

Resolution 2013-110
Classify Records/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 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 (2) years;

WHEREAS, the Kootenai County Sheriff's Office has in its possession various records which it maintains in the regular course of business. Such records are specifically identified on Exhibit "A" attached hereto and incorporated herein by reference. These records have accumulated over a course of several years beginning as far back as 2002 through 2011; and,

WHEREAS, the records referenced hereinabove have been categorized as permanent, semi-permanent, and/or temporary based upon document type and age, and as such said records are ready for formal classification and eligible for destruction.

NOW THEREFORE, IT IS HEREBY RESOLVED that the records specifically identified on Exhibit "A" attached hereto and incorporated herein by reference, be classified as permanent, semi-permanent and temporary as specifically designated therein, as such records have surpassed the statutory retention period for public records.

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

Commissioner Nelson:	Excused
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 30th day of December, 2013.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS



W. Todd Tondee, Chairman

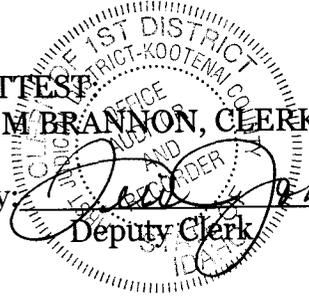


Daniel H. Green, Commissioner



Jai Nelson, Commissioner

ATTEST
JIM BRANNON, CLERK
By: 
Deputy Clerk



The seal is circular with a double-line border. The outer ring contains the text 'KOOTENAI COUNTY' at the top and 'CLERK AND RECORDER' at the bottom. The inner ring contains '1ST DISTRICT' at the top and '1ST DISTRICT-KOOTENAI COUNTY' at the bottom. The center of the seal contains the text 'CLERK AND RECORDER'.