

**Resolution 2009-47**  
**Classify Records/Personnel Files/KCSD**

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

**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 records of the Kootenai County Human Sheriff's Department related to Personnel Files which are maintained by the Kootenai County Sheriff's Department be classified as temporary records and incorporated by reference within this Resolution. However, all protected health information in the Personnel Files will be kept for a period of six (6) years per HIPAA code.

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