

Resolution No. 2024-30
Classify Records/Board of Commissioners

WHEREAS, *Idaho Code* §31-871 requires county records to 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 of County Commissioners; 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 Kootenai County Board of Commissioners' Office has in its possession certain physical county records date described on **Exhibit "A"** attached hereto and incorporated herein by reference, said records having been maintained in the normal course of business as required by Idaho law; and

WHEREAS, the physical county records referenced above have either surpassed their statutory life for retention as physical public records, or the Kootenai County Board of Commissioners' Office desires to destroy the physical records and retain the originals in an alternative electronic medium as authorized by Idaho Code § 31-871A; and

NOW THEREFORE, BE IT HEREBY RESOLVED that the original records of the Kootenai County Board of Commissioners' Office referenced above be classified as permanent, semi-permanent, or temporary records which have been retained in alternative electronic medium and therefore are eligible for destruction.

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 Brooks:	Aye
Commissioner Mattare:	Aye
Chair Duncan:	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 5th day of March, 2024.

Dated this 5th day of March 2024.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
JENNIFER LOCKE, CLERK



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



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



Bill Brooks, Commissioner - Signed 3/5/2024

