

Resolution 2021-93
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 semi-permanent records and have surpassed the statutory retention period, and are thus ready for classification; and

WHEREAS, pursuant to HIPAA regulations at 45 C.F.R. Part 164, Subpart E, the above-referenced records contain protected health information which must be retained for six (6) years; and

WHEREAS, the above-referenced records have also surpassed the retention period prescribed under HIPAA regulations;

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*.

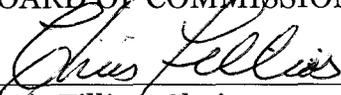
Upon a motion to adopt the text of the foregoing Resolution made by Commissioner Duncan, seconded by Commissioner Fillios, the following vote was recorded:

Commissioner Brooks:	Excused
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 14th day of September, 2021.

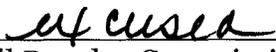
KOOTENAI COUNTY
BOARD OF COMMISSIONERS



Chris Fillios, Chairman



Leslie Duncan, Commissioner



Bill Brooks, Commissioner

ATTEST OF 1ST DISTRICT
JIM BRADY, CLERK
OFFICE
AUDITOR
AND
DEPUTY CLERK
STATE OF
IDAHO

By: 