



City of Nampa Business Item

TO:	Mayor and Council
FROM:	Peter Contos, City Clerk Archivist
NUMBER:	{{section.number}}-a
DATE:	[Council Meeting Date]
SUBJECT:	Action Item: Authorize Mayor to sign Resolution authorizing the destruction of certain City records requested by Development Services – Engineering (Standard Template)

Background Summary:

Development Services – Engineering requested the destruction of 6 Bankers Boxes worth of Utility Line Location Request records from 2021 and 2022. As the City Clerk Archivist, I inspected these records and confirmed that all of the records in the boxes are in fact Utility Line Location Request records from March of 2021 through September of 2022. In addition, none of examined records have any historical value. The Director of Development Services has also signed the request for destruction of records form.

Reason for Project:

Utility Line Location Request records are clearly designated in the current Records Retention Policy. They are classified in the Records Retention Policy as Temporary records which should be kept for 2 years and then destroyed. The 6 Bankers Boxes worth of records are well past the 2 years that they are required to be kept and are also taking up a considerable amount of space that Engineering needs.

Staff Recommendation:

It is the recommendation of staff to approve this Resolution for a request for destruction of records.