

RESOLUTION NO. 2026- 16

**BONNER COUNTY JUSTICE SERVICES
DESTRUCTION OF JUVENILE RESIDENT 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, along with Bonner County Prosecutor’s Office 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, along with Bonner County Prosecutor’s Office has reviewed 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 compiled juvenile records for year ending 2023 and older, 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 24th day of March 2026.

BOARD OF BONNER COUNTY COMMISSIONERS



Brian Domke, Chair



Ron Korn, Commissioner



Asia Williams, Commissioner

ATTEST: Michael Rosedale

By 

Deputy Clerk

Bonner County Justice Services
Memorandum Item #3
File Destruction Request

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
 Shift Summaries Temporary 2 years after Year End Year Ending 2023 and older
 (Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
 Cell Locations Temporary 2 years after Year End Year Ending 2023 and older
 (Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
 Facility Search Reports Temporary 2 years after Year End Year Ending 2023 and older
 (Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
 Transport Sheets Temporary 2 years after Year End Year Ending 2023 and older
 (Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
 Transport Logs Temporary 2 years after Year End Year Ending 2023 and older
 (Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
 Guest Registries Temporary 2 years after Year End Year Ending 2023 and older
 (Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
 Handwritten Logs Temporary 2 years after Year End Year Ending 2023 and older
 (Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
 Cash Logs Temporary 2 years after Year End Year Ending 2023 and older
 (Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
 Grievance Reports Temporary 2 years after Year End Year Ending 2023 and older
 (Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
 Fire Drill Reports Temporary 2 years after Year End Year Ending 2023 and older
 (Inactive Files)

Record Title: Classification: Retention Period: Dates of Documents to be destroyed:
 Maintenance Reports Temporary 2 years after Year End Year Ending 2023 and older

**Bonner County Justice Services
Memorandum Item #3
File Destruction Request
(Continued)**

(Inactive Files)

<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	Year Ending 2023 and older



Bonner County

Justice Services

March 24, 2026

Justice Services
Item #3

Memorandum

To: Commissioners

From: Justice Services

Re: Bonner County Juvenile Detention Facility Records – 2023 and older

The Bonner County Juvenile Detention Center currently holds temporary records for the years 2023 and older, which have been reviewed by the Director of Justice Services and deemed “Inactive Files” needing to be retained not less than two (2) years. These records include shift summaries, cell locations, search reports, transport sheets, transport logs, guest registries, handwritten logs, cash logs, grievance reports, fire drill reports, maintenance reports, and fleet reports. Idaho Code Section 31-871(c) authorizes the destruction of “temporary records” after a retention period of not less than two (2) years

Auditing Review: n/a

Email is attached verifying that auditing has verified that the funds to cover this item are within the budget; this is required for any expenditure/budget adjustment request.

Risk Review: n/a

If applicable, email is attached verifying that all Risk questions/concerns have been resolved and that it has been approved. This includes new equipment/assets to be insured or contracts requiring insurance for review.

 **APPROVED**

Legal Review: Yes

Email is attached verifying that all legal questions/concerns have been resolved and that it has been approved.

Distribution: _____ Original to BOCC
_____ Copy to Justice Services

Based on the information before us I move to approve Resolution, number to be assigned, ordering the destruction of Bonner County Juvenile Detention facility “temporary records”, as described above, held by the Bonner County Juvenile Detention Center for the years 2023 and older, pursuant to Idaho Code Section 31-871(c), as approved by legal.

Recommendation Acceptance: yes no



Brian Domke, Chair

3/24/26
Date