

**RESOLUTION #2003-11**

**A RESOLUTION TO DESTROY RECORDS OF BOISE COUNTY**

**WHEREAS**, the Boise County Board of Commissioners, pursuant to I.C. §31-871 (1) (d), is permitted to destroy certain Boise County records; and

**WHEREAS**, the Boise County Board of Commissioners has conducted a regular audit of its records, and upon the advice of the Prosecuting Attorney, has determined the following:

1. Drivers License Transmittals, Miscellaneous Drivers License Reports, Audited Cash register Receipts, and Daily/Monthly Financial Reports, Misdemeanor/Infraction Citations, and Officer Copies of Citations records dated prior to 1999 shall be classified as temporary records, pursuant to section §31-871 (1) (d), Idaho Code:
2. Department Highway Safety Grant Materials, Incident Cards, Accident Reports, Officer Daily Activity Logs, and Concealed Weapons Permit Applications records dated prior to 1999 shall be classified as semi-permanent records, pursuant to section §31-871 (1) (d), Idaho Code:
3. Misdemeanor and Felony Crime Reports, Dispatch Logs, Radio Logs, Returned Warrants, Civil Day Books>Returns, and Sheriff Inmate Labor Detail Files records dated prior to 1993 shall be classified as permanent records, pursuant to section §31-871 (1) (d), Idaho Code:

**NOW THEREFORE BE IT RESOLVED**, that the Boise County Board of Commissioners shall forthwith destroy the above listed records under the direction and supervision of the Boise County Sheriff's Chief Deputy and the records shall be destroyed by shredding.

**APPROVED AND ADOPTED** by the Boise County Board of Commissioners in open session on the 3<sup>rd</sup> day of June 2003.

**BOARD OF BOISE COUNTY COMMISSIONERS**

*Roger B. Jackson*  
\_\_\_\_\_  
Roger B. Jackson, Chairman

*Fred H. Lawson*  
\_\_\_\_\_  
Fred H. Lawson, Commissioner

*Dale Hanson*  
\_\_\_\_\_  
Dale Hanson, Commissioner



*Rora A. Canody*  
\_\_\_\_\_  
Rora A. Canody, Clerk to the Board



Gary L. Brown  
Sheriff

Heather L. Bedal  
Comptroller



Lt. Larry Lampson  
Patrol Division & Dispatch

Lt. Terry Day  
Investigation & Jail

May 23, 2003

RE: Records Retention

Boise County  
Board of County Commissioners  
Idaho City, Idaho 83631

Dear Sirs,

Due to our limited storage space, I'm requesting classification of records, and the destruction records, per Idaho Statute 31-871 (copy attached).

I would request that records dated prior to 1999 be classified for destruction as follows:

Drivers License Transmittals, Miscellaneous Drivers License Reports, Cash Register Receipts, and Daily/Monthly Financial Reports, be classified as temporary records.

Department Highway Safety Grant Materials, Misdemeanor infraction citations, Officer Copies of Citations, Incident Cards, Accident Reports, Officer Daily Activity Logs, and Concealed Weapons Permit Applications be classified as semi-permanent records.

I would request that records dated prior to 1993 be classified for destruction as follows:

Misdemeanor and felony crime reports, Dispatch Logs, Radio Logs, Returned Warrants, , Civil Day Books>Returns, and Sheriff Inmate Labor Detail Files, be classified as permanent records.

Further, I would request, at the recommendation of the Persecutor's Office, a resolution by the Board of Commissioner ordering the destruction of the aforementioned records, by means of shredding.

Respectfully,

  
Lt. Terry Day  
Boise County Sheriff

Cc: Boise County Prosecutor  
Vb.

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3851 Highway 21, P.O. Box 189, Idaho City, Idaho 83631  
Phone: (208) 392-4411 • Fax: (208) 392-4108

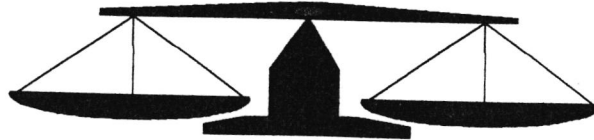
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BY [Signature] for L/S

**OFFICE OF THE PROSECUTING ATTORNEY**

**BOISE COUNTY**

P.O. BOX 186 - IDAHO CITY, IDAHO 83631



**THERESA GARDUNIA**

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**INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF BOISE COUNTY COMMISSIONERS  
**FROM:** T. GARDUNIA  
**SUBJECT:** RECORDS RETENTION – SHERIFF’S OFFICE  
**DATE:** 06/02/03  
**CC:** R. CANODY, COUNTY CLERK

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I am in receipt of the Sheriff’s request for classification and destruction of records and recommend the following:

Temporary Records – the items identified, except un-audited cash receipts, are acceptable for classification as temporary records Un-audited cash receipts must be classified as semi-permanent records.

Semi Permanent Records – the items listed are acceptable for classification as semi-permanent records. However, I would suggest that misdemeanor/infraction citations and officer copies of citations be classified as temporary given that misdemeanors must be prosecuted within a year of issue and infractions within 21 days.

Permanent Records – the items listed are acceptable as classification as permanent records.