

**Resolution 2024-12**  
**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 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 2013 and inmate classification records from the year 2018;

**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 2013 be classified as permanent, and the inmate classification records from the year 2018 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 Brooks, seconded by Commissioner Mattare, the following vote was recorded:

Commissioner Mattare:   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 13<sup>th</sup> day of February, 2024.

KOOTENAI COUNTY  
BOARD OF COMMISSIONERS



Leslie Duncan, Commissioner - Signed 2/13/2024



Bruce E. Mattare, Commissioner - Signed 2/13/2024



Bill Brooks, Commissioner - Signed 2/13/2024

ATTEST:  
JENNIFER LOCKE, CLERK



Teri Johnston, Deputy Clerk - Signed 2/14/2024