

Resolution No. 2016-48
Classify Records/Board of Commissioners

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

WHEREAS, the Kootenai County Board of Commissioners' Office has in its possession certain physical county records dated from 2007 to 2014, more particularly described on 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 physical county records referenced above are semi-permanent records which have surpassed their five (5) year statutory life for retention as public records, and the Kootenai County Board of Commissioners' Office desires to destroy only the paper records and retain the originals in an alternative electronic medium as authorized by *Idaho Code* § 31-871A; and

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

BE IT FURTHER RESOLVED, that the records maintained by the Kootenai County Board of Commissioners (attached as Exhibit "B" and incorporated herein by reference) be classified as semi-permanent and temporary records which have surpassed their statutory retention life and are therefore eligible for destruction.

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 5th day of April, 2015.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS



Daniel H. Green, Chairman



Marc Eberlein, Commissioner



David Stewart, Commissioner

ATTEST:
JIM BRANNON, CLERK

By: 
Deputy Clerk

