

RESOLUTION NO. 33

**BONNER COUNTY SHERIFF'S OFFICE  
DESTRUCTION OF SHERIFF'S/JAIL RECORDS**

**WHEREAS**, Idaho Code §31-871 provides for the classification of county records as “permanent,” “semi-permanent,” or “temporary,” and;

**WHEREAS**, Bonner County Sheriff's Office has reviewed Idaho Code §31-871 and the Idaho Association of Counties County Record Retention Schedule for Sheriff's Office and Jail records; and

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

**WHEREAS**, Bonner County Sheriff's Office has prepared a list of Sheriff's Office/Jail records, with the assistance of county legal counsel, 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 Sheriff's Office be and hereby is authorized to destroy the files listed in Exhibit “A” attached hereto and incorporated herein.

**ADOPTED** as a Resolution of the Board of Commissioners of Bonner County upon a majority vote on the 23<sup>rd</sup> of March, 2021.

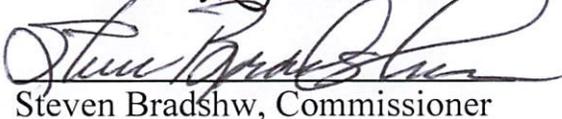
**BOARD OF BONNER COUNTY COMMISSIONERS**



Dan McDonald, Chairman



Jeff Connolly, Commissioner



Steven Bradshaw, Commissioner

**ATTEST:** Mike Rosedale

By   
Deputy Clerk

<b>Documents</b>												<b>Retention Period</b>
<b>Accident Reports</b>					2014	2015						5
<b>Attendance Accruals</b>						2015						
<b>Bank Records (Cvll, DL &amp; Jail)</b>					2014							5
<b>Civil Worksheets</b>							2016	2017				3
<b>Driver's License - Credit Card Receipts</b>					2014	2015						5
<b>Driver's License - Daily Balance Report</b>					2014	2015						
<b>Driver's License - Notice to Register</b>					2014	2015						
<b>Employee Drug Testing Results</b>								2017	2018			
<b>Jail - Cell Shake Down Logs</b>												5
<b>Jail - Daily Passdown</b>					2013	2014	2015	2016	2017	2018		2
<b>Jail - Inmate Classification</b>					2014	2015						5
<b>Jail - Inmate Exercise Log</b>					2014	2015						5
<b>Jail - Inmate Head Count</b>					2014	2015						5
<b>Jail - Inmate Housing Billings</b>					2014	2015						5
<b>Jail - Inmate Medical Records (see attached)</b>	2009	2010										10
<b>Jail - K9 Search Logs</b>												
<b>Jail - Purchase Orders</b>					2014	2015						5
<b>Jail - Swanson Billing &amp; Receipts</b>					2014	2015						5
<b>Personnel Files</b>		2010										10
<b>Public Records Requests</b>								2017	2018			2

12/15/2020



## Bonner County Sheriff's Office

4001 N Boyer Road • Sandpoint, ID 83864 • Phone: (208) 263-8417

March 23, 2021

### Memorandum

To: Board of County Commissioners

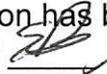
From: Sheriff Daryl Wheeler

Re: Resolution for Destruction of Sheriff's Records

Idaho Code 31-871 allows for the classification of County records. It also allows for a retention schedule and destruction of these records according to the schedule.

I am requesting approval of the attached list of records to be destroyed.

This Request and Resolution has been approved by:

Legal – Scott Bauer 

Auditing – Mike Rosedale \_\_\_\_\_

A suggested motion would be: **Mr. Chairman based on the information before us, I move to approve Resolution #21- 33** authorizing the Sheriff's Office to destroy the Sheriff's Office and Jail records listed on Exhibit A.

Recommendation Acceptance:  yes  no

 Date: 3/23/21  
Commissioner Dan McDonald, Chairman