

Resolution 2013-07
Classification of Records/Civil Division/KCSD

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

WHEREAS, the Kootenai County Sheriff's Department has in its possession certain business records which are presently maintained by the Department in the normal course of business, including the following:

Permanent Records:

Sheriff's Sale documents for Personal and Real Property dated 2002 or older;

General ledger and cash books dated 2002 or older;

Semi-Permanent Records:

Cancelled Checks dated 2007 or older

Temporary Records:

Civil Process Worksheets used for the processing of Writs, Warrants of Distraint and other Civil Process served by the Kootenai County Sheriff's Civil Division dated 2008 or older;

Civil Deputy Daily Worksheet Statistics dated 2010 or older.

WHEREAS, the identified business records have surpassed their statutory life for retention as a public record and have been transferred to electronic means for storage purposes, therefore, retaining the original hard copies of the business records identified above would be a duplicative and unnecessary use of storage space.

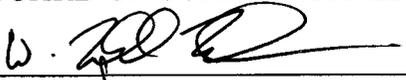
NOW THEREFORE, IT IS HEREBY RESOLVED that the original hard copies of the records of the Kootenai County Sheriff's Department as identified hereinabove be classified as temporary, semi-permanent, and/or permanent records which have surpassed their respective statutory life and therefore are eligible for destruction.

Upon a motion to adopt the text of the foregoing Resolution made by Commissioner Green, 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 Commissioners of Kootenai County, Idaho on the 29th day of January, 2013.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS



W. Todd Tondee, Chairman



Daniel H. Green, Commissioner

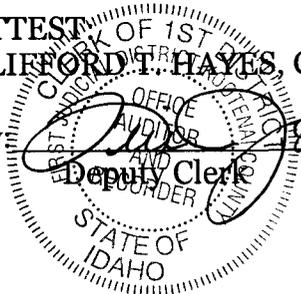


Jai Nelson, Commissioner

ATTEST
CLIFFORD T. HAYES, CLERK

By 

Deputy Clerk



C: KCS D