

Resolution 2025-17
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be maintained by the county clerk for the period specified beginning with the date the record is created or has become no longer valid, whichever is greater; and

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

2019 November Consolidated Election

- Paper Poll Books, Receiving Clerk Lists and Sequence Cards
(1 sm box, 1 lg box)

2019 Miscellaneous Items

- Correspondence, Vitals, SOS Clean-Up for TED System, Information Reports (1 lg box)
- Deleted Registration Cards (5 sm bxs)
- Purge Notification Cards (1 sm box)

2020 November General Election

- Absentee Ballots – not valid (1 stack)
- Duplication/Test Express Vote Ballots and Stubs (1 envelope)

2022 March Consolidated Election

- Logic & Accuracy Test Deck (1 envelope)

2022 November General Election

- Absentee Outer White Envelopes (13 lg bxs)
- Absentee Request Applications and Log Sheets (3 lg bxs)
- Absentee Reports, Applications and Ballot Stubs (2 envelopes)
- Duplication Reports (3 envelopes)
- ES&S Test Deck Reports (1 stack)

- Test Deck Voted Ballots (1 sm box)
- Used Ballot Stubs (4 sm bxs)
- Voted Ballots and Duplicated Voted Ballots (2 lg bxs and 91 sm bxs)

2023 Miscellaneous

- Tabulator Logs (1 envelope)

2024 May Primary Election

- Spoiled Ballots (1 envelope)

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 Eberlein, the following vote was recorded:

Commissioner Eberlein: Aye
Commissioner Duncan: Aye
Chairman Mattare: Aye

Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of Commissioners of Kootenai County on the 4th day of February, 2025.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
JENNIFER LOCKE, CLERK



Bruce E. Mattare, Commissioner - Signed 2/4/2025



Teri Johnston, Deputy Clerk - Signed 2/4/2025



Leslie Duncan, Commissioner - Signed 2/4/2025



Marc Eberlein, Commissioner - Signed 2/4/2025