

**Resolution 2013-53**  
**(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

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be maintained by the county clerk for the period specified beginning with the date the record is created or has become no longer valid, whichever is greater;

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

2006 Absentee Ballot Received Report

- List required by 34-1011
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention

2007 List of Purged Voters (1 book);

- Registered voter information
  - 31-871(c) as these are not specifically addressed by 34-217, though they are similar to *Idaho Code* §34-217(1)(a) and therefore shall be retained for five (5) years.

2008 February Kootenai Medical Center (1 box):

- Poll Books;
  - 34-217(1)(b), five year retention

2008 May Primary Election (2 boxes):

- Poll Books;
  - 34-217(1)(b), five year retention

2010 Vital Statistics (1book)

- Report of deceased voters
  - 34-217(2)(a), and 34-434, two year retention

2010 Correspondence (1box):

- Letters, printed emails, etc
  - 34-217(2)(a), two year retention

2010 May Primary Election (1 envelope):

- Unused Ballots
  - 34-217(3)(d), one (1) year retention

2010 General Election (1 envelope):

- Spoiled Ballots
  - 34-217(4), 60 day retention

2011 March School District Levy Election:

- Voted Ballots (6 boxes);
  - 34-217(2)(d), two year retention
- Absentee ballot requests and ballot stubs (3 boxes);
  - 31-871(c) as these are not addressed specifically by 34-217, though are quite similar to 34-217(2)(b), two year temporary retention
- Tally Books (1box);
  - 34-217(2)(c), two year retention
- Stubs (from voted ballots) (1 box);
  - 31-871(c) as these are not addressed specifically by 34-217, though are quite similar to 34-217(2)(d), two year temporary retention

2011 May Consolidated Taxing District Election:

- Voted Ballots (6 boxes);
  - 34-217(2)(d), two year retention
- Absentee ballot requests and ballot stubs (2 boxes);
  - 31-871(c) as these are not addressed by specifically 34-217, though are quite similar to 34-217(2)(b), two year temporary retention
- Stubs (from voted ballots) (1 box);
  - 31-871(c) as these are not specifically addressed by 34-217, though are quite similar to 34-217(2)(d), two year temporary retention
- Test Deck (1 box);
  - 34-217(3)(f), one year retention
- Absentee ballot affidavit envelopes (1 box);
  - 34-217(3)(a), one year retention
- Machine log reports (1 box);
  - 34-217(3)(f), one year retention

2012 May Primary Election:

- Unused Ballots (87 boxes);

- 34-217(3)(d), 1 year retention

2012 General Election:

- Unused Ballots (54 boxes);
  - 34-217(4), 60 day retention

2013 March School District Levy Election

- Unused Ballots (33 boxes);
  - 34-217(4), 60 day retention

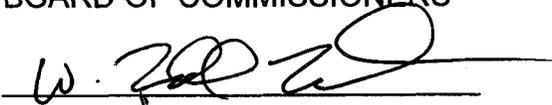
**FURTHER**, that the foregoing election records have surpassed the requisite time under *Idaho Code* §§34-217 and 31-871 for retention.

Upon a motion to adopt the text of the foregoing Resolution made by Commissioner Nelson, seconded by Commissioner Green, the following vote was recorded:

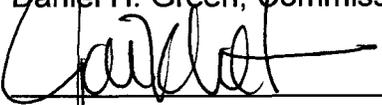
Commissioner Nelson: Aye  
Commissioner Green: Aye  
Chairman Tondee: Aye

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 9<sup>th</sup> day of July 2013

KOOTENAI COUNTY  
BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
W. Todd Tondee, Chairman

  
\_\_\_\_\_  
Daniel H. Green, Commissioner

  
\_\_\_\_\_  
Jai Nelson, Commissioner

C: Auditor; Elections

ATTEST:  
CLIFFORD G. HAYES, CLERK

By: 

