

RESOLUTION # 19- 95

ASSESSOR'S OFFICE  
DESTRUCTION OF RECORDS

WHEREAS the Assessor has reviewed files from January 2003 thru December 2018  
And found certain records needing to be destroyed pre Idaho Code 31-871 and per  
Specific listing of Assessor records by the Association of Assessors in accordance with  
That code.

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Bonner  
County, Idaho, that the following documents listed on the attached page be destroyed.

Upon a motion to adopt the text of the foregoing Resolution made by Commissioner  
Bradshaw and seconded by Commissioner McDonald, the foregoing was  
duly enacted as a Resolution of the Board of County Commissioners of Bonner County,  
Idaho, on the 27<sup>th</sup> day of September, 2019

BOARD OF BONNER COUNTY COMMISSIONERS

Absent  
Jeff Connolly, Chairman  
[Signature]  
Dan McDonald, Commissioner  
[Signature]  
Steve Bradshaw, Commissioner

ATTEST: Michael Rosedale

By: [Signature]  
Deputy Clerk

Records Request for Destruction September 2019 Resolution # \_\_\_\_\_

Year	Item
2009-2018	Agriculture and Timber Exemptions (we have digital copies)
2008-2018	Sales Verifications (we have digital copies)
2011-2016	Property Tax Reduction Applications (Lisa) needs shredded (st has orig.)
2008	Balancing Reports Vault
2008	Assessment drive 2008 (not sure where it is)
2009	Assessment Report (down stairs)
2008-2014	BOE & SBTA files (vault)
2005	Yield Tax Billing (vault)
2007-2008	Yield Tax Reports (vault)
2007-2009	Voided homeowner apps (vault) How long do we need to keep?
2006-2007	Misc assessment drive reports (vault)
2000-2007	Abstracts (down stairs) How many years do we keep?
2007	New Construction (vault)
2003-2017	Returned Assessment notices How long do we need to keep?
2001-2009	Personal Property Declaration records (Downstairs) needs shredded
2007-2009	Home Owner Reports (downstairs)
2008	Misc reports (down stairs)
	GLO notes (ask Joelle) Maybe we can put downstairs w/platt books
2008-2012	Archived field sheets (vault) we have digital copies



Claire May <claire.may@bonnercountyid.gov>

**Fwd: The Destruction Resolution**

**Donna Gow** <donna.gow@bonnercountyid.gov> Wed, Sep 25, 2019 at 1:40 PM  
To: Claire May <claire.may@bonnercountyid.gov>, Jessi Webster <jessi.webster@bonnercountyid.gov>

Here is legal's approval.

----- Forwarded message -----  
From: **Scott Bauer** <scott.bauer@bonnercountyid.gov>  
Date: Fri, Sep 20, 2019 at 10:33 AM  
Subject: The Destruction Resolution  
To: Donna Gow <donna.gow@bonnercountyid.gov>

Donna, your proposed records destruction resolution looks good and is approved by legal.  
D. Scott Bauer  
Civil Deputy Prosecutor  
Office Phone: 208-263-6714  
Cell Phone : 208-304-4911  
127 South First Ave  
Sandpoint, Idaho 83864

The communications contained herein are attorney-client privileged. If you have received this email by accident or for any reason are not the intended recipient then please delete this message.

--  
Donna Gow  
Assessor

Bonner County Assessor's Office  
1500 Hwy 2, Suite 205  
Sandpoint, ID 83864

Phone: 208-255-3630 ext. 1204  
donna.gow@bonnercountyid.gov  
www.bonnercountyid.gov





OFFICE OF  
**Donna Gow**  
**BONNER COUNTY ASSESSOR**  
1500 Highway 2, Suite 205  
Sandpoint, ID 83864  
Phone: 208-265-1440  
Fax: 208-265-1451

## Memorandum

September 27, 2019

To: Commissioners

From: Donna Gow  
Bonner County Assessor

Re: Assessor's Office – Destruction of Records

The Assessor's Office is seeking approval to destroy records as per Idaho Code 31 – 871 and as outlined in the Assessor's Office Records Retention Policy per the Idaho Association of Assessors in accordance with that code.

**A suggested motion would be – I move to approve Resolution #19 - 95 authorizing the County Assessor to destroy the attached documents as listed and outlined in the Assessor's Retention Policy.**

Recommended Acceptance  yes  no

 Date 10/8/19  
Commissioner Jeff Connolly, Chairman