

**Resolution 2019-12**  
**Classify Records/Office of Emergency Management**

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

**WHEREAS**, *Idaho Code* §31-871 defines permanent records, semi-permanent records 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**, 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 *Idaho Code* §31-871, the records referenced herein have surpassed the statutory retention period and are ready for formal classification and ripe for destruction.

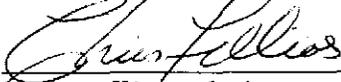
**NOW THEREFORE, IT IS HEREBY RESOLVED** that the records referenced hereinabove are hereby classified as temporary, permanent, or semi-permanent records as categorized and identified in Exhibit "A," attached hereto and incorporated by reference.

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 22<sup>nd</sup> day of January, 2019.

KOOTENAI COUNTY  
BOARD OF COMMISSIONERS

  
Chris Fillios, Chairman

  
Leslie Duncan, Commissioner

  
Bill Brooks, Commissioner

ATTEST  
JIM BRANNON, CLERK

By:   
Deputy Clerk

