

**Resolution 2017-96**  
**Classify Records/Treasurer**

**WHEREAS**, *Idaho Code* §31-871 requires records to 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 records; and, temporary records shall be retained for not less than two years; and

**WHEREAS**, the Kootenai County Treasurer's Office has in its possession miscellaneous records from 2006 to 2017 more particularly described in Exhibit "A" attached hereto and incorporated herein by reference, said records having been maintained in the normal course of business as required by Idaho law; and

**WHEREAS**, the identified business records have surpassed their statutory life for retention as public records pursuant to *Idaho Code* §31-871, and all records and files described on Exhibit "A" are ready for formal classification and ripe for destruction, as they have surpassed the statutory retention period.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the county records and files referenced hereinabove are classified as temporary, permanent or semi-permanent records as categorized and identified on Exhibit "A" attached hereto and made a part hereof by reference.

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

Commissioner Bingham:	Aye
Commissioner Fillios:	Aye
Chairman Eberlein:	Aye

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 24<sup>th</sup> day of October, 2017.

Dated this 24<sup>th</sup> day of October, 2017

KOOTENAI COUNTY  
BOARD OF COMMISSIONERS

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Marc Eberlein, Chairman

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Chris Fillios, Commissioner

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Bob Bingham, Commissioner

ATTEST:  
JIM BRANNON, CLERK

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Deputy Clerk