

**Resolution 2017-13**  
**Classify Records/KCSO**

**WHEREAS**, *Idaho Code* §31-871 requires county records be classified as permanent, semi-permanent, or temporary; and,

**WHEREAS**, *Idaho Code* §31-871 defines permanent records, semi-permanent records, and temporary records, and further allows for records not included within those definitions to be classified as permanent, semi-permanent or temporary by the Board of County Commissioners; and,

**WHEREAS**, *Idaho Code* §31-871 provides that permanent records shall be retained for not less than ten (10) years; semi-permanent records shall be retained for not less than five (5) years after the date of issuance or completion of the matter contained within the record; and temporary records shall be retained for not less than two (2) years;

**WHEREAS**, the Kootenai County Sheriff's Office has in its possession various records which it maintains in the regular course of business, Spillman computer booking entries from 1991 and 1992 starting with the letter "H" which are specifically identified on Exhibit "A" attached hereto and incorporated herein by reference; and

**WHEREAS**, the records reference hereinabove have been categorized as permanent, semi-permanent, and/or temporary based upon document type and age, and as such said records are ready for formal classification and eligible for destruction.

**NOW THEREFORE, IT IS HEREBY RESOLVED** that the records specifically identified on Exhibit "A" attached hereto and incorporated herein by reference, be classified as permanent, semi-permanent and temporary as specifically designated therein, as such records have surpassed the statutory retention period for public records.

Upon a motion to adopt the text of the foregoing Resolution made by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, the following vote was recorded:

Commissioner Bingham:  
Commissioner Fillios:  
Chairman Green:

Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of Commissioners of Kootenai County, Idaho on the 14<sup>th</sup> day of February, 2017.

KOOTENAI COUNTY  
BOARD OF COMMISSIONERS

ATTEST:  
JIM BRANNON, CLERK

\_\_\_\_\_  
Marc Eberlein, Chairman

By: \_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Chris Fillios, Commissioner

\_\_\_\_\_  
Bob Bingham, Commissioner