

RESOLUTION NO. 25-230

**A RESOLUTION OF THE CANYON COUNTY BOARD OF COUNTY
COMMISSIONERS CLASSIFYING RECORDS OF CANYON COUNTY
MISDEMEANOR PROBATION AND AUTHORIZING DESTRUCTION OF
CLOSED OFFENDER SUPERVISION FILES**

The following Resolution was considered and adopted by the Canyon County, Idaho Board of Commissioners ("Board") on the 11th day of December, 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 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:

- 2023 closed offender supervision paper files with no activity for a minimum of two (2) years.

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




The above described Misdemeanor Probation offender supervision files are classified as temporary records and shall be retained for a period of not less than two (2) years after the file is closed and inactive.

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 18th day of December, 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	<u>✓</u>	____	____
 _____ Commissioner Brad Holton	<u>X</u>	____	____
 _____ Commissioner Zach Brooks	<u>X</u>	____	____

ATTEST: RICK HOGABOAM

By: 

Deputy Clerk