

Resolution 2011-132
Classify Records/Juvenile Records/Juvenile Detention

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 record; and, temporary records shall be retained for not less than two (2) years;

WHEREAS, Kootenai County Juvenile Detention has in its possession certain business records which are presently maintained by the Department in their normal course of business, including the following: fingerprint cards, booking sheets, bailiff sheets, detention/self turn-in information, court papers, personal property stored/returned, release papers, bond information, visitor/telephone logs, suicide observation/incident reports, authorizations for medical care, orientation verification, and daily resident logs. These records contain personal information for juvenile residents who had been previously housed at the Juvenile Detention Center but have now reached 23 years of age;

WHEREAS, it is the desire of Juvenile Detention to have the identified juvenile records classified as “semi-permanent” records with a retention period of not less than five (5) years and eligible for destruction.

NOW THEREFORE, IT IS HEREBY RESOLVED that the identified juvenile records of Kootenai County Juvenile Detention, as incorporated by reference within this Resolution (see attached Exhibit ‘A’) , are classified as “semi-permanent” records which have surpassed their statutory life and therefore are eligible for destruction, upon resolution of the Board.

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 6th day of November, 2011.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
CLIFFORD T. HAYES, CLERK

W. Todd Tondee, Chairman

By: _____
Deputy Clerk

Daniel H. Green, Commissioner

Jai Nelson, Commissioner