

Resolution 2010-58
Classification of Records/KCSD

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 Sheriff's Department has in its possession certain business records which are presently maintained by the Department in their normal course of business, including the following: Applications for employment, background investigation information, all for persons who have not been hired; and

WHEREAS, the identified records have surpassed their statutory life for retention as a public record:

NOW THEREFORE, IT IS HEREBY RESOLVED that the records of the Kootenai County Sheriff's Department as identified hereinabove be classified as temporary which have surpassed their respective statutory life and therefore are eligible for destruction.

Upon a motion to adopt the text of the foregoing Resolution made by Commissioner _____, seconded by Commissioner _____, the following vote was recorded:

Commissioner Tondee:
Commissioner Piazza:
Chairman Currie:

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 _____ day of _____, 2010.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
DANIEL J. ENGLISH, CLERK

Elmer R. Currie, Chairman

By: _____

Richard A. Piazza, Commissioner

W. Todd Tondee, Commissioner