

Resolution 2021-32
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 records; 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 referenced hereinabove have been categorized as permanent, semi-permanent, and/or temporary based on document type and age, and as such said records are ready for formal classification and eligible for destruction.

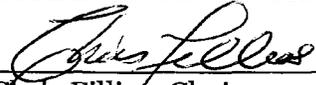
NOW THEREFORE, IT IS HEREBY RESOLVED that the records specifically identified on "Exhibit A" attached hereto and incorporated herein by reference, be classified as permanent, semi-permanent, and temporary as specifically designated therein, as such records have surpassed the statutory retention period for public records.

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

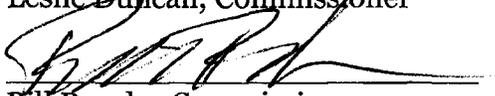
Commissioner Brooks:	Aye
Commissioner Duncan:	Aye
Chairman Fillios:	Aye

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 16th day of March, 2021.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS


Chris Fillios, Chairman


Leslie Duncan, Commissioner


Bill Brooks, Commissioner

ATTEST:
JIM BRAUNING, CLERK

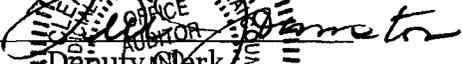
By: 
Deputy Clerk



EXHIBIT "A"

Permanent Records: (Retain for 10 years)

Sheriff's Sale documents for Personal and Real Property dated 2010 or older;

General ledger and cash books dated 2010 or older;

Semi-Permanent Records: (Retain for 5 years)

Cancelled Checks dated 2015 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 2018 or older;

Civil Deputy Daily Worksheet Statistics dated 2018 or older.