

RESOLUTION NO. 2020-06

**BONNER COUNTY JUSTICE SERVICES
DESTRUCTION OF JUVENILE RESIDENT RECORDS**

WHEREAS, Idaho Code §31-871 provides for the classification of county records as “permanent,” “semi-permanent,” or “temporary,” and;

WHEREAS, Bonner County Justice Services has stored files going back several decades; and

WHEREAS, Bonner County Justice Services has reviewed Idaho Code §31-871 and the Idaho Association of Counties County Record Retention Schedule for Juvenile/Adult Misdemeanor Probation and Juvenile Detention; and


WHEREAS, Bonner County Justice Services has reviewed its stored files/documents and identified whether they are “permanent,” “semi-permanent,” or “temporary” as described in subsections (1)(a), (b), or (c) of Idaho Code §31-871; and

WHEREAS, Bonner County Justice Services has prepared a list of juvenile resident records for the years 1998 and 1999, which it proposes to have destroyed at this time, a copy of which is attached hereto as Exhibit “A”.


NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Bonner County, that Bonner County Justice Services be and hereby is authorized to destroy the files listed in Exhibit “A” attached hereto.

ADOPTED as a Resolution of the Board of Commissioners of Bonner County upon a majority vote on the 14th day of January, 2020.

BOARD OF BONNER COUNTY COMMISSIONERS



Dan McDonald, Chairman

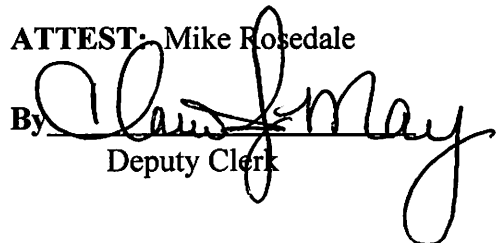


Jeff Connolly, Commissioner



Steven Bradshaw, Commissioner

ATTEST: Mike Rosedale

By 

Deputy Clerk

Bonner County Justice Services

Memorandum Item #1

File Destruction Request

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Booking Sheets (Inactive Files)	Temporary	2 years after 18 th Birthday	Juveniles with DOB from 1998-1999

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Court Documents (Inactive Files)	Temporary	2 years after 18 th Birthday	Juveniles with DOB from 1998-1999

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
PTA Forms (Inactive Files)	Temporary	2 years after 18 th Birthday	Juveniles with DOB from 1998-1999

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Police Reports (Inactive Files)	Temporary	2 years after 18 th Birthday	Juveniles with DOB from 1998-1999

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Medical Screenings (Inactive Files)	Temporary	2 years after 18 th Birthday	Juveniles with DOB from 1998-1999

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Medical Requests (Inactive Files)	Temporary	2 years after 18 th Birthday	Juveniles with DOB from 1998-1999

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Doctor's Orders (Inactive Files)	Temporary	2 years after 18 th Birthday	Juveniles with DOB from 1998-1999

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Medication Orders (Inactive Files)	Temporary	2 years after 18 th Birthday	Juveniles with DOB from 1998-1999



Bonner County Justice Services

4002 Samuelson Avenue, Sandpoint, ID 83864 * Phone (208) 263-1602

January 14, 2020

Memorandum

Justice Services
Item #1

To: Bonner County Commissioners

From: Ron Stultz, Director

Re: Bonner County Juvenile Detention Juvenile Resident Records –
Date of Birth 1998 to 1999

The Bonner County Juvenile Detention Center currently holds resident records for juveniles with birthdates ranging from January 1, 1998 to December 31, 1999, which have been reviewed by the Director of Justice Services and deemed "temporary records" needing to be retained not less than two (2) years after the inmate's 18th birthday or two (2) years after release from custody. These records include copies of court documents, booking sheets, Promise to Appear forms, copies of police reports, medical screenings, medical requests, doctor's orders, and medication orders. Idaho Code Section 31-871(c) authorizes the destruction of "temporary records" after a retention period of not less than two (2) years.

Distribution: Original to BOCC; copy to Justice Services, Ron Stultz

Resolution #20-06

A suggested motion would be: I move to approve the destruction of juvenile resident "temporary records", as described above, held by the Bonner County Juvenile Detention Center for residents with birthdates ranging from January 1, 1998 to December 31, 1999, pursuant to Idaho Code Section 31-871(c), as approved by legal.

Recommendation Acceptance: ☒ yes ☐ no

[Signature]
Commissioner Dan McDonald, Chair

Date: *1/14/20*

Approved by Legal