

RESOLUTION NO. 2026-45

Bonner County Sheriff's Office DESTRUCTION OF SHERIFF'S/DRIVER LICENSE 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;

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 28th day of July 2026.

BOARD OF BONNER COUNTY COMMISSIONERS



Ron Korn, Chair



Asia Williams, Commissioner



Brian Domke, Commissioner

ATTEST: Michael Rosedale

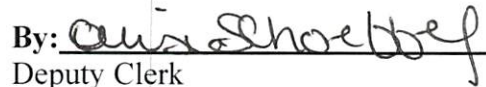
By: 
Deputy Clerk

Exhibit A

Documents							Retention Period
Accident Reports							5
Bank Records (Civil, DL & Jail)							5
Civil Worksheets							3
Civil Writs							5
Concealed Weapons License - Expired							5
Driver's License - Credit Card Receipts	2019	2020					5
Driver's License - Daily Balance Report	2019	2020					5
Jail - Cell Shake Down Logs							5
Jail - Daily Passdown							2
Jail - Inmate Classification							5
Jail - Inmate Exercise Log							5
Jail - Razor Clipper Log							2
Jail - Inmate Head Count							5
Jail - Inmate Housing Billings							5
Jail- Inmate Housing Records							5
Jail - Inmate Medical Records							10
Jail - Purchase Orders							5
Jail - Swanson Billing & Receipts							5
Intoxilyzer Logs							2
Personnel Files							10
Public Records Requests							2
Time Sheets							3
CAD Data							2
Dispatch - Daily Logs							2
Detective Case Management Files							10
Inactive Employment Applications							2



Bonner County

Bonner County Sheriff's Office

07/28/2026

Memorandum

Sheriff's Office
Item #1

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

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

Distribution: _____ Original to BOCC
_____ Copy 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

Ron Korn
Ron Korn, Chair

7-28-26
Date