

**RESOLUTION NO. 2014-17**

**CLASSIFICATION OF COUNTY RECORDS OF THE KOOTENAI COUNTY  
PROSECUTING ATTORNEY, CIVIL DIVISION**

**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 are to be retained for not less than ten (10) years; semi-permanent records are to be retained for not less than five (5) years after the date of issuance or completion of the matter contained within the record; and, temporary records shall be retained for not less than two (2) years.

**WHEREAS**, the Kootenai County Prosecuting Attorney, Civil Division, has in its possession county records and legal files generated through the normal course of business which are closed due to resolution and/or completion of the matter contained therein. The closed records and legal files have been categorized as temporary, permanent and/or semi-permanent and are described as such on Exhibit "A" attached hereto and made a part hereof by reference (files/records contained in archive boxes numbered 148A, 157, 158, 162, and 196). Pursuant to *Idaho Code* § 31-871, all records and legal files described on Exhibit "A" are ready for formal classification as identified therein and ripe for destruction, as they have surpassed the statutory retention period.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the county records and legal 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 Green, and seconded by Commissioner Nelson, the following vote was recorded:

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

Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of County Commissioners of Kootenai County, Idaho, on the 11<sup>th</sup> day of February, 2014.

KOOTENAI COUNTY  
BOARD OF COMMISSIONERS

W. Todd Tondee  
W. Todd Tondee, Chairman

Daniel H. Green  
Daniel H. Green, Commissioner

Jai Nelson  
Jai Nelson, Commissioners

ATTEST:  
JIM BRANNON, CLERK

By: Jill Brannon

