

**City of Siletz
Resolution 732-24**

**A RESOLUTION PROVIDING FOR THE TIMELY DESTRUCTION OF PUBLIC DOCUMENTS
THAT ARE NOT TO BE RETAINED ON A PERMANENT BASIS**

WHEREAS, the city's municipal code has given authority to the City Recorder to properly retain public records; and

WHEREAS, the city has the obligation to provide storage for the long-term preservation of documents; and

WHEREAS, the city's municipal code provides for the timely destruction of public documents which are not to be retained on a permanent basis as outlined in the State of Oregon Archive Retention Schedule; and

WHEREAS, city staff has applied the retention schedule to the attaches list "Attachment A" of public records; and

WHEREAS, city staff has categorized the documents by statutory authority and established the retention of said documents, named the documents set for disposal, and provided the years of the records set for disposal; and

WHEREAS, city staff is requesting to destroy the attached list "Attachment A" of public records as listed by following all the provisions of the Secretary of State Archive Division Chapter 166 Division 200, City General Records retention Schedule by the method of shredding.

NOW THEREFORE IT BE RESOLVED: the City Council of the City of Siletz authorizes "Attachment A" dated 6/24/24 to be set for disposal by means of shredding of the documents at city hall.



Mayor Will Worman

ATTEST:



City Recorder

Records Retention Proposed Destruction 6-13-24

City General Records Retention Schedule

166-200-0215 (9) General Ledgers- Minimum Retention- 5 Years

- Check Registers 1993-1995

166-200-0270 (2) Computer System Program Documentation- Minimum Retention- 1 Year

- Floppy Disk Minutes 1992-1998
- Floppy Disk Audits

166-200-0300 (8) Permit and License Records, City Issued- Minimum Retention- 3 years after expiration

- Business License Records 1993-2014

166-200-0370 (1b) Inspection Records- Minimum Retention- 5 Years

- Water Plant Daily Readings 2010-2015

166-200-0295 Wage and Tax Statements- Minimum Retention- 5 Years

- Social Security Tax Statements 2017

166-200-0215 (1b) Assessment Balance Reports- Minimum retention- 3 years

- Various Deposit Slips 2000

166-200-0230 (3) Credit and Debit Receipts- Minimum Retention- 3 years after transaction

- Credit and Debit Receipts 2005-2012

166-200-0235 (7) Notary Public Logbook- Minimum Retention- 10 Years after commission expires

- Notary Books 1996-2011

166-200-0210 (1) Accounts Payable Records- Minimum Retention- 3 years after audit completion

- Accounts payable 2014-December 2019

166-200-0230 (8) Utility Bill Records- Minimum Retention- 3 years

- Utility Bill Records 2003

Old Bank Accounts no longer used by the City

- Unused Checks
- Unused Deposit Books