

## RESOLUTION # 20- 01

### HUMAN RESOURCES DESTRUCTION OF RECORDS

**WHEREAS**, Idaho Code §31-871 provides for the classification of county records for the purpose of records retention and elimination; and


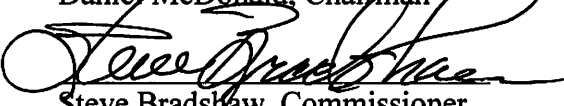
**WHEREAS**, the Human Resources Office wishes to eliminate records identified in attached Exhibit A in compliance with I.C. 31-871 elimination rules; and

**WHEREAS**, duplicate copies of these records may be in custody at the Sheriff's Office which are not eliminated pursuant to this resolution;

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Bonner County, Idaho, that the following documents listed on the attached page be disposed of.

**Adopted** as a Resolution of the Board of Commissioners of Bonner County upon a majority vote on the 7th day January, 2020.

#### BOARD OF BONNER COUNTY COMMISSIONERS

  
Daniel McDonald, Chairman  
  
Steve Bradshaw, Commissioner

ABSENT  
Jeff Connolly, Commissioner

ATTEST: Michael W. Rosedale

By   
Deputy Clerk

## EXHIBIT A

Human Resources			
Document Title	Document Dates/Time frame	Classification (Permanent, Semi-permanent or Temporary)	Minimum Retention Period
Recruitment Application Files	Up to 2018	Temporary	2 years



**BONNER COUNTY**  
***HUMAN RESOURCES/RISK MANAGEMENT***

1500 Highway 2, Suite 337, Sandpoint, Idaho 83864

Telephone: (208) 265-1456

Fax: (208) 265-1457

HR/RM  
Item #1

Date: January 7, 2020

To: Commissioners

From: Cindy Binkerd, Director Human Resources

Re: Destruction of Records

Description: Bonner County is requesting approval to destroy old records, as per Title 74, Chapter 1 Public Records Act.

Records (All previous to 1/2018) to be removed have the following attributes:

- Employment Applications

Bonner County HR, Bonner County Clerk and legal has reviewed the Records Destruction request.

Distribution: HR, BOCC

To approve Resolution # HR/RM 1: A suggested motion would be: Mr. Chairman, based on the information before us I move that the County approve Resolution #20- 01 that HR/ Risk Management destroy the above described files, following Title 74, Chapter 1 Public Records Act rules.

Recommendation Acceptance: ☒ yes ☐ no

A handwritten signature in black ink, appearing to read "Dan McDonald".

Date: 1/7/20

Commissioner Dan McDonald, Chairman