

RESOLUTION #20-45
HUMAN RESOURCES
RECORDS RETENTION POLICY

WHEAREAS, the Board of Bonner County Commissioners is the duly elected governing body for Bonner County, a political subdivision of the State of Idaho, having such powers and duties as are set forth in the Constitution and statutes of the State of Idaho, and

WHEREAS, Idaho Code section 31-871 sets forth guidelines for the classification and retention of county records, and

WHEREAS, the Board of Bonner County Commissioners, upon the advice of the Bonner County Prosecuting Attorney, has the authority under Idaho Code Section 31-871(1)(e) to classify county records if such records are not specifically mentioned elsewhere in the statute; and

WHEREAS, the Department of Human Resources has identified the following guidelines for the classification and retention of specific documents within that department as follows:

All records related to personnel and employment, including but not limited to applications for employment, disciplinary notices, annual evaluations, training records, internal investigations, any other document which would be placed in an employee's personnel file, and any other employment-related document whose retention is mandated by state or federal law shall be considered "permanent records" as set forth in Idaho Code section 31-871(1)(b) and retained for not less than ten (10) years; and

WHEREAS, the Bonner County Prosecuting Attorney has reviewed the proposed classification and is in agreement therewith;

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners hereby accepts and adopts the classification as presented and that this resolution shall take full force and effect upon its passage and approval.

Duly approved this 23rd day of June 2020.

BOARD OF COUNTY COMMISSIONERS



Dan McDonald, Chairman



Jeff Connolly, Commissioner



Steve Bradshaw, Commissioner

ATTEST:



Deputy Clerk



Human Resources

June 23, 2020

Memorandum

To: Commissioners

From: Bill Wilson
Bonner County Deputy Prosecutor

Re: Retention Schedule for documents generated in HR

Idaho Code § 31-871 sets forth different categories of public records based on how long they must be retained and includes a non-exhaustive list of records falling within each category. I.C. § 31-871(1)(e) empowers the Board of Commissioners to set the retention period for other records not mentioned elsewhere in the statute after consulting with the Prosecutor's Office. Pursuant to that authority, the Human Resources Department now petitions the Board to adopt the attached resolution setting forth a retention schedule for specific documents created in that department and not identified elsewhere in I.C. § 31-871.

Distribution: ___ Copy to BOCC Office
 ___ Copy to Cindy Binkerd, Director of Human Resources

A suggested motion would be: **Mr. Chairman, based on the information before us I move for the Board to approve Resolution # 20-45 setting forth the records retention schedule for the Human Resources Department as presented.**

Recommendation Acceptance: ☐ yes ☐ no


Commissioner Dan McDonald, Chairman

Date 6/23/20