

RESOLUTION NO. 2026- 18

**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

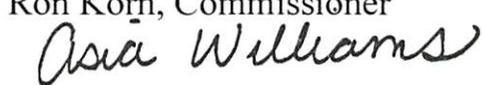
**WHEREAS**, Bonner County Justice Services has compiled juvenile records for juveniles with DOB from 2005 and older, which it proposes to have destroyed at this time, a copy of which is attached hereto as Exhibit “A”.

**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 24<sup>th</sup> 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 #5**  
**File Destruction Request**

Record Title:    Classification:    Retention Period:    Dates of Documents to be destroyed:  
Booking Sheets    Temporary    2 years after 18<sup>th</sup> Birthday    Juveniles with DOB from 2005 and older  
(Inactive Files)

Record Title:    Classification:    Retention Period:    Dates of Documents to be destroyed:  
Court Documents    Temporary    2 years after 18<sup>th</sup> Birthday    Juveniles with DOB from 2005 and older  
(Inactive Files)

Record Title:    Classification:    Retention Period:    Dates of Documents to be destroyed:  
PTA Forms    Temporary    2 years after 18<sup>th</sup> Birthday    Juveniles with DOB from 2005 and older  
(Inactive Files)

Record Title:    Classification:    Retention Period:    Dates of Documents to be destroyed:  
Police Reports    Temporary    2 years after 18<sup>th</sup> Birthday    Juveniles with DOB from 2005 and older  
(Inactive Files)

Record Title:    Classification:    Retention Period:    Dates of Documents to be destroyed:  
Medical Screenings    Temporary    2 years after 18<sup>th</sup> Birthday    Juveniles with DOB from 2005 and older  
(Inactive Files)

Record Title:    Classification:    Retention Period:    Dates of Documents to be destroyed:  
Medical Requests    Temporary    2 years after 18<sup>th</sup> Birthday    Juveniles with DOB from 2005 and older  
(Inactive Files)

Record Title:    Classification:    Retention Period:    Dates of Documents to be destroyed:  
Doctor's Orders    Temporary    2 years after 18<sup>th</sup> Birthday    Juveniles with DOB from 2005 and older  
(Inactive Files)

Record Title:    Classification:    Retention Period:    Dates of Documents to be destroyed:  
Medication Orders    Temporary    2 years after 18<sup>th</sup> Birthday    Juveniles with DOB from 2005 and older  
(Inactive Files)



# Bonner County

## Justice Services

March 24, 2026

**Justice Services**  
Item #5

### Memorandum

To: Commissioners

From: Justice Services

Re: Bonner County Juvenile Detention Facility Records – Two years after 18<sup>th</sup> birthday

The Bonner County Juvenile Detention Center currently holds temporary records for juveniles with DOB from 2005 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 after 18<sup>th</sup> birthday. These records include booking sheets, Court documents, PTA forms, police reports, medical screenings, medical requests, doctor's orders, and medication orders. Idaho Code Section 31-871(c) authorizes the destruction of "temporary records" after a retention period of two (2) years after 18<sup>th</sup> birthday.

**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 juveniles with DOB from 2005 and older, pursuant to Idaho Code Section 31-871(c), as approved by legal.**

Recommendation Acceptance:  yes  no

  
\_\_\_\_\_  
Brian Domke, Chair

  
\_\_\_\_\_  
Date