

Resolution #2022- 1
Clerk/Elections

Disposal of Election Records past the Retention dates

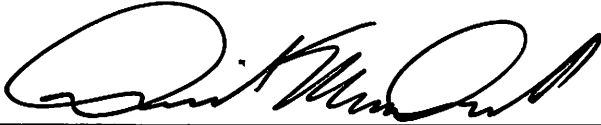
WHEREAS Idaho Code §34-217 requires the County Clerk to maintain certain Election Records for a specified time; and

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

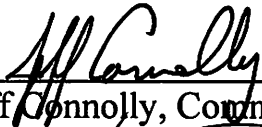
NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of Bonner County authorize the Elections Office, under the supervision of the County Clerk, to dispose of the materials that are listed on the attached Exhibit A.

DATED THIS day of January 2022

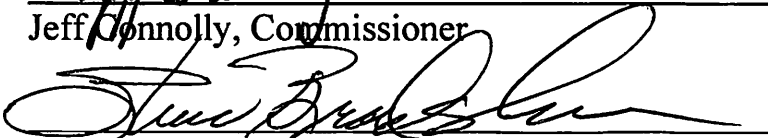
BOARD OF BONNER COUNTY COMMISSIONERS



Dan McDonald, Chairman



Jeff Connolly, Commissioner



Steven Bradshaw, Commissioner

Attest: Michael W. Rosedale

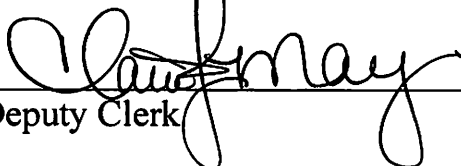
By:  _____
Deputy Clerk

Exhibit A

Records to Destroy January 4, 2022

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 December 31, 2021 and originated on or before December 31, 2016:

- 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 December 31, 2021 and originated on or before December 31, 2019:

- 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 December 31, 2021 and originated on or before December 31, 2020:

- 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



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

January 4, 2022

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 longer than 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 #2022-1 that allows the Elections Office to dispose of the election records listed on "Exhibit A".**

Recommendation Acceptance: Yes No

 Date: 1/11/22
Commissioner Dan McDonald, Chairman