

RESOLUTION NO. 25.001

**A RESOLUTION OF THE CANYON COUNTY BOARD OF COUNTY COMMISSIONERS CLASSIFYING RECORDS OF CANYON COUNTY MISDEMEANOR PROBATION AND AUTHORIZING DESTRUCTION OF CLOSED OFFENDER SUPERVISION FILES**

The following resolution and order was considered and adopted by the Canyon County, Idaho Board of Commissioners (“Board”) on this 2<sup>nd</sup> day of January, 2025.

Upon the motion of Commissioner Van Beek and the 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 provides that, following the required period for retention, County files may be ordered destroyed by resolution of the Board; and

**WHEREAS**, Idaho Code § 31-871 also provides that records not specifically classified as permanent, semi-permanent or temporary may be classified by the Board; and

**WHEREAS**, there is a limited amount of space to store records maintained by Canyon County Misdemeanor Probation; and

**WHEREAS**, Canyon County Misdemeanor Probation desires to destroy certain records, as set forth below, in order to make room for other records and/or use:

- Closed offender supervision files with no activity for a minimum of two (2) years.

**NOW THEREFORE**, the Board resolves, concludes and directs as follows:



The above described Misdemeanor Probation offender supervision files are classified as temporary records and shall be retained for a period of not less than two (2) years after the file is closed inactive.

Pursuant to Idaho Code § 31-871, the foregoing records shall be destroyed after regular audit and after the applicable period of retention. Such disposition shall be under the direction and supervision of the Director of Misdemeanor Probation.

IT IS FURTHER RESOLVED BY THE BOARD, that this resolution shall be effective this 2nd day of January, 2025.

BOARD OF COUNTY COMMISSIONERS

- Motion Carried Unanimously
- Motion Carried/Split Vote Below
- Motion Defeated/Split Vote Below

|  | Yes                                 | No    | Did Not Vote |
|--|-------------------------------------|-------|--------------|
| <br>_____<br>Commissioner Leslie Van Beek | <input checked="" type="checkbox"/> | _____ | _____        |
| _____<br>Commissioner Brad Holton  | _____                               | _____ | _____        |
| <br>_____<br>Commissioner Zach Brooks     | <input checked="" type="checkbox"/> | _____ | _____        |

ATTEST: RICK HOGOBOAM, CLERK

By: JROSS  
Deputy Clerk