

RESOLUTION NO. 25-213

**RESOLUTION CLASSIFYING RECORDS OF THE CANYON COUNTY
PROSECUTING ATTORNEY'S OFFICE AND AUTHORIZING THE IMAGING
AND/OR DESTRUCTION OF CERTAIN CIVIL CASE FILES/RECORDS**

The following Resolution was considered and adopted by the Canyon County, Idaho Board of Commissioners (Board) on the 4th day of November, 2025.

Upon the motion of Commissioner Van Beek 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 the Canyon County Prosecutor's Office; and

WHEREAS, Prosecuting Attorney civil case files/records that are no longer pending are hereby classified and shall be retained as follows:



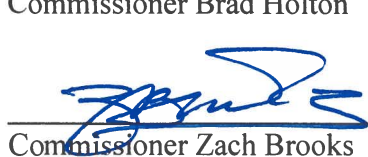
1. All civil litigation cases are classified as permanent records and shall be retained for a period of not less than ten (10) years after resolution or dismissal of the matter;
2. All tort claim and administrative compliant files are classified as temporary records and shall be retained for a period of not less than two (2) years after the statute of limitations has run or seven (7) years, whichever is earlier;
3. All civil files are classified as semi-permanent records and shall be retained for a period of not less than five (5) years after the later of one of the following:
 - a. The file has been closed;
 - b. The last correspondence or other document in the file.
4. All personnel matters are classified as semi-permanent records and shall be retained for a period of not less than six (6) years after the employee's departure from employment or resolution of the matter, whichever is later;

5. All medical indigency files are classified as semi-permanent records and shall be retained for a period of five (5) years after the case has been closed, resolved, or dismissed;
6. All mental cases and records are classified as temporary and shall be retained for a period of not less than two (2) years after disposition of the matter and/or closing of the file;
7. All Child Protective Act cases and records are classified as temporary records and shall be retained for a period of not less than two (2) years after disposition of the matter and/or closing of the file; and
8. Cases that have been, are, or are likely to be, the subject of, or related to, litigation shall not be destroyed without the prior approval of the Civil Division of the Prosecutor's Office.

NOW THEREFORE, THE BOARD HEREBY RESOLVES, pursuant to Idaho Code § 31-871, records in the classifications set forth above that have exceeded the time limit for retention shall be imaged and/or destroyed after regular audit and after the applicable period of retention. Such disposition shall be under the direction and supervision of the Canyon County Prosecuting Attorney.

IT IS FURTHER RESOLVED BY THE BOARD, that this resolution shall be effective this 4th day of November, 2025.

- ☒ 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	<input checked="" type="checkbox"/>	_____	_____
 _____ Commissioner Zach Brooks	<input checked="" type="checkbox"/>	_____	_____

ATTEST: RICK HOGABOAM, CLERK

By: 
 Deputy Clerk