

RESOLUTION NO. 25-037

**A RESOLUTION OF THE CANYON COUNTY BOARD OF COUNTY  
COMMISSIONERS CLASSIFYING RECORDS OF CANYON COUNTY  
MISDEMEANOR PROBATION AND AUTHORIZING DESTRUCTION OF  
NCIC CRIMINAL HISTORY LOGS**

The following Resolution was considered and adopted by the Canyon County, Idaho Board of Commissioners ("Board") on the 11<sup>th</sup> day of March, 2025.

Upon the motion of Commissioner Van Brack 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 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 uses:

- NCIC Criminal History Logs.

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



The above described Misdemeanor Probation NCIC Criminal History Logs are classified as semi-permanent records and shall be retained for a period of not less than five (5) years after the Idaho State Police ILETs audit.

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 ORDERED** That this Resolution shall be effective this 11<sup>th</sup> day of March, 2025.

CANYON COUNTY BOARD OF COMMISSIONERS

☒ Motion Carried Unanimously  
☐ Motion Carried/Split Vote Below  
☐ Motion Defeated/Split Vote Below

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

ATTEST: RICK HOGABOAM, CLERK

By: UROSS  
Deputy Clerk