

RESOLUTION NO. 25-203

**A RESOLUTION OF THE CANYON COUNTY BOARD OF COUNTY  
COMMISSIONERS CLASSIFYING RECORDS OF THE CANYON COUNTY  
TREASURER AND AUTHORIZING THE DESTRUCTION OF CERTAIN  
FILES/RECORDS**

The following Resolution was considered and adopted by the Canyon County, Idaho Board of Commissioners on the 30<sup>th</sup> day of October, 2025.

Upon the motion of Commissioner Brooks and second by Commissioner Van Beek, 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 requires the Board to authorize the destruction of records that are not required to be retained as permanent records and that have met the minimum retention period provided by the County’s record retention schedule and are no longer required by law or for County business; 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 of County Commissioners; and

**WHEREAS**, the County Treasurer and the Prosecuting Attorney have drafted a proposed retention schedule (Exhibit A), attached hereto and incorporated by reference, for documents commonly handled by the County Treasurer; and

**WHEREAS**, the County Treasurer has proposed for destruction certain records that have been digitally archived and/or that have exceeded their minimum retention according to statute and/or this proposed retention schedule; and

**WHEREAS**, the Prosecuting Attorney has reviewed the destruction of certain records proposed by the County Treasurer, as provided by Idaho Code § 31-871;

**NOW THEREFORE**, the Board of County Commissioners of Canyon County, Idaho, hereby resolves, concludes and directs as follows:

TREASURER DESTRUCTION OF RECORDS

RESOLUTION NO. 25-203

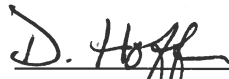
1. That the County Treasurer has in its possession a variety of public records as specified in Exhibit A.
2. That the County Treasurer retain its records in accordance with statute and the proposed retention schedule in Exhibit A.
3. That the records that have a specific retention period, provided by statute and described in Exhibit A, be retained for that period.
4. That the records that have no specific retention period provided by statute, may, pursuant to Idaho Code § 31-871, be classified by the Board of County Commissioners as permanent, semi-permanent or temporary as proposed in Exhibit A, and that these records be assigned minimum retention periods as proposed in Exhibit A.
5. That the County Treasurer has in its possession some records that have exceeded their minimum retention period provided by statute and/or the proposed retention schedule in Exhibit A, and are no longer required by law or for County business.
6. That the records that have exceeded their minimum retention period be destroyed after regular audit and under the direction and supervision of the County Treasurer, except that none of the following files shall be destroyed if they are the subject of actual, pending, or possible litigation, audit or investigation.

This resolution shall be effective this 30<sup>th</sup> day of October, 2025

X Motion Carried Unanimously  
\_\_\_\_\_ Motion Carried/Split Vote Below  
\_\_\_\_\_ Motion Defeated/Split Vote Below

|                                                                                                                            | Yes      | No    | Did Not Vote |
|----------------------------------------------------------------------------------------------------------------------------|----------|-------|--------------|
| <br>_____<br>Commissioner Leslie Van Beek | <u>✓</u> | _____ | _____        |
| <br>_____<br>Commissioner Brad Holton     | <u>X</u> | _____ | _____        |
| <br>_____<br>Commissioner Zach Brooks     | <u>X</u> | _____ | _____        |

ATTEST: RICK HOGABOAM, CLERK

By:   
\_\_\_\_\_  
Deputy Clerk

| Number of Boxes | Contents                                            | Retention Time | Code   |
|-----------------|-----------------------------------------------------|----------------|--------|
| 1               | Advance/Prepaid Sheets / 2007-2017                  | 7 years        | 31-871 |
| 15              | Auditor's Certificate - Duplicate copy / 2013-2024  | none           | 31-871 |
| 20              | Bankruptcy Files / 2012-2017                        | 7 years        | 31-871 |
| 12              | Bank Statements / 2009-2017                         | 7 years        | 31-871 |
| 3               | Deposit Books / 2007-2017                           | 7 years        | 31-871 |
| 2               | Investments / 2012-2017                             | 7 years        | 31-871 |
| 1               | Lockbox Processing / 2011-2013                      | 5 years        | 31-871 |
| 3               | Longs & Shorts / 2012-2017                          | 7 years        | 31-871 |
| 11              | Mortgage Payment Records / 1990-2019                | 7 years        | 31-871 |
| 1               | Public Admin files (closed no property) / 1990-2009 | 10 Years       | 31-871 |
| 4               | Refund checks cashed/refund reports / 2009-2019     | 5 years        | 31-871 |
| 8               | Tax Dollar Adjustments / 1998-2017                  | 7 years        | 31-871 |
| 4               | Timesheets-Prior to ADP / 1990-2011                 | 7 years        | 31-871 |
| 3               | Warrants of Distraint / 2001-2017                   | 7 years        | 31-871 |

Exhibit A