

**Resolution 2014-49**  
**(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be maintained by the county clerk for the period specified beginning with the date the record is created or has become no longer valid, whichever is greater;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:

1998-2008 Miscellaneous (2 boxes):

- Documents past retention date
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention

2008- (July) 2012 Correspondence (1 box)

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

2008 Purge (16 boxes):

- Purged voter registration cards
  - 34-217(1)(b), five year retention

2009 November City Election:

- Voted ballots (9 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 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 (2 boxes);
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention
- Absentee ballot affidavit envelopes (1 box);
  - 34-217(3)(a), one year retention

- Machine log reports (2 boxes);
  - 34-217(3)(f), one year retention
- Voided Absentee ballots (1box);
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention

#### 2009 CdA City Election

- Voted ballots (5 boxes);
  - 34-217(2)(d), two year retention
- Absentee ballot requests and ballot stubs (1 box);
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention
- Test deck ballots and Voided ballots (1 box);
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention
- Absentee ballot affidavit envelopes (3 boxes);
  - 34-217(3)(a), one year retention
- Unused ballots (5 boxes)
  - 34-217(4), 60 day retention
- Returned Voter Registration Cards
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention

#### 2009 Correspondence (1 envelope)

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

#### 2011 Correspondence (2 boxes)

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

#### 2012 March Taxing District Election

- Voted ballots (1 box)
  - 34-217(2)(d), two year retention
- Absentee ballot requests and ballot stubs (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

- Absentee ballot affidavit envelopes (1 box)
  - 34-217(3)(a), one year retention

#### 2012 May Primary Election

- Voted ballots (21 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
- Stubs (from voted ballots) (4 boxes);
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention
- Test deck ballots (5 boxes);
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention
- Absentee ballot affidavit envelopes (7 boxes);
  - 34-217(3)(a), one year retention
- Voided Absentee ballots (1 box);
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention

#### 2012 Recall Copies

- Recall Petitions – Bloem (1 box)
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention
- Recall Petitions – Goodlander (1 box)
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention
- Recall Petitions – Kennedy (1 box)
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention
- Recall Petitions – McEvers (1 box)
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention

#### 2012 Returned Redistricting Correspondence

- Notification letters regarding change of Legislative District, Precinct, etc.
  - 31-871(c) as these are not addressed by 34-217, two year temporary retention

2013 November Taxing District Election

- Unused ballots (27 boxes);
  - 34-217(4), 60 day retention

2014 March Taxing District Election

- Unused ballots (3 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 Nelson:  
 Commissioner Green:  
 Chairman Tondee:

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 8<sup>th</sup> day of July, 2014.

KOOTENAI COUNTY  
BOARD OF COMMISSIONERS

ATTEST:  
JIM BRANNON, CLERK

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

By:\_\_\_\_\_

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

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

C: Auditor; Elections