

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 12 / 27 / 19

Date of meeting 1 / 2 / 20

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Elected Official, City Employee, Organization, or Citizen making request:

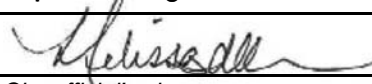
City Clerk Melissa Ward

Address: Sandpoint City Hall, 1123 W. Lake St., Sandpoint, ID 83864

Phone number and email address: 208-263-3310 mward@sandpointidaho.gov

Authorized by: Melissa Ward

name of City official



City official's signature

Subject: DISPOSITION OF SEMI-PERMANENT AND TEMPORARY RECORDS

Summary of what is being requested: Permission, pursuant to Idaho Code § 50-907, to destroy semi-permanent and temporary City records that have exceeded required retention, are no longer needed, and for which the City does not have storage space.

The following information **MUST** be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? Yes No Budgeted? Yes No
If yes, in what way? _____

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action: _____ Have they been contacted? **Yes or No**

3. Is there a need for a general public information or public involvement plan? **Yes or No**
If yes, please specify and suggest a method to accomplish the plan: No plan needed

4. Is an enforcement plan needed? Yes No Additional funds needed? Yes No
5. Have all the affected divisions been informed about this agenda item? Yes No

This form must be submitted no later than 5:00pm Tuesday the week prior to the meeting. All pertinent documentation for the Council packet must be included.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

No: 20-
Date: January 2, 2020

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: DISPOSITION OF SEMI-PERMANENT AND TEMPORARY RECORDS

WHEREAS: Idaho Code § 50-907 provides for authorization to destroy records that are not required to be retained as permanent records, are no longer required by law or for City business, and that have met the minimum retention period provided by the City’s records retention schedule adopted by Resolution No. 06-90 and amended by Resolution Nos. 10-54 and 12-02;

WHEREAS: The City has limited space for the storage of old records which are no longer required or used by the City;

WHEREAS: The City Parks and Recreation Division has compiled a list of such records for destruction;

WHEREAS: The City Clerk proposes destruction of these records, which have exceeded their minimum retention; and

WHEREAS; As required by Idaho Code § 50-907, the City Attorney has reviewed the attached list and approves the destruction of the records contained therein.

NOW, THEREFORE, BE IT RESOLVED THAT: Pursuant to Idaho Code § 50-907, the records on the attached list shall be appropriately destroyed or disposed of.

Shelby Rognstad, Mayor

ATTEST:

Melissa Ward, City Clerk

Council Members:	YES	NO	ABSTAIN	ABSENT
1. Williamson				
2. Ruehle				
3. Aispuro				
4. Darling				
5. McAlister				
6. Groat				

Parks & Recreation Temporary Records (3 years) eligible to destroy on: 10/6/19

Program Files

- 2003 Bridge
- 2004 Badminton
- 2006 Schweitzer Rail Jam: Event in July
- 2007 Summer Adventure Camp: May 10-Sept 17th
- 2007 Lakedance Film Festival
- 2016 Bonner Co. Historic Museum Movies in the Park: 7/22/16

Facility Use Permits

- 2014 Seasonal Moorage, City Beach Contracts - The oldest document lists a Paid stamp for January 3, 2014.
- 2014 Seasonal Moorage, Windbag Marina Contracts – The oldest document lists a Paid stamp for January 3, 2014.
- 2014 Seasonal Moorage Waiting List Applications – The oldest document lists a Paid stamp for January 2, 2014.
- 2014 Local Invasive Species Fees Financial Reports – The oldest document lists a print date of February 3, 2014.
- 2014 CrossFit Sdpt: 8/25/14 – 9/18/14
- 2015 Strikers: 1/22/15/ - 12/1/15
- 2015 Parks and Rec: 4/24/15 – 9/25/15
- 2015 911 Ceremony: 8/31/15
- 2015 POAC: 1/21/15 – 10/31/15
- 2015 South Side Community Church: 6/2/15 – 6/12/15
- 2015 Vast 5K Run: 1/23/15 – 9/10/15
- 2015 LPOSD Fall Sports: 6/11/15 - 2/16/16
- 2015 Kootenai Thunder: 6/3/15 – 11/25/15
- 2015 YMCA Football: 1/8/16 – 9/16/16
- 2015 Festival: 1/21/15 – 10/15/15
- 2015 Farmers Market: 1/21/15 – 11/25/15
- 2015 Chamber ½ Marathon: 4/1/15 – 9/29/15
- 2015 Boobs n Beer: 9/2/15 – 10/3/15
- 2015 Legion: 5/28/15 – 9/17/15
- 2016 Lions Independence Day: 1/6/16 – 8/18/16
- 2016 Lions Easter Egg Hunt: 3/26/16
- 2016 Bay Trail Fun Run: 5/19/16 – 6/12/16
- 2016 Chafe 150: 5/18/2016 – 9/1/16
- 2016 Summer Sampler: 1/6/15 – 7/5/16
- 2016 Little League: 3/4/16 – 7/21/16
- 2016 Legion: 5/27/16 – 10/6/16
- 2016 Assembly of God Church: 2/9/16 – 3/27/16
- 2016 Relay for Life: 4/25/19
- 2016 Tina Faubion Wedding: 2/22/16 – 6/4/16
- 2016 LPOSD Spring Sports: 2/24/16 – 7/5/16

Parks & Recreation Temporary Records (3 years) eligible to destroy after: 09/30/2019

Facility and Equipment Rental Loan Records

- 2014 Visitor Moorage Applications/ Waivers – Most current document lists a paid stamp for Sept 24th 2014
- Fiscal 2014-15 Picnic Shelter Rental Applications / Waiver – Most current document lists a paid stamp for Sept 16th 2015

- Fiscal 2015-16 Picnic Shelter Rental Applications / Waiver – Most current document lists a paid stamp for Sept 13th 2016
- 2015 Moorage Waiting List Applications - Most current document lists a Paid stamp for March 26th 2015
- 2015 Visitor Moorage Applications / Waiver - Most current document lists a paid stamp for Sept 30th 2015
- 2015 Seasonal Moorage Agreement - Most current document lists a Paid stamp for October 9th 2015.

- 2016 Moorage Waiting List Applications - Most current document lists a Paid stamp for April 18th 2016
- 2016 Visitor Moorage Applications / Waiver - Most current document lists a Paid stamp for September 30th 2016
- 2016 Seasonal Moorage Agreements - Most current document lists a Paid stamp for September 20th 2016

DESTRUCTION OF CITY RECORDS
ATTORNEY CERTIFICATION

As City Attorney and legal advisor to the City of Sandpoint, I hereby certify that I have reviewed the proposed Resolution, DISPOSITION OF SEMI-PERMANENT AND/OR TEMPORARY RECORDS, with accompanying list of records to be destroyed, a copy of which is attached hereto, and that said Resolution and list of records are in accordance with Idaho Code §§ 50-907 and 50-908.

DATED this 23rd day of December, 2019



Andrew P. Doman, City Attorney