

Resolution 2019-59
**Classify Records/Background Files/Applications/
Applicants Not Selected for Hire**
April 2013 – April 2015

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 years; and

WHEREAS, the Kootenai County Sheriff's Office has in its possession Background Files and Applications of Applicants not Selected for Hire for the period of April 2013 to April 2015 as identified on Exhibit "A" attached hereto and incorporated herein by reference, which are generated in the normal course of business and are presently maintained by the Sheriff's Office; and

WHEREAS, the Background Files and Applications of Applicants not Selected for Hire referenced hereinabove are considered temporary records which have surpassed the statutory retention and are ready for formal classification and ripe for destruction;

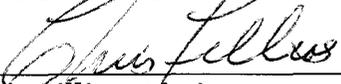
NOW THEREFORE, IT IS HEREBY RESOLVED that the Background Files and Applications of Applicants not Selected for Hire referenced hereinabove are hereby classified as temporary records as they have surpassed the statutory retention period.

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 9th day of July, 2019.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS



Chris Fillios, Chairman



Leslie Duncan, Commissioner



Bill Brooks, Commissioner

ATTEST:
JIM BRANNON

By: 
