

**Resolution 2022-78**  
**Classify Records/County Assistance**

**WHEREAS**, section 31-871, Idaho Code, provides for the classification of records of a governmental entity as permanent, semi-permanent, or temporary records;

**WHEREAS**, section 31-871, Idaho Code, Code defines permanent, semi-permanent, and temporary records and requires that permanent records be retained for no less than ten (10) years; semi-permanent records be retained for no less than five (5) years; and temporary records be retained for no less than two (2) years; and

**WHEREAS**, Kootenai County Assistance has in its possession those records identified in Exhibit “A”, attached hereto and incorporated by reference herein, which were generated in the normal course of business and are presently maintained by County Assistance; and

**WHEREAS**, pursuant to section 31-871A, Idaho Code, once a paper document is retained in a non-paper medium, the original paper document may be disposed of or returned to the sender without the need to comply with the otherwise applicable requirements of section 31-871, Idaho Code; and

**WHEREAS**, the above-referenced records have previously been converted from hard copy (paper) format to electronic (digital) format as authorized under section 31-871A, Idaho Code; and

**WHEREAS**, pursuant to subsection 31-871(2), Idaho Code, the above-referenced records are considered permanent records and have surpassed the statutory retention period, and are thus ready for classification.

**NOW THEREFORE, BE IT HEREBY RESOLVED** that the records set forth in Exhibit “A” hereto are hereby classified as permanent records pursuant to subsection 31-871(2), Idaho Code.

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

Commissioner Fillios:	Aye
Commissioner Brooks:	Aye
Chair Duncan:	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 1<sup>st</sup> day of November, 2022.

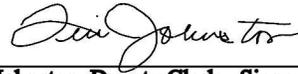
KOOTENAI COUNTY  
BOARD OF COMMISSIONERS



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**Leslie Duncan, Commissioner - Signed 11/2/2022**

ATTEST:  
JIM BRANNON, CLERK



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**Teri Johnston, Deputy Clerk - Signed 11/2/2022**

C: County Assistance, Resolution File



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**Bill Brooks, Commissioner - Signed 11/2/2022**



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**Chris Fillios, Commissioner - Signed 11/1/2022**