

Resolution 2026 - 31
Classify Records/Treasurer

WHEREAS, *Idaho Code* §31-871 requires records to 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 records; and, temporary records shall be retained for not less than two years; and

WHEREAS, the Kootenai County Treasurer's Office has in its possession miscellaneous digital records maintained in OnBase that will annually require destruction when they reach their five (5) full year retention period, more particularly described in Exhibit "A" attached hereto and incorporated herein by reference, said records having been maintained in the normal course of business as required by Idaho law; and

WHEREAS, when the identified business records have surpassed their statutory life for retention as public records pursuant to *Idaho Code* §31-871, and all records and files described on Exhibit "A" are ready for formal classification and ripe for destruction, as they have surpassed the statutory retention period.

NOW THEREFORE, IT IS HEREBY RESOLVED that the county records and files referenced hereinabove are classified as temporary, permanent or semi-permanent records as categorized and identified on Exhibit "A" attached hereto and made a part hereof by reference.

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 24th day of February, 2026.

Dated this 24th day of February, 2026.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
JENNIFER LOCKE, CLERK