

RESOLUTION NO. 41

**BONNER COUNTY JUSTICE SERVICES
DESTRUCTION OF JUVENILE DETENTION FACILITY 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

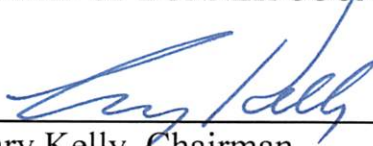
WHEREAS, Bonner County Justice Services has reviewed its stored files/documents and identified whether they are “permanent,” “semi-permanent,” or “temporary” as described in subsections (1)(a), (b), or (c) of Idaho Code §31-871; and

WHEREAS, Bonner County Justice Services has prepared a list of juvenile detention facility 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

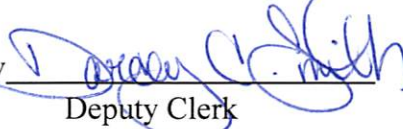


Glen Bailey, Commissioner



Todd Sudick, Commissioner

ATTEST: Mike Rosedale

By 

Deputy Clerk

Bonner County Justice Services
Memorandum Item #2
File Destruction Request

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Shift Summaries (Inactive Files)	Temporary	2 years after Year End	Years Ending 2007-2013

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Cell Locations (Inactive Files)	Temporary	2 years after Year End	Years Ending 2007-2013

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Facility Search Reports (Inactive Files)	Temporary	2 years after Year End	Years Ending 2007-2013

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Transport Sheets (Inactive Files)	Temporary	2 years after Year End	Years Ending 2007-2013

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Transport Logs (Inactive Files)	Temporary	2 years after Year End	Years Ending 2007-2013

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Guest Registries (Inactive Files)	Temporary	2 years after Year End	Years Ending 2007-2013

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Handwritten Logs (Inactive Files)	Temporary	2 years after Year End	Years Ending 2007-2013

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Cash Logs (Inactive Files)	Temporary	2 years after Year End	Years Ending 2007-2013

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Grievance Reports (Inactive Files)	Temporary	2 years after Year End	Years Ending 2007-2013

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Fire Drill Reports (Inactive Files)	Temporary	2 years after Year End	Years Ending 2007-2013

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Maintenance Reports (Inactive Files)	Temporary	2 years after Year End	Years Ending 2007-2013

**Bonner County Justice Services
Memorandum Item #2
File Destruction Request
(Continued)**

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Fleet Reports (Inactive Files)	Temporary	2 years after Year End	Years Ending 2007-2013

<u>Record Title:</u>	<u>Classification:</u>	<u>Retention Period:</u>	<u>Dates of Documents to be destroyed:</u>
Incident Reports (Inactive Files)	Permanent	10 Years from End of Year	Years Ending 1990-1996



Bonner County Justice Services

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

Memorandum

May 17, 2016

Justice Services
Item #3

To: Bonner County Commissioners

From: Ron Stultz, Director

Re: Bonner County Juvenile Detention Facility Records
– 2007 to 2013 (Temporary Records)
– 1990-1996 (Permanent Records)

The Bonner County Juvenile Detention Center currently holds facility records for the years:

- 2007 to 2013 (Temporary Records)
- 1990-1996 (Permanent Records)

which have been reviewed by the Director of Justice Services and deemed “temporary records” needing to be retained not less than two (2) years, and “permanent records” needing to be retained not less than ten (10) years from the end of year. These “temporary” 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. These “permanent” records include incident reports. Idaho Code Section 31-871(c) authorizes the destruction of “temporary records” after a retention period of not less than two (2) years and the destruction of “permanent records” after a retention period of not less than ten (10) years.

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

A suggested motion would be: I move to approve Resolution # 16- 41 authorizing the Juvenile Detention facility to destroy the “temporary” and “permanent” records, as listed in Exhibit “A” attached hereto, pursuant to Idaho Code §31-871(c) & §31-871(a), as approved by legal.

Recommendation Acceptance: yes no


Commissioner Gary Kelly, Chairman

Date: 5/17/16