

RESOLUTION NO. 2025- 04

**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 14th day of January 2025.


BOARD OF BONNER COUNTY COMMISSIONERS


Asia Williams, Commissioner


Ron Korn, Commissioner


Brian Domke, Commissioner

ATTEST: Michael Rosedale

By 
Deputy Clerk

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>
Booking Sheets (Inactive Files)	Temporary	2 years after 18 th Birthday	Juveniles with DOB from 2002-2004

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Court Documents (Inactive Files)	Temporary	2 years after 18 th Birthday	Juveniles with DOB from 2002-2004

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
PTA Forms (Inactive Files)	Temporary	2 years after 18 th Birthday	Juveniles with DOB from 2002-2004

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Police Reports (Inactive Files)	Temporary	2 years after 18 th Birthday	Juveniles with DOB from 2002-2004

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Medical Screenings (Inactive Files)	Temporary	2 years after 18 th Birthday	Juveniles with DOB from 2002-2004

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Medical Requests (Inactive Files)	Temporary	2 years after 18 th Birthday	Juveniles with DOB from 2002-2004

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Doctor's Orders (Inactive Files)	Temporary	2 years after 18 th Birthday	Juveniles with DOB from 2002-2004

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Medication Orders (Inactive Files)	Temporary	2 years after 18 th Birthday	Juveniles with DOB from 2002-2004



Justice Services Item #1

January 14, 2025

Memorandum

To: Commissioners

From: Justice Services

Re: Bonner County Temporary Records – Juveniles born from 2002-2004

The Bonner County Juvenile Detention Center currently holds facility records for two years after the juvenile's 18th 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 18th birthday.

Auditing Review: n/a

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: n/a

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: Yes

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

Distribution: Original to Justice Services
Copy to Board of Commissioners

04

Based on the information before us I move to approve Resolution #25- 05 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

Date: 1-14-25

_____, Chair