

**RESOLUTION NO. 2013-41**  
**Classify Records/Use of Force Administrative Reports/KCSO**

**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 Sheriff's Office has in its possession Use of Force Administrative Reports for the period January 4, 2008, through December 31, 2009, as identified on Exhibit "A" attached hereto and incorporated herein by reference, which are generated in the normal course of business and are presently maintained by the Sheriff's Office; and

**WHEREAS**, the Use of Force Administrative Reports referenced hereinabove are considered temporary records which have surpassed the statutory retention period and are ready for formal classification and ripe for destruction.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the Use of Force Administrative Reports referenced hereinabove are hereby classified as temporary records as they have surpassed the statutory retention period.

Upon a motion to adopt the text of the foregoing Resolution made by Commissioner ~~Nelson~~, and 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 County Commissioners of Kootenai County, Idaho, on the 21<sup>st</sup> day of May, 2013.

KOOTENAI COUNTY  
BOARD OF COMMISSIONERS

Excused  
\_\_\_\_\_  
W. Todd Tondee, Chairman  
[Signature]  
\_\_\_\_\_  
Dante H. Green, Commissioner  
[Signature]  
\_\_\_\_\_  
Jai Nelson, Commissioners

ATTEST:  
CLIFFORD T. SHAYES, CLERK

By: [Signature]  
\_\_\_\_\_  
Deputy Clerk  
AND  
RECORDER  
STATE OF  
IDAHO