

**Resolution #2021- 29**  
**Clerk/Elections**

**Disposal of Elections Records past the Retention dates**

**WHEREAS**, Idaho Code §34-217 requires the County Clerk to maintain certain Elections Records for a specified time; and

**WHEREAS**, a large quantity of Elections Records have been maintained for a period of time longer than the specified time required by Idaho Code §34-217;

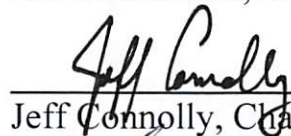
**NOW THEREFORE BE IT RESOLVED** that the Board of Commissioners of Bonner County authorize the Elections Office, under the supervision of the County Clerk, to dispose of the materials that are listed on the attached Exhibit A.

DATED THIS 23<sup>RD</sup> day of March, 2021

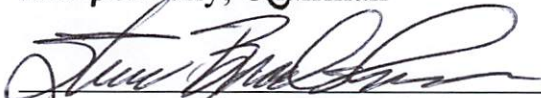
**BOARD OF BONNER COUNTY COMMISSIONERS**



Dan McDonald, Commissioner



Jeff Connolly, Chairman



Steven Bradshaw, Commissioner

Attest: Michael W. Rosedale

By: Assie Webster  
Deputy Clerk



# Bonner County Clerk

**Michael W. Rosedale**

Clerk of the District Court  
Ex-Officio Auditor & Recorder  
Clerk of the Board of County Commissioners  
Chief Elections Officer

March 23<sup>rd</sup>, 2021

Item  
# 3

## MEMORANDUM

**To:** Commissioners  
**Re:** Disposal of Election Records

**Description:** Disposal of Election Records in storage longer than the Idaho State Mandated Records Retention period as per Idaho Statute 34-217.

**Discussion:** **Idaho Code §34-217 Retention of county election records**, provides that:  
“County election records shall be maintained by the county clerk for the time periods outlined in this section. Records shall be maintained for the period specified beginning with the date the record is created or has become no longer valid, whichever is greater.


- (1) The following records shall be retained for not less than five (5) years:
  - (a) Voter registration cards for electors whose registration has been terminated.
  - (b) Correspondence relating to an elector’s voter registration;
  - (c) Combination election record and poll book, including the ballot accounting page;
  - (d) Declaration of candidacy and petition of candidacy forms filed with the county clerk;
  - (e) Maps of precinct boundaries with legal descriptions;
  - (f) List of absentee voters; and
  - (g) County initiatives and petitions that qualify for placement on the ballot.
- (2) The following shall be retained for two (2) years:
  - (a) Completed absentee ballot request forms;
  - (b) Tally books;
  - (c) Voted Ballots;
  - (d) Any ballots that were required to be duplicated before being counted;
  - (e) Certified lists of candidates or declaration of candidacy forms from special districts used for ballot preparation; and

- (f) Certified ballot language from special districts for any question placed on the ballot.
- (3) The following shall be maintained for one (1) year:
  - (a) Absentee ballot affidavit envelopes;
  - (b) Notice of election;
  - (c) Personal identification affidavit;
  - (d) Ballot tracking logs;
  - (e) Automated tabulation election logs;
  - (f) Copy of the election definition and program used in tabulating ballots electronically and in the ballot marking device; and
  - (g) Record of the number of ballots printed and furnished to each polling place.
- (4) Other election supplies including, but not limited to, unused ballots, official election ballot identification or official ballot stamps, receipts for supplies and spoiled ballots may be disposed of sixty (60) days following the deadline for requesting a recount or filing an election contest pursuant to chapters 20 and 21, title 34, Idaho Code. (History: S.L. 2011, Ch. 285; S.L. 2012, Ch. 211; S.L. 2013, Ch. 285; S.L. 2018, Ch. 78)

Having maintained the records listed in "Exhibit A" for a period of time longer that required by the above statute, the Elections Office would like to dispose of the records listed by recycling as much of the paper as possible, and disposing of the records that we are not able to recycle.

**Distribution:** 1 Original to BOCC Office  
1 Copy to Clerk/Elections

A suggested motion would be: **Mr. Chairman based on the information before us I move to approve Resolution <sup>200</sup>29 that allows the Elections Office to dispose of the elections records listed on "Exhibit A".**

**Recommendation Acceptance:**  Yes  No  Date: 3/23/21  
 Commissioner Dan McDonald, Chairman

## **Exhibit A**

### **Records to Destroy March 23<sup>rd</sup>, 2021**

The following records are 5 year retention records that are now 5 years old or older that will be destroyed. These hit their 5 year mark on or before November 30, 2020 and originated on or before November 30, 2015:

- Voter registration cards for electors whose registration has been terminated
- Correspondence relating to an elector's voter registration
- Combination election record and poll book, including the ballot accounting page
- Declaration of candidacy and petition of candidacy forms filed with the county clerk
- Maps of precinct boundaries with legal descriptions
- List of absentee voters
- County initiatives and petitions that qualify for placement on the ballot

The following records are 2 year retention records that are now 2 years old or older that will be destroyed. These hit their 2 year mark on or before November 30, 2020 and originated on or before November 30, 2018:

- Completed absentee ballot request forms
- Tally books
- Voted Ballots
- Any ballots that were required to be duplicated before being counted
- Certified lists of candidates or declaration of candidacy forms from special districts used for ballot preparation
- Certified ballot language from special districts for any question placed on the ballot

The following records are 1 year retention records that are now 1 year old or older that will be destroyed. These hit their 1 year mark on or before November 30, 2020 and originated on or before November 30, 2019:

- Absentee ballot affidavit envelopes
- Notice of election
- Personal identification affidavit
- Ballot tracking logs
- Automated tabulation election logs
- Copy of the election definition and program used in tabulating ballots electronically and in the ballot marking device
- Record of the number of ballots printed and furnished to each polling place.

The following records may be destroyed sixty (60) days following the deadline for requesting a recount or filing an election contest and now past that hold time:

- unused ballots
- official election ballot identification or official ballot stamps
- receipts for supplies
- spoiled ballots