

**RESOLUTION # 16- 71**

**HR/ RM  
DESTRUCTION OF RECORDS**

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

**WHEREAS**, the Risk Management Office has found certain records needing to be destroyed per Idaho Code §31-871; and

**WHEREAS**, the Risk Management Office has prepared a list of the documents which it proposes to have destroyed at this time, a copy of which is attached hereto as Exhibit "A".

**WHEREAS**, all materials on the attached list have exceeded their required dates of retention.

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Bonner County, Idaho, that the following documents listed on the attached page be destroyed.

**Adopted** as a Resolution of the Board of Commissioners of Bonner County upon a majority vote on the 4<sup>th</sup> day of October, 2016.

**BOARD OF BONNER COUNTY COMMISSIONERS**

**Absent**

\_\_\_\_\_  
Cary Kelly, Chairman



\_\_\_\_\_  
Glen Bailey, Commissioner



\_\_\_\_\_  
Todd Sudick, Commissioner

**ATTEST:** Michael W. Rosedale

By   
Deputy Clerk

### Commissioner's office documents to be destroyed - 2016

<b>Document Title</b>	<b>Document Dates/Time frame</b>	<b>Classification (Permanent, Semi-permanent or Temporary)</b>	<b>Minimum Retention Period</b>
<b>Auto Claims</b>	Up to 2011	Semi-permanent	5 years
<b>Property Claims</b>	Up to 2011	Semi-permanent	5 years
<b>Tort Claims</b>	Up to 2011	Semi-permanent	5 years
<b>General Liability Claims</b>	Up to 2011	Semi-permanent	5 years



**BONNER COUNTY**  
**HUMAN RESOURCES/RISK MANAGEMENT**

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Date: October 4, 2016

To: Commissioners

From: Cindy Binkerd, Director, Human Resources/Risk Management

Re: Destruction of Records

HR/RM  
Item #3

Description: Bonner County is requesting approval to destroy old records, as per Title 74, Chapter 1 Public Records Act.

Files (2008 to 2011) to be removed have the following attributes:

- Closed insurance claim
- Tort, Property, General Liability, and Auto claims
  - ICRMP and Travelers may retain original copy of files, as they own the files
  - Bonner County Clerk will retain the original copy of Tort claims
- Older than 5 years, and that have no recent (5 year) activity
- No knowledge that the claim is or will be re-opened
- Not subject to current FOI requests

Bonner County HR, Risk Management, Bonner County Clerk and legal has reviewed the Records Destruction request.

Distribution: HR, Risk Management, BOCC

A suggested motion would be: **Mr. Chairman, based on the information before us I move to approve Resolution 16-71 allowing HR/ Risk Management to destroy the above described files, following Title 74, Chapter 1 Public Records Act rules.**

Recommendation Acceptance:  yes  no  Date: 10/04/16

Commissioner Cary Kelly, Chairman