

RESOLUTION NO. 2011- 07
HUMAN RESOURCES – CLASSIFY I-9 EMPLOYMENT RECORDS

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; and,

WHEREAS, the Kootenai County Human Resources Department is the records custodian of employment records for Kootenai County, and in its regular course of business as the custodian, maintains Employment Eligibility Verification forms (Form I-9) for every person hired for employment by Kootenai County; and,

WHEREAS, the records custodian is required to retain the Form I-9 for each of its employees for a period of three years after the date of hire, or, for one year after employment is terminated, whichever is later, in order to comply with the established Federal employment guidelines; and,

WHEREAS, in the course and scope of its duty as records custodian, an internal audit was performed, and the Form I-9 records as identified on Exhibit “A” attached hereto and incorporated herein by reference, have been identified as records which have surpassed their statutory life for retention as established under Federal employment guidelines and state statutes;

WHEREAS, the records custodian has requested that the Form I-9 records identified on Exhibit “A” be classified as “temporary” records and therefore eligible for destruction.

NOW THEREFORE, IT IS HEREBY RESOLVED that the employment records as identified on Exhibit “A” attached hereto, are classified as “temporary” 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 8th day of February, 2011.

DATED this 8th day of February, 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

RESOLUTION NO. 2011-07 - 2

G:\Resolutions\2011 Resolutions\11-07 Classify I-9 Records-HR.Doc