



BONNER COUNTY
HUMAN RESOURCES/RISK MANAGEMENT

1500 Highway 2, Suite 337, Sandpoint, Idaho 83864

Telephone: (208) 265-1456

Fax: (208) 265-1457

HR/RM
Item #1

Date: February 9, 2021

To: Commissioners

From: Cindy Binkerd, Human Resources

Re: Destruction of Records

Description: Bonner County is requesting approval to destroy old records, as per Title 74, Chapter 1 Public Records Act.

Records (All previous to 2018) to be removed have the following attributes:

- Employment Applications

Bonner County HR, Risk Management, Bonner County Clerk and legal has reviewed the Records Destruction request.

Distribution: HR, Risk Management, BOCC

To approve Resolution # HR/RM 1: A suggested motion would be: Mr. Chairman, based on the information before us I move that the County approve Resolution #2021- 17 allowing HR/ Risk Management to destroy the above described files, following Title 74, Chapter 1 Public Records Act rules.

Recommendation Acceptance: yes no

Date: 02-09-2021

Commissioner Dan McDonald, Chairman

RESOLUTION # _____

**HR/ RM
DESTRUCTION OF RECORDS**

WHEREAS, Idaho Code §31-871 provides for the classification of county records for the purpose of records retention and elimination; and

WHEREAS, the Human Resources Office wishes to eliminate records identified in attached Exhibit A in compliance with I.C. 31-871 elimination rules; and

WHEREAS, duplicate copies of these records may be custody's with the Sheriff's Office which are not eliminated pursuant to this resolution;

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Bonner County, Idaho, that the following documents listed on the attached page be disposed of.

Adopted as a Resolution of the Board of Commissioners of Bonner County upon a majority vote on the 9th day February 2021.

BOARD OF BONNER COUNTY COMMISSIONERS

 Absent
Daniel McDonald, Chairman

 Jeffery Connolly
Jeffery Connolly, Commissioner,

 Steven Bradshaw
Steven Bradshaw Commissioner

ATTEST: Michael W. Rosedale

By Jesse Webster
Deputy Clerk

HR/ RM - 2016			
Document Title	Document Dates/Time frame	Classification (Permanent, Semi-permanent or Temporary)	Minimum Retention Period
Recruitment Application Files	Up to 2016	Temporary	2 years