Human Resources Agreement – St. Dept. of Corrections (2007)
Fair Housing Proclamation (2007)
Statements sent (1999-2011)

“A” to “Z” files (semi-permanent):

A.

Accident claim (hit school traffic control sign (2005)
Accident with dump truck (2000)
Action Gravel Enterprises (2007)
Adamson, Ruth (2002-2014)
Adamson, Tucker (2014)
Addresses (new 2002) (1979-1988)
Advertising for businesses (2011)
Ard, Steve small claims (1997-2010)
Assessment notices (2001, 2004, 2007)

B.

Backhoe bids (1995)
Backhoe analysis reports (1996)
Bell, Brandon – denied Special Use Permit (1999)
Bank application for public depository (1983-1994)
Barker, Devan & Heidi withdrawn Special Use Permit (2008)
Bid information (1994-1997)
Bids, street (1995)
Bids – sale of equipment (2000)
Bids – sale of 310A John Deere backhoe (1995)
Bids – storage building (2002)
Brightest Stars Awards (2005-2007)
Brown, Jesse – goats and chickens (2008)
Brown, Raymond (old, but undated)
Building Safety, Division of (2000-2001)
BYU-Idaho Internship Program (2006)

C.

Cell phones email (2009)
Child Abuse Prevention (2009)
Christmas Parties (2004)
Christmas Lighting (2006)
City fire (1995)
Credit application – Parts Service (1995)
Credit Bureau of Eastern Idaho (2016)

D.

Davis, Steven & Cynthia (1998-2001)
Dog kennel Application
 Robbins/Zacharius denied (2007)
Dog complaint letters (1998-2011)

E.

ECIPDA (2003)
Early Childhood Education Project (1998)
Easter Egg Hunt (1996-2010)
Eastern Idaho Public Health District (2008)
Eastern Idaho Special Services Agency – Self Help Housing (1999)
Election Manual for Judges and Clerks (1995)
Enough is Enough (drug program) (1998-1999)

F.

Flood Run (1988-2004)
Ford, Doug & Martha public nuisance (2002)
Fuel tanks removed (1991)

G.

Gangs (1998)
Gem Community Certification (1998)

H.

Harold Harris (Bruce & Elaine King) (1999)
Barry Holman (2011)

I.

IIMC News Digest (1996-1997)
Ikon Office Solutions (1998)
ICCTFOA scholarship (2015)
Idaho Automated Warning System (2002)
Idaho Dept. of Health & Welfare (2010)
Idaho Dept. of Labor, unemployment (1997-2008)
Idaho Inmate Contract (2012)
Idaho State Insurance Fund (2010-2014)
Idaho State Tax Commission letter (2004)
Idaho State Tax Commission, report of unclaimed property (1998-2000)

Idaho Transportation District, highway maps (June 1971)

Impact Area:

Addresses (2005)
Building permit letters (1999-2007):
Tyler Fillmore/Kelton Larsen property letter (2015)
Paul Jeppson addition (2013)
Scott Larsen storage shop (2014)
Fees (1996)
Del Fino R. Garcia mobile home (2010)
Jared Neeley split of land parcel (2009)

Shawna Nelson day care business (2011)
Randall Porter sign permit (2014)
Updating zoning (2013)
Insurance claims (1985-1998)
Interchange (1996-2009)
Inventory – Valuations Northwest, Inc. (1979)
Inventory – city (1976-1994)
Idaho State Debt Information (1993-1995)

J.

Jeppesen, Garry – de-annexation of home (2011)
Johnson, Philip – alley easement (2011)
Johnson, Richard & Kinghorn annexation (1990)
Joint Exercise of Powers Agreement with School District (1990)

K.

Kellogg's Frosted Flakes Plant a Seed Promotion (2009)
Tolman kennel license application (don't live here anymore) (2014)
KV, Inc. excavation permits (2003-2004)

L.

Law Enforcement Fund – Brandon Harrington (2002)
LDS Filming Request for Sugar City (2011)
Legislative Tour (2013)
Letters, miscellaneous (1981-2015)
Large vehicle parking ordinance – petition a.g. (2014)
Liquid Engineering Corp – cleaning water tank (2003)
Local highway Technical Assistance Council (1998-2012)
Local Improvement District procedure (2001)
Long distance (1996)
Lookabaugh, Joette – City Attorney (2007)
Lyben Computer Systems (1998)

Mc.

McKay, McKenzie plat map (1985)

M.

Madison Baseball Association (1992)
Madison Co. (1000 E. Bridge Alignment) (2009-2013)
Madison Co. Civil Defense Info. (1988-2007)
Madison Co. Civil Defense Info. (Feb. 1991)
Madison Co. Ground Water District (2002)
Madison Co. Assessment (2005)
Madison Co. Hazardous Materials Commodity Flow Study (2009)
Madison Co. Recreation District volunteer committee (2012)

Madison Co. Rural Planning Org. Charter (2013)
Madison Co. Sheriff's Office (1985-2013)
Madison Economic Partners (June 2010)

Madison Economic Development Corp. (1991-2001)
Madison Co. Emergency Operations Plan (2009)
Madison Rivers Greenways – letter (2003)
Manufactured homes – Statement of Intent to Declare as Real Property (2004)
Manufactured Home Park Ordinance copy (1998)
Marriage (2011)
Mayor's Youth Advisory Board (2007)
Memos (2009)
Miltenberger, Chris/Stephanie Foster Rental compliant (1996)
Millet, Kenyon (1996)
Mock Emergency (2002)

N.

Neighborhood Watch (1997)
Net Communications Internet Services (2004-2009)
Northwest Farm Credit grant (2014)

O.

Oaths of Office:

City Council (1982-2016)
City Clerks & Treasurers (2003)
P&Z (2012-2016)
Oliphant, Mark – short form Preliminary Plat Approval (2014)
Oliphant, Robert & Pandra (2000-2002)
Open house – city hall remodeling (2012)
Open meeting laws (2009)
Ordinance sample (encroachment) (1994)

Ordinance draft revisions, Title 1, Administration (2009)
Ordinance draft revisions, Title 7, Water & Sewer (2004-2009)
Ordinance draft revisions, Title 8, Chapters 1-5 (2007)
Ordinance draft revisions, Title 8-3-5 and Title 9-6-5 (2009)
Ordinance draft revisions, Title 9 Chapters 1-7 (2007-2009)
Ordinance draft revisions, Title 9 Chapters 8-15 (2010-2011)
Ordinance draft revisions, Title 10 (2008-2009)

P.

Park (water) bid information for Trees (1993-1995)
Park (water) project for trees and sprinkler system (1991-1995)
Parking in front of City Hall (2011)
Patlovich, Jeff – Fremont Co. P&Z Administrator (2007)
Peddlers, Solicitors, etc. (2011)

Petition to cover ditch in Ricks-Landon (old and undated)
P&Z Commissions – Madison Co., Rexburg, Sugar City, Teton (2010)
P&Z/Impact area – compliance letter (1995)

R.

Recreation Committee (1996-1997)
Recycle tips (old and undated)
Requests for records (2) (1994 and 1997)
Ricoh copier (1987-1990)
Rocky Mountain Power Franchise reports (1999-2013)
 Utah Power & Light Service Agreement (1978-2005)
Roof guarantee –city building (1995)
Romrell Estate & Arlo Vough –Vacating north portion of Idaho Avenue (1998-1999)
Roof repairs, city building (2000)
Root X (1998)
Rydalch, Don – complaint re zoning violation (Einerson, 202 W 3rd S) (2010)
Robbins, Herman & Doris (1997-1998)

S.

Sainsbury, Tom – variance application (withdrawn) (1998)
Sand Point Well (Cherrington) – no approval (2008)
Scholarship/Learning, Kelsie Smith (1995)
School Zone traffic control sign – collision with sign (2005)
School and Wilding information (1988)
Scout projects (1992)
Seminars (1997)
Seminary building plan (old, undated)
Sensus Technologies (1995-2015)
Service Awards (2010)

Service Projects (2011 & 2012)
Sidewalk information survey – Central Elementary (1981)
Silver Creek Irrigation, Inc. (1999)
Silver Creek Wholesale Supply (1999)
Smith & Hancock (1995-2005)
Smith Park Ballfield – LED light (2014)
Smith Park Recreation Project (1999-2003)
Snowmobiles (Ashton Rules & Regulations) (1985)
Soccer and park usage testimonies (2014)
South Park – new name (1988)

Sales Tax Exemption forms (2009)
State Dept. of Labor – safety inspection (1980-2007)
State of the City (2006-2015)
State of Idaho Corrections Facility, inmate work (2007)
Sterling Codifiers (1996-2000)

Stimulus Funding (2009)
Street signs – invoices (1983-1994)
Subdivision Ordinance (copy) (1997)
Sugar Shop (Vaun Waddell) Special Use Permit for bakery and café (2012)
Survey – Lawrence Nielsen (old, undated)
Syringa Wireless (no longer used by city) (2014)

T.

Telecommunications Brokerage (old, undated)
Teton Dam Marathon (2004-2012)
Teton Traveler Bldg. – letter from Dept. of Corrections (1992)
Thomas, Ralph – subdivision of property (2009)
Trails of Madison Co. (2004)
Truth in Taxation information (1992-1999)
Trees (2002-2007)

U.

Unclaimed property – code section copy (old, undated)
Underground storage tank (1998)
Unison Site Management, LLC (2012-2013)
Upper Valley Athletic Association (1984-1989)
Upper Valley Theater Co. (1991-1992)
U.S. Welding lease of cylinders (1991)
U.S. West Communications (1978-1996)

V.

Vehicles – unlicensed, inoperable (1990-2011)
Voter Precincts, Madison Co. (2002)
Verizon (2015)
Vulnerability Assessment (2006)

W.

Waddell, Vaun – Special Use Permit for four-plex denied (2003)
Waddell, Vaun – Special Use Permit for shop (2000)
Waivers granted – installation of curb, gutter and sidewalk (1997)
Walker, Wilson & Isabel property (2004)
Warranties (1998-1999)
Water and Waste Water Equipment Co. (1999)
Webb, Lois – Fun in the Sun swimming lessons (2006-2007)
West 1st South Street reconstruction (2003-2004)
Wheeler, Randy – tools – statement of release (1986)

Wilding, Verle – variance denied (garage) (2003)
Williams Engineering (2008)
Wright, Joyce (1986-2001)

Y.

Year 2000 Problem (possible, but nothing happened)

Z.

Zone changes (2009)

Zoning map (rezoning city) (2009)

Zoning Ordinance papers that have been replaced (2007)

P&Z Ordinance -- City and Impact Area (1995)

Transitory (keep for one year):

Clerk's (Margarite) longhand books of minutes:

(11-10-71 to 3-19-74; 1974 to 8-13-75; 8-18-76 to 4-13-77; 5-4-77 to 1-21-78;
1-9-91 to 5-12-93, 4-21-93 to 9-1-94)

Clerk's (Sharon) shorthand books (6-24-10 to 2-13-14)

Clerk's (Wendy) longhand books (Feb. 2014 – Dec. 2015, 1-14-16 to 8-24-17)

Park reservations calendar (2014)

At-A-Glance calendars (2006-2013)

Calendars (2006-2014)

Phone call slips (8-21-15 to 10-11-17)

Public records requests (2000-2016)

Sterling Codifiers duplicates (2001-2014)

Monthly newsletters (2010-2014 {Sharon} 2016)

Phone message book (8-20-09 to 5-14-13)

Clerk's (Sharon) miscellaneous statements sent (1999-2011)

Clerk's (Sharon) miscellaneous personnel records (2003-2013)

Job descriptions (2005-2007)

Treasurer applications (2003-2013)

Receptionist applications (2008-2014)

Public Works Director applications (2008-2014)

Document requests (2007-2012)

Residential letters (2010-2016)

Action Gravel Enterprises (2007)

No-cut Ordinance draft (2005)

Work requests (2010, 2016-2018)

Public hearing notices (2005-2008)

Federal and State (semi-permanent):

Boundary and Annex Survey Report (1977-2013)

1990 Census Map and Information (large brown envelope)

Census 2010 – Government Units Survey (voluntary)

Report of Building or Zoning Permits (1980-2012)

Survey of Government Employment (1989-2007)

2004 Census Challenge Documents
Census 1990 general
Census Bureau Local Government Finances (1978-2012)
County Remittance Reports (2011-2015)
DUNS Number (Sams) (2010-2014)

National Flood Insurance (1991-2014)
State Dept. of Labor and Industrial Services (1985-1996)
Federal Exempt Certificate – Bowen Petroleum (1998-2003)
Idaho Bureau of Federal Surplus (1995)
State Insurance Fund Policy & Payroll Report (1985-2013)
State Insurance Fund claim forms – workman’s comp. (1987-2011)
Supreme Court Judgment on Road & Bridge Money (1987-1988)
Sales Tax (2003-2011)
ITD permit application (10-26-11)
ITD Cooperative Agreement (old and replaced) (9-12-2011)

Grants (semi-permanent):

Digger Drive Grant (2012)
EECBG – Energy Efficiency and Conservation Grant
(heating & cooling city hall) (2009-2011)
Business Park Sign Grant (2012)
Rocky Mountain Power Grant (update council room) (2011)
Dept. of Health & Welfare (Corner Stone Family Dental) (2009-2011)
Office of Energy Resources (city hall back remodel) (2011)
Energy Efficiency Back Remodel Grant (2011)
Rocky Mountain Power (remodel entry hall & reception room) (2010)
Welcome Sign (south entrance) Dept. of Lands Grant (2006-2010)

Fire Substation – ICDBG Grant (2009)
Gateway project (silo) (2005-2009)
Rocky Mountain Power (silo park sprinklers) 2007
Dept. of Lands (landscaping grant) (2002-2003)
Tree Inventory & Maintenance program (2002-2007)
CHC Grant (not received) – street sweeper (2005)
Idaho Community Foundation – city park bleachers (2001)
ITD – sidewalk grant (1996)
Smith Park – beautify entrance to city (not received) (1993)

Maps and Plans (semi-permanent):

Craig Cobia – foundation and garage (2008)
Craig Cobia – upstairs storage (2008)

Maps and Plans (transitory):

Sugar City aerial map (August 2005)
Business Park Preliminary Plat (2007)

Business Park record drawing (10-2010)
Old Farm Estates master plan phasing (3-27-08)
Old Farm Estates master plan phasing (Feb. 2008)
Ownership plats (1987)
Ponderosa Estates Phase 1 preliminary plat (1999)
Ponderosa Estates Phase 1 map (undated)
Ponderosa Estates preliminary plat (2000)
Ponderosa Estates preliminary plat (1999)

Rough draft Sugar City street map (1992)
Sugar City zoning/addressing map (2003)
Sugar City map (1989)
Stillman (Sugar City Estates) preliminary plat phase 1 (2001)
Ponderosa Estates Division 1 preliminary plat (1999)
Business Park record drawings (Oct. 2010)
Sun River Lake Estates preliminary plat (2001)
Moody Acres preliminary plat (1998)
Mountain Vista Estates preliminary plat (1997)
Mountain Vista Estates preliminary plat (1997)

Mountain View Estates preliminary plat (1996)
Zoning map (6-8-90)
Zoning map (1-24-13)
Forsgren-Perkins map of Sugar City (1976)
Zoning map (6-8-90)
Sugar City park map (1976)
Business Park preliminary plat (2007)
Land Use Map (1977)
Bonilla, Mike & Ramey home (2-20-14)
Old Farm Estates preliminary plat (Nov. 2015)

Doug Byrd addition (2-27-12)
Sugar City zoning map (1-24-13)
Tucker Adamson zone change (not granted) (3-20-14)
Sugar City street map (2004)
Sugar City zoning map draft (2009)
Sugar City zoning map draft (2009)
Sugar City zoning map draft (1992)
Census BAS map (2012)
Impact Area map (over 10 years old – undated)
Record of Survey – State Hwy. 20 interchange (2013)

Zoning impact map (2003)
Street map (2007)
Old Farm Estates preliminary plat (old, undated)
Zoning map (2008)

Sun River Lake Estates – map of city (old, undated)
Historical overlay for zoning for Rexburg and Sugar City (2006)
Sugar City Land Use Map (2014)
Transportation Study map (over 10 years old, undated)

Calaway Ranch preliminary plat (2007)
Baseball – city park plat (2010)
Greenways Proposed Multi Use Trails – proposed (2004)
Area map (2005)
Sugar City mini park drawings (1976)
Sugar City driveways (1976)
LID #2 (1976)
Railroad crossings (1976)
City map (1987)
City map (1976)

City map (1977)
City map (10-7-76)
City map (old, undated)
City map (1960)
City map (1985)
Contour map of canal system (1979)
1976 water map
1977 water map
LID #1 ledger sheets (1966-1977)
Madison Co. Road Surface map (1999)

Land use map (old, undated)
Landscaping for South park (1977)
Sugar City Park Development Planting Plan old, undated)
Planting map for South Park (old, undated)
Zoning map (1976)
Zoning map (1989)
Zoning map (1977)
Brown's garage (1982)
City map (old, undated)
Census Bureau map of city (1995)

City map (1978)
Zoning map (1990)
Smith Park sprinklers (1979)
LID #2 opposition map (1978)

BUILDING, PLANNING & ZONING RECORDS

Residential building permits (excluding commercial projects and government buildings [all are permanent records] and any permits that are or may be controversial):

(temporary, keep residential building permits for 2 years after issuance of certificate of occupancy)

2003 building permits:

Jacob Price – garage and 2nd floor bedrooms

2005 building permits:

Jesse Brown – garage

2006 building permits:

Craig Cobia (3 permits) bedroom remodel, foundation and garage, room above garage

2008 building permits:

Daniel Baird – remodel of garage

Brian Turnquist – home remodel

2009 building permits:

Lawrence Nielsen – fence

Tyler and Necia Hoopes – fence

Terry Harris – fence

Blake Harris, fence

Leah Lusk, fence

Noel Zaugg – storage shed

2010 building permits:

John and Teresa Hamilton – fence

Mike Murri – fence

Teresa Christensen – fence

Kevin Coles – fence

David & Angie Christensen – fence

Hans Redd – impact area Ag building

Derek & Cami Dodson – home addition

Leonard Browning – porch

Steve Hawkes – roof over deck

Mike Kennelly – covered front step

Richard & Cameron Johnson – fence

2011 building permits:

Jeff & Holly Christensen – home addition

Devan Barker – wood shop

Bill & Angelika Gutenberger – rental
Santiago Romero – roof extension
Jennings Skidmore – replace garage roof

2012 building permits:

Doug & Wendi Byrd – home addition
Kartchner Homes – new home
Drew Cutler – fence
Lamont Merrill – duplex
Tyler and Erica Grover – fence
Chris Dupuis – fence
Doug McBride – home addition
Jackey Hanson – new home
Philip Johnson – storage (never picked up)

2013 building permits:

Benson, Hannah – new home
Richard T. Johnson – garage/shop

2014 building permits:

Frances Briggs – fence
Mike & Ramey Bonilla – new home
Bruce Forbush – storage shed
Harold Harris – storage shed
Gary Stillman – spec. home
Clyde Haacke – new home
Heath Stewart – fence
Spencer Haacke – garage
Spencer Penrod – new home
Scott Hancock – garage

2015 building permits:

Lamont Merrill – 4-plex (222 N. Railroad Ave.)
Ron Clark – lean to
Delbert Jensen – shed
Bryce Holman – home addition
J & R Lerwill – home (447 Jeanine)
J & R Lerwill – home (457 Jeanine)
SDH Construction – three homes
(415 S. Cutler) (430 S. Cutler) (440 S. Cutler)

2016 building permits:

J & R Lerwill – two homes (105 W 4th S) (427 Jeanine Circle)
Merrill – home (467 Jeanine Circle)
SDH Construction – two homes (410 S. Austin) (460 S. Austin)
Dallen Tolman – home and fence

SDH Construction – two homes (450 S. Cutler) (464 Jeanine Cir.)
Brooke Pinnock – home and shed
Randy Bird – two homes (12 W 5th S) (10 W 5th S)
Walter Deitz – lean to
Justin Merrill – garage
Randy Bird – home (14 W 5th S)
Boyd Lusk – home addition
Robert L. Colvin – home

Planning and Zoning audio tapes (2007, 2010, 2012, 2013)
Inspection tickets (2013 to 6-17-2017)
Agri-Service Special Use Permit (2011)
Brad's Sinclair Special Use Permit (2012)
Gary O. Stillman Pre-Annexation Agreement (1994)
Dean Arnold zone change (1994)
Bill Barnhill variance request (1994)
Building permit information (1977-1992)
Donald C. and Bonnie Bird variance request (1993)
Miscellaneous letters to mayor (1996)

Tom Morley and Teresa Cummings conditional use permit (1992)
Todd and Tina Daniels special use permit (1993)
Bryce Holman conditional use permit (1992)
Letter to JaNele Fowler denying request for mobile home to be used as a storage shed
(1993)
Nyle and Joan Garn conditional use permit (1983)
Letters to mayor (1987)
Bryce Holman conditional use permit (1993)
Dan Hemsley conditional use permit (1983)
Galen Lusk variance request (1984)

Landon Marlor variance request (1985)
Tom and Valerie Morley variance request (1995)
Gerald Price (1985)
Notices of Publication (1996-1997)
Bill Schofield zone change request (1996)
Ron Stillman conditional use permit (1993)
Travis Sharp public hearing, double wide home (1985)
Oaths of Office (scouts) (old, undated)
DeVerl Stoddard conditional use permit (1984)
James Thomas zone change (1993)

Gary Clements variance request (1997)
Teresa Cummings conditional use permit (1984)
Various conditional use permits (1983-1984)

J. Dyal Roberts variance request (1987)
Tony Graham property development letter (3-11-96)
Chad Ball proposed Motorbike and BMX Racetrack (1999)
Galen Lusk variance request (1984)
Petitions for zone change and amending structures along fence line (1977-1987)
Impact area letters and public comments (1994-1995)
Building permits "A" to "Z" (1973-1984)

LEGAL RECORDS

Ethics charges against city by Jan Gallup (4-5-07)
Miscellaneous complaints by Jan Gallup (1-3-05 to 11-10-08)

PUBLIC WORKS & ENGINEERING RECORDS

Monthly sewer reads (2014-2016)
Excavation permits (2003-2010)
ITD 1986 edition Policy for Accommodation of Utilities
Backhoe bids (2015)
Street bids – chip and seal (1995)
Edstrom Construction – storm drains on Center Street (2009)
Proposal and contract – street bids – chip and seal (1995)
Dig lines (keep three years) (2009-2015)
 Dig Line correspondence (1995-2008)
 Dig Line orders, spiral book (Oct. 1995 – 6-17-08)

Circular sewer charts for Moody and Well #4 (keep three years) (up through 2016)
Consumer Confidence Reports (semi-permanent, keep five years) (up through 2014)
Federal Aid Project – Sugar City signs and sign posts (11-16-2001)
Curb and Gutter contract documents (1978)
Water system engineering report (1976)
Seal coating (1995)
Street repair (1977-1978)
Park development – tennis courts, etc. (1979)
ProPeat Engineering Services Proposal – Keller Associates (2015)
ProPeat Administrative Services Proposal – The Development Company (2015)

Tally sheet for proposals (2015)
Dick Dyer engineering services (2015)
Forsgren Associates engineering services (2015)
Section 1 (election) water and sewer bonds (1981)
Preliminary water system study (1976)
FHA water system improvements (1977)
Pumping facilities (1976)

Water (semi-permanent):

Arsenic Monitoring (2002)
Auto Dialer (1992-2014)
Backflow devices (2005)
Backflow test reports (2005, 2012, 2013)
Consumer Confidence Report (Water quality report) (1998-2011)
Corps of Engineers – request for comments (1998)
Culinary Water for New Developments (2009)
DEQ Monitoring Waiver Application (1998-2013)
DEQ – drinking water changes (letter 8-17-92)
DEQ Environmental Planning Tools and Techniques (1997)

DEQ – Water (1991-2012)
DEQ – Public Notification Requirements (2002)
Dept. of Water Resources – Water Measurement Annual Reports (1997-2012)
Dept. of Water Resources (1997-2011)
Dept. of Health & Welfare (1988-2002)
Eastern Idaho Residential Water & Sewer – User Rates and
Connection Fees Survey (2007-2013)
East ESPA Water Measurement District (letter 6-22-98)
Hydrant Flows (2002)
Idaho Rural Water Association (1995-2013)

Lead and Copper Analysis Reports (1993-2010)
Legal descriptions of water and field surveys (1983-1990)
Irrigation Water Shares Rental Agreements (1980-1995)
Meters – tested (Sensus Technologies) (1991)
Monthly water tests (2006-2013)
GE Capital W/S Bond correspondence (1988-1991)
Nitrate water tests (1998-2013)
Permits for water wells (1970-1995)
Water Quality Standards (1999-2001)
Water Quality (possible) testing labs (1999)

Reservoir Fill Line (secondary) (2011)
Salem Irrigation Canal Company (1977-2014)
Snake River Basin Adjudication (1998-2006)
Source Water Assessment (2000-2010)
SE Idaho Water Operators Association (1992-1996)
Testing labs (1995-1997)
Teton Island Canal Company (2004-2011)
Water & Wastewater System Survey (1993)
Annual Water Flows (2009-2011)
Water Control Improvements (2003)

Water Operator Certification (2000-2008)

Water Lead & Copper Rule (1988-1998)
Water Rates (1990-2010)
W/S Rate Calculations (1994-2013)
Water Resource Energy Loan (1987-1989)
Water Right Lawsuit (1995)
Water Usage Graphs (1992-1993)
Water Tests (1971-2010)
Water System Maintenance (1990)
Well Warning (1998)

Water readings – two notebook pages (1991-1995)
Water (blue folder – things to do today) (old, undated)

Sewer (semi-permanent):

Interceptor Line payment book (12-26-81 to 1-26-98)
Sewer lift pump bid (1995)
Dick Dyer – sewer miscellaneous (email 11-15-10)
Correspondence – general sewer matters (2003-2009)
Third South – approach project (1988)
State highway grant information (1997)
Interceptor Line payments (1982-2003)
Interceptor Line graphs (1991-1999)
Sewer flow charts (2010-2013)
Sewer rates (1985-2013)

Sewer rate and capacity (1999-2005)
Sunglo sewer payments (1990-2002)
Sunglo – contract documents and specifications (Sorensen Engineering) (3-8-91)
Sugar City produce – sewer (1995-2004)
Sewer connections – interceptor line (1981-1985)
Dept. of Health & Welfare – wastewater survey (1984)
Wastewater Operator Licensing (2006-2010)
Wastewater system classification (2005)
Sewer readings (2011-2014)

Garbage (semi-permanent):

Garbage collection quotes (proposals) (1993)
Garbage collection contract (1991-2009)
Information on garbage (1985-1990)
Insurance – PSI Waste Systems (2001-2007)
RFP (requests for proposals) SRS (not used)
Landfill amounts (2011-2013)
Sewer repair – Railroad Avenue (2005)
Sewer charge computation (City of Rexburg) (1991-1992)
Garbage rate calculations (1995-1996)

HISTORICAL RECORDS

Historical records shall consist of records which, due to age or cultural significance, are themselves artifacts of historical value. Historical records have enduring value based on the administrative, legal, fiscal, evidential or historical information they contain. Historical records shall be retained by the city in perpetuity or may be transferred to the Idaho State Historical Society's permanent records repository pursuant to subsections 8 and 9 of section 67-4126, Idaho Code, upon resolution of the city council.

The administrative staff of the city is authorized to take all necessary steps to carry out the authorization provided by this resolution.

UNANIMOUSLY APPROVED AND PASSED BY THE CITY COUNCIL AND MAYOR THIS 25TH DAY OF JULY 2019.

5, 2019
3, 2019
7, 2019
12, 2019

David D. Ogden, Mayor

ATTEST:

Wendy McLaughlin, Clerk-Treasurer

(SEAL)

APPROVED this 25th day of July, 2019.

Dylan Anderson, City Attorney