

Resolution 2024-32
Classification of Records
Board of Community Guardian

WHEREAS, the Kootenai County Board of Commissioners (the “Board”) has created a Board of Community Guardian pursuant to Idaho Code §§ 15-5-601 through 15-5-603, the records of which are county records under Idaho Code § 31-871; and

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; and

WHEREAS, Idaho Code § 31-871 provides that permanent records shall be retained for not less than ten (10) years, that 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 record, and that temporary records shall be retained for not less than two (2) years; and

WHEREAS, the HIPAA Privacy Rule provides that any records that contain “protected health information,” as defined therein, shall be retained for at least six (6) years, as set forth in 45 C.F.R. § 164.530(j)(2);

NOW THEREFORE, BE IT HEREBY RESOLVED that the county records within the care, custody, and control of the Kootenai County Board of Community Guardian be classified as permanent, semi-permanent or temporary records, or as protected health information with a six (6) year retention period under HIPAA, as indicated in **Exhibit “A”**, which is attached to and incorporated by reference within this Resolution.

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 5th day of March, 2024.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
JENNIFER LOCKE, CLERK



Leslie Duncan, Commissioner - Signed 3/5/2024



Teri Johnston, Deputy Clerk - Signed 3/6/2024



Bruce E. Mattare, Commissioner - Signed 3/5/2024



Bill Brooks, Commissioner - Signed 3/5/2024