

RESOLUTION 2023-02

A RESOLUTION OF THE CITY OF BOVILL, A MUNICIPAL CORPORATION OF IDAHO, ADOPTING A RECORD RETENTION SCHEDULE. PROVIDING FOR THIS RESOLUTION TO BE IN FULL FORCE AND EFFECTIVE FROM AND AFTER ITS AND APPROVAL.

WHEREAS, a record retention schedule establishes minimum retention periods for the various types of city records; and,

WHEREAS, Idaho Code 50-907 requires the City Council to adopt by resolution a record retention schedule, listing the various types of city records with the applicable retention periods; and,

WHEREAS, adoption of a record retention schedule assists in efficient and effective records management by identifying records that have exceeded their minimum retention that may be destroyed following approval by the City Attorney and, as required for semipermanent records, approval by the Idaho State Historical Society and upon resolution of the City Council in accordance with the provisions of Idaho Code 50-907; and,

WHEREAS, a record retention schedule also enhances protection of historic records by identifying records of enduring value as permanent records that are retained by the city in perpetuity or transferred to the Idaho State Historical Society's Permanent Records Repository for permanent retention upon resolution of the City Council.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Bovill, Idaho that the City hereby adopts the record retention policies set forth in Idaho Code, particularly Idaho Code section 50-907, which is attached hereto and incorporated into this Resolution.

Records identified as permanent shall not be destroyed, but shall be retained by the city in perpetuity or transferred to the Idaho State Historical Society's Permanent Records Repository for permanent retention upon resolution of the City Council.


Records that are not considered permanent shall be retained for the period required by statute, or longer, and until destruction is approved by resolution of the City Council pursuant to the provisions of Idaho Code 50-907.

The City Clerk is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

PASSED by the City Council and APPROVED by the Mayor this 5th day of June, 2023.



Ronnie L. Holt
Mayor



City Clerk

EXHIBIT A

City of Bovill Records Retention Schedule

AC – After closed, terminated completed expired, settled, or last date of contact.	LA - Life of Asset PM - Permanent is not less than 10 years
FE - Fiscal Year End (Sept. 30 th)	US - Until Superseded

Records Description	Records Period
Fiscal- Accounts payable/recievable ledgers	FE+ 5 yr/ AC + 5 yr
Fiscal- Annual Financial reports	PM
Fiscal- Final audit reports	PM
Fiscal- Bank statements	FE+ 5yr / AC+ 5 yr
Fiscal- Payment records	FE+ 3 yr / AC + 5 yr
Fiscal-Cancelled checks/stubs/warrents	FE+ 3 yr / AC + 5 yr
Fiscal- Cash records - Cash deposit slips; cash receipt logs budget records, general ledger,	PM
Fiscal - Deeds & Easements - Proof of ownership & Right-of-way on property, cash books & records affecting the title to real property or liens thereon	PM
Fiscal-detail chart of accounts (Quickbooks) - one for all accounts in use for a fiscal year	FE+ 3 yr / AC + 5 yr
Fiscal - Expenditure Journal or register	FE+ 3yr / AC +5 yr
Fiscal- Federal Tax Records-including FICA records	PM
Fiscal-Federal Funding Records-	FE+5 yr / + 5 yr
Fiscal - FEDERAL - USDA	AC+10 yr (AC = Submission of final expenditure)
All ordinances & resolutions	PM
Fiscal - Grants - State & Federal	AC= 10yr (AC = end of grant satisfaction of all uniform administrative requirements for the grant CAUTION: Retention requirements may vary depending on the specific federal funding agency)
Fiscal- Insurance claim files	AC+3 yr (AC = resolution of claim)
Fiscal-Insurance Policies - All types	AC+ 6yr (AC = Expiration of termination of policy according to its terms)
Fiscal- Agendas & Minutes	PM
Fiscal- Water & Sewer sample results	FE+ 5years
Fiscal- Equipment & Auto maintenance records & logs	LA
Fiscal- All Emails	FE
Fiscal- All Historical records	PM-
building plans and specifications for commercial projects and government buildings	PM



Idaho Statutes

TITLE 50
MUNICIPAL CORPORATIONS
CHAPTER 9

ORDINANCES - CITY CODE - RECORDS

50-907. CLASSIFICATION AND RETENTION OF MUNICIPAL RECORDS. (1) "Permanent records" shall consist of:

- (a) Adopted meeting minutes of the city council and city boards and commissions;
- (b) Ordinances and resolutions;
- (c) Building plans and specifications for commercial projects and government buildings;
- (d) Fiscal year-end financial reports;
- (e) Records affecting the title to real property or liens thereon;
- (f) Cemetery records of lot ownership, headstone inscriptions, interment, exhumation and removal records, and cemetery maps, plot plans and surveys;
- (g) Poll books, excluding optional duplicate poll books used to record that the elector has voted, tally books, sample ballots, campaign finance reports, declarations of candidacy, declarations of intent, and notices of election; and
- (h) Other documents or records as may be deemed of permanent nature by the city council.

Permanent records shall be retained by the city in perpetuity, or may be transferred to the Idaho state historical society's permanent records repository upon resolution of the city council.

(2) "Semipermanent records" shall consist of:

- (a) Claims, canceled checks, warrants, duplicate warrants, purchase orders, vouchers, duplicate receipts, utility and other financial records;
- (b) Contracts;
- (c) Building applications for commercial projects and government buildings;
- (d) License applications;
- (e) Departmental reports;
- (f) Bonds and coupons; and
- (g) Other documents or records as may be deemed of semipermanent nature by the city council.

Semipermanent records shall be kept for not less than five (5) years after the date of issuance or completion of the matter contained within the record.

(3) "Temporary records" shall consist of:

- (a) Building applications, plans, and specifications for noncommercial and nongovernment projects after the structure or project receives final inspection and approval;
- (b) Cash receipts subject to audit;
- (c) Election ballots and duplicate poll books; and
- (d) Other documents or records as may be deemed of temporary nature by the city council.

Temporary records shall be retained for not less than two (2) years, but in no event shall financial records be destroyed until completion of the city's financial audit as provided in section 67-450B, Idaho Code.

(4) "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.

(5) Each city council shall adopt by resolution a records retention schedule, listing the various types of city records and the retention period for each type of record.

(6) The city may reproduce, retain and manage records in a photographic, digital or other nonpaper medium. The medium in which a document is retained shall accurately reproduce the record in paper form during the period for which the document must be retained and shall preclude unauthorized alteration of the document.

(a) If the medium chosen for retention is photographic, all film used must meet the quality standards of the American national standards institute (ANSI).

(b) If the medium chosen for retention is digital, the medium must provide for reproduction on paper at a resolution of at least two hundred (200) dots per inch.

(c) A record retained by the city in any form or medium permitted under this section shall be deemed an original public record for all purposes. A reproduction or copy of such record, certified by the city clerk, shall be deemed to be a transcript or certified copy of the original and shall be admissible before any court or administrative hearing.

(d) Once a semipermanent or temporary record is retained in a nonpaper medium as authorized by this section:

(i) The original paper document shall be considered a duplicate of the record, and may be summarily disposed of or returned to the sender; and

(ii) The provisions of this section related to retention and destruction of semipermanent and temporary records shall apply only to the record retained in the nonpaper medium.

(e) Once a permanent record is retained in a nonpaper medium as authorized by this section:

(i) The original paper document shall be considered a copy of the record and may be destroyed after compliance with the provisions of this subparagraph. Prior to destruction of original paper documents, the city clerk shall provide written notice, either by electronic or physical delivery, including a detailed list of the documents proposed for destruction to the Idaho state historical society. The Idaho state historical society shall have thirty (30) days after receipt of the notice to review the list and respond in writing, either by electronic or physical delivery, to the city