**RESOLUTION NO. 25-216**

**A RESOLUTION CLASSIFYING RECORDS OF THE CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT AND AUTHORIZING DESTRUCTION OF CERTAIN FILES/RECORDS**

The following Resolution was considered and adopted by the Canyon County, Idaho Board of Commissioners (Board) on the 6th day of November, 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 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 limited space to store records maintained by the Canyon County Development Services Department; and

**WHEREAS,** the Canyon County Development Services Department desires to destroy certain files/records, as set forth below, in order to make room for other records and/or uses:

1. Year-end receipts shall be classified as semi-permanent records and shall be retained for a period of not less than five (5) years.

2. Duplicate Auditor certificates of deposit from 2020 shall be classified as semi-permanent records and shall be retained for a period of not less than five (5) years.

3. Duplicate Auditor claims from 2020 shall be classified as semi-permanent records and shall be retained for a period of not less than five (5) years.

**NOW THEREFORE,** the Board hereby resolves, concludes and directs that Canyon County Development Services Department's year-end receipts, duplicate Auditor certificates, and duplicate Auditor claims from 2020are hereby classified as semi-permanent and may be destroyed if they are not less than five (5) years from their retention time limit.

**IT IS FURTHER ORDERED** 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 | ✓ | | |
| Commissioner Brad Holton | X | | |
| Commissioner Zach Brooks | X | | |

ATTEST: RICK HOGABOAM, CLERK

By: D. Hoff
Deputy Clerk