

**Resolution 2017-109**  
**(Classification of Records of the Kootenai County Elections Department)**

**WHEREAS**, the records of the Kootenai County Elections Department are county records under *Idaho Code* §34-217 and §31-871

**WHEREAS**, County election records shall be maintained by the county clerk for the period specified beginning with the date the record is created or has become no longer valid, whichever is greater;

**NOW THEREFORE, IT IS HEREBY RESOLVED** that the following records within the care, custody, and control of the Kootenai County Elections Department, to wit:

2010-2011 Vital Statistics list:

- (1 envelope);
  - 34-217(1)(e), five-year retention

2011 Deletes:

- Registration Cards (1.5 boxes)
  - 34-217(1)(a), five-year retention

2012 August School District Levy Election:

- Poll Books (1 box);
  - 34-217(1)(b), five-year retention

2012 General Election:

- Poll Books (4 boxes);
  - 34-217(1)(b), five-year retention

2014 Correspondence:

- (2 boxes);
  - 34-217(2)(b), two-year retention

2015 August:

- Absentee requests (no election) (1 box);
  - 34-217(2)(b), two-year retention

2015 November Taxing District Election:

- Voted ballots (7 boxes);
  - 34-217(2)(d), two-year retention
- Absentee ballot requests and ballot stubs (2 boxes)
  - 34-217(2)(b), two-year retention
- Absentee ballot affidavit envelopes (1 box)
  - 34-217(3)(a), one-year retention
- Test deck ballots (1 box);
  - 31-871(c) as these are not addressed by 34-217, two-year temporary retention
- Stubs (from voted ballots) (1 box);
  - 31-871(c) as these are not addressed by 34-217, two-year temporary retention

2017 March School District Levy Election:

- Unused ballots (16 boxes);
  - 34-217(4), 60-day retention

2017 May Taxing District Election

- Unused ballots (21 boxes);
  - 34-217(4), 60-day retention

**FURTHER**, that the foregoing election records have surpassed the requisite time under *Idaho Code* §34-217 and §31-871 for retention.

Upon a motion to adopt the text of the foregoing Resolution made by Commissioner Bingham, seconded by Commissioner Fillios, the following vote was recorded:

Commissioner Bingham: Aye  
Commissioner Fillios: Aye  
Chairman Eberlein: Aye

Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of Commissioners of Kootenai County, Idaho on the 19<sup>th</sup> day of December, 2017.

KOOTENAI COUNTY  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Marc Eberlein, Chairman

\_\_\_\_\_  
Bob Bingham, Commissioner

\_\_\_\_\_  
Chris Fillios, Commissioner

C: Auditor; Elections

ATTEST:  
JIM BRANNON, CLERK

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