

**Resolution 2012-59**  
**Classification of County Records of the Kootenai County Prosecuting Attorney,**  
**Civil Division**

**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 are to 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 (2) years;

**WHEREAS,** the Kootenai County Prosecuting Attorney, Civil Division, has in its possession county records and legal files generated through the normal course of business which are closed due to resolution and/or completion of the matter contained therein. The closed records and legal files have been categorized as temporary, permanent and/or semi-permanent and are described as such on Exhibit "A" attached hereto and made a part hereof by reference (files/records contained in archive boxes numbered 119, 129, 130, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 145, 153, 154, and 159). Pursuant to *Idaho Code* 31-871, all records and legal files described on Exhibit "A", except those redlined, are ready for formal classification and ripe for destruction, as they have surpassed the statutory retention period.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the county records and legal files referenced hereinabove are hereby classified as temporary, permanent or semi-permanent records as categorized and identified on Exhibit "A" attached hereto and made a part hereof by reference.

Upon a motion to adopt the text of the foregoing Resolution made by Commissioner \_\_\_\_\_, and 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 County Commissioner of Kootenai County, Idaho on the 5<sup>th</sup> day of June, 2012.

KOOTENAI COUNTY  
BOARD OF COMMISSIONERS

ATTEST:  
CLIFFORD T. HAYES, CLERK

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

By:\_\_\_\_\_

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

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