

Resolution 2023-16
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 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; 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 temporary records shall be retained for not less than two (2) years;

WHEREAS, the Kootenai County Sheriff's Office has in its possession various records which it maintains in the regular course of business, which are specifically identified on Exhibit "A" attached hereto and incorporated herein by reference; and

WHEREAS, the records reference hereinabove have been categorized as permanent, semi-permanent, and/or 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 records specifically identified on Exhibit "A" attached hereto and incorporated herein by reference, be classified as permanent, semi-permanent and temporary as specifically designated therein, as such records have surpassed the statutory retention period for public records.

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
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 14th day of February, 2023.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
JENNIFER LOCKE, CLERK



Leslie Duncan, Commissioner - Signed 2/14/2023



Teri Johnston, Deputy Clerk - Signed 2/15/2023



Bruce E. Mattare, Commissioner - Signed 2/15/2023

EXHIBIT "A"

Permanent Records: (Retain for 10 years)

Sheriff's Sale documents for Personal and Real Property dated 2012 or older;

General ledger and cash books dated 2012 or older;

Semi-Permanent Records: (Retain for 5 years)

Cancelled Checks dated 2017 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 2020 or older;

Civil Deputy Daily Worksheet Statistics dated 2018 or older.