

RESOLUTION 96.2

REQUEST FOR
 AUTHORIZATION FOR DESTRUCTION
 OF RECORDS

Description of Record	Date of Record	Recommended Retention Period
Daily Cash Sheets	1988 through 1990	5 years
Bank Statements	1984 to 1985	10 years
Uarcos Yellow Copies	1989 & 1990	5 years
Purchase orders Yellow copies	1989/1990	5 years
Hand Written Minutes	94 & 95	1 year
Meter Sheets	89 & 90	5 years
Golf Reports	92 & 93	2 years
U S West Reports	92 & 93	2 years
Intermountain Gas Reports	92 & 93	2 years
Swimming Pool Reports	92 & 93	2 years
Carousel Reports	92 & 93	2 years
Election Cards	With County now	With the County now

Recommended by *Rae Hales* / *2-7-96*
 city clerk / date

Approved by *Nick L. Boyle* / *2-7-96*
 mayor / date

REQUEST FOR
AUTHORIZATION FOR DESTRUCTION
OF RECORDS

Description of Record	Date of Record	Recommended Retention Period
Garbage Route Lists	93 & 94	1 year
Special Work Orders	1992	3 years
Police Reports	1991 - 1993	2 years
Misc. Bill Receipts	-92 & 93	2 years
Gas Slips	90-93	2 years
Water Bill Payment Cards	92 & 93	2 years
Council Checks Pink Copies	92 & 93	2 years
Duplicate Daily Edits	92 & 93	2 years

Recommended by *Gene Bradley* / *2-7-96*
city clerk / date

Approved by *Nile L. Boyle* / *2-7-96*
mayor / date