

RESOLUTION NO. 2013-60

**CLASSIFICATION OF COUNTY RECORDS OF THE KOOTENAI COUNTY
PROSECUTING ATTORNEY, CIVIL DIVISION**

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 are to be retained for not less than ten (10) years; semi-permanent records are to 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 Prosecuting Attorney, Civil Division, has in its possession legal files and records generated in legal proceedings through the normal course of business. The legal files and records are specifically identified as follow:

Archive Box #155 – File No. 1250.388L – Personnel File/KCSD – 4/03 – 6/03. **Permanent**

Archive Box #156 – File No. 1035.153 - Concerned Taxpayers v. Kootenai County, Kootenai County District Court Case No. CV-03-4175, One-Half Percent (1/2%) Sales Tax Issue. File closed June 2003. **Permanent**

WHEREAS, pursuant to *Idaho Code* § 31-871, the legal files and records contained in Archive Box Nos. 155 and 156 as referenced hereinabove are ready for formal classification as permanent records and ripe for destruction, as such records have surpassed the statutory ten (10) year retention period for permanent records.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the legal files and records referenced hereinabove are hereby classified as permanent records.

Upon a motion to adopt the text of the foregoing Resolution made by Commissioner Green, and 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 County Commissioners of Kootenai County, Idaho, on the 30th day of July, 2013.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
CLIFFORD T. HAYES, CLERK

W. Todd Tondee, Chairman

By: _____
Deputy Clerk

Daniel H. Green, Commissioner

Jai Nelson, Commissioners