

**Resolution 2015-61**  
**Classify Records/Background Files of Applicants Not Selected for Hire**  
**May 2003 – July 2013**

**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 records; and temporary records shall be retained for not less than two years; and

**WHEREAS**, the Kootenai County Sheriff's Office has in its possession Background Files of Applicants not Selected for Hire for the period of May 2003 to July 2013 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 Background Files of Applicants not Selected for Hire referenced hereinabove are considered temporary records which have surpassed the statutory retention and are ready for formal classification and ripe for destruction;

**NOW THEREFORE, IT IS HEREBY RESOLVED** that the Background Files of Applicants not Selected for Hire 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 \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, the following vote was recorded:

Commissioner Eberlein:  
Commissioner Green:  
Commissioner Stewart:

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 4<sup>th</sup> day of August, 2015.

KOOTENAI COUNTY  
BOARD OF COMMISSIONERS

ATTEST:  
JIM BRANNON, CLERK

\_\_\_\_\_  
David Stewart, Chairman

By: \_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Daniel H. Green, Commissioner

\_\_\_\_\_  
Marc Eberlein, Commissioner