

RESOLUTION NO. 22 - 11

**Approval of Retention Schedule
For Bonner County EMS**

WHEREAS, Bonner County EMS has classified various documents and records by Division for purposes of retention periods and subsequent destruction; and

WHEREAS, the Retention Schedule classifies the documents and records into categories as permanent, semi-permanent and temporary, all in accordance with Idaho Code § 31-871; and

WHEREAS, the Retention Schedule is attached hereto (Exhibit A) and by this reference made a part hereof; and

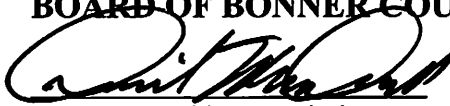
WHEREAS, Bonner County EMS is the custodian of these documents and records and has approved the Retention Schedule as proposed; and

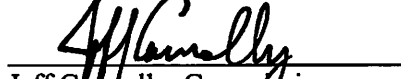
WHEREAS, the Bonner County Prosecutor's Office has reviewed and approved the Retention Schedule as proposed and as required by Idaho Code § 31-871.


NOW, THEREFORE, BE IT RESOLVED by the Bonner County Board of Commissioners that the Retention Schedule of Bonner County EMS be and hereby, approved pursuant to Idaho Code § 31-871.

The foregoing was duly enacted as a Resolution, by the Board of County Commissioners of Bonner County, Idaho, on the 8th day of February 2022.

BOARD OF BONNER COUNTY COMMISSIONERS


Dan McDonald, Commissioner


Jeff Connolly, Commissioner


Steven Bradshaw, Commissioner

ATTEST: Michael W. Rosedale

By 
, Deputy Clerk



Bonner County EMS

521 N. Third Ave • Sandpoint, ID 83864 • Phone: (208) 255-2194

EMS
Item # 2

February 8, 2022

Memorandum

To: Bonner County Commissioners

From: Jeff Lindsey, BCEMS Chief

Re: Resolution Records Retention Schedule

Description: Idaho Code § 31-871 requires counties to maintain a Records Retention Schedule for each of its departments. Retention Schedules classify documents as permanent, semi-permanent, and temporary for the purposes of retention periods and subsequent destruction of records. Bonner County EMS is presenting a Retention Schedule which has been approved by the Prosecutor's Office.

Distribution:

- 1 Original Copy to the Commissioner's Office
- 1 Copy to Bonner County EMS

Legal Approval *B. Wilson*

A suggested motion would be: **Mr. Chairman, based on the information provided, I move to approve Resolution No. 22- 11 creating an EMS Records Retention Schedule pursuant to Idaho Code 31-871.**

Recommendation Acceptance: yes no *Dan McDonald* Date: *2/8/22*
Commissioner Dan McDonald, Chairman

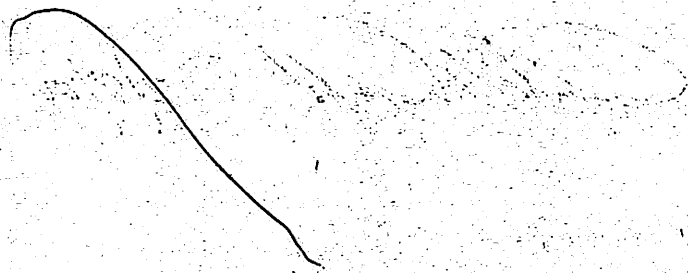


EXHIBIT A

DEPARTMENT: Emergency Medical Services				
Record Title	Classification	Total Minimum Retention Period	Beginning of Retention Period	Comments
Individual QA	Temporary	2 years	End of employment	
Agency/study QA	Temporary	2 years	Date of Record	
Individual training records	Semi-Permanent	5 years	End of employment	
Agency training records	Semi-Permanent	5 years	End of employment	
Initial course records	Semi-Permanent	5 years	End of employment	
Standardized course records	Semi-Permanent	5 years	End of employment	
Controlled drug logs	Semi-Permanent	5 years	Date of Record	
Infection Control training	Semi-Permanent	5 years	End of employment	
Infection/safety reports	Semi-Permanent	5 years	Date of Record	
Invoices	Temporary	2 years	Date of Record	
Advisory Council Minutes	Permanent	10 years	Date of Record	
Advisory Council Records	Permanent	10 years	Date of Record	
Contracts	Semi-Permanent	5 years	End Date	
Personnel Records	Permanent	10 years	End of Employment	
Purchase Orders	Semi-Permanent	5 years	Date of Record	
Patient Care Reports	Semi-Permanent	5 years	End of treatment	
Policy Manuals	Semi-Permanent	5 years	When Obsolete	
Grant Information	Semi-Permanent	5 years	End of Grant period	
Licensures	Semi-Permanent	5 years	Date of Record	
Public Request for Information	Semi-Permanent	5 years	Date of Record	