

**Resolution 2013-103**  
**(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

**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be maintained by the county clerk for the period specified beginning with the date the record is created or has become no longer valid, whichever is greater;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 General Election (2 boxes):

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

2011 November City and Fire Districts Election:

- Voted Ballots (10 boxes);
  - 34-217(2)(d), two year retention
- Absentee ballot requests and ballot stubs (4 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 (2 boxes);
  - 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
- 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

2013 May Taxing District Election

- Unused Ballots (22 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 31st day of December, 2013.

KOOTENAI COUNTY  
BOARD OF COMMISSIONERS

ATTEST:  
JIM BRANNON, CLERK

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

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

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

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

C: Auditor; Elections