

RESOLUTION NO. 2024- 64

**BONNER COUNTY JUSTICE SERVICES  
DESTRUCTION OF JUVENILE RESIDENT 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, along with Bonner County Prosecutor’s Office 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

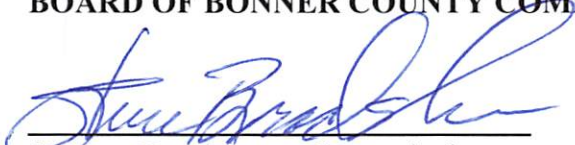
**WHEREAS**, Bonner County Justice Services, along with Bonner County Prosecutor’s Office has reviewed stored files/documents and identified whether they are “permanent,” “semi-permanent,” or “temporary” as described in subsections (1)(a), (b), or (c) of Idaho Code §31-871; and

**WHEREAS**, Bonner County Justice Services has compiled juvenile records for those born between the years 1996 to 2004, 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 24th day of September, 2024.

**BOARD OF BONNER COUNTY COMMISSIONERS**

  
Steven Bradshaw, Commissioner

  
Asia Williams, Commissioner

  
Ron Korn, Commissioner

**ATTEST:** Michael Rosedale

By   
Deputy Clerk

## Exhibit A

### Bonner County Justice Services Memorandum Item #1 File Destruction Request

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Police Reports	Temporary	2 years after 18 <sup>th</sup> birthday	Juveniles with DOB from 1996-2004

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Booking Sheets	Temporary	2 years after 18 <sup>th</sup> birthday	Juveniles with DOB from 1996-2004

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Birth Certificates	Temporary	2 years after 18 <sup>th</sup> birthday	Juveniles with DOB from 1996-2004

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Medical Records	Temporary	2 years after 18 <sup>th</sup> birthday	Juveniles with DOB from 1996-2004

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Social History	Temporary	2 years after 18 <sup>th</sup> birthday	Juveniles with DOB from 1996-2004

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Level Sheets	Temporary	2 years after 18 <sup>th</sup> birthday	Juveniles with DOB from 1996-2004

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
WILD Completion	Temporary	2 years after 18 <sup>th</sup> birthday	Juveniles with DOB from 1996-2004

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Probable Cause Affidavits	Temporary	2 years after 18 <sup>th</sup> birthday	Juveniles with DOB from 1996-2004

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Judgments	Temporary	2 years after 18 <sup>th</sup> birthday	Juveniles with DOB from 1996-2004

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Court Orders	Temporary	2 years after 18 <sup>th</sup> birthday	Juveniles with DOB from 1996-2004



# Bonner County Justice Services

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

## Memorandum

### Justice Services Item #1

October 1, 2024

To: Bonner County Commissioners

From: Ron Stultz, Director

Re: Bonner County Temporary Records – Juveniles born from 1996-2004

The Bonner County Juvenile Probation currently holds facility records for two years after the juvenile's 18<sup>th</sup> birthday. These records have been reviewed by the Director of Justice Services and deemed "temporary records". Idaho Code Section 31-871(c) authorizes the destruction of "temporary records" after a retention period of not less than two (2) years after 18<sup>th</sup> birthday.

**Distribution:** Original to BOCC; copy to Justice Services, Ron Stultz

A suggested motion would be: Mrs. Chairwoman based upon the information before us I move to approve Resolution #24-64 ordering the destruction of Bonner County Juvenile Detention facility "temporary records", as described above, held by the Bonner County Juvenile Detention Center, pursuant to Idaho Code Section 31-871(c), as approved by legal.

Recommendation Acceptance: ☒ yes ☐ no

Asia Williams Date: 10-1-24  
Commissioner Asia Williams, Chairwoman

Approved by Legal