

Resolution 2015-61
Classify Records/Background Files of Applicants Not Selected for Hire
May 2003 – July 2013

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 Background Files of Applicants not Selected for Hire for the period of May 2003 to July 2013 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 Background Files of Applicants not Selected for Hire referenced hereinabove are considered temporary records which have surpassed the statutory retention and are ready for formal classification and ripe for destruction;

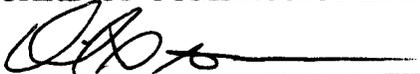
NOW THEREFORE, IT IS HEREBY RESOLVED that the Background Files of Applicants not Selected for Hire referenced hereinabove are hereby classified as temporary records as they have surpassed the statutory retention period.

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

Commissioner Eberlein:	Aye
Commissioner Green:	Excused
Commissioner 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 4th day of August, 2015.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS



David Stewart, Chairman



Daniel H. Green, Commissioner



Marc Eberlein, Commissioner

ATTEST:
JIM BRANNON, CLERK

By: 

Deputy Clerk

