

## **EAGLE URBAN RENEWAL AGENCY**

### **RESOLUTION NO. 16-009**

BY THE BOARD OF COMMISSIONERS OF THE EAGLE URBAN RENEWAL AGENCY OF EAGLE, IDAHO, A/K/A EURA:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE EAGLE URBAN RENEWAL AGENCY OF EAGLE, IDAHO, ADOPTING ITS RECORDS RETENTION POLICY AND DESIGNATING CUSTODIANS OF ITS PUBLIC RECORDS; AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION, made on the date hereinafter set forth by the Eagle Urban Renewal Agency of the City of Eagle, Idaho, an independent public body corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, as amended, Chapter 20, Title 50, Idaho Code, a duly created and functioning urban renewal agency of the City of Eagle, Idaho, hereinafter referred to as the "EURA."

WHEREAS, the EURA, an independent public body, corporate and politic, is an urban renewal agency created by and existing under the authority of and pursuant to the Idaho Urban Renewal Law of 1965, being Idaho Code Title 50, Chapter 20, as amended and supplemented, and the Local Economic Development Act of 1988, being Idaho Code, Title 50, Chapter 29; as amended and supplemented (collectively the "Act");

WHEREAS, the EURA was established by Resolution No. 06-50 of the City Council of the City of Eagle, Idaho (hereinafter the "City Council"), adopted October 10, 2006;

WHEREAS, the City Council of the City of Eagle, Idaho (the "City"), on December 11, 2007, after notice duly published, conducted a public hearing on the Eagle Revitalization Plan (the "Revitalization Plan");

WHEREAS, following said public hearing the City adopted its Ordinance No. 592 on December 11, 2007, approving the Revitalization Plan and making certain findings;

WHEREAS, Idaho Code § 74-119 directs that the EURA adopt a public records retention policy and the EURA desires to promote consistency in the retention of public records and in making said records available in compliance with Idaho public records laws;

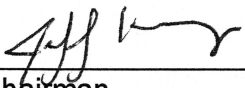
NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE BOARD OF COMMISSIONERS OF THE EAGLE URBAN RENEWAL AGENCY AS FOLLOWS:

1. That the above statements are true and correct.
2. That EURA Board adopts the Public Records Retention Policy attached hereto as Exhibit A.
3. That both the EURA Secretary/Treasurer and EURA Attorney are designated as the public records custodians for the adopted meeting minutes and financial records of the EURA. The EURA Attorney is designated as the public records custodian for all other public records of the EURA.
4. This resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED AND ADOPTED by the Eagle Urban Renewal Agency, of Eagle, Idaho, on the 4th day of October, 2016.

Signed by the Chairman of the Board of Commissioners, and attested by the Secretary to the Board of Commissioners, on this 4th day of October, 2016.

APPROVED:

By \_\_\_\_\_  
Chairman

ATTEST:

By \_\_\_\_\_  
Secretary

## Exhibit A

### Eagle Urban Renewal Agency Public Records Retention Policy 10-4-2016

This is the policy of the Eagle Urban Renewal Agency ("EURA") for the classification and retention of public records pertaining to the EURA.

**Records Classification and Retention:** The public records pertaining to the EURA are classified as follows:

(1) "Permanent records" shall consist of:

- (a) Agendas and adopted meeting minutes of the EURA;
- (b) Resolutions and policies;
- (c) Building plans and specifications for projects and buildings constructed by the EURA;
- (d) Fiscal year-end financial reports, annual budgets, annual audits and annual reports;
- (e) Records affecting the title to real property or liens thereon;
- (f) Other documents or records as may be deemed of permanent nature by the EURA Board.

Permanent records shall be retained by the EURA during the life of the agency and then will be offered for transfer to the City of Eagle and/or the Idaho State Historical Society's permanent records repository upon expiration or termination of the agency.

(2) "Semi-permanent records" shall consist of:

- (a) Claims, canceled checks, warrants, duplicate warrants, purchase orders, vouchers, duplicate receipts and other financial records;
- (b) Contracts;
- (c) Building applications for commercial projects and government buildings;
- (d) Bonds and coupons; and
- (e) Other documents or records as may be deemed of semi-permanent nature by the EURA Board.

Semi-permanent records shall be kept for not less than five (5) years after the date of issuance or completion of the matter contained within the record. If a record is not otherwise described and classified herein, then that record shall be considered a semi-permanent record.

(3) "Temporary records" shall consist of:

- (a) Cash receipts subject to audit; and

- (b) Other documents or records as may be deemed of temporary nature by the EURA Board.

Temporary records shall be retained for not less than two (2) years, but in no event shall financial records be destroyed until completion of the EURA's financial audit as provided in Idaho Code.

(4) "Historical records" shall consist of records which, due to age or cultural significance, are themselves artifacts of historical value. Historical records have enduring value based on the administrative, legal, fiscal, evidential or historical information they contain. Historical records shall be retained by the EURA during the life of the agency. Upon expiration or termination of the agency, these records will be offered to be transferred to the City of Eagle and/or the Idaho State Historical Society's permanent records repository.

(5) The EURA may reproduce, retain and manage records in a photographic, digital or another non-paper medium. The medium in which a document is retained shall accurately reproduce the record in paper form during the period for which the document must be retained and shall preclude unauthorized alteration of the document.

- (a) If the medium chosen for retention is digital, the medium must provide for reproduction on paper at a resolution of at least two hundred (200) dots per inch.

- (b) A record retained by the EURA in any form or medium permitted under this section shall be deemed an original public record for all purposes. A reproduction or copy of such record, certified by the EURA Secretary, shall be deemed to be a certified copy of the original and shall be admissible before any court or administrative hearing.

- (c) Once a semi-permanent or temporary record is retained in a non-paper medium as authorized by this section:

- (i) The original paper document may be considered by the records custodian to be a duplicate of the record, and may be summarily disposed of or returned to the sender; and

- (ii) The provisions of this section related to retention and destruction of semi-permanent and temporary records shall apply only to the record retained in the non-paper medium.

- (d) Once a permanent record is retained in a non-paper medium as authorized by this section:

- (i) The original paper document may be considered by the records custodian to be a copy of the record and may be destroyed after compliance with the provisions of this subparagraph. Prior to destruction of original paper documents, the EURA Secretary or EURA Attorney shall provide written notice, either by electronic or physical delivery, including a detailed list of the documents proposed for destruction to the Idaho State Historical Society. The Idaho State Historical Society shall have thirty (30) days after receipt of the notice to review the list and respond in writing, either by electronic or physical delivery, to the EURA Secretary or EURA Attorney identifying any documents that will be requested to be transferred from the EURA to the historical society for retention in the permanent records repository. Any documents that will not be

transferred for retention in the permanent records repository may be destroyed. If the EURA Secretary or EUR Attorney receives no written response within thirty (30) days after the notice was sent to the historical society, then the records proposed for destruction may be destroyed.

(ii) The provisions of this section related to retention of permanent records shall only apply to the record retained in the non-paper medium.

(e) Even if a historic record is retained in a non-paper medium as authorized by this section, the original paper record shall also be retained by the EURA during the life of the agency, or it may be transferred to the Idaho State Historical Society's permanent records repository upon resolution of the EURA Board.

(6) Destruction or transfer of records:

(a) Permanent records shall not be destroyed, except for paper originals of permanent records retained in a non-paper medium as provided in this policy. Permanent records may be transferred to the Idaho State Historical Society's permanent records repository upon resolution of the EURA Board.

(b) Semi-permanent records may be destroyed only by resolution of EURA Board and upon the advice of the EURA Attorney, except for paper originals of semi-permanent records retained in a non-paper medium as provided in this policy. Such disposition shall be under the direction and supervision of the EURA Secretary or EURA Attorney. The resolution ordering destruction shall list in detail records to be destroyed.

(c) Temporary records may be destroyed only by resolution of the EURA Board and upon the advice of the EURA Attorney, except for paper originals of temporary records retained in a non-paper medium as provided in subsection (6) (d) of this section. Such disposition shall be under the direction and supervision of the EURA Secretary or EUR Attorney. The resolution ordering destruction shall list in detail records to be destroyed.

(d) Historical records may not be destroyed during the life of the agency but may be transferred to the Idaho State Historical Society's permanent records repository upon resolution of the EURA Board.

**Records Custodian:** The EURA Board may designate the EURA Secretary and/or EUR Attorney to be the custodian of some or all of the public records of the agency. Both the EURA Secretary/Treasurer and the EURA Attorney are designated as the custodians for adopted meeting minutes and financial statements. If the EURA records custodian is not the EURA Attorney, the custodian of those applicable records will consult with the EURA Attorney regarding all requests to review public records of the EURA and the destruction of any public records prior to their destruction.

**Location of Records:** The public records of the EURA will be kept in the office of the custodian of those records and/or in a digital storage medium controlled by the custodian of the applicable records.