

RESOLUTION 2011-6

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 and City Treasurer have 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.

ACCOUNTING, BUDGET, FINANCE & PAYROLL RECORDS

Check registers – general fund 1976-2002 **(semi-permanent, keep 5 years)**
Bank statements, cancelled check and stubs 1967-1994 (keep 5 years)
CD's, deposit slips 1998-2002 (keep 5 years)
Bank statements, cancelled and voided checks 2002-2004 (keep 5 years)
Cash receipting books and reports 1968-2004 (keep 5 years)
Accounts payable 1997-2004 (keep 3 years)
Utility billing reports 1992-2005 (keep 10 years)
GL Reports (except annual financials) – journals, bank reconciliation, monthly financials 2001-2004 (keep 5 years)
Sales tax exemption card and file 1994 (keep 10 years)
Bond payment schedules 1965 (paid off 2005) (keep 5 years after payoff)
Bond coupons 1940-1959 (keep 5 years after payoff)
Municipal coupon bond 1915 (keep 5 years after payoff)
Coupon bond books \$1000 each 1925-1935 (keep 5 years after payoff)

ADMINISTRATIVE RECORDS

Clerk's (Margarite) longhand books of minutes (2-2-78 to 4-8-87)
(transitory, keep for 1 year)
Shorthand books of minutes (1-10-08 to 6-10-10) **(transitory, keep for 1 year)**
Clerk's (Sharon) shorthand books (10-7-97 to 2-10-10) **(transitory, keep for 1 year)**
Centennial files: **(transitory, keep for 1 year)**
 Fund-raising letters 2003
 History book orders 2003
 Coloring books, shirts and coin orders 2003

Dog licenses 2000-2004 (keep for 5 years)
Flood Run applications and sign ups 2000-2001 (keep for 2 years)
City Council packets 2007-2008 (temporary, keep for 2 years)
Monthly newsletters 1991-2007 (temporary, keep for 2 years)

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)

1978 – 1994:

Blaine Arnell addition	Dean Arnold home
Gary Andreasen garage	Dee Ard
Don Archibald shed, fence & patio	Irvin Ball fence
Bill Barnhill	Duane Bean home
Blaine Boyle fence	Rondo Barrus closing in patio
Carla Berry fence	Kemp Bott home
Stephen E. Burt home	Bruce Bills home
Kemp Bott fence & storage	Donald Bird fence
Dennis Birch	Arlin Bartschi shed
Scott Bailey home	Verl Bird fence
Bryan M. Birch fence	Rondo Barrus shed
Michael E. Bates fence	Norval Braithwaite addition
H. Neil Buma fence	K. Clawson
Joseph Cherrington addition	Teresa Cummings fence
James B. Cutler home	Joseph Cherrington shed
Craig Carter fence	Stanley M. Carpenter home
Mark W. Davis fence	Walter Deitz home
Kenneth Daniel (moving home onto property)	
Jim Dayley shed	Mike Dilley fence & frame
Arthur Dearing frame	David A. Davis fence
Walter Deitz fence	David M. Dyer fence
Neil Erickson remodel	Jack T. Egbert home & shed
Jack Egbert home	Neil Erickson addition
Tom Fleming home	J. LaMar Fullmer garage
Bruce Forbush home	Dewey Furness shed
Michael Farnworth	Ivan E. Gerdes home
James Griggs fence	Thomas G. Gallup home
James Griggs deck	Jeff Griggs home
Sharla Galbraith garage & home	Matt E. Grover shed

Stephen W. Gee home

Dallas Gallup fence
Bryan Harris home
Steve Hawkes home
Keith Holman addition & shed
Kent M. Hughes
Don Hunter shed
Jennie Hemsley porch
Todd Holman addition
Marshall Hurst fence
J. Harvy Jackman fence

Paul Jeppson shed
Margaret Jeffries
Stephen W. Gee home
R. Barry King home
Marilyn Kaufman home
W. James Keller home
Richard Luke home
Mark Larson home
Michael J. Lewis garage
Floyd Luke fence

John Lusk deck
Gerald Leder addition
Floyd Luke residence
Darrell A. Lewis lifting house
Byron McKague enclose carport
Justin McFarland home
Evan Meyers fence
Mike Murri home
Doug MacKay fence
Landon Marlor fence

Darrell H. Moss garage
Keith Nielson home
Lawrence E. Nielsen home
Bob Oliphant remodel
Jorge Orduno fence and shed
Sid Purser playhouse
Harold Perrenoud fence
Sid Purser fence & home
Don Pope shed & fence
Kenneth Rawson fence & home

Lawrence R. Grover

Bryce Holman shop
Kip Harris shed
Guy M. Hollingsworth remodel
Kelly Hymas shed
Kelly R. Hymas home
Harold Harris
Dee L. Harris fence
Kelly Hymas fence
Max Jensen fence
Delbert Jensen fence

Lloyd R. Johnson home
Thomas G. Gallup home
Nels Jensen fence
R. Brent Kinghorn home
Walter S. Kolditz fence
Cory Larson shed
Cory Larson shed & fence
Gerald J. Leder home
Lance Lindley garage
Galen Lusk addition

Rupert Lusk shed
Galen Lusk fence
Jesse Lusk
Justin McFarland
Verla P. Moss home
Anthony Merrill home
Tom Morley fence
Craig Morgan shed
Dale Mortensen fence
John Morgan shed

Lawrence E. Nielsen fence & shed
Tony Nielson home
David D. Ogden garage
Nancy Ottesen shed
Linda Parker fence
Brett Patterson fence
Stephen K. Peters home
Gerald Price home
Clayton Perry addition
Charles Ricks home

J. Dyal Roberts addition
Jay Roberts addition & fence
Neal Southwick deck
Mike Stears home
Robert Schultz raising house putting in basement
Blaine Shaw home
Blaine Shaw home
Wade Shirley home
Ron Smith deck
Ron Stillman fence

Michael Stears shed
Travis Sharp home
Ron Smith home
Russell Thurston fence
Steven N. Thompson garage
Todd Tolman home
Ty Teeples home
Steven M. Thompson storage
Arlo Vough mfg. home
Ron Walker home & shed

Kevin Watson home
Steve Webster shed & patio
Gary Wood roof over patio
Charles Williams storage
Timothy M. Whitworth shed
Steve Webster addition
James R. Westwood garage

1995 building permits:

Ivan Gerdes
Steve Parker
Clendon Gee
K. P. Harris home
Max Jensen home
James Keller garage
Chet Morris fence
Norman Reynolds home addition

1996 building permits:

Arlin Bartchi home
Owen Jensen home
Thomas E. Morris home remodel
Kent Vernon home addition

Charles Ricks fence
Bill Schofield shed
Travis Sharp home
Travis Sharp storage
Blaine Shaw home
Blaine Shaw home
Susette Simmons shed
James Smyth home
Kenneth Stewart addition

Robert Schultz shed
Mike Stears fence
Terry Silva addition
Douglas C. Thompson fence
Gary Tonks home
Lester Tracy home
Lester Tracy fence & shed
Gary Tonks shed
Domingo Vela fence
Rulon Ward addition

Mark L. Webster remodel shed
Charles Williams shop
Ron Walker fence
LaVar Wilmot shed
LaVar Wilmot addition
Chuck Williams home

Marcelina Garcia
Hal Bean
Paul Jeppson
Homestead Construction (2 homes)
Owen Jensen home
Lance Lindley home
Verla Moss shed
Russell Thurston sidewalk & patio

Joel Duran garage
Jared Luthy mobile home settings
Steve Parker canopy

1997 building permits:

Tom Gallup patio	Gary Clements shed
Homestead Construction (3 homes)	Dirk Parkinson home
Ranch Homes home	Silvertree Builders (2 homes)

1998 building permits:

Fred Muller fence	Marian Whittaker garage
Don Lafever mfg. home foundation & garage	
Tom Sainsbury garage	Michael Lewis home addition
DeeRay Humphries fence	Joyce Cromar garage remodel
Brian Schmidt fence	Alex Bischoff home
Michael Kennelly fence	Dagoberto Bustamonte home -county
Janet Harris mfg. home foundation & garage	
Tom Sainsbury interior remodel	Kurt Hibbert home
Scott Allen mfg. home (county)	Verle K. Wilding storage shed
Eldon Parkinson patio cover	Janet Boyle carport
Homestead Construction (3 homes)	Leon Moser fence
Karen Johnson fence	Homestead Construction (2 homes)
Kent Vernon home (county)	Noel Zaugg deck
Kip Harris family room	

1999 building permits:

Alex Bischoff storage shed	Bill Stacy fence
Michael Kam garage	Lawrence Nielsen home addition
Greg Malstrom home (county)	Grant Hawkes home (county)
Walter Deitz shed	Ferron Sonderegger fence
Brad Orme garage	Paul Jensen home (county)
Rick Schmitt mfg. home	A. Wade Shirley storage
Jared Edwards home	Hans Meng home
Kurk Millward home	Donna Peterson home
Trevor Pope home	Doug Purser home
Jim Robison home	Vivek Sharma home
Tom Gallup home, garage & storage	Brad Saunders home
J. Nyle Garn garage/storage	Ray Michaelson fence
Dale Allen home	Chad Goody home (county)
Michael Kam basement remodel	Vaun Waddell adding windows
Jeremy Leavitt home (county)	

2000 building permits:

Ron Smith home addition	Michael Kennelly garage
Scott Briggs home & garage (county)	Ron Walker storage shed
John Hymas family room (county)	Ron Stillman home addition
Dave Thompson home (county)	Steve Webster open shed

Ivan Gerdes garage
Greg Stoddard home (county)
Brian Hawkes shop & storage (county)
Jason Staker house moved onto foundation (county)

John Pocock home addition (county)
Kevin Fogle home
Ron Clark home addition

2001 building permits:

Blayne McArthur home (county)
Layne Hymas fence addition
Doug McKay fence
Kimball Galbraith home (county)
Jeremy Leavitt home
W. Brad Speakman fence
B. J. Edwards home
Verle K. Wilding storage
W. Brad Speakman shed
Grant E. Johnson home addition

Garn Thueson shed
Dewey Furness home addition
J. D. Hawkes home
Brian Hawkes home (county)
Gene Weller home addition
Leland Garner home
Jeff Webb fence
Randi Fogle home (county)
Ryan Robinson home
R. H. Hawkes storage shed

2002 building permits:

Shane Ricks garage
Jared Luthy mfg. home footings & foundation (county)
Ron Walker home addition
Matt Hillman home
Bill Barnhill home addition
Kevin Coles home
UVBCA home
Lois Webb shed & prefab swimming pool
Ben Goodson mfg. home footings & foundation
DeLoy McKenna home

David T. Harris home
Dan Black home addition
Norm Gage storage
Jeff Webb fence
Kevin M. Fogle garage & storage
W. James Keller fence & deck
Richard Adair garage

Scott Allen patio cover & shed (county)
Alvin Davidson home
Randi Fogle home
Matt Hillman home
Rick Palmer enclose patio (county)

Tom Fleming home (county)
Scott Gehmlich home
David Harris home
Reid Wilding boat cover
David Harris home

2003 building permits:

Trent Harris home
Brian Kinghorn home
Ron Rhodes home
Ryan Robinson fence
Brenna Stewart fence
Verle Wilding mfg. home & garage
Brian Schow home
Kevin Tonks fence
Mitch Gifford fence
Barbara Quirl fence

Kyle Bradshaw home
Vaun Waddell home
Gordon Reese storage unit
Jeremy Leavitt fence
Paul Lusk garage addition
Tim Kershaw home addition
Ken Daniel fence
DeeLane Maupin fence (county)
Kyle Bradshaw home
Tim Whitworth home addition

Jeff Hackworth home & garage
David Harris home
Grant Johnson storage
Brian Howard home

Leland Garner fence
W. L. Hopkins home
Denise Hymas home
Grant Nelson garage/shop (county)

2004 building permits:

Walter Kolditz garage
Dennis Forbush storage sheds
Cory Roberts home
David T. Harris home
Charley McKague shed
Dan Black workshop/shed
Michael Jaeger home
Cody Clark fence
Brian Howard fence
Doug Rammell fence

Don Romrell home
Todd Davis fence
Grant Hawkes home
Adrian Clinger fence
Randi Fogle home
Kenneth Allen garage
Frances Briggs patio cover
Jared Jenks home
Denise Merrill storage & fence
Robert Oliphant storage

Vaun Waddell home
Kathleen Papenfuss sign

Jeff Harris home
Dennis Birch front deck & stairs

2005 building permits:

Leon Moser home
W. Lamont Merrill storage shed
Boyd Millet home
B&L Homes (Pingel home)
Darr Holdeman home
Darr Holdeman home
Eddie Pincock home addition

Chad C. Nanney fence
Jeremy J. Fleming home
Kelly Baker home
Jeff Christensen fence
Brent Strong storage shed
Doug Purser home
Quinton Owens home

2006 building permits:

Galen Lusk home addition
Betty Wright fence
R. Brad Pingel home
Michael R. Courtney fence
Michael R. Courtney fence
Jack Evans fence
Janette Clark fence
Shane Norwood fence

Riverside Properties home
Kelly Baker home
Walter Reid Wilding fence
Jeff Christensen storage/playhouse
Gene Weller storage/garage
Gary Wood storage
Brent Kinghorn home

2007 building permits:

Jeff Brunson home
David Mills home addition
Fay L. Bingham storage shed
David Mills fence

Mike Jaeger home
W. Ryan Virgin storage shed
Bryce Holman storage sheds (2)
Kip Harris storage

Marc Stewart home
Stephen Hillier fence
Cameron Stanford home addition
Ray Young home addition
Brent Kinghorn fence
Darr Holdeman home
Todd S. Davis home addition

Randall Miller fence
Brian Moffat home addition
Dan McClure fence
Riverside Properties home
Michael R. Courtney deck
Jason Morris home
Bryce Holman garage & bedroom

2008 building permits:

Chad Nanney fence
John Hamilton home
Brent Kinghorn shed

Brandon Carlson fence
Ron Clark pole shed
John Hamilton fence

Builder Certification & Energizing Permits (IRES):

Homestead Construction (10-10-95)
Linda J. Eames (undated)
Harold Harris Const. (Lance Lindley 2-28-95) & (Dwayne Bean 9-19-94)
R. Barry King (10-19-94)
Marty Blaser (8-7-94)
Anthony Merrill (3-19-91)
Blaine Shaw (undated)
Jack Egbert (5-8-91)
Thomas Gallup (9-5-91)
Hollist Const. (Jeff Griggs 9-24-91)
Hathaway Const. (Keith Nielson 11-11-92)

CEMETERY RECORDS

Cemetery bills 1976-1995 (keep for 5 years)

ELECTION RECORDS

Election (temporary, keep for 2 years)

1993: Absentee ballots, ballots, duplicate poll book, ballot stubs

1995: Absentee ballots, ballots, ballot stubs

1997: Ballots, application for absentee ballots, ballot envelopes, ballot stubs

1999: Stamps, ballots, application for absentee ballot, absentee ballots, duplicate poll book, ballot stubs

- 2001: Ballots, election stamp, spoiled ballots, absentee ballots, ballot stubs
- 2003: Ballots, incorrect ballots, voted ballots, ballot stubs, election stamp, absentee ballots
- 2005: Ballot stubs, ballots, voted ballots, absentee ballots, election stamps, blank forms, applications for absentee ballots
- 2007: Ballot stubs, ballots

Election (semi-permanent, keep for 5 years)

Election working files (1999 through 2005): Includes the following: absentee voting, polling places, judges and clerks, challengers and watchers, vote tally systems, correspondence.

LEGAL RECORDS

Legal – small claims: sewer blockage (Garry Jeppesen) 1983 (keep for 2 years)

POLICE RECORDS

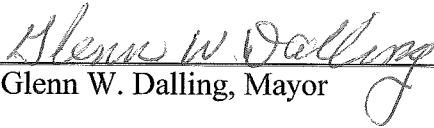
Police tickets 1977-1998 (keep for 3 years)

PUBLIC WORKS & ENGINEERING RECORDS

- Garbage landfill amounts (weights) 1994-2006 (semi-permanent, keep 5 years)
- 1980 beautification project – trees down Center Street and sidewalks (semi-permanent)
- Dig lines 1999-2008 (keep 3 years)
- Survey: 1997 size of preferred water line (keep 5 years)
- Circular sewer charts for Moody and Well #4 1989-2007 (keep 3 years)
- Smith Park Project: timesheets and bills (permanent specs left in vault) 1978 (keep 3 years)
- Consumer Confidence Reports 1997-2005 (semi-permanent, keep 5 years)
- Coliform, water bacteriological 1997-2005 (keep 5 years)


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 8th DAY OF SEPTEMBER, 2011.



Glenn W. Dalling, Mayor

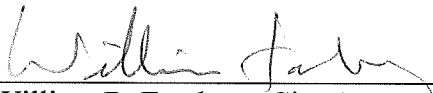
ATTEST:



Sharon L. Bell, City Clerk

(SEAL)

APPROVED this 9 day of September, 2011:



William R. Forsberg, City Attorney