

RESOLUTION NO. 2021- 09

**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 year 2018, which it proposes to have destroyed at this time, a copy of which is attached hereto as Exhibit “A”.

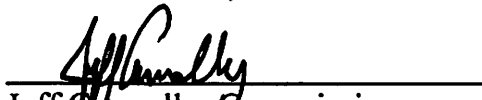
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Bonner County, that Bonner County Justice Services be and hereby is authorized to destroy the files listed in Exhibit “A” attached hereto.

ADOPTED as a Resolution of the Board of Commissioners of Bonner County upon a majority vote on the 26th day of January, 2021.


BOARD OF BONNER COUNTY COMMISSIONERS



Dan McDonald, Chairman

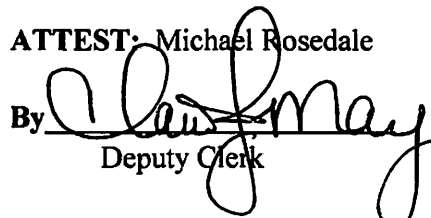


Jeff Connolly, Commissioner



Steven Bradshaw, Commissioner

ATTEST: Michael Rosedale

By 

Deputy Clerk



Bonner County Justice Services

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

January 26, 2021

Memorandum

Justice Services
Item #2

To: Bonner County Commissioners

From: Ron Stultz, Director

Re: Bonner County Juvenile Detention Facility Records – Year 2018

The Bonner County Juvenile Detention Center currently holds facility records for the year 2018, 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

A suggested motion would be: Mr. Chairman based upon the information before us I move to approve Resolution #21- 08 ordering the destruction of Bonner County Juvenile Detention facility “temporary records”, as described above, held by the Bonner County Juvenile Detention Center for the year 2018, pursuant to Idaho Code Section 31-871(c), as approved by legal.

Recommendation Acceptance: yes no

Handwritten signature of Dan McDonald, Commissioner.

Date: 1/26/21

Commissioner Dan McDonald, Chair

Approved by Legal

Bonner County Justice Services
Memorandum Item #2
File Destruction Request

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
Shift Summaries Temporary 2 years after Year End Year Ending 2018
(Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
Cell Locations Temporary 2 years after Year End Year Ending 2018
(Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
Facility Search Reports Temporary 2 years after Year End Year Ending 2018
(Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
Transport Sheets Temporary 2 years after Year End Year Ending 2018
(Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
Transport Logs Temporary 2 years after Year End Year Ending 2018
(Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
Guest Registries Temporary 2 years after Year End Year Ending 2018
(Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
Handwritten Logs Temporary 2 years after Year End Year Ending 2018
(Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
Cash Logs Temporary 2 years after Year End Year Ending 2018
(Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
Grievance Reports Temporary 2 years after Year End Year Ending 2018
(Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
Fire Drill Reports Temporary 2 years after Year End Year Ending 2018
(Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
Maintenance Reports Temporary 2 years after Year End Year Ending 2018

**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	Year Ending 2018