

Resolution 2012-24
Destroy I-9 Employment Records/Human Resources

WHEREAS, *Idaho Code* §31-871 states that county records may only be destroyed by resolution of the Board of County Commissioners; and

WHEREAS, *Idaho Code* §31-871 requires a resolution ordering destruction and disposition of county records to list, in detail, records to be destroyed; and,

WHEREAS, in the course and scope of its duty as records custodian, the Kootenai County Human Resources Department conducted an internal audit, and the Form I-9 records as identified on Exhibit "A" attached hereto and incorporated herein by reference, have been identified as records which may have surpassed their statutory life for retention as established under Federal employment guidelines and state statutes; and,

WHEREAS, the Kootenai County Human Resources Department has sought the legal advice of the Kootenai County Prosecuting Attorney, Civil Division, regarding the destruction and disposal of the employment records as identified;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the employment records as identified on Exhibit "A" attached hereto and incorporated herein by reference, have been classified as "temporary" records which have surpassed their statutory life, and therefore such records are now authorized for destruction and disposal.

BE IT FURTHER RESOLVED that the destruction and disposal of the records identified on Exhibit "A" shall be done under the direction and supervision of the Clerk of the Kootenai County Board of Commissioners.

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.

DATED this 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