

RESOLUTION NO. 09-06

WHEREAS, Idaho Code 31-871 provides for the classification and retention of County records, and

WHEREAS, that Code section provides that certain records may only be destroyed by resolution by Board of County Commissioners after regular audit and upon the advice of the Prosecuting Attorney, and

WHEREAS, pursuant to that Code section, the County Commissioners hereby define permanent records, semi-permanent records, temporary records, and provide for the time period to retain the same, and hereby declare that certain of those records be destroyed.

NOW THEREFORE, on Motion duly made, seconded and unanimously carried, it is hereby resolved that the following County records shall be classified as follows:

- (a) "Permanent records" shall consist of, but not be limited to, the following: proceedings of the governing body, ordinances, resolutions, building plans and specifications, bond register, warrant register, budget records, general ledger, cash books and records affecting the title to real property or liens thereon, and other documents or records as may be deemed of permanent nature by the Board of County Commissioners.
- (b) "Semi permanent records" shall consist of, but not be limited to, the following: claims, contracts, canceled checks, warrants, duplicate warrants, license applications, building applications, departmental reports, purchase orders, vouchers, duplicate receipts, bonds and coupons, registration and other election records, financial records, and other documents or records as may be deemed of semi permanent nature by the Board of County Commissioners.
- (c) "Temporary records" shall consist of, but not be limited to, the following: correspondence not related to sub sections (1) and (2) of this sections, cash receipts subject to audit, audio tape recordings of regular County Commissioners meetings, and other records as may be deemed temporary by the Board of the County Commissioners.

The County records shall be retained as follows:

- (a) Permanent records shall be retained for not less than ten (10) years.
- (b) Semi permanent records shall be kept for not less than five (5) years after date of issuance or completion of the matter contained within the record.
- (c) Temporary records shall be retained for not less than two (2) years.
- (d) The Board recognizes that certain records must be kept permanently and indefinitely in accordance with Idaho Cods 31-709. Those records include but are not limited to the written minute records of County Commissioner proceedings which shall not be destroyed and are not the subject matter of this resolution.

Upon advice of the Prosecuting Attorney, and after regular audit for the years , the Caribou County Clerk is hereby ordered to destroy

#### Exhibit A

Out dated contracts Between Caribou County and:

Road to Recovery – Alcohol and Drug Treatment -  
09/30/1997

Dustin W. Smith – Public Defender - 01/08/2005

Idaho Association of Counties – Idaho Department of  
Juvenile Corrections – 09/30/1996

Road to Recovery – Alcohol and Drug Treatment –  
09/30/1995

Idaho Association of Counties – Idaho Department of  
Juvenile Corrections – 09/30/1995

Associated business Products – Copy Care Contract –  
10/13/96

Union Pacific Railroad Co. – Fiber Optic Cable – 03-01-1998

S. Criss James – Indigent Legal Services – 06/11/1999

S. Criss James – Legal Services – 9-30-2002

IKON – Service Agreement – 10/31/1998

Claims for all funds for:

2000

2001

2002

2003

2004

Election Records for:

2006


2007

2008

Unanimously passed this 14 day of December 2009.

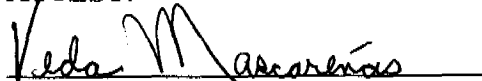
CARIBOU COUNTY BOARD OF COMMISSOINERS

  
Lloyd Rasmussen, Commissioner Chairman

  
Earl Somsen, Commissioner

  
Phil Christensen, Commissioner

ATTEST:

  
Veda Mascarenas, County Clerk