

RESOLUTION 98.1

A RESOLUTION TO ALLOW FOR THE DESTRUCTION OF RECORDS WHICH HAVE MET THEIR RETENTION PERIOD.

AT THE REGULAR CITY COUNCIL MEETING HELD ON FEBRUARY 4, 1998, THE RESOLUTION WAS INTRODUCED BY MAYOR NILE L BOYLE. A MOTION WAS MADE BY GLEN POND AND SECONDED BY NYLE Fullmer TO AUTHORIZE DESTROYING THE RECORDS LISTED ON THE ATTACHED SHEETS.

Those voting aye: Glen Pond
Marsha Bjornn
Bruce Sutherland
Farrell Young
Nyle Fullmer

Those voting nay: none
Absent: Kay Beck

Motion Carried.

REQUEST FOR
AUTHORIZATION FOR DESTRUCTION
OF RECORDS

2-4-98

DESCRIPTION OF RECORD	DATE OF RECORD	RECOMMENDATION FOR RETENTION PERIOD
Bank Statements	through 1988	10 years
Business Licenses		10 years
Payroll records	through 88	10 years
Part Time Employee Files	through 88	10 years
Time Sheets	through 88	10 years
Daily Cash Sheets	91 & 92	5 years
Uarcos Yellow Copies	91 & 92	5 years
Digging Permits	92	5 years
Purchase orders Yellow Copy	91 & 92:	5 years
Meter Sheets	91 & 92	5 years
Golf Reports	94 & 95	2 years
Council Checks pink copies	94 & 95	2 years
Recreation Survey	?	?
US West Reports	94 & 95	2 years
Intermountain Gas Reports	94 & 95	2 years

COMMENDED BY *Rose Bagley, City Clerk*

DATE *2-4-98*

APPROVED BY *Nile L. Boyle*

DATE *2-4-98*

REQUEST FOR AUTHORIZATION FOR DESTRUCTION OF RECORDS

DESCRIPTION OF RECORD	DATE OF RECORD	RECOMMENDATION FOR RETENTION PERIOD
Swimming Pool Reports	94 & 95	2 years
Carousel Reports	94 & 95	2 years
Solid Waste Tickets	94 & 95	2 years
Special Work Orders	94 & 95	2 years
Police Reports	94 & 95	2 years
Misc. Bill Receipts	94 & 95	2 years
Gas Slips	94 & 95	2 years
Water Bill Cards	94 & 95	2 years
Hand written minutes	96 & 97	1 year
Garbage Route Lists	95 & 96	1 year
Duplicate Daily Edits	94 & 95	2 years

RECOMMENDED BY *Barry S. ... City Clerk*

DATE *2-4-98*

APPROVED BY *Neil L. Boyle*

DATE *2-4-98*