

Resolution 2016-40
Classify Records/Assessor

WHEREAS, *Idaho Code* §31-871 requires records to 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 record; and, temporary records shall be retained for not less than two years; and

WHEREAS, the Kootenai County Assessor's Office has in its possession miscellaneous records from 1995 to 2012 more particularly described in Exhibit "A" attached hereto and incorporated herein by reference, said records having been maintained in the normal course of business as required by Idaho law; and

WHEREAS, the identified business records have surpassed their statutory life for retention as public records pursuant to *Idaho Code* § 31-871, and all records and files described on Exhibit "A" are ready for formal classification and ripe for destruction, as they have surpassed the statutory retention period.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the county records and files referenced hereinabove are hereby classified as temporary, permanent or semi-permanent records as categorized and identified on Exhibit "A" attached hereto and made a part hereof by reference.

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

Commissioner Stewart:	Aye
Commissioner Eberlein:	Aye
Chairman Green:	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 March, 2016.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS



Daniel H. Green, Chairman



Marc Eberlein, Commissioner



David Stewart, Commissioner

ATTEST:
JIM BRANNON, CLERK

By: 
