

Resolution 2016-112
Classify Records/Media/KCSO

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 with the record, and that temporary records shall be retained for not less than two years; and

WHEREAS, the Kootenai County Sheriff's Office has in its possession certain physical county records 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 identified business records have surpassed their statutory life for retention as public records pursuant to *Idaho Code* §31-871 and all records 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 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 of 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:	Excused

Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of Commissioners of Kootenai County on the 31 day of October, 2016.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

excused
Daniel H. Green, Chairman

W Eberlein
Marc Eberlein, Commissioner

David Stewart
David Stewart, Commissioner

ATTEST:
JIM BRANNON, CLERK

By: [Signature]
Deputy Clerk

