

Resolution 2010-30
Destruction of Records/KCSD

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

WHEREAS, an audit of certain county records maintained by the Kootenai County Sheriff's Department has been performed and legal advice regarding the disposal of these records has been received; and,

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

WHEREAS, Idaho Code § 9-331A(5) allows for the retention of records by electronic means and the destruction of the original; and,

NOW THEREFORE, IT IS HEREBY RESOLVED that the business records of the Kootenai County Sheriff's Department as identified below are authorized to be stored by electronic means pursuant to the requirements of Idaho Code § 9-331A, and that the original documents, as identified, may be destroyed:

Temporary Records: Civil Process Worksheets used for processing of Writs, Warrants of Dstraint 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.

BE IT FURTHER RESOLVED that the transfer to electronic means and destruction and disposition of the business records identified above 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 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 11th day of May, 2009.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

Elmer R. Currie, Chairman

Richard A. Piazza, Commissioner

W. Todd Tondee, Commissioner

ATTEST:
DANIEL J. ENGLISH, CLERK

By: _____
Deputy Clerk