



City of McCall

RESOLUTION NO. 16-04

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF MCCALL, IDAHO RELATING TO ADMINISTRATION, AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of McCall accumulates and retains records for public purposes; and

WHEREAS, the City of McCall adopted a records management policy on December 17, 2009; and

WHEREAS, the records listed are no longer needed for public purposes; and

WHEREAS, the records currently occupy facilities that could better be used for other purposes.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of McCall, Valley County, Idaho as follows:

SECTION 1: The City Clerk is hereby directed to prepare written notification to all City employees with email providing notice of the intent for destruction of all email records that are identified as:

1. Temporary Correspondence Dated December 31, 2013 and earlier
2. General Administrative Correspondence Dated December 31, 2010 and earlier
3. Litigation Correspondence relating to Closed Litigation Dated December 31, 2005 and earlier

SECTION 2: Correspondence: Correspondence is divided into four types and is defined as follows:

1. Temporary Correspondence with retention of two years covers day-to-day office and housekeeping correspondence and does not contain unique information about city functions or programs.
2. General Administrative Correspondence with retention of 5 years includes records created or received in the course of administering city policies/programs, but these records do not provide insight into significant policy/program discussions or decisions.
3. Correspondence documenting pending and closed cases filed by and against the city, including complaints, summons, investigations, reports, attorney's notes, orders and judgments, dispositions, pleadings, mediation information and related records, are semi permanent and must be kept 10 years after case closed or dismissed, or date of last action.

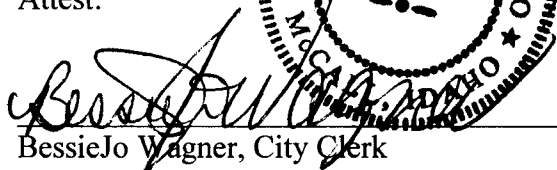
4. Policy/Program Correspondence which is permanent, documents the formulation, adoption, and implementation of significant policy/program decisions cannot be destroyed.

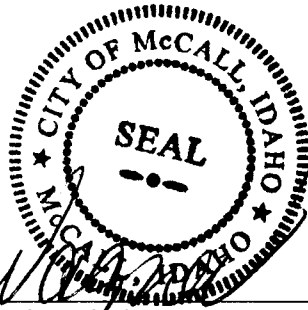
SECTION 3: Notwithstanding any destruction or deletion authorized by this resolution, all emails or other electronic records pertaining to any pending litigation, or any matter for which a litigation hold letter has been received, must be retained until authorized by further resolution of the Council upon recommendation of the City Attorney. Prior to initiating destruction of any records the affected department shall seek and receive from the City Clerk a list of all pending litigation or matters for which a litigation hold letter has been received.

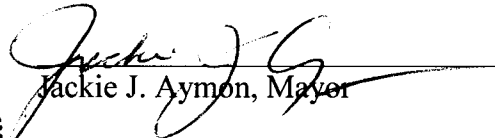
SECTION 4: This resolution shall be in full force and effect upon its passage and approval.

PASSED AND APPROVED this 14 day of January 2016.

Attest:


BessieJo Wagner, City Clerk




Jackie J. Aymon, Mayor