RESOLUTION NO. 26-192

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 3 day of November 2026.

Upon the motion of Commissioner VanBeek 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 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 from 2021 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 2021 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 2021 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 2021 are hereby classified as semi-permanent and may be destroyed once at least five (5) years have passed since the date of issuance or completion of the matter contained within the record.

IT IS FURTHER ORDERED that this Resolution shall be effective this 3rd day of November, 2026.

X Motion Carried Unanimously
_____ Motion Carried/Split Vote Below
_____ Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
Commissioner Leslie Van Beek	✓		
Not available for signature Commissioner Brad Holton			
Commissioner Zach Brooks	X		

ATTEST: JESS URRESTI, CLERK

By: _____
Deputy Clerk