

RESOLUTION NO. 2020- 07

**BONNER COUNTY JUSTICE SERVICES
DESTRUCTION OF JUVENILE FACILITY 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

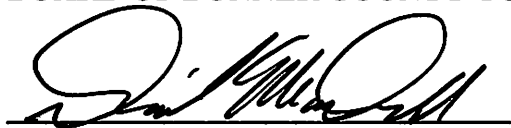
WHEREAS, Bonner County Justice Services has reviewed its stored files/documents and identified whether they are “permanent,” “semi-permanent,” or “temporary” as described in subsections (1)(a), (b), or (c) of Idaho Code §31-871; and

WHEREAS, Bonner County Justice Services has prepared a list of facility records for the years 2016 through 2017, which it proposes to have destroyed at this time, a copy of which is attached hereto as Exhibit “A”.

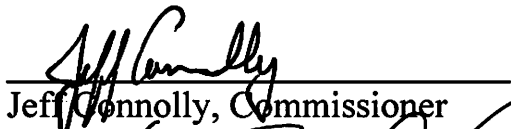
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Bonner County, that Bonner County Justice Services be and hereby is authorized to destroy the files listed in Exhibit “A” attached hereto.

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

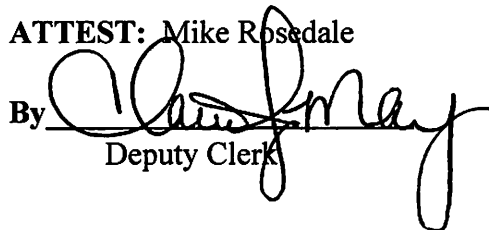


Jeff Connolly, Commissioner



Steven Bradshaw, Commissioner

ATTEST: Mike Rosedale



By _____
Deputy Clerk

Bonner County Justice Services
Memorandum Item #2
File Destruction Request

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Shift Summaries (Inactive Files)	Temporary	2 years after Year End	Years Ending 2016-2017

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Cell Locations (Inactive Files)	Temporary	2 years after Year End	Years Ending 2016-2017

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Facility Search Reports (Inactive Files)	Temporary	2 years after Year End	Years Ending 2016-2017

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Transport Sheets (Inactive Files)	Temporary	2 years after Year End	Years Ending 2016-2017

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Transport Logs (Inactive Files)	Temporary	2 years after Year End	Years Ending 2016-2017

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Guest Registries (Inactive Files)	Temporary	2 years after Year End	Years Ending 2016-2017

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Handwritten Logs (Inactive Files)	Temporary	2 years after Year End	Years Ending 2016-2017

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Cash Logs (Inactive Files)	Temporary	2 years after Year End	Years Ending 2016-2017

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Grievance Reports (Inactive Files)	Temporary	2 years after Year End	Years Ending 2016-2017

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Fire Drill Reports (Inactive Files)	Temporary	2 years after Year End	Years Ending 2016-2017

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Maintenance Reports	Temporary	2 years after Year End	Years Ending 2016-2017

Bonner County Justice Services
Memorandum Item #2
File Destruction Request
(Continued)

(Inactive Files)

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Fleet Reports (Inactive Files)	Temporary	2 years after Year End	Years Ending 2016-2017



Bonner County Justice Services

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

January 14, 2020

Memorandum

Justice Services
Item #2

To: Bonner County Commissioners

From: Ron Stultz, Director

Re: Bonner County Juvenile Detention Facility Records – 2016 to 2017

The Bonner County Juvenile Detention Center currently holds facility records for the years 2016 through 2017, which have been reviewed by the Director of Justice Services and deemed "temporary records" needing to be retained not less than two (2) years. These records include shift summaries, cell locations, facility search reports, transport sheets, transport vehicle logs, guest registries, handwritten logs, cash logs, grievance reports, fire drill reports, maintenance request/reports, and fleet request/reports. 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 #20-07
A suggested motion would be: I move to approve the destruction of Bonner County Juvenile Detention facility "temporary records", as described above, held by the Bonner County Juvenile Detention Center for the years 2016 to 2017, pursuant to Idaho Code Section 31-871(c), as approved by legal.

Recommendation Acceptance: ☒ yes ☐ no

Handwritten signature of Commissioner Dan McDonald.

Date: *1/14/20*

Commissioner Dan McDonald, Chair

Approved by Legal

