

**RESOLUTION NO. 2011- 08**  
**HUMAN RESOURCES – DESTROY I-9 EMPLOYMENT RECORDS**

**WHEREAS**, *Idaho Code* §31-871 states that county records may only be destroyed by resolution of the Board of County Commissioners; and,

**WHEREAS**, *Idaho Code* §31-871 requires a resolution ordering destruction and disposition of county records to list, in detail, records to be destroyed; and,

**WHEREAS**, in the course and scope of its duty as records custodian, the Kootenai County Human Resources Department conducted an internal audit, 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; and,

**WHEREAS**, the Kootenai County Human Resources Department has sought the legal advice of the Kootenai County Prosecuting Attorney, Civil Division, regarding the destruction and disposal of the employment records as identified;

**NOW THEREFORE, IT IS HEREBY RESOLVED** that the employment records as identified on Exhibit “A” attached hereto and incorporated herein by reference, have been classified as “temporary” records which have surpassed their statutory life, and therefore such records are now authorized for destruction and disposal.

**BE IT FURTHER RESOLVED** that the destruction and disposal of the records identified on Exhibit “A” shall be done under the direction and supervision of the Clerk of the Kootenai County Board of Commissioners.

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 8<sup>th</sup> day of February, 2011.

DATED this 8<sup>th</sup> day of February, 2011.

**KOOTENAI COUNTY**  
**BOARD OF COMMISSIONERS**

**ATTEST:**  
**DANIEL J. ENGLISH, CLERK**

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

By: \_\_\_\_\_  
Deputy Clerk

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

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