

Resolution No. 2011-24

A Resolution of the Board of Directors of North Kootenai Water District, Kootenai County, Idaho approving a policy regarding the destruction of certain District documents; providing for an effective date of the resolution and the policy; and providing for other matters properly relating thereto

WHEREAS, North Kootenai Water District, Kootenai County, Idaho (the "District") is a duly and properly formed water district under and by virtue of the constitution and laws of the state of Idaho and governed by an elected Board of Directors (the "Board");

WHEREAS, the Board is charged with responsibility for the operation of the District and as such has accumulated a large amount of historical documentation and records pertaining to the operation of the District;

WHEREAS, the District has limited space and resources to store and maintain historical documentation and records that, due to their age, no longer have material relevance to the operation of the District;

WHEREAS, while Idaho Code §50-907 provides certain provisions regarding record retention and destruction for cities in the State of Idaho, no similar provisions govern record retention and destruction for water districts formed pursuant to Title 42, Chapter 32 of the Idaho Code;

WHEREAS, the Board believes it is in the best interest of the District to adopt a record retention schedule and policy to assist in the efficient and effective management of documentation and records of the District

NOW, THEREFORE, be it resolved by the Board of Directors of North Kootenai Water District as follows:

Section 1. Adoption of Document Destruction Policy. The Board hereby adopts the North Kootenai Water District Record Retention and Destruction Policy (the "Policy"). The records that are subject to this Policy are as follows:

- A. Field service orders;
- B. Accounts payable invoices;
- C. Billing registers;
- D. Backflow test reports;
- E. Utility locates;
- F. Accounts receivable adjustments;
- G. Cash receipt journals;
- H. Rounds inspections, pit inspections, and chlorinator logs;
- I. Cash receipts (i.e., customer payment stubs from their original billing invoice);
- J. Bank statements;

- K. Meter reading audit reports; and
- L. Accounts receivable journals.

These records identified in Section 1 of this resolution shall be retained in their original or hardcopy form by the District for a period of no less than five (5) years, after which time the District Manager or his designee shall be authorized to destroy such records; provided, however, no record shall be destroyed if, at the time destruction is contemplated, any District employee or representative has clear knowledge that retention of such record is required by law or either has or will have material relevance to the District's operations. Destruction of any record shall be performed in a commercially reasonable manner that provides for the protection of any financial, confidential, sensitive, or personally-identifiable information, or similar information that reasonably should not be in the public domain.

Section 2. Severability. If any one or more of the provisions provided for in this resolution or the Policy shall be declared by any court of competent jurisdiction to be contrary to law, then such provisions shall be null and void and shall be deemed separable from the remaining provisions in this resolution or the Policy and shall in no way affect the validity of the other provisions of this resolution or the Policy.

Section 3. Ratification. The Board hereby ratifies all acts taken by members of the Board and/or agents on behalf of the Board or District relative to the Policy and they are hereby ratified and approved.

Section 4. Effective Date. This Resolution and the Policy adopted herein are effective as of the date of adoption of this Resolution. The Policy shall remain in effect until such time as it is amended or applicable law is enacted that imposes additional and/or contradictory obligations on the District regarding retention and destruction of documentation and records.

Passed and adopted by the Board of Directors of North Kootenai Water District, Kootenai County, Idaho at a regular meeting this 1st day of December, 2011.

NORTH KOOTENAI WATER DISTRICT,
KOOTENAI COUNTY, IDAHO

By: *Thomas Orr*
Board Chairman

ATTEST:

Alanna Brooks
District Secretary



I, the undersigned, Secretary of the Board of Directors of North Kootenai Water District, Kootenai County, Idaho, hereby certify that the foregoing Resolution is a full, true, and correct copy of a Resolution duly adopted at a regular meeting of the District, duly and regularly held at the regular meeting place thereof on December 1, 2011, of which meeting all members of the Board had due notice and at which a majority thereof were present; and that at said meeting said Resolution was adopted by the following vote:

AYES, and in favor thereof, Directors: 5

NAYS, Directors: 0

ABSENT, Directors: 0

ABSTAIN, Directors: 0

I further certify that I have carefully compared the same with the original Resolution on file and of record in my office; that said Resolution is a full, true, and correct copy of the original Resolution adopted at said meeting; and that said Resolution has not been amended, modified, or rescinded since the date of its adoption, and is now in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the official seal of the District on December 1, 2011.

Anna Brooks
District Secretary

(SEAL)

