

Resolution 2023-01
Classify Records/Parks & Waterways

WHEREAS, *Idaho Code* §31-871 provides for the classification of records as permanent, semi-permanent, or temporary; and

WHEREAS, *Idaho Code* §31-871 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 Kootenai County Parks and Waterways Department has in its possession those records identified in Exhibit "A", attached hereto and incorporated by reference, which are generated in the normal course of business and are presently maintained by the Parks and Waterways Department; and

WHEREAS, pursuant to *Idaho Code* §31-871 (d), the records referenced herein have surpassed the statutory retention period are ready for classification.

NOW THEREFORE, BE IT HEREBY RESOLVED that the above-referenced records are hereby classified as set forth in Exhibit "A" hereto.

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
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 17th day of January, 2023.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS


~~Leslie Duncan, Commissioner - Signed 1/17/2023~~
Leslie Duncan, Chair

ATTEST:
JENNIFER LOCKE, CLERK


~~Peri Johnston, Deputy Clerk - Signed 1/18/2023~~
Deputy Clerk

Bruce Mattare, Commissioner



~~Bill Brooks, Commissioner - Signed 1/18/2023~~

EXHIBIT A

DOCUMENT TYPES AND CLASSIFICATIONS
PARKS & WATERWAYS

DOCUMENT TYPE	CLASSIFICATION
BOAT LAUNCH FEE ENVELOPES FOR DAY USE FEES FROM OCTOBER 21, 2019 TO DECEMBER 31, 2020	TEMPORARY

Documents classified as **PERMANENT** may be destroyed if older than the current date in **2012**.

Documents classified as **SEMI-PERMANENT** may be destroyed if older than the current date in **2017**.

Documents classified as **TEMPORARY** may be destroyed if older than the current date in **2020**.