

**Resolution 2024-65**  
**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be maintained by the county clerk for the period specified beginning with the date the record is created or has become no longer valid, whichever is greater; and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 March Consolidated Election

- Paper Poll Books, Receiving Clerk Lists and Sequence Cards  
(2 lg boxes)

2019 May Consolidated Election

- Paper Poll Books (3 lg boxes)

2019 August Consolidated Election

- Paper Poll Books and Receiving Clerk Lists (1 lg box)

2020 November General Election

- ABS Ballots – not valid (1 stack)
- White ABS Affidavit Envelopes (1 stack)

2022 March Consolidated Election

- Ballot Stubs (3 lg boxes)
- Ballot Stubs and Voided Ballots (1 sm box)
- K&H Test Deck Ballots (1 sm box)
- Unused Ballots and Returned Late Voted Ballots (1 envelope)
- Voted Ballots and Machine Report Logs (1 sm box)
- White ABS Affidavit Envelopes (1 sm box)

### 2022 May Primary Election

- Ballot Tracking Logs, Machine Reports, Test Deck, Ballot Order Info (1 lg box)
- K&H Test Deck (1 lg box)
- Test Deck (1 sm box)
- Voted Ballots, Original Dups, and EV Spoiled (1 lg box)
- Voted Ballots - received late (1 lg box)
- Voted Ballots (54 sm boxes)
- White ABS Affidavit Envelopes (3 lg tubs)
- Write-In Tally Logs (1 sm box)

### 2022 August Consolidated Election

- Ballot Tracking Logs (1 envelope)
- Greeter Lists, Spoiled Ballots, and Ballot Stubs (1 lg box)
- Unused Ballots, Returned Undeliv. ABS, & Spoiled Ballots (1 lg box)
- Voided and Spoiled Ballots (1 sm box)
- Voted Ballots – ABS, EV, Dups, Originals, & Reports (24 sm boxes)
- White ABS Affidavit Envelopes (3 lg boxes and 1 sm box)

### 2023 May Consolidated Election

- Ballot Assignment Sheets (1 sm box)
- Ballot Tracking Logs (1 envelope and 1 sm box)
- Results Notes (1 envelope)

### 2023 May Consolidated Election

- Spoiled Ballots (1 box)
- Unused Precinct, Counter, and Test Ballots (31 boxes)
- Yellow Secrecy Sleeves (2 lg tubs)

### 2023 November Consolidated Election

- Greeter Lists (1 sm box)
- Spoiled Ballots (2 sm boxes & 1 envelope)
- Unused Ballots – Damaged (1 sm box)
- Unused Ballots (44 sm boxes and 2 lg boxes)
- Yellow Secrecy Sleeves (2 lg tubs)

2024 May Primary Election

- Greeter Lists (1 lg box)
- Spoiled Ballots (1 envelope)
- Unused Ballots (67 sm boxes)
- Unused Counter Ballots (11 sm boxes)
- Unused Test Deck (1 sm box and 1 lg box)
- Yellow Secrecy Sleeves (3 lg tubs)

Miscellaneous Items

- Express Vote Unused Ballots – no stubs, end of useful life – last used May 2024 Primary Election (1 sm box)
- Express Vote Unused Ballots – with stubs, end of useful life – last used May 2024 Primary Election (1 lg 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 Mattare, seconded by Commissioner Brooks, the following vote was recorded:

Commissioner Brooks: Aye  
Commissioner Mattare: Aye  
Chairman Duncan: 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 17th day of September, 2024.

KOOTENAI COUNTY  
BOARD OF COMMISSIONERS

ATTEST:  
JENNIFER LOCKE, CLERK



**Leslie Duncan, Commissioner - Signed 9/17/2024**



**Teri Johnston, Deputy Clerk - Signed 9/18/2024**



**Bruce E. Mattare, Commissioner - Signed 9/17/2024**