

Resolution 2025-15
Classify Records/Jail/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 with 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; and

WHEREAS, Kootenai County Sheriff's Office has in its possession inmate medical records from the year 2014 and inmate classification records from the year 2019;

WHEREAS, the inmate medical records referenced hereinabove have been categorized as permanent based upon document type and age, and as such said records are ready for formal classification and eligible for destruction.

WHEREAS, the inmate classification records referenced hereinabove have been categorized as temporary based upon 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 inmate medical records from the year 2014 be classified as permanent, and the inmate classification records from the year 2019 be classified as temporary, and that said records have surpassed their statutory life and therefore are eligible for destruction, upon resolution of the Board.

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

Commissioner Eberlein: Aye
Commissioner Duncan: Aye
Chairman Mattare: Aye

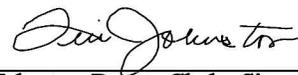
Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of Commissioners of Kootenai County, Idaho on the 25th day of February 2025.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
JENNIFER LOCKE, CLERK



Bruce E. Mattare, Commissioner - Signed 2/25/2025



Teri Johnston, Deputy Clerk - Signed 2/25/2025



Leslie Duncan, Commissioner - Signed 2/25/2025



Marc Eberlein, Commissioner - Signed 2/25/2025