

Resolution 2012-121
(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be maintained by the county clerk for the period specified beginning with the date the record is created or has become no longer valid, whichever is greater;

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

2008 Kootenai Medical Center (1 box):

- Voted ballots;
 - 34-217(2)(d), two year retention
- Tally books;
 - 34-217(2)(c), two year retention
- Absentee ballot affidavit envelopes;
 - 34-217(3)(a), one (1) year retention

2010 General Election:

- Voted Ballots (82 boxes),
 - 34-217(2)(d), 2 year retention
- Test Deck (3 boxes),
 - 31-871(c) as these are not addressed by 34-217, temporary retain for 2 years
- Absentee ballot affidavit envelopes (14 boxes);
 - 34-217(3)(a) one year retention
- Duplicate Ballots (2 boxes);
 - 34-217(2)(e), 2 year retention
- Election Night Machine Reports (1 box);
 - 34-217(3)(f), 1 year retention
- Absentee Voted Ballots (44 boxes)
 - 34-217(2)(d), 2 year retention
- Unused Ballots (1 box);
 - 34-217(4), 60 day retention
- Voted Ballot Stubs (7 boxes);
 - 34-217(2)(d), 2 year retention
- Unused Duplicate Ballots (4 boxes);
 - 34-217(4), 60 day retention
- Walk-in Absentee ballot affidavit Applications (13 boxes);
 - 34-217(3)(a) one year retention
- Absentee ballot affidavit Stubs (13 boxes);
 - 34-217(2)(d), two year retention
- Unused Mail-out Ballots (1 box);
 - 34-217(4), 60 day retention

- Military General Election Absentee Ballot Request Forms (1 box)
 - 34-217(2)(b)
- Completed Absentee Ballot Request Forms Box (1box);
 - 34-217(2)(b), two year retention
- Daily Absentee Reports (1 box);
 - 34-217(3)(e) one year retention
- Hauser Fire Voted Ballots (1 box);
 - 34-217(2)(d), two year retention
- Satellite/Homebound Absentee Voted Ballots (2 boxes);
 - 34-217(2)(d), two year retention
- Voted Write-in Ballots (4 tubs);
 - 34-217(2)(d), retain for two years
- Voided Ballots (1 box);
 - 31-871(c) as these are not addressed by 34-217, temporary retain for 2 years
- Automark Test Deck Ballots
 - 31-871(c) as these are not addressed by 34-217, temporary retain for 2 years

City and Fire Districts/November 2011

- Unused Ballots (40 boxes)
 - 34-217(4), retain for 60 days

Lakeland School/March 2012

- Unused Ballots (2 boxes)
 - 34-217(4), retain for 60 days

May 2012 Primary

- Spoiled Ballots (1 box)
 - 34-217(4), retain for 60 days

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 18th day of December, 2012.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
CLIFFORD T. HAYES, CLERK

W. Todd Tondee, Chairman

By:_____

Daniel H. Green, Commissioner

Jai Nelson, Commissioner

C: Auditor; Elections