

Resolution 2013-08
Destruction of Records/Civil Division/KCSD

WHEREAS, *Idaho Code* §31-871 states that county records may only be destroyed by resolution of the Board of County Commissioners; and

WHEREAS, an audit of certain county records maintained by the Kootenai County Sheriff's Department has been performed and legal advice regarding the disposal of these records has been received; and

WHEREAS, *Idaho Code* §31-871 requires the resolution ordering destruction and disposition of county records to list, in detail, records to be destroyed; and,

WHEREAS, *Idaho Code* §9-331A(5) allows for the retention of records by electronic means and the destruction of the original;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the business records of the Kootenai County Sheriff's Department as identified below are authorized to be stored by electronic means pursuant to the requirements of *Idaho Code* §9-331A, and that the original documents, as identified, may be destroyed:

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.

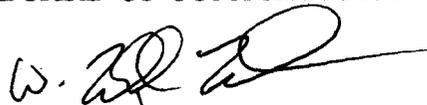
BE IT FURTHER RESOLVED that the transfer to electronic means and destruction and disposition of the original hard copies of the business records identified above shall be done under the direction and supervision of the clerk of the Kootenai County Board of Commissioners.

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

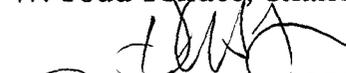
Commissioner Nelson: Aye
Commissioner Green: Aye
Chairman Tondee: Aye

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:

