

RESOLUTION NO. 2021- 09

**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 incident reports on inactive files for the years 1998 to 2009, which it proposes to have destroyed at this time, a copy of which is attached hereto as Exhibit “A”.

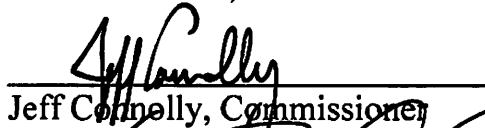
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Bonner County, that Bonner County Justice Services be and hereby is authorized to destroy the files listed in Exhibit “A” attached hereto.

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

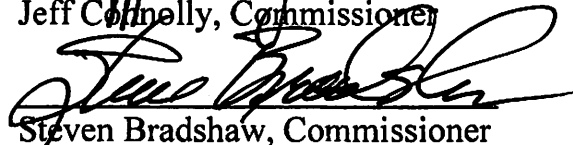
BOARD OF BONNER COUNTY COMMISSIONERS



Dan McDonald, Chairman

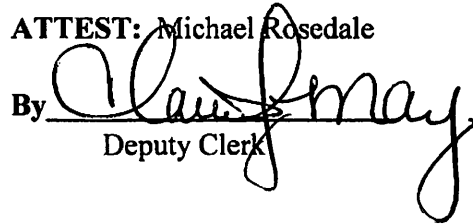


Jeff Connolly, Commissioner



Steven Bradshaw, Commissioner

ATTEST: Michael Rosedale



By
Deputy Clerk



Bonner County Justice Services

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

1-26-21

Memorandum

Justice Services
Item #3

To: Bonner County Commissioners

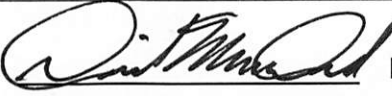
From: Ron Stultz, Director

Re: Bonner County Incident Report Records – Years 1998 to 2009

The Bonner County Juvenile Detention Center currently holds facility records for the year 1998 to 2009, which have been reviewed by the Director of Justice Services and deemed “permanent records” needing to be retained not less than ten (10) years. These records incident reports on inactive files. Idaho Code Section 31-871(c) authorizes the destruction of “permanent records” after a retention period of not less than ten (10) 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- 09 ordering the destruction of Bonner County Juvenile Detention facility “permanent records”, as described above, held by the Bonner County Juvenile Detention Center for the years 1998 to 2009, pursuant to Idaho Code Section 31-871(c), as approved by legal.

Recommendation Acceptance: yes no  Date: 1/26/21
Commissioner Dan McDonald, Chair

Approved by Legal

Bonner County Justice Services
Memorandum Item #3
File Destruction Request

| <u>Record Title:</u> | <u>Classification:</u> | <u>Retention Period:</u> | <u>Dates of Documents to be destroyed:</u> |
|--------------------------------------|------------------------|---------------------------|--|
| Incident Reports (Inactive Files) | Permanent | 10 Years from End of Year | Years Ending 1998-2009 |