

**RESOLUTION NO. 2015- 35**  
**Adoption of Public Records Request Policy and**  
**Addition to Kootenai County Personnel Policy Manual**

**WHEREAS**, the Kootenai County Board of Commissioners (“Board”) has adopted the Kootenai County Personnel Policy Manual effective November 18, 2014, and as may be subsequently amended; and

**WHEREAS**, the County does not currently have a consistent, uniform policy to ensure that public records requests are processed and responded to in accordance with applicable state laws and court rules; and

**WHEREAS**, the Board finds that it is necessary and in the public interest to provide a consistent, uniform policy for responses to public records requests which:

- A. Complies with the requirements of the Idaho Public Records Act, section 9-335 and sections 9-337 through 9-352, Idaho Code (IPRA);
- B. Complies with state and federal laws and court rules regarding exemption and, in some cases, prohibition from disclosure of public records; and
- C. Provides uniform general guidance as to how public records requests are to be processed, while also providing sufficient flexibility to accommodate the unique needs associated with the processing of requests for certain types of public records.

**WHEREAS**, the Board finds that it is necessary and in the public interest that the scope of this policy encompass all County employees; and

**WHEREAS**, the Board finds that it is therefore necessary to amend the Kootenai County Personnel Policy Manual via the addition of this policy;

**NOW THEREFORE, BE IT HEREBY RESOLVED** that the Public Records Request Policy attached as Exhibit “A” to this Resolution shall be, and is hereby adopted as the official policy of Kootenai County, Idaho regarding responses to public records requests.

**BE IT FURTHER RESOLVED** that the Kootenai County Personnel Policy Manual shall be, and is hereby amended via the addition of this policy, which shall be designated as Policy No. 427.

**BE IT FURTHER RESOLVED** that this policy shall repeal and supersede any conflicting or inconsistent resolution or policy regarding this subject matter.

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

Commissioner Eberlein:	Aye
Commissioner Green:	Excused
Chairman Stewart:	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 31<sup>st</sup> day of March, 2015.

**KOOTENAI COUNTY  
BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
David Stewart, Chairman

Excused  
\_\_\_\_\_  
Daniel H. Green, Commissioner

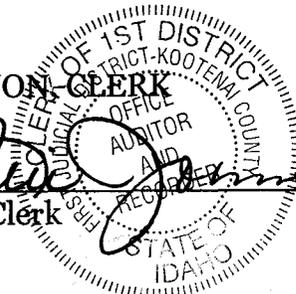
  
\_\_\_\_\_  
Marc Eberlein, Commissioner

**ATTEST:**

**JIM BRANNON - CLERK**

By: 

Deputy Clerk



C: All Elected Officials and Department Heads, Resolution File

**RESOLUTION RE ADOPTION OF DOCUMENT RETENTION POLICY – 2**

C:\Users\tjohnston\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\NZTX885\Resolution re Public Records Request Policy.docx