

Resolution 2020-101
Classify Records/Office of Emergency Management

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

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

WHEREAS, pursuant to section 31-871(2), *Idaho Code*, the records referenced herein are considered temporary records as identified in exhibit "A," have surpassed the statutory retention period, and 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.

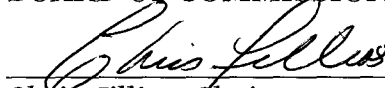
Upon a motion to adopt the text of the foregoing Resolution made by Commissioner Brooks, seconded by Commissioner Duncan, the following vote was recorded:

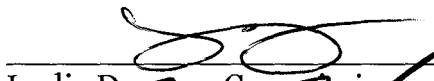
Commissioner Brooks:	Aye
Commissioner Duncan:	Aye
Chairman Fillios:	Aye

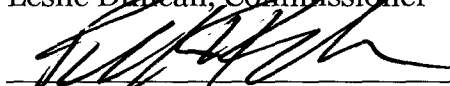
Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of Commissioners of Kootenai County, Idaho on the 22nd day of December, 2020.

DATED this 22nd day of December, 2020

KOOTENAI COUNTY
BOARD OF COMMISSIONERS


Chris Fillios, Chairman


Leslie Duncan, Commissioner


Bill Brooks, Commissioner

ATTEST:

JIM BRANNON, CLERK

By

