

Resolution 2012-74
Classify Records/Recorder's Office

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 following records within the care, custody, and control of the Kootenai County Recorder's Office, to wit: all beverage license applications from 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005 have surpassed the requisite time under Idaho Code for retention.

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 on the 17th day of July, 2012.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
CLIFFORD T. HAYES, CLERK

W. Todd Tondee, Chairman

By:_____

Daniel H. Green, Commissioner

Jai Nelson, Commissioner