



Bonner County Sheriff's Office

4001 N Boyer Road • Sandpoint, ID 83864 • Phone: (208) 263-8417

May 25, 2016

Memorandum

To: Board of County 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 of the attached list of records to be destroyed.

This Request and Resolution has been approved by:

Legal – Scott Bauer *Valeri Santos 6/23/2016*
Auditing – Mike Rosedale N/A

A suggested motion would be: **Mr. Chairman based on the information before us, I move to approve Resolution #16- 51 authorizing the Sheriff's Office to destroy the Sheriff's Office and Jail records listed on Exhibit A.**

Recommendation Acceptance: yes no

Cary Kelly Date: 7/5/16
Commissioner Cary Kelly, Chairman

RESOLUTION NO. 51

**BONNER COUNTY SHERIFF'S OFFICE
DESTRUCTION OF SHERIFF'S 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 stored files available for destruction; and

WHEREAS, Bonner County Sheriff's Office has reviewed Idaho Code §31-871 and the Idaho Association of Counties County Record Retention Schedule for Civil Records, Jail Records and miscellaneous 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)(a), (b), or (c) 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".

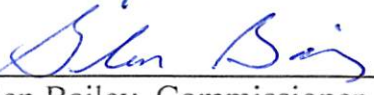
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Bonner County, that Bonner County Sheriff's Office be and hereby is authorized to destroy the files listed in Exhibit "A" attached hereto.

ADOPTED as a Resolution of the Board of Commissioners of Bonner County upon a majority vote on the 5th day of July, 2016.

BOARD OF BONNER COUNTY COMMISSIONERS



Cary Kelly, Chairman

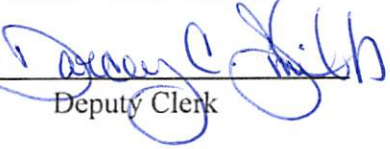


Glen Bailey, Commissioner



Todd Sudick, Commissioner

ATTEST: Mike Rosedale

By 

Deputy Clerk

DOCUMENTS	YEAR
Accident Reports	2010
Civil Bank Statements	1999 - 2009
Civil Worksheets	2003 - 2010
Civil Writs	2003 - 2010
Concealed Weapon Permits - Approved	2007 - 2010
Concealed Weapon Permits - Denied or Deceased	2007 - 2010
Deposit books, banking info	2009 - 2010
Inmate Files (see attached)	
Law Records - Case files (see attached)	1980 to 2008
Public Records Requests	2011 - 2013

Exhibit "A"

Division	Document	Classification	Retention Period	Notes
	Receipt books, deposit slips, cancelled checks, check registers	Semi-permanent	Five (5) years	
Civil	Civil Work sheets, Writs	Temporary	Three (3) years	Original on file with the Clerk's Office
Jail	Daily Logs	Semi-permanent	Five (5) years	
Jail	Work Release/Inmate Labor Paperwork	Semi-permanent	Five (5) years	
Jail	Fingerprint card	Permanent	Forever	
Jail	Mug Shot	Permanent	Ten (10) years	Old photos kept for 10 years. Current photos are housed on computer
Jail	Court Documents			Original on file with Court. Copies maintained until inmate's release
Jail	Documents from Summit			Housed on computer. Copies maintained until inmate's release
Jail	Documents from Summit	Permanent	Ten (10) years	The documents contained inmate's and/or deputies signature
Jail	Pre-booking Sheet/Booking Check Off Sheet	Temporary	Two (2) years	
Jail	Medical Records	Permanent	Ten (10) years	
Jail	Classification Files	Temporary	Two (2) years	
Jail	Commissary Orders	Temporary		Shred after entering in computer
Jail	Visitor Log	Temporary		Shred after entering in computer
Jail	Head Count Log	Temporary	Two (2) years	

Jail	Razor/Clippers Log	Temporary	Two (2) years	
Jail	Kites, Answers, Grievances	Semi-permanent	Five (5) years	
Jail	Lockdown Paperwork	Semi-permanent	Five (5) years	Will be held in inmate file. Purged same time as file.
Jail	Mail Logs	Temporary	Two (2) years	
Jail	Law Library Log	Semi-permanent	Five (5) years	
Jail	Outdoor Rec Log	Semi-permanent	Five (5) years	
Jail	Waiver of Extradition	Semi-permanent	Five (5) years	
Records	Abandoned Vehicles	Semi-permanent	Five (5) years	
Records	Accident Report	Semi-permanent	Five (5) years	
Records	Citations	Temporary	Two (2) years	Original on file with the Clerk's Office
Records	Homicide case file	Permanent	Forever	
Records	Rape/Sex Offenses case file	Permanent	Forever	
Records	Burglary, Theft, Robbery	Permanent	Forever	If DNA was collected, suspect was apprehended or gun entered NCIC
Records	Arson	Permanent	Forever	
Records	Domestic Battery, Assault, Battery	Permanent	Forever	
Records	DUI (felony)	Permanent	Ten (10) years	
Records	Notice to Register (DL)	Semi-permanent	Five (5) years	
Records	Suicide, unattended death, petit theft, fraud, malicious injury to property, traffic, all misdemeanor cases	Permanent	Ten (10) years	

	Billing paperwork, US Marshals. C of E	Semi-permanent	Five (5) years	
	Time Sheets	Temporary	Three (3) years	Original on file with the Auditor's Office. FLSA has a 3 year audit period
	Lawsuits	Semi-permanent	Five (5) years	All paperwork involved in lawsuit not otherwise in court file
	Public Requests	Temporary	Two (2) years	

10/14/2011