



Bonner County

Indigent/Assistance

RESOLUTION NO. 2026- 07

COUNTY ASSISTANCE APPROVAL OF THE DESTRUCTION OF INDIGENT OFFICE RECORDS

WHEREAS, Bonner County Indigent applications with supporting documentation prior to and including 2020 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 17th day of February, 2026.

BONNER COUNTY COMMISSIONERS



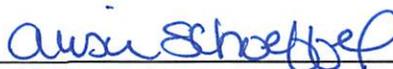
Brian Domke, Chair

Asia Williams, Commissioner



Ron Korn, Commissioner

ATTEST: Michael W. Rosedale

By: 

Deputy Clerk

Dated: 02.17.2026



Bonner County

Indigent/Assistance

Exhibit A

Assistance Files to be destroyed after January 1, 2026

2019-079	2019-030
2019-090	2019-040
2020-002	2020-011
2019-072	2020-008
2019-091	2019-080
2020-010	2019-089
2020-032	2016-018
2019-088	2020-001
2010-184	2009-231
2019-085	2007-069
2008-140	2012-161
2019-076	2019-073
2019-077	2019-045
2009-157	2019-074
2009-158	2011-187
2009-216	2020-022
2009-167	2011-159
2020-005	2010-311
2020-021	2020-006
2020-020	2020-007
2020-013	1104
2019-066	2019-065
2009-128	2020-017
2020-004	2019-035
2020-031	2020-003
2011-220	2020-009
2011-263	2020-012
2020-026	2020-023
2019-083	2010-203
2020-027	2010-107
2014-047	2020-025
	2019-087

Mental Hold cases

Years

DE Bills Paid

2020



Bonner County

Indigent/Assistance

Mental Hold Denied

Resolution No.: 18-14

BONNER COUNTY ASSISTANCE RECORDS RETENTION AND DESTRUCTION

AT A REGULARLY SCHEDULED PUBLIC MEETING OF THE BONNER COUNTY COMMISSIONERS, STATE OF IDAHO, ON THE 23rd DAY OF January, 2018, THE FOLLOWING RESOLUTION WAS UNANIMOUSLY ADOPTED TO WIT:

WHEREAS, in accordance with Idaho Code 31-871(1)(b), all semi-permanent records shall be kept for not less than five (5) years after date of issuance of completion of the matter contained in the records; and

WHEREAS, the Board has developed certain policies and procedures for the administration of Idaho Code, Title 31, Chapter 34 and Chapter 35, as permitted specifically therein, subject to amendment by further Resolution, as deemed necessary.

BE IT HEREBY RESOLVED that the Board hereby declares that the following policies and procedures will be utilized in the administration of Idaho Code, Title 31, Chapter 34 and Chapter 35 records maintained in the Assistance office.

FURTHER, this Resolution is intended to provide guidance for the retention of records of Title 31, Chapter 34 and Chapter 35 of the Idaho Code, and nothing contained herein shall be interpreted as a substitution for any language, restrictions, rights, privileges or requirements set forth in said Idaho Code. Refer to Idaho Code 31-871 (1)(b) for definitions.

- I. **Retention of Semi-permanent records**
 - a. Retention period shall begin at the date of the application denial or close of an approved case.
 - b. The following records are considered semi-permanent. Record Title:
 1. Application, Investigation Notes, Motions and Order to Approve or Deny, Appeals, and all file contents.
 2. Claims
 3. Lien Letters
 4. Liens
 5. Medical records
 6. Promissory Notes
 7. Receipts
 8. Documentation provided by applicant
 9. Registrations
 10. Releases
 11. Transcripts
 - c. Records shall be maintained for a minimum period of five (5) years after the denial or close of an approved case.

II. Records from Hearings

- a. Exhibits presented during an appeal hearing will remain in the custody of the Assistance office.

III. Destruction of Records

- a. Records may only be destroyed by resolution of the board of county commissioners after regular audit and upon the advice to the prosecuting attorney. A resolution ordering destruction must list, in detail, records to be destroyed. Such disposition shall be under the direction and supervision of the elected Clerk or Director of County Assistance.

1. Destruction of semi-permanent records could be at the end of the fiscal year five (5) years after the denial or close of an approved case.

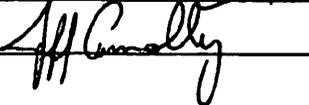
THEREFORE BE IT RESOLVED by this Board of Bonner County Commissioners this 23rd day of January, 2018, adopt the **BONNER COUNTY ASSISTANCE RECORDS RETENTION AND DESTRUCTION** and be effective upon execution hereof.

APPROVED AND ADOPTED this 23rd day of January, 2018

Board of Bonner County Commissioners

By:  Chairman

By:  Commissioner

By:  Commissioner

Attest:

 Bonner County Clerk
Deputy Clerk



Bonner County

Indigent/Assistance

February 17, 2026

Memorandum

Indigent/Assistance
Item #1

To: Commissioners
From: Indigent/Assistance
Re: Disposal of Indigent/Assistance Records

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

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:



APPROVED

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

Distribution: _____ Original to BOCC
_____ Copy to Indigent/Assistance

A suggested motion would be: **Based on the information before us I move**
to approve Resolution, number to be assigned, that allows the Indigent/Assistance Office to dispose of the election records listed in Exhibit A.

Recommendation Acceptance: yes no

Brian Domke, Chair

Date