

Resolution 2023-64

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be maintained by the county clerk for the period specified beginning with the date the record is created or has become no longer valid, whichever is greater; and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

2017 Generic

- 2017 Deleted Registration Cards (14 boxes)
- 2017 Challenge & General Correspondence (1 box and 2 lg boxes)
- 2017 Correspondence/Vital/Moved/DOC/Info Requests (1 lg box)

2018 May Primary Election

- Paper Poll Books and Registered Voter Lists (3 lg boxes)

2020 November General Election

- Used Ballot Stubs (1 lg box)

2021 Consolidated Elections

- March Election Ballot Stubs, Voids, Spoils (2 lg boxes)
- March Election Test Deck (2 boxes)
- March Election Undeliverable ABS (2 envelopes)
- March Election Voted Ballots (27 boxes)
- March Election White ABS Envelopes (4 lg boxes)
- May Election EV Tracking, Ballot Tracking, ABS log sheets (1 box)
- May Election Duplications/ Originals voted ballots (1 lg box)
- May Election Spoiled Ballots (1 box)
- May Election Test Deck Ballots (6 boxes)
- May Election Test Deck Ballots & Machine Reports (1 box)
- May Election Unused Counter Ballots (1 box)



- May Election Voted Ballots (29 boxes)
- May Election White ABS Envelopes (4 lg boxes)
- November Election Spoiled ABS Ballots (1 envelope)

2022 August Consolidated Election

- Spoiled ABS Ballots (1 stack)
- Unused Ballots (12 boxes)

2022 November General Election

- Unused Ballots (31 boxes)
- Voided or Spoiled Ballots (3 boxes and 1 lg box)
- Yellow Secrecy Envelopes/Sleeves (11 boxes)

2023 Consolidated Elections

- March Election Spoiled Ballots (1 box)
- March Election Unused Ballots (19 boxes & 1 envelope)
- March Election Unused Test Deck (1 box)
- March Election Yellow Secrecy Envelopes/ Sleeves (2 lg boxes)

Generic Materials

- Old polling place signage (1 lg box)
- Old Training Ballots and Materials (1 lg box)
- Voided and unusable ExpressVote 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 Brooks, seconded by Commissioner Mattare, 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 1st day of August, 2023.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
JENNIFER LOCKE, CLERK



Leslie Duncan, Commissioner - Signed 8/1/2023



Teri Johnston, Deputy Clerk - Signed 8/1/2023



Bruce E. Mattare, Commissioner - Signed 8/1/2023