

RESOLUTION NO. 2026- 21

**BONNER COUNTY SHERIFF'S OFFICE
DESTRUCTION OF SHERIFF'S/JAIL RECORDS**

WHEREAS, Idaho Code §31-871 provides for the classification of county records as “permanent,” “semi-permanent,” or “temporary,” and;

WHEREAS, Bonner County Sheriff's Office has reviewed Idaho Code §31-871 and the Idaho Association of Counties County Record Retention Schedule for Sheriff's Office and Jail records; and

WHEREAS, Bonner County Sheriff's Office has reviewed its stored files/documents and identified whether they are “permanent,” “semi-permanent,” or “temporary” as described in subsections (1)(b), (c), or (d) of Idaho Code §31-871; and

WHEREAS, Bonner County Sheriff's Office has prepared a list of Sheriff's Office/Jail records, with the assistance of county legal counsel, which it proposes to have destroyed at this time, a copy of which is attached hereto as Exhibit “A”.

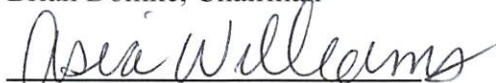
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Bonner County, that Bonner County Sheriff's Office be and hereby is authorized to destroy the files listed in Exhibit “A” attached hereto and incorporated herein.

ADOPTED as a Resolution of the Board of Commissioners of Bonner County upon a majority vote on the 14th of April 2026.


BOARD OF BONNER COUNTY COMMISSIONERS



Brian Domke, Chairman



Asia Williams, Commissioner



Ron Korn, Commissioner

ATTEST: Michael Rosedale

By: 

Deputy Clerk

Exhibit A

Documents							Retention Period
Bank Records (Civil, DL & Jail)	2019	2020					5
Civil Worksheets	2021	2022					3
Civil Writs	2019	2020					5
Concealed Weapons License - Expired	2017	2018	2019	2020			5
Jail - Razor Clipper Log	2020	2021	2022	2023			2
Jail - Inmate Head Count	2020						5
Jail - Inmate Medical Records	2014						10
Intoxilyzer Logs	2004-2016						2
Public Records Requests	2022	2023					2
CAD Data	1980-1994						2
Dispatch - Daily Logs	1990-1992						2



Bonner County
Bonner County Sheriff's Office

April 14, 2026

Memorandum

Sheriff's Office
Item#2

To: Commissioners
From: Sheriff Daryl Wheeler
Re: Resolution for Destruction of Sheriff's Records

Idaho Code 31-871 allows for the classification of County records. It also allows for a retention schedule and destruction of these records according to the schedule.

I am requesting approval to destroy the records listed on attachment Exhibit A.

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



APPROVED

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

Distribution: Original to Sheriff's Office

A suggested motion would be: **Based on the information before us, I move to approve Resolution,** number to be assigned, authorizing the Sheriff's office to destroy the Sheriff's Office and Jail records listed on the attached list Exhibit A.

Recommendation Acceptance: yes no

Brian Domke, Chairman

4/14/26
Date