

RESOLUTION NO. 24-019

A RESOLUTION OF THE CANYON COUNTY BOARD OF COUNTY COMMISSIONERS CLASSIFYING RECORDS OF THE CANYON COUNTY INFORMATION TECHNOLOGY DEPARTMENT AND AUTHORIZING THE DESTRUCTION OF FINANCIAL RECORDS

The following Resolution was considered and adopted by the Board of County Commissioners of Canyon County, Idaho on the 28th day of January, 2024.

Upon the motion of Commissioner Van Boek and second by Commissioner Brooks, the Board resolves as follows:

WHEREAS, Idaho Code § 31-801 grants general powers and duties, subject to the restrictions of law, to the boards of county commissioners in their respective counties; and

WHEREAS, Idaho Code § 31-828 grants the Board authority “to do and perform all other acts . . . which may be necessary to the full discharge of the duties of the chief executive authority of the county government”; and

WHEREAS, Idaho Code § 31-871 allows the Board to authorize the destruction of records that are not required to be retained as permanent records and are no longer required to be retained by law or for County business; and

WHEREAS, Idaho Code § 31-871 classifies financial records as semi-permanent records that must be retained for a minimum of five (5) years; and

WHEREAS, the Information Technology Director has proposed for destruction certain County Information Technology records that are no longer required by law to be retained by the County; and

WHEREAS, the Prosecuting Attorney has reviewed the proposed destruction of certain County Information Technology records, as provided by Idaho Code § 31-871(2)(g).

NOW THEREFORE, the Board of County Commissioners of Canyon County, Idaho, hereby resolves and concludes that the records described in Exhibit A, attached hereto and incorporated by reference, are semi-permanent financial records, and as such, directs that the records described in Exhibit A be destroyed after regular audit and under the direction and supervision of the Board’s clerk, in compliance with Idaho Code § 31-871(2)(b) and (2)(g);

IT IS FURTHER ORDERED that none of the stated records shall be destroyed if they have been the subject of litigation or if there is a reasonable likelihood that they may be the subject of litigation.

IT DESTRUCTION OF RECORDS

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EXHIBIT A: List of Records

Claims, invoices, and auditor forms from the following vendors for FY 2018:

- A-Gem
- Accela
- Aerovex
- Baltic Network
- Bank of the Cascades
- Best Buy
- BOE
- Bomgar
- BRM
- Case Management
- Caxton
- CDW Government
- Century Link
- Centruy Link QCC
- Cerium
- CompuNet
- Electrical Lightwave
- ESRI
- Fiber Communications
- Harris Sharpennng
- Helion
- Henrickson Butler
- HP
- IBM
- Idaho Trans Dept
- Imagetek, Inc.
- Informa
- Integra
- Integrity Audio Visual
- Intermountain Wood
- Invoice Distribution
- Kentico
- Landis
- Manatron
- MicroMain
- Mitchell
- Morpho Trust
- MyBinding.com
- Netwrix
- Neopost
- Office Max
- Petty Cash
- Pictometry
- PluralSight
- PRECOM Precision Communication
- SitelImprove
- Staples
- Sunprint
- Tech Fund Revenue
- TekPipeline LLC
- Tensator
- Tiger Direct
- Training
- Treasure Valley Coffee
- TW Telecom
- United Micro Data, Inc.
- UPS
- USPS-Postage
- Verizon
- V.L.C.M.
- West Coast Paper
- Whirlpool
- Xerox
- YMC, Inc.
- ZoHo

FY18 Vendors

AA Tronics
ABC Stamp
Advanced Hardware
Aerovex
A-Gem
Amazon
American Time
Apple
Barracuda
Best Buy
BOE
Canon
Carbon Networks
Carousel
CDW
Cell Stipend
Century Link
ConvergeOne/IBM
DataBank
DELL
DigiCert
EDU
Elevate Technology
ESRI
H.S.S.
Henricksen Butler
Hertz
HP
Hyland
Idaho Tower
IdentiSys
Idera
JAM
Jattheon
Kioware
Laser Substrates
Level 3 Acct. 290706
Level 3 Acct. 5-VCYC2CF5
Mastercard
Mileage
MyBinding
Nemo-Q
Neopost
Netwrix
Oracle
Office Depot

Per Diem
Petty Cash
Pictometry
Pluralsight
Postage
Postage-BRM
Project Manager
Quadian
Right!
Riverstone/IBM
SHI
Smart Deploy
Solar Winds
SRT
Staples
Syringa
Treasure Valley Coffee
VariDesk
Verizon
Verizon Elections
WASP
WCP
Western Record
Witco
ZoHo