

**Resolution 2016-58**  
**Classify Records/Auditor**

**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 Auditor's Office has in its possession miscellaneous records from 2006 through 2013 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.

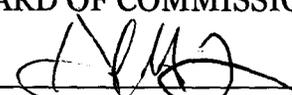
**NOW THEREFORE, IT IS HEREBY RESOLVED** that the county records and files referenced hereinabove are hereby classified as temporary, permanent or semi-permanent records as categorized and identified on Exhibit "A" attached hereto and made a part hereof by reference.

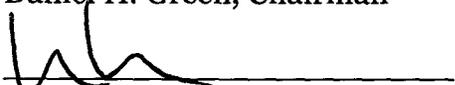
Upon a motion to adopt the text of the foregoing Resolution made by Commissioner Stewart, seconded by Commissioner Eberlein, the following vote was recorded:

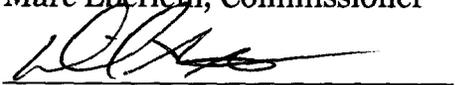
Commissioner Stewart:	Aye
Commissioner Eberlein:	Aye
Chairman Green:	Aye

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 19<sup>th</sup> of April, 2016.

KOOTENAI COUNTY  
BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
Daniel H. Green, Chairman

  
\_\_\_\_\_  
Marc Eberlein, Commissioner

  
\_\_\_\_\_  
David Stewart, Commissioner

ATTEST:

JIM BRANNON, CLERK

By: 

Deputy Clerk

RECORDER

STATE OF

IDAHO