

RESOLUTION NO. 2025-14

**COUNTY ASSISTANCE
APPROVAL OF THE DESTRUCTION OF
INDIGENT OFFICE RECORDS**

WHEREAS, Bonner County Indigent applications with supporting documentation prior to and including 2019 have been reviewed and found to be "semi-permanent records", which need to be retained not less than five (5) years, and;

WHEREAS, the Bonner County Clerk is the custodian of these records and has been consulted and does give approval for the destruction of those inactive records older than five (5) years, and;

WHEREAS, the Bonner County Prosecuting Attorney pursuant to Idaho Code 31-871(2)(g) has reviewed the request and has no objection thereto, and;

WHEREAS, Idaho Code 31-871 does authorize the destruction of the above named documents, a detailed list of which is attached to and incorporated herein.

NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners of Bonner County, Idaho, that the above-named documents, identified in detail in the attached list, may be destroyed, and the same is hereby approved and adopted as a resolution of the Bonner County Commissioners.

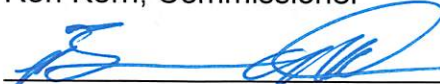
Dated this 11 day of Feb, 2025.

BONNER COUNTY COMMISSIONERS

Asia Williams, Chairwoman



Ron Korn, Commissioner



Brian Domke, Commissioner

ATTEST: Michael W. Rosedale

By: 
Deputy Clerk

Dated: 2-11-2025

Assistance Files to be destroyed after January 1, 2025

| Account # | Account # | | |
|---------------|-----------|------------------------------|-------|
| 2019-009 | 2018-065 | | |
| 2019-059 | 2019-052 | | |
| 2019-036 | 2011-201 | | |
| 2011-254 | 2019-034 | | |
| 2011-282 | 2018-061 | | |
| 2019-007 | 2019-011 | | |
| 2019-015 | 2019-047 | | |
| 2019-017 | 2019-014 | | |
| FY 96/97-148 | 2019-028 | | |
| 2019-054 | 2019-041 | | |
| 2019-024 | 2015-054 | | |
| 2019-004 | 2019-016 | | |
| 2019-075 | 2019-021 | | |
| 2019-001 | 2019-060 | | |
| 2019-062 | 2019-006 | | |
| 2019-003 | 2019-029 | | |
| 2019-055 | 2019-027 | | |
| 2018-063 | 2015-017 | | |
| 2013-003 | 2015-058 | | |
| 2019-010 | 2019-018 | | |
| 2019-023 | 2019-020 | | |
| 2019-026 | 2019-038 | | |
| 2008-197 | 2018-057 | | |
| 2018-067 | 2019-033 | | |
| 2019-058 | 2007-082 | | |
| 2019-037 | 2019-008 | | |
| 2013-105 | 2010-139 | | |
| 2018-070 | 2019-057 | | |
| 2019-005 | 2019-039 | | |
| 2018-062 | 2011-073 | | |
| FY 00/01-57 | 2019-084 | | |
| FY 96/97-53 | 2018-069 | | |
| FY 97/98-162 | 2018-039 | | |
| FY 98/99 -147 | 2019-025 | | |
| FY 99/00-87 | 2019-070 | | |
| 2019-086 | 2019-069 | | |
| 2008-210 | 2010-235 | | |
| 2009-083 | 2010-186 | Mental Hold cases | Years |
| 2009-114 | 2018-064 | DE Bills | 2019 |
| 2019-051 | 2018-066 | Judges orders (Not Indigent) | 2019 |
| 2018-060 | 2019-043 | | |



Bonner County Assistance

1500 Highway 2, Suite 122 • Sandpoint, ID 83864

February 11, 2025

Memorandum

To: Bonner County Commissioners

From: Tere Schultz, County Assistance

Re: Resolution for the destruction of records

The Bonner County Indigent Assistance Office is seeking approval to destroy records as outlined in the Indigent Office Records Retention and Destruction Policy, Resolution 18-14, passed by the Board per Policy 18-14

Distribution: ☐ Original to BOCC Office
☐ Copy to Indigent Services
☐ Copy to BCPA – Bill Wilson

Auditing Review: N/A (per Mike Rosedale)

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 per Mike Rosedale

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: ☒ X

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

A suggested motion would be: **Based on the information before us I make a motion to approve Resolution 25 - 14 for the Approval of the destruction of Indigent Assistance Office Records.**

Recommendation Acceptance: ☒ yes ☐ no

Asia Williams
Commissioner Asia Williams, Chairwoman

Date: 2-11-2025