RESOLUTION NO. 2022-78

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 4 day of October, 2022.

BOARD OF BONNER COUNTY COMMISSIONERS

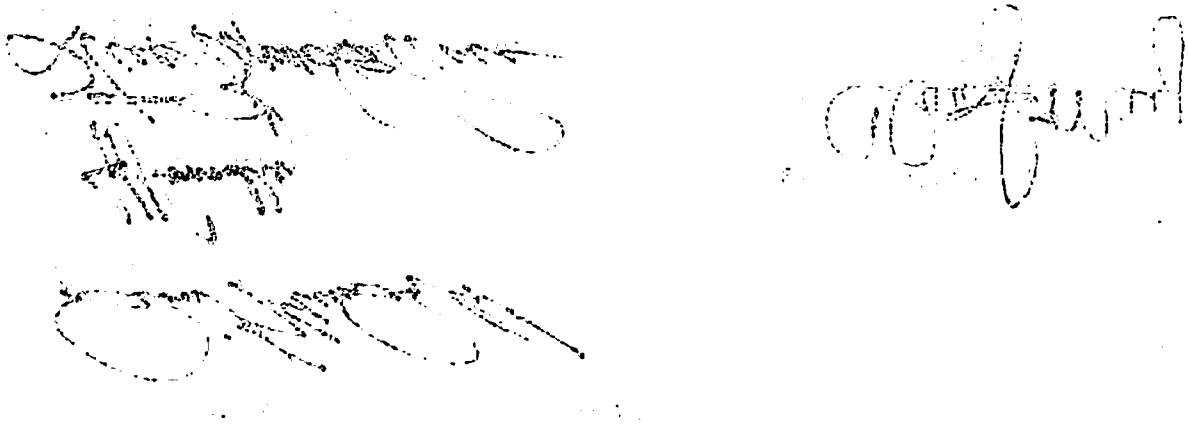
Dan McDonald, Chairman

Jeff Connolly, Commissioner

Steven Bradshaw, Commissioner

ATTEST: Michael Rosedale

By _____
Deputy Clerk



Bonner County Justice Services
Memorandum Item #1
File Destruction Request

Record Title:	*Classification:*	*Retention Period:*	*Dates of Documents to be destroyed:*
Booking Sheets (Inactive Files)	Temporary	2 years after 18th Birthday	Juveniles with DOB from 2001

Record Title:	*Classification:*	*Retention Period:*	*Dates of Documents to be destroyed:*
Court Documents (Inactive Files)	Temporary	2 years after 18th Birthday	Juveniles with DOB from 2001

Record Title:	*Classification:*	*Retention Period:*	*Dates of Documents to be destroyed:*
PTA Forms (Inactive Files)	Temporary	2 years after 18th Birthday	Juveniles with DOB from 2001

Record Title:	*Classification:*	*Retention Period:*	*Dates of Documents to be destroyed:*
Police Reports (Inactive Files)	Temporary	2 years after 18th Birthday	Juveniles with DOB from 2001

Record Title:	*Classification:*	*Retention Period:*	*Dates of Documents to be destroyed:*
Medical Screenings (Inactive Files)	Temporary	2 years after 18th Birthday	Juveniles with DOB from 2001

Record Title:	*Classification:*	*Retention Period:*	*Dates of Documents to be destroyed:*
Medical Requests (Inactive Files)	Temporary	2 years after 18th Birthday	Juveniles with DOB from 2001

Record Title:	*Classification:*	*Retention Period:*	*Dates of Documents to be destroyed:*
Doctor's Orders (Inactive Files)	Temporary	2 years after 18th Birthday	Juveniles with DOB from 2001

Record Title:	*Classification:*	*Retention Period:*	*Dates of Documents to be destroyed:*
Medication Orders (Inactive Files)	Temporary	2 years after 18th Birthday	Juveniles with DOB from 2001

Bonner County Justice Services
Memorandum Item #2
File Destruction Request

Record Title:	*Classification:*	*Retention Period:*	*Dates of Documents to be destroyed:*
Shift Summaries (Inactive Files)	Temporary	2 years after Year End	Year Ending 2019

Record Title:	*Classification:*	*Retention Period:*	*Dates of Documents to be destroyed:*
Cell Locations (Inactive Files)	Temporary	2 years after Year End	Year Ending 2019

Record Title:	*Classification:*	*Retention Period:*	*Dates of Documents to be destroyed:*
Facility Search Reports (Inactive Files)	Temporary	2 years after Year End	Year Ending 2019

Record Title:	*Classification:*	*Retention Period:*	*Dates of Documents to be destroyed:*
Transport Sheets (Inactive Files)	Temporary	2 years after Year End	Year Ending 2019

Record Title:	*Classification:*	*Retention Period:*	*Dates of Documents to be destroyed:*
Transport Logs (Inactive Files)	Temporary	2 years after Year End	Year Ending 2019

Record Title:	*Classification:*	*Retention Period:*	*Dates of Documents to be destroyed:*
Guest Registries (Inactive Files)	Temporary	2 years after Year End	Year Ending 2019

Record Title:	*Classification:*	*Retention Period:*	*Dates of Documents to be destroyed:*
Handwritten Logs (Inactive Files)	Temporary	2 years after Year End	Year Ending 2019

Record Title:	*Classification:*	*Retention Period:*	*Dates of Documents to be destroyed:*
Cash Logs (Inactive Files)	Temporary	2 years after Year End	Year Ending 2019

Record Title:	*Classification:*	*Retention Period:*	*Dates of Documents to be destroyed:*
Grievance Reports (Inactive Files)	Temporary	2 years after Year End	Year Ending 2019

Record Title:	*Classification:*	*Retention Period:*	*Dates of Documents to be destroyed:*
Fire Drill Reports (Inactive Files)	Temporary	2 years after Year End	Year Ending 2019

Record Title:	*Classification:*	*Retention Period:*	*Dates of Documents to be destroyed:*
Maintenance Reports	Temporary	2 years after Year End	Year Ending 2019

Bonner County Justice Services
Memorandum Item #2
File Destruction Request
(Continued)

(Inactive Files)

Record Title:	*Classification:*	*Retention Period:*	*Dates of Documents to be destroyed:*
Fleet Reports (Inactive Files)	Temporary	2 years after Year End	Year Ending 2019

Bonner County Justice Services

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

Justice Services
Item #1

Memorandum

September 22, 2022

To: Bonner County Commissioners

From: Ron Stultz, Director

Re: Bonner County Juvenile Detention Juvenile Resident Records – Date of Birth 1999 to 2001

The Bonner County Juvenile Detention Center currently holds resident records for juveniles with birthdates ranging from January 1, 1999 to December 31, 2001, which have been reviewed by the Director of Justice Services and deemed "temporary records" needing to be retained not less than two (2) years after the inmate's 18th birthday or two (2) years after release from custody. These records include copies of court documents, booking sheets, Promise to Appear forms, copies of police reports, medical screenings, medical requests, doctor's orders, and medication orders. 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 #22-79 ordering the destruction of juvenile resident "temporary records", as described above, held by the Bonner County Juvenile Detention Center for residents with birthdates ranging from January 1, 1999 to December 31, 2001, pursuant to Idaho Code Section 31-871(c), as approved by legal.

Recommendation Acceptance: ☒ yes ☐ no Date: 10/3/22

Commissioner Dan McDonald, Chair

Approved by Legal