APPROVED

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CITY OF STANLEY

RESOLUTION NO. 2025-5

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANLEY REGARDING THE MANAGEMENT AND RETENTION OF CITY RECORDS.

WHEREAS, a record retention schedule establishes minimum retention periods for the various types of city records; and,

WHEREAS, Idaho Code 50-907 requires the City Council to adopt by resolution a record retention schedule, listing the various types of city records with the applicable retention periods; and,

WHEREAS, adoption of a record retention schedule assists in efficient and effective records management by identifying records that have exceeded their minimum retention that may be destroyed following approval by the City Attorney and, as required for semi-permanent records, approval by the Idaho State Historical Society and upon resolution of the City Council in accordance
with the provisions of Idaho Code 50-907; and,

WHEREAS, a record retention schedule also enhances protection of historic records by identifying records of enduring value as permanent records that are retained by the city in perpetuity or transferred to the Idaho State Historical Society's Permanent Records Repository for permanent retention upon resolution of the City Council.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Stanley, Idaho that the city hereby adopts the following records management policies and records retention schedule attached as Exhibit A.

(1) The city clerk shall serve as the municipal records manager (I.C. 50-908), and shall supervise the administration of city records, including:

(a) Ensuring the orderly and efficient management of municipal records in compliance with state and federal statutes and regulations and city ordinances, resolutions and policies (I.C. 50-908);
(b) Identifying and appropriately administering records of enduring value for historical or other research (I.C. 50-908);
(c) Overseeing retention and destruction of municipal records as directed by state and federal statutes and regulations and city ordinances, resolutions and policies (I.C. 50-908); and
(d) Coordinating transfer of permanent records to the Idaho state historical society's permanent records repository, with the assistance of the state archivist (I.C. 50-908).
(e) Through consultation with the Mayor and the President of the City Council, and following the guidelines in I.C. 50-907 and City of Stanley resolutions, determine the proper

classification of each city government record as permanent, semi-permanent, temporary, or transitory.

(2) All city officials, elected, appointed and staff, shall:

(a) Protect the records in their custody;
(b) Cooperate with the municipal records manager on the orderly and efficient management of records including identification and management of inactive records and identification and preservation of records of enduring value; and
(c) Ensure that all city government records originated by city employees, including official emails, are transmitted to the city clerk and that the clerk's records shall be the repository of the official copy of each record. The City Clerk may be required by law to retain duplicate copies of certain records, however other employees are not required to maintain records once they have been submitted to the City Clerk.
(d) Pass on to their successor records necessary for the continuing conduct of city business.

All city records are property of the city, and no city official, elected, appointed or staff, shall have any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction or removal of city records is prohibited.

City government records shall be retained according to the schedule attached as Exhibit "A." Exhibit A shall be attached to this resolution and become adopted pursuant to this resolution. Uncertainty about the classification of any record shall be resolved by the City Clerk through consultation with the Mayor and the President of the City Council, and disputes shall be decided by the Mayor. The retention schedules in Exhibit "A" meet or exceed State of Idaho requirements in IC 50-907.

Records identified as permanent shall not be destroyed but shall be retained by the city in perpetuity or transferred to the Idaho State Historical Society's Permanent Records Repository for permanent retention upon resolution of the City Council.

Records that are not considered permanent shall be retained for the period specified in the retention schedule and until destruction is approved by resolution of the City Council and concurrence from the City's Attorney. pursuant to the provisions of Idaho Code 50-907. The City Council and the City's attorney do not need to approve the destruction of Transitory Records.

The City Clerk of the City of Stanley is hereby authorized to take all necessary steps to carry out the authorization provided by this Resolution.

This Resolution supersedes any and all previous resolutions pertaining to records management and records retention.

Authorized by the City Council on the 31st Day of January 2022 and signed by me in open session in

CITY OF STANLEY

Authentication of its adoption on this 11 day of December 2025.

Mayor, Steve Botti

ATTEST: Hannah Fake
City Clerk, Hannah Fake

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