

RESOLUTION NO. 2025.16

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF PARMA, IDAHO, 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 the city business; and

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

**WHEREAS**, approval for the destruction of the records listed below has been obtained from the Idaho State Historical Society, when required, and the City Attorney, as provided by Idaho Code 50-907.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of Parma, Idaho that the records listed below shall be destroyed under supervision of the City Clerk.

\* **BOX A**

- \* Temporary Record - Utility Billing Daily Cash Receipts - 2004-2005, 2007-2008, 2008-2009, 2009-2010, 2010-2011-2012
- \* Temporary Record - Meter Last Reading Date Reports – Meter Average Reports- 2017-2018, 2018-2019, 2019
- \* Temporary Record - Ramona's Daily Calendar's – 2018-2019
- \* Semi-permanent Record - Checkbook balance report - 2017-2018
- \* Temporary Record - Meter Audits - 2018-2019, 2019-2020
- \* Temporary Record - Customer Shut Off List - 2018
- \* Temporary Record - Fax Face Sheets - 2017
- \* Temporary Record - Meter Turn Back on List- 2019

\* **BOX B**

- \* Semi-Permanent - Accounts Payable – October 2018-May 2019

\* **BOX C**

- \* Semi- Permanent - Accounts Payable - Black Mountain Statements Deposits & Receipt Books June 2018 - September 2018
- \* Semi- Permanent - US Bank Statements - October 2018 - July 2018
- \* Semi- Permanent - Deposit Book - January 2019- September 2019
- \* Temporary Record - Pet license Book - 2018-2019
- \* Temporary Record - Receipt Books September 5<sup>th</sup>, 2018 – July 12<sup>th</sup>, 2019

\* **BOX D**

- \* Temporary Record -Water Bill Stubs – 2018-2019

\* **BOX E**

- \* Temporary Record - Utility Billing Daily Cash Receipts / Reports – 2018-2019

\* **BOX F**

- \* Temporary Record -Water Aging Reports October 2018 - September 2019

\* Temporary Record - Meter Reading Reports October 2018 – September 2019

\* **BOX G**

\* Semi- Permanent Record -City Of Parma General Ledger 2019

\* Semi -Permanent Record - US Bank Statements April 2019 – June 2019

\* Semi- Permanent Record - Payroll Activity Batch – July 2018 – September 2019, September 2018 – December 2018, January 2019 – March 2019

\* Semi -Permanent Record - Employers Federal Tax Return – 2018

\* **BOX H**

\* Semi- Permanent Record- Balance Sheets September 2018 – October 2019

\* Semi- Permanent Record-Journal Entries September 2018 – October 2019

\* Semi- Permanent Record- Utility Cash Disbursements / Daily Cash Receipts September 2018 – October 2019

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

APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_

Mayor: \_\_\_\_\_

City Clerk: \_\_\_\_\_