

**Resolution 2013-36
Destroy I-9 Employment Records/Human Resources**

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

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

WHEREAS, in the course and scope of its duty as records custodian, the Kootenai County Human Resource Department conducted an internal audit, and the Form I-9 records as identified on Exhibit "A" attached hereto and incorporated herein by reference, have been identified as records which may have surpassed their statutory life for retention as established under Federal employment guidelines and state statutes; and,

WHEREAS, the Kootenai County Human Resource Department has sought the legal advice of the Kootenai County Prosecuting Attorney, Civil Division, regarding the destruction and disposal of the employment records as identified;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the employment records as identified on Exhibit "A" attached hereto and incorporated herein by reference, have been classified as "temporary" records which have surpassed their statutory life, and therefore such records are now authorized for destruction and disposal.

BE IT FURTHER RESOLVED that the destruction and disposal of the records identified on Exhibit "A" and previously classified in Resolution 2013-35 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 Nelson, seconded by Commissioner Green, 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 16th day of April, 2013.

Dated this 16th day of April, 2013.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

W. Todd Tondee
W. Todd Tondee, Chairman

Daniel H. Green
Daniel H. Green, Commissioner

Jai Nelson
Jai Nelson, Commissioner

