

Resolution 2010-46
Classification of Records/Elections

WHEREAS, *Idaho Code* §31-871 requires county records be classified as permanent, semi-permanent, or temporary; and,

WHEREAS, *Idaho Code* §31-871 defines permanent records, semi-permanent records, and temporary records, and further allows for records not included within those definitions to be classified as permanent, semi-permanent or temporary by the Board of County Commissioners; and,

WHEREAS, *Idaho Code* §31-871 provides that permanent records shall be retained for not less than ten (10) years; semi-permanent records shall be retained for not less than five (5) years after the date of issuance or completion of the matter contained within the record; and, temporary records shall be retained for not less than two (2) years; and,

WHEREAS, the Kootenai County Elections Department has in its possession certain business records which are presently maintained by the Department in their normal course of business, including the following: Voted Ballots, Voted Envelopes, Ballot Stubs, Duplicated Ballots, Write-in Ballots, Test Deck Ballots – Primary , Test Deck Ballots – General, Test deck for 2007 City Elections.

WHEREAS, the identified business records have surpassed their statutory life for retention as a public record and have been transferred to electronic means for storage purposes. Therefore, retaining the original hard copies of the business records identified above would be duplicative and unnecessary use of storage space.

NOW THEREFORE, IT IS HEREBY RESOLVED that the records of the Kootenai County Elections Department as identified hereinabove be classified as temporary, semi-permanent, and/or permanent records which have surpassed their respective statutory life and therefore are eligible for destruction.

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

Commissioner Tondee:	Aye
Commissioner Piazza:	Aye
Chairman Currie:	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 22nd day of June, 2010.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
DANIEL J. ENGLISH, CLERK

Elmer R. Currie, Chairman

By: _____
Deputy Clerk

Richard A. Piazza, Commissioner

W. Todd Tondee, Commissioner

C: Elections