

Resolution 2014-02
Classify Records/Office of Emergency Management

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

WHEREAS, the Kootenai County Office of Emergency Management has in its possession certain business records which are presently maintained by the Office in the normal course of business, which are included in 'Exhibit A' attached which are highlighted and/or dated before June 2012; 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 Nelson, seconded by Commissioner Green, the following vote was recorded:

Commissioner Nelson:	Aye
Commissioner Green:	Aye
Chairman Tondee:	Excused

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 7 day of January, 2014.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

Excused
W. Todd Tondee, Chairman

[Signature]
Daniel H. Green, Commissioner

[Signature]
Jai Nelson, Commissioner

ATTEST
JIM BRANNON, CLERK

By: [Signature]

Deputy Clerk