

**Resolution 2013-47**  
**Classify Records/County Assistance**

**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, 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 years; and

**WHEREAS**, Kootenai County Assistance has in its possession certain physical case files from 2007 to 2010, more particularly described on Exhibit “A” attached hereto and incorporated herein by reference, said files having been maintained in the normal course of business as required by Idaho law; and

**WHEREAS**, the physical case files, as referenced hereinabove, are permanent files which have surpassed their statutory life for retention as public records, and Kootenai County Assistance desires to destroy only the paper records and retain the originals in an alternative electronic medium as authorized by Idaho Code § 9-331A; and

**WHEREAS**, the State Archivist at the State of Idaho Historical Society has been notified of the County’s intention to destroy the original paper records, and the Society has not expressed an interest in obtaining the records.

**NOW THEREFORE, IT IS HEREBY RESOLVED** that the original paper Kootenai County Assistance records as referenced hereinabove be classified as permanent records which have been retained in alternative electronic medium and therefore are eligible for destruction.

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

Commissioner Nelson:	Aye
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 \_\_\_\_\_ day of June, 2013.

KOOTENAI COUNTY  
BOARD OF COMMISSIONERS

ATTEST:  
CLIFFORD T. HAYES, CLERK

\_\_\_\_\_  
W. Todd Tondee, Chairman

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

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

\_\_\_\_\_  
Jai Nelson, Commissioner

C: County Assistance