

**Resolution 2016-79**  
**(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

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be maintained by the county clerk for the period specified beginning with the date the record is created or has become no longer valid, whichever is greater;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

2007 and Earlier:

- Deleted Registration Cards and Voted Ballots (1 box);
  - 34-217(1)(b), five year retention
  - 34-217(2)(a), two year retention

2010 Elections:

- Lists of Absentee Voters (1 box);
  - 34-217(1)(b), five year retention

2010 Purged and Deleted:

- Registration Cards (5 boxes);
  - 34-217(1)(b), five year retention

2010 Purged and Deleted:

- Registration Cards (5 boxes);
  - 34-217(1)(b), five year retention

2010 Vital Statistics:

- Deceased voter list (1 Envelope);
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention

2011 Vital Statistics:

- Deceased voter list (1 Envelope);
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention

2011 March School District Levy Election:

- Poll Books (2 boxes);  
34-217(1)(b), five year retention

2011 May Taxing District Election:

- Poll Books (2 boxes);  
34-217(1)(b), five year retention

2012 Vital Statistics:

- Deceased voter list (1 Envelope);
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention

2013 Vital Statistics and DOC:

- Deceased voter list (1 Envelope);
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention

2013 Correspondence:

- (2 Boxes);
  - 34-217(2)(a), two year retention

2014 March School District Election:

- Voted ballots (1 box);
  - 34-217(2)(d), two year retention
- Absentee ballot requests and ballot stubs, Absentee ballot affidavit envelopes, Voided Absentee ballots (1 box);
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention
- Stubs (from voted ballots) (1 box);
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention
- Test deck ballots (1 box);
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention

2014 May Primary Election:

- Voted ballots (13 boxes);
  - 34-217(2)(d), two year retention
- Absentee ballot requests and ballot stubs (7 boxes);
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention
- Absentee ballot affidavit envelopes (3 boxes);
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention
- Test deck ballots (3 boxes);
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention
- Stubs (from voted ballots) (1 box);
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention
- Voided Absentee ballots (1 box);
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention

2015 November Taxing District Election

- Unused ballots (12 boxes);
  - 34-217(4), 60 day retention

2016 March Presidential Primary and School District Levy Election

- Unused ballots (49 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 \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, the following vote was recorded:

Commissioner Stewart:  
Commissioner Eberlein:  
Chairman Green:

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 5<sup>th</sup> day of July, 2016.

KOOTENAI COUNTY  
BOARD OF COMMISSIONERS

ATTEST:  
JIM BRANNON, CLERK

\_\_\_\_\_  
Daniel H. Green, Chairman

By: \_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Marc Eberlein, Commissioner

\_\_\_\_\_  
David Stewart, Commissioner

C: Auditor; Elections