

Resolution 2022-06
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; and

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be maintained by the county clerk for the period specified beginning with the date the records is created or has become no longer valid, whichever is greater;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

Inventory Items	# of Boxes	Hold Date
<u>Hold Until 2021</u>		
<u>Winter</u>		
<u>2016 November General Election</u>		
Poll Books	4 lg bxs	11/8/2021
<u>2016 Generic</u>		
Cancelled Registration Cards	4 sm bxs	1/1/2022
Notification of Cancellation/Purge Postcards Returned	2 sm bxs	1/1/2022
Purge Reg Cards	7 sm bxs	1/1/2022
Voter Info Req Forms, Moved Voters, DOC, Vital Statistics	1 lg box	1/1/2022
2015 & 2016 Correspondence	1 sm bx + 1 lg bx	1/1/2022
2016 ABS Reports	1 lg box	1/1/2022
<u>2019 August Election</u>		
ABS Requests & Ballot Stubs	1 box	8/29/2021
ABS Requests Not Eligible	1 lg box	8/31/2021
Test Deck	1 sm box	8/31/2021
Voted Ballots	2 lg bxs	8/31/2021
Voted Ballot Stubs	1 sm box	8/31/2021
White ABS Affidavit Envelopes	1 lg box	8/31/2021

2019 November Election

ABS & Early Voting Reports and Stubs	2 bxs	11/30/2021
Dups, Ballot Tracking Logs, Spoils	1 sm box	11/28/2021
ES&S Test Deck	1 sm box	11/30/2021
Test Deck, Tabulator Logs, & ABS Requests	1 box	11/30/2021
Voided Ballots	1 box	11/30/2021
Voted Ballots, Dup Ballots & Spoils	18 sm bxs	1/1/2022
Voted Ballot Stubs	2 bxs	11/30/2021
White ABS Affidavit Envelopes	4 sm bxs	11/30/2021

2021 March Election

Spoiled Ballots	1 Envelope	7/1/2021
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Miscellaneous Items

2017 Training Materials	1 lg box	3/1/2018
2018 Reference Guides	1 box	3/1/2019
Old Ballot Backings (Cardboard)	1 lg box	No required 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 Duncan, seconded by Commissioner Brooks, the following vote was recorded:

Commissioner Brooks:	Aye
Commissioner Duncan:	Aye
Chairman Fillios:	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 18th day of January, 2022.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
JIM BRANNON, CLERK



Chris Fillios, Chairman - Signed 1/18/2022



Teri Johnston, Deputy Clerk - Signed 1/19/2022



Leslie Duncan, Pro tem - Signed 1/18/2022



Bill Brooks, Commissioner - Signed 1/18/2022

C: Elections; Auditor