

RESOLUTION 2021-2

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 2013-2015 (semi-permanent, keep 5 years)
Bank statements, cancelled check and stubs 2013-2015 (keep 5 years) CD's, deposit slips 2013-2015 (keep 5 years)
Bank statements, cancelled and voided checks 2013-2015 (keep 5 years) Cash receipting books and reports 2013-2015 (keep 5 years)
Accounts payable 2013-2015 (keep 3 years)
GL Reports (except annual financials) -journals, bank reconciliation, monthly financials 2013-2015 (keep 5 years)

ADMINISTRATIVE RECORDS

New Customer Applications (2019-2020) (transitory, keep for 1 year)
Clerk's draft minutes (2013 - 2020) (transitory, keep for 1 year)
Dog licenses 2015 (keep for 5 years)
City Council packets 2018 - 2020 (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)

Building Permits and Plans

2017-2018:

Bart Andraeson
Ryan Erikson (solar panels)
Lola Schultz (solar panels)
Lerwill Development (3 homes)
SDH Construction (5 homes)
Drew Menlove 8 (4-plexes) 2 (6-plexes)
Ron Clark (family room)
Mike Wegner (deck)

Rock Pancheri (2 homes)
Kevin Wright (solar panels)
Blake Harris
Glade Pinnock
Dave Ogden (garage)
Lamont Merrill (4-plex)
Teichert
Deitz (addition)

1995 - 1999:

Gary Andreasen 1995

Russell Thurston (shed) 1999

County Building Permit: 2009

Bill & Jennifer Taylor

Certificates of Occupancy

2011 & before:

Richard Johnson
Clyde & Rosida Haacke
Ryan Virgin
Fay Bingham
Ray Young
Jack Egbert
James Cutler
Adrian Clingler
8 Mandy Drive
51 S Fremont

Marc Stewart
Darr Holdemann
David Mills
Bryce Holman
Cameron Stanford
Kip Harris
James Smyth
Kenneth Rawson
124 S Fremont
16 S Pine

Animal Ordinance Public Hearing Comments: 2014

Zone Change Application:

Boyle Property 2002

Annexation Regulations: 1988

Excavation Permits: 2011 - 2014

K.V. Inc (2)
Intermountain Gas (3)
Qwest (2)
IMG (7)
K/M Service (2)

Certificates of Elevation NFI (National Flood Insurance) 6-3-91

Blayne McArthur
Kevin & Connie Fogle
Tom & Jan Gallup

McGraw & Hill Construction Valuation: 2010

Sainsbury Variance Application 1998 (withdrawn)

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 13th DAY OF MAY, 2021.

Steven Adams, Mayor

ATTEST:

Wendy McLaughlin, City Clerk

(SEAL)

APPROVED this 13th day of May, 2021:

Chase Hendricks, City Attorney