

Resolution 2012-16
Classify Records/Terminated Employees/KCSD

(Classification of Records of the Kootenai County Sheriff's Department)

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 (2) years;

NOW THEREFORE, IT IS HEREBY RESOLVED that the records which are maintained by the Kootenai County Sheriff's Department (attached as Exhibit "A" and incorporated herein by reference) be classified as temporary records.

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

Commissioner Nelson:
Commissioner Green:
Chairman Tondee:

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 28th day of February, 2012.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
CLIFFORD T. HAYES, CLERK

W. Todd Tondee, Chairman

By: _____
Deputy Clerk

Daniel H. Green, Commissioner

Jai Nelson, Commissioner