

RESOLUTION NO. 2025- 37

**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 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 has reviewed its 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 prepared a list of juvenile resident records for the years 2022 and older, 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 10th day of June, 2025.

BOARD OF BONNER COUNTY COMMISSIONERS

Asia Williams, Chair

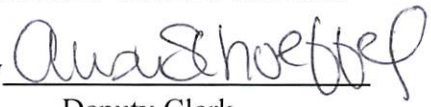


Ron Korn, Commissioner



Brian Domke, Commissioner

ATTEST: Michael Rosedale

By 

Deputy Clerk

Exhibit A
Bonner County Justice Services
Community Service forms
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>
Completion of WILD program (Inactive Files)	Temporary	2 years after Year End	Year Ending 2022 and older

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



Bonner County

Justice Services

June 10, 2025

Memorandum

Justice Services

Item #1

To: Commissioners

From: Justice Services

Re: Temporary Record Destruction- WILD Completion/WILD Sign-Up Sheets dated 2022 and older

The Bonner County Juvenile Detention Center currently holds facility records for the years 2016 through 2017, which have been reviewed by the Director of Justice Services and deemed "temporary records" needing to be retained not less than two (2) years. These records include shift summaries, cell locations, facility search reports, transport sheets, transport vehicle logs, guest registries, handwritten logs, cash logs, grievance reports, fire drill reports, maintenance request/reports, and fleet request/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:

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

Distribution: _____ Original to BOCC
_____ Copy to Justice Services

Resolution # 2025-37

A suggested motion would be: Based on the information before us I move to approve the destruction of Bonner County Juvenile Detention facility "temporary records", as described above, held by the Bonner County Juvenile Detention Center for the years 2022 and older, pursuant to Idaho Code Section 31-871(c), as approved by legal.

Recommendation Acceptance: ☒ yes ☐ no


Asia Williams, Chair


Date 6/10/25