

RESOLUTION NO. 2012-63

**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 ten (10) years; semi-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 52, 53, 56, 57, 60, 61, 92, 93, 94, 95, 96, 98, 106, 163, 164, 165, 166, 167, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 182, 183, 184, 185, 189, 190, 191 and 195). 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:
ChairmanTondee:

Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of County Commissioners of Kootenai County, Idaho, on the 19th day of June, 2012.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
CLIFFORD T. HAYES, CLERK

W. Todd Tondee, Chairman

By: _____
Deputy Clerk

Daniel H. Green, Commissioner

Jai Nelson, Commissioners

EXHIBIT "A" TO RESOLUTION NO. 2012-_____