

Resolution No. 2025-40
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, the Health Insurance Portability and Accountability Act regulations, at 45 C.F.R. § 164.530(j)(2), require the retention of records containing protected health information (PHI) for a period of six (6) 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 are in hard copy (paper) format or 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 semi-permanent records containing PHI and have surpassed the relevant 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 semi-permanent records pursuant to subsection 31-871(2), Idaho Code and 45 C.F.R. § 164.530(j)(2).

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:	Excused

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 28th day of April, 2025.

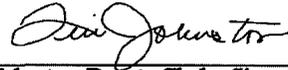
Dated this 28th day of April, 2025

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
JENNIFER LOCKE, CLERK



Marc Eberlein, Commissioner - Signed 4/28/2025



Teri Johnston, Deputy Clerk - Signed 4/29/2025



Leslie Duncan, Commissioner - Signed 4/29/2025

