

Exhibit "A"

CITY OF NAMPA REQUEST FOR DESTRUCTION OF RECORDS

Department: DEVELOPMENT ENGINEERING

Records Retention Policy Record Type	Description of Records	Classification of Record (Permanent, Semipermanent, Transitory, Temporary)	Date of Records Range	Notes
Utility Line Location Request Records	Records documenting requests and city action taken to locate underground utility lines such as water, sewer, storm drains etc.	Temporary - Keep 2 years	03/15/2021 through 09/26/2022	6 boxes. <u>Box 1</u> 03/15/21 to 04/19/21 <u>Box 2</u> 05/28/21 to 07/15/21 <u>Box 3</u> 08/02/21 to 11/03/21 <u>Box 4</u> 11/03/21 to 03/19/22 <u>Box 5</u> 03/23/22 to 06/07/22 <u>Box 6</u> 07/18/22 to 09/26/22

City Department Head approval:


