



**Steven D. Matheson**  
**Kootenai County Treasurer**

**Jill Smith**  
**Chief Deputy Treasurer**

451 Government Way  
PO Box 9000 • Coeur d'Alene, Idaho 83816-9000

**MEMORANDUM**

**TO:** Board of County Commissioners  
**FROM:** Jill Smith, Chief Deputy Treasurer  
**RE:** Requesting Transfer of Archival Historic Records  
**DATE:** October 29, 2025

We respectfully request authorization to transfer Kootenai County Treasurer's historic microfiche property tax statements dated from 1976 to 1998 to the Idaho State Historical Society under the care of the State Archives Administrator for safekeeping.

Thank you for your assistance and if you have any questions, please do not hesitate to contact me.

Respectfully submitted,

  
\_\_\_\_\_  
Jill Smith, Chief Deputy Treasurer