

RESOLUTION NO. 2025- 06

**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

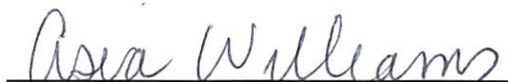
WHEREAS, Bonner County Justice Services, along with Bonner County Prosecutor’s Office has reviewed stored files/documents and identified whether they are “permanent,” “semi-permanent,” or “temporary” as described in subsections (1)(a), (b), or (c) of Idaho Code §31-871; and

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 #3
File Destruction Request

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Shift Summaries (Inactive Files)	Temporary	2 years after Year End	Year Ending 2020-2022

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Cell Locations (Inactive Files)	Temporary	2 years after Year End	Year Ending 2020-2022

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Facility Search Reports (Inactive Files)	Temporary	2 years after Year End	Year Ending 2020-2022

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Transport Sheets (Inactive Files)	Temporary	2 years after Year End	Year Ending 2020-2022

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Transport Logs (Inactive Files)	Temporary	2 years after Year End	Year Ending 2020-2022

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Guest Registries (Inactive Files)	Temporary	2 years after Year End	Year Ending 2020-2022

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Handwritten Logs (Inactive Files)	Temporary	2 years after Year End	Year Ending 2020-2022

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Cash Logs (Inactive Files)	Temporary	2 years after Year End	Year Ending 2020-2022

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Grievance Reports (Inactive Files)	Temporary	2 years after Year End	Year Ending 2020-2022

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Fire Drill Reports (Inactive Files)	Temporary	2 years after Year End	Year Ending 2020-2022

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Maintenance Reports	Temporary	2 years after Year End	Year Ending 2020-2022

Bonner County Justice Services
Memorandum Item #3
File Destruction Request
(Continued)

(Inactive Files)

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Fleet Reports (Inactive Files)	Temporary	2 years after Year End	Year Ending 2020-2022



Justice Services
Item #3

January 14, 2025

Memorandum

To: Commissioners

From: Justice Services

Re: Bonner County Juvenile Detention Facility Records – 2020-2022

The Bonner County Juvenile Detention Center currently holds temporary records for the years 2020-2022, which have been reviewed by the Director of Justice Services and deemed "Inactive Files" needing to be retained not less than two (2) years. These records include Shift Summaries, Cell Locations, Transport Sheets, Handwritten and Cash Logs, Guest Registries, Grievance, Fire Drill, Maintenance, Facility Search, and Fleet Reports. Idaho Code Section 31-871(c) authorizes the destruction of "temporary records" after a retention period of not less than two (2) years

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

DL

A suggested motion would be, I move to approve: Resolution #25-07 ordering the destruction of Bonner County Juvenile Detention facility "temporary records", as described above, held by the Bonner County Juvenile Detention Center for the years 2020-2022, pursuant to Idaho Code Section 31-871(c), as approved by legal.

Recommendation Acceptance: ☒ yes ☐ no

Asia Williams Date: 1-15-25

_____, Chair