

Resolution 2021-83
Classify Records/County Assistance

WHEREAS, section 31-871, *Idaho Code*, provides for the classification of records of a governmental entity as permanent, semi-permanent, or temporary records;

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

WHEREAS, pursuant to section 31-871A, *Idaho Code*, once a paper document is retained in a non-paper medium, the original paper document may be disposed of or returned to the sender without the need to comply with the otherwise applicable requirements of section 31-871, *Idaho Code*; and

WHEREAS, the above-referenced records have previously been converted from hard copy (paper) format to electronic (digital) format as authorized under section 31-871A, *Idaho Code*; and

WHEREAS, pursuant to subsection 31-871(2), *Idaho Code*, the above-referenced records are considered permanent records and have surpassed the statutory retention period, and are thus ready for classification.

NOW THEREFORE, BE IT HEREBY RESOLVED that the records set forth in Exhibit "A" hereto are hereby classified as permanent records pursuant to subsection 31-871(2), *Idaho Code*.

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

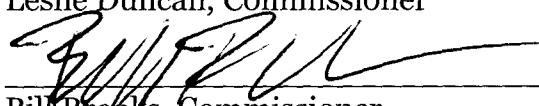
Upon said roll call the text of the foregoing was duly enacted as a Resolution of the Board of Commissioners of Kootenai County, Idaho on the 31st day of August, 2021.

Dated this 31st day of August, 2021.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS


Chris Fillios, Chairman


Leslie Duncan, Commissioner


Bill Brooks, Commissioner

ATTEST:

JIM BRANNON, CLERK

By: 

Deputy Clerk

