

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 11 / 2 / 16

Date of meeting 11 / 16 / 16

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

Name of Citizen, Organization, Elected Official, or Department Head making request:

Parks and Rec

Address: City Hall

Phone number and email address: 263-3674 / kwoodruff@sandpointidaho.gov

Authorized by: Kim

name of City official

City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Authorization to destroy dated parks and recreation records

Summary of what is being requested: _____

Authorization to destroy dated parks and recreation records as attached. This request conforms to

City records management guidelines.

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

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

Office of Clerk

Yes

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: Yes No

4. Is an enforcement plan needed? Yes or No Yes No Additional funds needed? Yes or No Yes No

5. Have all the affected departments been informed about this agenda item? Yes or No Yes No

This form must be submitted no later than 5 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: 11/02/2016

TO: MAYOR AND CITY COUNCIL

FROM: Kim

SUBJECT: Destruction of Parks and Rec records

**DESCRIPTION/BACKGROUND: Authorization to destroy dated parks and recreation records.
This request conforms to City records management guidelines.**

STAFF RECOMMENDATION: approve

ACTION: Authorize destruction of parks and rec records as attached

WILL THERE BE ANY FINANCIAL IMPACT? no HAS THIS ITEM BEEN BUDGETED? n/a

ATTACHMENTS: List of records

No: 16-
Date: November 16, 2016

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: AUTHORIZATION TO DESTROY 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 extremely limited appropriate space for the storage of old records that are no longer required or used by the City;

WHEREAS: The Parks and Recreation Department 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 destruction of the records contained therein.

NOW, THEREFORE, BE IT RESOLVED THAT: Pursuant to Idaho Code § 50-907, the records on the list prepared by the Parks and Recreation Department, a copy of which is attached hereto as if fully incorporated herein and made a part hereof, shall be destroyed.

Shelby Rognstad, Mayor

ATTEST:

Maree Peck, City Clerk

City Council Members:

YES NO ABSTAIN ABSENT

1. Eddy
2. Aitken
3. Williamson
4. Camp
5. Ruehle
6. Snedden

CITY CLERK: Please review this list of temporary Parks and Recreation Facility and Equipment Rental/Loan Records. We are seeking permission to destroy these records as they have passed the 3 year retention requirement.

Event Title	Event Date	Destroy By
SSA Spring	April - May 2013	Fall 2016
SSA Fall	June –Oct 2012	Spring 2016
Strikers Poc Fall 2012	Sep 7-9 2012	Spring 2016
Arts and Crafts Fair	August 7, 2013	Fall 2016
Lions Easter Egg Hunt	March 30, 2013	Fall 2016
Lions 4 th of July	July 4, 2012	Fall 2016
Avalanche	March-May 2013	Fall 2016
Little League	Summer 2013	Fall 2016
Black Bear Martial Arts	Aug 24-25 2013	Fall 2016
Chamber ½ Marathon	Summer 2013	Nov 2016
Summer Sampler	June 28, 2012	Spring 2016
Sand creek Clean Up	April 2, 2012	Fall 2016
Arena Football	Spring 2012	Nov 2015
Lacrosse	March- June 2013	October 2016
Lake Pend Oreille Cruises	May- September 2013	October 2016
SMS Tennis	September- October 2012	Spring 2016
SHS Fall 2012	August- October 2012	Spring 2016
SHS Spring 2013	March-May 2013	Fall 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 and accompanying list(s) of records to be destroyed, a copy of which is attached hereto, and that the same are in accordance with Idaho Code §§ 50-907 and 50-908.

DATED this 9th day of November, 2016.



Scot R. Campbell, City Attorney