

RESOLUTION NO. 2022-21
Classification of Records
Board of Community Guardian

WHEREAS, the Kootenai County Board of Commissioners (the “Board”) has created a Board of Community Guardian pursuant to *Idaho Code* §§ 15-5-601 through 15-5-603, the records of which are county records under *Idaho Code* § 31-871; and

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; and

WHEREAS, *Idaho Code* § 31-871 provides that permanent records shall be retained for not less than ten (10) years, that 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 that temporary records shall be retained for not less than two (2) years;

NOW THEREFORE, BE IT HEREBY RESOLVED that the county records within the care, custody, and control of the Kootenai County Board of Community Guardian be classified as permanent, semi-permanent or temporary records as indicated in Exhibit “A,” which is attached to and incorporated by reference within this Resolution.

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

Commissioner Brooks:	Aye
Commissioner Duncan:	Aye
Chairman Fillios:	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 8th day of March, 2022.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
JIM BRANNON, CLERK



Chris Fillios, Chairman - Signed 3/8/2022



Leslie Duncan, Pro tem - Signed 3/8/2022



Bill Brooks, Commissioner - Signed 3/8/2022



Teri Johnston, Deputy Clerk - Signed 3/9/2022

EXHIBIT A

Kootenai County Board of Community Guardian Classification and Destruction of Documents

Items to be classified/destroyed	Classification (per Idaho Code § 31-871 except as indicated)
Progress Notes	Temporary
Financial Information: <ul style="list-style-type: none">• Bank Statements• Social Security Documents• Bills• Private Insurance information, including explanations of benefits (EOBs)• Rent/Housing receipts & documentation	Semi-Permanent
Consents for medical treatment	Subject to six-year retention period under HIPAA regulations, 45 C.F.R. § 164.530(j)(2)
Legal documentation: <ul style="list-style-type: none">• Initial Petition• Subsequent requests for authority from the court	Semi-Permanent
Annual reports	Semi-Permanent
Birth, death and marriage certificates	Temporary
Miscellaneous correspondence	Temporary

Note:

Per Idaho Code § 31-871:

“Temporary” records may be destroyed after two (2) years;
“Semi-Permanent” records may be destroyed after five (5) years; and
“Permanent” records may be destroyed after ten (10) years.

Per Idaho Code § 31-871A:

A county official may reproduce and retain documents in an electronic medium at a resolution of at least two hundred (200) dots per inch. Documents retained in an electronic medium are considered an original public record for all purposes. Once a paper document is retained in an electronic medium, the original paper document may be disposed of or returned to the sender. Electronically stored records must be retained for at least the amount of time required under Idaho Code § 31-871 for their respective classifications, after which time they may be deleted.