

Resolution 2009-92
Classify Records/Kootenai County Sheriff's Department

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: No Contact Orders dated 2007 or older;

Semi-Permanent Records: Citations, inmate files, and fingerprint cards all dated 2004 or older;

Permanent Records: Incident Reports dated 1999 or older; and, Video tapes of incidents and/or interviews dated 1999 or older.

WHEREAS, the identified business records are no longer effective or are associated with cases which have been resolved, adjudicated, or are no longer active, and such records have surpassed their statutory life for retention as a public record.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, semi-permanent, and 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 Tondee, seconded by Commissioner Piazza, the following vote was recorded:

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| Commissioner Tondee: | Aye |
| Commissioner Piazza: | Aye |
| Chairman Currie: | Aye |

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 November, 2009.

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