

**Resolution 2018-57**  
**Classify Records/Kootenai County Sheriff's Department**  
**Civil Division**

**WHEREAS**, section 31-871A, *Idaho Code* provides that a county official may reproduce and retain documents in any photographic, digital or other non-paper medium which accurately reproduces the document in paper form during the period for which the document must be retained under section 31-871, *Idaho Code*, and precludes unauthorized alteration of the document; and

**WHEREAS**, section 31-871A, *Idaho Code* further provides that a document retained by the county in a form or medium permitted under that section shall be deemed an original public record for all purposes, and that a reproduction or copy of such a document, certified by the county official, shall be deemed to be a transcript or certified copy of the original and shall be admissible before any court or administrative hearing; 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 Sheriff's Office has in its possession certain records identified below which are authorized to be stored by electronic means pursuant to the requirements of *Idaho Code* 9-331A and that the original documents, as identified, may be destroyed:

**Permanent Records: (Retain for 10 years)**

Sheriff's Sale documents for Personal and Real Property dated 2007 or older;

General ledger and cash books dated 2007 or older;

**Semi-Permanent Records: (Retain for 5 years)**

Cancelled Checks dated 2012 or older.

**Temporary Records: (Retain for 2 years)**

Civil Process Worksheets used for the processing of Writs, Warrants of Distrain and other Civil Process served by the Kootenai County Sheriff's Civil Division dated 2015 or older;

Civil Deputy Daily Worksheet Statistics dated 2015 or older.

**WHEREAS**, the physical county records referenced above are duplicate records which have surpassed their statutory life for retention as public records, and the Sheriff's Office desires to destroy only the paper records and retain the originals in an alternative electronic medium as authorized by section 31-871A, *Idaho Code*; and

**NOW THEREFORE, BE IT HEREBY RESOLVED** that the original paper records of the Kootenai County Sheriff's Office referenced above be classified as duplicate records which have been retained in alternative electronic medium and therefore are eligible for destruction.

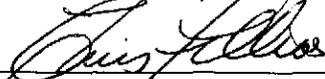
Upon a motion to adopt the text of the foregoing Resolution made by Commissioner Bingham, seconded by Commissioner Fillios, the following vote was recorded:

Commissioner Bingham: Aye  
Commissioner Fillios: Aye  
Chairman Eberlein: 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 3<sup>rd</sup> day of July, 2018.

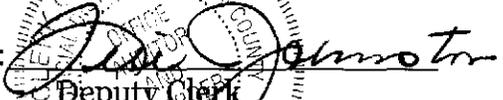
KOOTENAI COUNTY  
BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
Marc Eberlein, Chairman

  
\_\_\_\_\_  
Chris Fillios, Commissioner

  
\_\_\_\_\_  
Bob Bingham, Commissioner

ATTEST:  
JIM BRANNON, CLERK

By:   
\_\_\_\_\_  
Deputy Clerk

