

RESOLUTION NO. 25 - 02

Human Resources Records Destruction

WHEREAS, Idaho Code §31-871 provides for the classification of county records for the purpose of records retention and elimination; and; **and**

WHEREAS, the Human Resources Office wishes to eliminate records identified in compliance with I.C. 31-871 elimination rules; and;

WHEREAS, duplicate copies of these records may be custody's with the Sheriff's Office which are not eliminated pursuant to this resolution;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Bonner County, Idaho, that the following documents listed on the attached page be disposed of employee files which contain offer Letters Applications, drug screening, background, I-9 Documents, tax forms, benefits, performance appraisals.

ADOPTED as a Resolution of the Board of Commissioners of Bonner County upon a majority vote on the 7th day of January 2025.

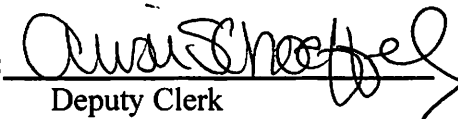
BOARD OF BONNER COUNTY COMMISSIONERS


Asia Williams, Chairwoman


Steve Bradshaw, Commissioner


Ron Korn, Commissioner

ATTEST: Michael Rosedale

By: 
Deputy Clerk

THE NEW YORK PUBLIC LIBRARY

ASTOR LENOX TILDEN FOUNDATION
125 WEST 47TH STREET
NEW YORK 19, N.Y.

Dear Sir,
I have the honor to acknowledge the receipt of your letter of the 14th inst. in relation to the loan of the book "The History of the United States" by John Adams. The book is now in the hands of the Librarian and will be loaned to you as soon as it is available. I am sorry that it is not possible to loan it to you at the present time, but I am sure you will understand the necessity of this. I am, Sir, very respectfully,
Yours,
J. H. Thompson
Librarian

Very truly,
J. H. Thompson
Librarian

Yours,
J. H. Thompson
Librarian

January 7, 2025

Memorandum

HR
Item #1

To: Commissioners

From: Alissa Clark, Director of Human Resources

Re: Resolution for the Destruction of Records

The Bonner County Human Resource office is seeking approval to destroy the employment records from 2014 as outlined in I.C. §31-871.

The files contain offer letters, applications, drug screening, background, I-9 documents, tax forms, benefits, and performance appraisal

Auditing Review: NA

Email is attached verifying that auditing has verified that the funds to cover this item are within the budget; this is required for any expenditure/budget adjustment request.

Risk Review: NA

If applicable, email is attached verifying that all Risk questions/concerns have been resolved and that it has been approved. This includes new equipment/assets to be insured or contracts requiring insurance for review.

Legal Review: _____

Email is attached verifying that all legal questions/concerns have been resolved and that it has been approved.

Distribution: _____ Original to BOCC
_____ Copy to HR

A suggested motion would be: **Based on the information before us I move to approve Resolution #2025 - 02**

Recommendation Acceptance: ☒ yes ☐ no

Asia Williams Date: 1-7-25
Asia Williams, Chairwoman