

RESOLUTION NO. 40

**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, 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 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 17th day of May, 2016.

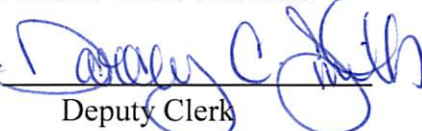
BOARD OF BONNER COUNTY COMMISSIONERS


Cary Kelly, Chairman


Glen Bailey, Commissioner


Todd Sudick, Commissioner

ATTEST: Mike Rosedale

By 
Deputy Clerk

**Bonner County Justice Services
Memorandum Item #1
File Destruction Request**

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
 Booking Sheets Temporary 2 years after 18th Birthday Juveniles with DOB from 1990-1995
 (Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
 Court Documents Temporary 2 years after 18th Birthday Juveniles with DOB from 1990-1995
 (Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
 PTA Forms Temporary 2 years after 18th Birthday Juveniles with DOB from 1990-1995
 (Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
 Police Reports Temporary 2 years after 18th Birthday Juveniles with DOB from 1990-1995
 (Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
 Medical Screenings Temporary 2 years after 18th Birthday Juveniles with DOB from 1990-1995
 (Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
 Medical Requests Temporary 2 years after 18th Birthday Juveniles with DOB from 1990-1995
 (Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
 Doctor's Orders Temporary 2 years after 18th Birthday Juveniles with DOB from 1990-1995
 (Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
 Medication Orders Temporary 2 years after 18th Birthday Juveniles with DOB from 1990-1995
 (Inactive Files)



Bonner County Justice Services

4002 Samuelson Avenue, Sandpoint, ID 83864 * Phone (208) 263-1602

Memorandum

Justice Services
Item #2

May 17, 2016

To: Bonner County Commissioners

From: Ron Stultz, Director

Re: Bonner County Juvenile Detention Juvenile Resident Records –
Date of Birth 1990 to 1995

The Bonner County Juvenile Detention Center currently holds resident records for juveniles with birthdates ranging from January 1, 1990 to December 31, 1995, which have been reviewed by the Director of Justice Services and deemed “temporary records” needing to be retained not less than two (2) years after the inmate’s 18th birthday or two (2) years after release from custody. These records include copies of court documents, booking sheets, Promise to Appear forms, copies of police reports, medical screenings, medical requests, doctor’s orders, and medication orders. Idaho Code Section 31-871(c) authorizes the destruction of “temporary records” after a retention period of not less than two (2) years.

Distribution: Original to BOCC; copy to Justice Services, Ron Stultz

A suggested motion would be: I move to approve Resolution # 16- 40 authorizing the Juvenile Detention facility to destroy the “temporary” records, as listed in Exhibit “A” attached hereto, pursuant to Idaho Code §31-871(c), as approved by legal.

Recommendation Acceptance: yes no


Commissioner Cary Kelly, Chairman

Date: 5/17/16