

**Resolution 2024-29
Destroy Records/KCSO**

WHEREAS, *Idaho Code* §31-871 states that county records may only be destroyed by resolution of the Board of County Commissioners; and

WHEREAS, *Idaho Code* §31-871 requires the resolution ordering the destruction and disposition of county records to list, in detail, records to be destroyed; and

WHEREAS, an audit of certain county records in the possession of the Kootenai County Sheriff's Office, have been performed, and legal advice having been sought and given regarding the disposal of said records;

NOW THEREFORE, IT IS HEREBY RESOLVED that the records of the Kootenai County Sheriff's Office attached as "Exhibit A" and incorporated into Resolution 2024-29 adopted on February 20, 2024 are authorized to be destroyed.

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

Commissioner Brooks:	Aye
Commissioner Mattare:	Aye
Chairman 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 20th day of February, 2024.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
JENNIFER LOCKE, CLERK



Leslie Duncan, Commissioner - Signed 2/20/2024



Teri Johnston, Deputy Clerk - Signed 2/21/2024



Bruce E. Mattare, Commissioner - Signed 2/20/2024



Bill Brooks, Commissioner - Signed 2/20/2024

EXHIBIT "A"

Permanent Records: (Retain for 10 years)

Sheriff's Sale documents for Personal and Real Property dated 2013 or older;

General ledger and cash books dated 2013 or older;

Semi-Permanent Records: (Retain for 5 years)

Cancelled Checks dated 2018 or older;

Temporary Records: (Retain for 2 years)

Civil Process Worksheets used for the processing of Writs, Warrants of Distraint and other Civil Process served by the Kootenai County Sheriff's Civil Division dated 2021 or older;

Civil Deputy Daily Worksheet Statistics dated 2021 or older.