

Resolution 2009-45

(Classification of Records of the Kootenai County Sheriff's Department)

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;

NOW THEREFORE, IT IS HEREBY RESOLVED that the inmate medical records within the care, custody, and control of the Kootenai County Sheriff's Department be classified as semi-permanent records and incorporated by reference within this Resolution. It is understood that by this classification that all records containing protected health information also fall under federal HIPAA regulations which require the records to be retained for at least six (6) years. All medical records held by the Kootenai County jail shall be held for seven (7) years as is standard in the medical industry.

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

- Commissioner Tondee:
- Commissioner Piazza:
- Chairman Currie:

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 _____ day of June, 2009.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
DANIEL J. ENGLISH, CLERK

Elmer R. Currie, Chairman

By: _____
Deputy Clerk

Richard A. Piazza, Commissioner

W. Todd Tondee, Commissioner