

**Resolution 2013-101**  
**Classify Records/Jail Medical Files/KCSO**

**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;

**WHEREAS**, the Kootenai County Sheriff's Office, Jail Division, has in its possession the inmate medical files as described on Exhibit "A" attached hereto and incorporated herein by reference. These medical files were compiled on inmates housed at the Kootenai County Jail during the years 1998 through 2003 and are presently maintained by the Sheriff's Office, Jail Division, in the normal course of business in accordance with *Idaho Code* § 31-871 and the Idaho Jail Standards; and,

**WHEREAS**, the medical files referenced hereinabove are at least ten (10) years old and considered permanent records which have surpassed the statutory retention period and are ready for formal classification and eligible for destruction.

**NOW THEREFORE, IT IS HEREBY RESOLVED** that the inmate medical records specifically identified on Exhibit "A" attached hereto and incorporated herein by reference, be classified as **permanent** records as they have surpassed the statutory retention period.

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

Commissioner Nelson:	Aye
Commissioner Green:	Aye
Chairman Tondee:	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 17<sup>th</sup> day of December, 2013.

KOOTENAI COUNTY  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
W. Todd Tondee, Chairman

\_\_\_\_\_  
Daniel H. Green, Commissioner

\_\_\_\_\_  
Jai K. Nelson, Commissioner

ATTEST:  
CLIFFORD T. HAYES, CLERK

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