

RESOLUTION NO. 24-74

**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

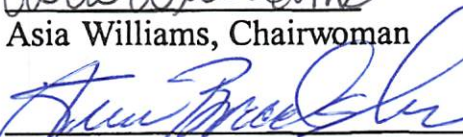
WHEREAS, Bonner County Sheriff's Office has prepared a list of Sheriff's Office/Jail records, with the assistance of county legal counsel, which it proposes to have destroyed at this time, a copy of which is attached hereto as Exhibit "A".

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 1st of October 2024.

BOARD OF BONNER COUNTY COMMISSIONERS


Asia Williams, Chairwoman


Steve Bradshaw, Commissioner


Ron Korn, Commissioner

Attest: Michael Rosedale

By: 
Deputy Clerk

Exhibit A

Documents													Retention Period
Accident Reports							2016	2017	2018				5
Bank Records (Civil, DL & Jail)						2015	2016	2017	2018				5
Civil Worksheets									2018	2019	2020		3
Civil Writs						2015	2016	2017	2018				5
Concealed Weapons License - Expired		2011	2012	2013	2014	2015	2016	2017	2018	2019			5
Driver's License - Credit Card Receipts							2016	2017	2018				5
Driver's License - Daily Balance Report							2016	2017	2018				5
Jail - Cell Shake Down Logs													5
Jail - Daily Passdown										2019	2020	2021	2
Jail - Inmate Classification							2016	2017	2018				5
Jail - Inmate Exercise Log							2016	2017	2018				5
Jail - Inmate Head Count							2016	2017	2018				5
Jail - Inmate Housing Billings							2016	2017	2018				5
Jail- Inmate Housing Records	1930-1981												5
Jail - Inmate Medical Records (see attached)		2011	2012	2013									10
Jail - K9 Search Logs													
Jail - Purchase Orders							2016	2017	2018				5
Jail - Swanson Billing & Receipts							2016	2017	2018				5
Personnel Files			2011	2012	2013								10
Public Records Requests										2019	2020	2021	2
Time Sheets						2015	2016	2017					3
CAD Data	1980-1994												2
Detective Case Management Files	1974												10
Inactive Employment Applications				2013	2014								2



Bonner County Sheriff's Office

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

Memorandum

Date: September, 23, 2024
To: Board of County Commissioners
From: Sheriff Daryl Wheeler
Re: Resolution for Destruction of Sheriff's Records

Description:

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 highlighted in red to be destroyed.

Distribution:

Original to be sent to the Sheriff's Office
Copy to Legal counsel for the Sheriff's Office X

A suggested motion would be: **Mrs. Chairwoman based on the information before us, I move to approve Resolution #24- 74** authorizing the Sheriff's Office to destroy the Sheriff's Office and Jail records listed on Exhibit A.

Recommendation Acceptance: ☒ yes ☐ no Asia Williams Date: 10-1-24
Asia Williams, Chairman