

Resolution 2016-90
Classify Records/Applicant Personnel History
Background Books/KCSO

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

WHEREAS, the Kootenai County Sheriff's Office has in its possession Applicant Personnel History Background books as identified on Exhibit "A" attached hereto and incorporated herein by reference, which are generated in the normal course of business and are presently maintained by the Sheriff's Office; and

WHEREAS, the Applicant Personnel History Background books referenced hereinabove are considered temporary records which have surpassed the statutory retention and are ready for formal classification and ripe for destruction;

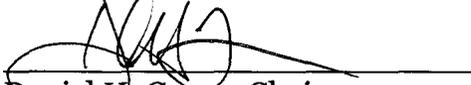
NOW THEREFORE, IT IS HEREBY RESOLVED that the Applicant Personnel History Background books referenced hereinabove are hereby classified as temporary records as they have surpassed the statutory retention period.

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

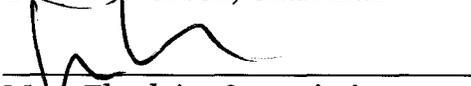
Commissioner Stewart:	Excused
Commissioner Eberlein:	Aye
Chairman Green:	Aye

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 9th day of August, 2016.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS



Daniel H. Green, Chairman



Marc Eberlein, Commissioner



David Stewart, Commissioner

ATTEST:
JIM BRANNON, CLERK

By: 

Deputy Clerk

