

Resolution 2022-16
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 records; 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, which are specifically identified on "Exhibit A" attached hereto and incorporated herein by reference; and

WHEREAS, the records referenced hereinabove have been categorized as permanent, semi-permanent, and/or temporary based on 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 Brooks, seconded by Commissioner Duncan, the following vote was recorded:

Commissioner Brooks: Aye
Commissioner Duncan: Aye
Chairman Fillios: 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 15th day of February, 2022.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
JIM BRANNON, CLERK



Chris Fillios, Chairman - Signed 2/16/2022



Teri Johnston, Deputy Clerk - Signed 2/16/2022



Leslie Duncan, Pro tem - Signed 2/15/2022



Bill Brooks, Commissioner - Signed 2/16/2022

Memo

To: Terry Johnson

From: Dan Mattos, Undersheriff

Date: February 2, 2022

Subject: Destruction of Records / Resolution Request

In anticipation of my retirement in May, 2022, I am in the process of cleaning out old files that I have retained in my role as an administrator since 2005. After conferring with Darrin Murphey, he advised that I seek a resolution for the destruction records that were greater than two years old. Based on my conversation with Darrin, the below language was prepared to be used with the resolution.

Resolution language:

Personal administrative files of Undersheriff Daniel Mattos that have been retained between the years of 2005-2020. Files include miscellaneous correspondence, notes on personnel actions, files related to organizational issues to include pay, benefits, and like matters, various copies and some original materials related to budgets, training, and internal structure, and other documents that were retained during this period of time for personal reference that are related to the general operations of the Sheriff's Office.