

Resolution 2025-62
Classify Records/Human Resources

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 with 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 records; and, temporary records shall be retained for not less than two (2) years; and

WHEREAS, Kootenai County Human Resources has in its possession various records which it maintains in the regular course of business, which are specifically identified on Exhibit "A" attached hereto and incorporated herein by reference; and

WHEREAS, the records referenced hereinabove have been categorized as 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 temporary which have surpassed their statutory life and therefore are eligible for destruction, upon resolution of the Board.

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

Commissioner Eberlein:
Commissioner Duncan:
Chairman Mattare

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 ____ day of _____, 2025.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
JENNIFER LOCKE, CLERK