

**RESOLUTION NO. 24 - 60**

**EMERGENCY MANAGEMENT**

**Closed Grants / Document & Records Destruction**

**WHEREAS,** Bonner County Emergency Management has maintained grant documents and records for projects spanning from 2000 to 2016 that are closed; and

**WHEREAS,** Bonner County Emergency Management is following the process to destroy grant documents and records that are past the 3 year “records requirement” after the grant close date; and

**WHEREAS,** Idaho Code 31-871 which states: (h) The provisions of this section shall control the classification, retention and destruction of all county records unless otherwise provided in Idaho Code or any applicable federal law. And (CFR) Code of Federal Regulations 200.334 Retention requirements for records which states: “Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report.”

**NOW, THEREFORE, BE IT RESOLVED,** the Board of County Commissioners authorizes Bonner County Emergency Management to destroy the grant documents and records which are past the 3 year “records requirement” after the grant close date.

The foregoing was duly enacted as a Resolution of the Board of County Commissioners of Bonner County, Idaho, on the 27 day of August 2024.

**BOARD OF BONNER COUNTY COMMISSIONERS**

Absent  
Luke Omodt, ~~Chairman~~ Commissioner

Asia Williams  
Asia Williams, Commissioner

Steve Bradshaw  
Steve Bradshaw, Commissioner, *chair*

**ATTEST:** Michael W Rosedale

By Ausi Schaeffer  
Deputy Clerk

**Closed Grants / Document Records Destruction  
Attachment**

Year	Grant Type	General Grant Info
2001	SHSP	COMMUNICATIONS EQUIPMENT
2002	SHSP Part I	COMMUNICATIONS EQUIPMENT
2003	SHSP	COMMUNICATIONS EQUIPMENT
2003	SHSP Part II	COMMUNICATIONS EQUIPMENT
2004	SHSP	COMMUNICATIONS EQUIPMENT
2004	SHSP LETPP	LAW ENFORCEMENT EQUIPMENT
2004	SHSP	COMMUNICATIONS EQUIPMENT
2005	SHSP LETPP	LAW ENFORCEMENT EQUIPMENT
2005	SHSP	COMMUNICATIONS EQUIPMENT
2006	SHSP	COMMUNICATIONS EQUIPMENT
2006	EMPG	EMERGENCY MANAGEMENT MATCHING FUNDS
2006	SHSP LETPP	COMMUNICATIONS EQUIPMENT
2007	EMPG	EMERGENCY MANAGEMENT MATCHING FUNDS
2007	AHMP	ALL HAZARD MITIGATION PLAN UPDATE
2007	SHSP LETPP	COMMUNICATIONS EQUIPMENT
2008	EMPG	EMERGENCY MANAGEMENT MATCHING FUNDS
2008	SHSP LETPP	COMMUNICATIONS & LE EQUIPMENT
2009	EMPG	EMERGENCY MANAGEMENT MATCHING FUNDS
2009	SHSP LETPP	COMMUNICATIONS EQUIPMENT
2010	SHSP	COMMUNICATIONS EQUIPMENT
2010	EMPG	EMERGENCY MANAGEMENT MATCHING FUNDS
2011	SHSP	COMMUNICATIONS EQUIPMENT
2011	EMPG	EMERGENCY MANAGEMENT MATCHING FUNDS
2012	SHSP	COMMUNICATIONS EQUIPMENT
2012	EMPG	EMERGENCY MANAGEMENT MATCHING FUNDS
2013	SHSP	COMMUNICATIONS EQUIPMENT
2013	EMPG	EMERGENCY MANAGEMENT MATCHING FUNDS
2014	SHSP	COMMUNICATIONS EQUIPMENT
2015	SHSP	COMMUNICATIONS EQUIPMENT

EM



## BONNER COUNTY EMERGENCY MANAGEMENT

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August 27, 2024

### MEMORANDUM

Emergency  
Management  
Item # 1

**To:** Commissioners

**From:** Bob Howard  
Director Emergency Management

**Re:** Closed Grants / Document & Records Destruction

**Description:** Bonner County Emergency Management has maintained grant documents for projects spanning from 2000 to 2016. These documents are past the 3 year "records requirement" after the grant close date based on Idaho Code 31-871 which states:

(h) The provisions of this section shall control the classification, retention and destruction of all county records unless otherwise provided in Idaho Code or any applicable federal law.

And (CFR) Code of Federal Regulations 200.334 Retention requirements for records

"Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report."

**Legal Review:** Approved by legal: B. Wilson

**Distribution:** Original to BOCC  
Copy to Bob Howard & Cameron La Combe

A suggested motion would be: **Based on the information provided, I make a motion to authorize Bonner County Emergency Management to destroy all of their closed grant documents past the 3 year records requirement per Idaho Code 31-871**

Recommendation Acceptance: ☐ yes ☐ no

Steve Bradshaw  
Steve Bradshaw" Chairman

Date: 09-03-24