

Resolution 2025-53
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be maintained by the county clerk for the period specified beginning with the date the record is created or has become no longer valid, whichever is greater; and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 August Consolidated Election

- Voter History Reports (1 envelope)

2020 March Consolidated Election

- EV Paper Poll Book (1 sm box)
- Internal Test Deck Tabulator Log Reports (1 envelope)
- Paper Poll Books (2 lg bxs)
- Receiving Lists, Ballot Assignment Sheets, PIAs (1 lg box)

2021 March Consolidated Election

- Ballot Assignments, ABS Mail-Out Reports, Packing Lists and Ballot Order (1 envelope)

2021 November Consolidated Election

- Test Deck Tabulator Log Reports, Ballot Tracking Logs and Packing Slips (1 sm box)
- Voted Test Deck Ballots and Used Ballot Stubs (1 sm box)

2022 May Primary Election

- ABS Opening Log Sheets (1 envelope)
- L&A Testing Tabulator Log Reports and Audit Logs (1 sm box)

2022 November General Election

- Duplicated Original Voted Ballots (1 envelope)
- Greeter Lists (1 sm box)
- Test Deck Tabulator Log Reports (1 sm box)

2023 March Consolidated Election

- ABS White Affidavit Envelopes (4 lg bxs)
- Ballot Order, ABS Log Sheets, and Internal Test Desk Tabulator Log Reports (1 envelope)
- Duplicated Original Voted Ballots (7 envelopes)
- In-House ABS Mail-Out Reports (1 envelope)
- L&A Test Deck Voted Ballots (1 envelope)
- Used Ballots Stubs and Voided Ballots (3 sm bxs)
- Voted Ballots and Test Deck (44 sm bxs)
- Voted Ballots (Invalid ABS), Undelivered, Spoils, EV Spoils & Voids (1 lg box)

2023 May Consolidated Election

- ABS White Affidavit Envelopes (8 lg bxs)
- Duplicated Original Voted Ballots (7 envelopes)
- Log Sheets, Internal Test Deck Tabulator Log Reports (1 envelope)
- Spoiled, Voided Ballots and Supply Receipts (1 sm box)
- Undelivered ABS Ballots (1 lg box)
- Used Ballots Stubs (4 sm bxs)
- Voted Ballots (63 sm bxs)
- Voted Test Deck Ballots, In House ABS Mail-Out Used Ballot Stubs and Reports (1 sm box)

2023 November Consolidated Election

- Log Sheets, Internal Test Deck Tabulator Log Reports (1 envelope)

2024 November General Election

- Greeter Lists (1 lg bx)
- Spoiled Ballots (3 sm bxs)
- Unused Ballots – EDAY, Counter and Test (102 sm bxs)
- Unused Printed Ballots, Unused Ballots w/ Print Error and Spoiled Ballots (1 envelope)
- Yellow Secrecy Sleeves (4 lg tubs)

Miscellaneous Records

- 2015 + 2022 Miscellaneous Audit Log Reports
- May 2020 Election Various Logs, ABS Apps and Generic Test Election Test Ballots (1 lg box)

- November 2021 Consolidated Election and November 2022 General Election EV and ABS Ballot Tracking Logs (1 sm box)

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 Eberlein, seconded by Commissioner Duncan, 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 8th day of July, 2025.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
JENNIFER LOCKE, CLERK



Bruce E. Mattare, Commissioner - Signed 7/8/2025



Michelle George, Deputy Clerk - Signed 7/9/2025



Marc Eberlein, Commissioner - Signed 7/8/2025



Lealie Duncan, Commissioner - Signed 7/8/2025

