

**RESOLUTION NO. 25-214**  
**RESOLUTION CLASSIFYING RECORDS OF THE CANYON COUNTY**  
**PROSECUTING ATTORNEY'S OFFICE AND AUTHORIZING THE DESTRUCTION**  
**OF CERTAIN JUVENILE CASE FILES/RECORDS**

The following Resolution was considered and adopted by the Canyon County, Idaho Board of Commissioners 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**, the Canyon County Prosecuting Attorney's juvenile case files/records that are no longer pending are hereby classified as temporary records and shall be retained as follows:




1. All cases involving sex crimes and all cases where a juvenile was charged with any of the offenses listed under Idaho Code § 20-509, must be retained for a least two (2) years after the latest of the following:
  - a. The juvenile's twenty-first (21) birthday;
  - b. Disposition;
  - c. The end of imprisonment;
  - d. The end of probation; and
  - e. The end of parole.
2. If a juvenile was committed to the Department of Juvenile Corrections on a case, the file shall not be destroyed until two (2) years after the juvenile's twenty-first (21) birthday;
3. All cases must be retained for two (2) years after a final action or the last activity in the case file, whichever is later;

4. Calendar call dismissed cases may be destroyed two (2) years after the last case activity; and
5. 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.

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

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

ATTEST: RICK HOGABOAM, CLERK

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