

Resolution 2019-97
Classify Records/Office of Emergency Management

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

WHEREAS, section 31-871, *Idaho Code*, 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 are generated in the normal course of business and are presently maintained by the Office of Emergency Management; and

WHEREAS, pursuant to section 31-871, *Idaho Code*, the records referenced herein have surpassed their statutory life for retention as public records, and all records and files described in Exhibit "A" are ready for formal classification.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the above-referenced records and files are hereby classified as temporary, permanent or semi-permanent records as categorized and identified on Exhibit "A."

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:	Excused

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 19th day of November, 2019.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

Excused
Chris Fillios, Chairman

[Signature]
Leslie Duncan, Commissioner

[Signature]
Bill Brooks, Commissioner

ATTEST
JIM BRANNON, CLERK

By: *[Signature]*
Deputy Clerk
STATE OF IDAHO

