

**Resolution 2010-29**  
**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 (Department) has in its possession certain business records which are presently maintained by the Department in their normal course of business, including the following:

Temporary Records: Civil Process Worksheets used for the processing of Writs, Warrants of Detainment and all other civil process served by the Kootenai County Sheriff's Civil Division dated 2007 or older; and, Civil Deputy Daily Worksheet statistics dated 2007 or older.

Semi-Permanent Records: Cancelled checks dated 2004 or older;

**WHEREAS**, the identified business records have surpassed their statutory life for retention as a public record and have been transferred to electronic means for storage purposes. Therefore, retaining the original hard copies of the business records identified above would be duplicative and unnecessary use of storage space.

**NOW THEREFORE, IT IS HEREBY RESOLVED** that the records of the Kootenai County Sheriff's Department as identified hereinabove be classified as temporary, semi-permanent, and/or permanent records 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 11<sup>th</sup> day of May, 2010.

KOOTENAI COUNTY  
BOARD OF COMMISSIONERS

ATTEST:  
DANIEL J. ENGLISH, CLERK

\_\_\_\_\_  
Elmer R. Currie, Chairman

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

\_\_\_\_\_  
Richard A. Piazza, Commissioner

\_\_\_\_\_  
W. Todd Tondee, Commissioner