

RESOLUTION NO. 22 - 89
Bonner County Weeds
Destruction of Records

WHEREAS, Idaho Code §31-871 provides for the classification of county records as ‘permanent’, ‘semi-permanent’ or ‘temporary’; and

WHEREAS, Bonner County Weeds has reviewed the appropriate subsections of Idaho Code §31-871, in addition to IDAPA 02.03.03.100.05 as related to pesticide application records retention and the ISDA 2022 Noxious Weeds Cost Share Program Handbook, Section 6-Subsection 1-item K as related to grant records retention; and

WHEREAS, Bonner County Weeds has reviewed the stored files/documents and identified the ISDA program(s) specific requirements, as well as whether they are ‘permanent’, ‘semi-permanent’ or ‘temporary’ per statute; and

WHEREAS, Bonner County Weeds proposes to destroy herbicide application records from 2018 and cost share grant records from 2016, attached are the governing codes related to the records in Exhibits A & B.

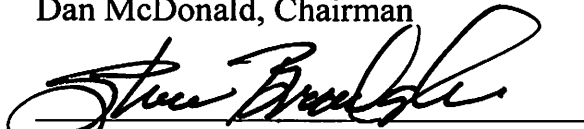
NOW, THEREFORE, BE IT RESOLVED by the Board of Bonner County Commissioners that Bonner County Weeds is hereby authorized to destroy the aforementioned records.

The foregoing was duly enacted as a Resolution of the Board of County Commissioners of Bonner County, Idaho, on the 1st day of Nov, 2022.

BOARD OF BONNER COUNTY COMMISSIONERS



Dan McDonald, Chairman

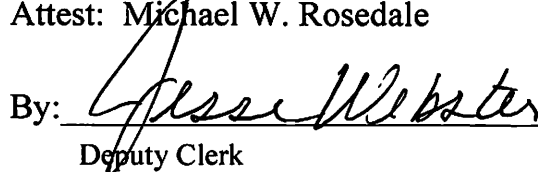


Steve Bradshaw, Commissioner



Jeff Connolly, Commissioner

Attest: Michael W. Rosedale



Deputy Clerk

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Exhibit A

Category Name	Category Description
Demonstration and Research (DR)	For application or supervision of the use of restricted use pesticides (RUPs) at no charge to demonstrate the action of the pesticide or conduct research with restricted use pesticides. The Pest Control Consultant Statewide (SW) is required.
Commercial Apprentice (CA)	For conducting General Use Pesticide (GUP) surface applications only in situations applicable to the OI, OH, AI, AH, GP, and RW categories. Persons with this category can only perform pesticide applications under limited supervision, and cannot make any soil-active Total Vegetation Control (TVC) pesticide applications or injectable applications to soil or plants. Applicators with this category cannot supervise other pesticide applicators. This license category will expire on December 31 st in the year it was obtained.

(3-15-22)

05. Records Requirements. Maintain pesticide application records for three (3) years, ready to be inspected, duplicated, or submitted when requested by the Director. Such records shall contain: (3-15-22)

- a. The name and address of the owner or operator of each property treated; (3-15-22)
- b. The specific crop, animal, or property treated; (3-15-22)
- c. The location by the address, general legal description (township, range, and section) or latitude/longitude of the specific crop, animal, or property treated; (3-15-22)
- d. The size or amount of specific crop, animal, or property treated; (3-15-22)
- e. The trade name or brand name of the pesticide applied; (3-15-22)
- f. The total amount of pesticide applied; (3-15-22)
- g. The dilution applied or rate of application; (3-15-22)
- h. The EPA registration number of the pesticide applied; (3-15-22)
- i. The date of application; (3-15-22)
- j. The time of day when the pesticide is applied; (3-15-22)
- k. The approximate wind velocity; (3-15-22)
- l. The approximate wind direction; (3-15-22)
- m. The full name of the person recommending the pesticide application; (3-15-22)
- n. The full name of the professional applicator applying the pesticide; (3-15-22)

Exhibit B

- d. The total cost of the refreshments, per day, will not exceed \$12.25 per attendee, which is the allowable partial day per diem amount established for breakfasts;
and
- e. Attendees sign a sign-in sheet.

Meals

- a. The meeting or training session has a published agenda and attendance is mandatory;
- b. Location or scheduling conflicts do not lend themselves to a meal recess;
- c. The meeting's business is furthered by speeches, presentations, or interpersonal exchange that would not normally occur on a daily basis;
- d. The meeting or training session has an intended duration of six (6) hours or more;
- e. There are five (5) or more attendees.
- f. The per attendee cost of the meal does not exceed the allowable partial day per diem reimbursement (\$12.25 for breakfast, \$17.15 for lunch, \$26.95 for dinner);
and
- g. Attendees sign a sign-in sheet.

C. Administrative Fees

The administrative fee is available to all Recipients, regardless of the type of entity that serves as a Recipient of cost share funds. The administrative fee must be approved by ISDA as submitted in the AOP and Line Item Budget before it can be reimbursed as an allowable expense.

Administrative fees are limited to 5% of approved budget expenses. ISDA reminds Cooperators that the practice of a Financial Manager taking the Administrative Fee upfront before funds are spent by the CWMA is not allowed. This practice causes accounting problems if the CWMA does not spend all the funds allocated.

The administrative fee will be calculated according to the total amount spent at the time of each expenditure on the financial ledger *Exhibit 13*:

CWMA expenditures for goods and services x 5% = administrative fee
CWMA expenditures + administrative fee = ISDA distribution

$\$28,571.43 \times 5\% = \$1,428.57$
 $\$28,571.43 + \$1,428.57 = \$30,000.00$

Section 6: Recordkeeping Requirements

→ next page

Once a CWMA has received the grant, it is essential that it be effectively managed. In accepting the grant, the CWMA has agreed to accomplish the designated tasks within a specified timeframe for a designated amount of money. This requires maintaining accurate and complete records, effectively managing the budget, and providing accountability for information and reports.

I. HOW TO MANAGE THE RECORDS

A good file system is essential to effective grant management. Files should contain, at a minimum, the following:

- A. A copy of the application and approved budget.
- B. Correspondence.
- C. Time documentation records (personnel timesheets and contracts).
CWMA's receiving Federal cost share funding are required to submit supporting documentation for all labor expenses, as approved on the Line Item Budget. Documentation must be submitted on a term basis, as expenses are incurred. Documentation must show hours worked by each employee on CWMA projects and must be signed by the employee.
- D. Herbicide application records for a CWMA-sponsored spray day. Follow IDAPA 02.03.03.100.05 records requirements if a professional applicator is present. If one is not present, and non-restricted pesticides are being applied, please use the application record example listed in *Exhibit 15a*. Applications of Restricted Use pesticides require a Professional Applicator license or Private Applicator license (please comply with USDA records requirements).
- E. Herbicide application records (*Exhibit 15a*) applied by landowners with or without CWMA supplied herbicides (excluding CWMA-sponsored spray day(s)): The CWMA can count the landowner's cost of herbicide, time, and equipment as in-kind match. Such records shall contain:
 1. Name of CWMA.
 2. Applicator name, address, and phone.
 3. Date of application.
 4. Hours (amount of time spent applying the herbicide for each date).
 5. Target noxious weed(s).
 6. Equipment used.
 7. Location of treatment (include GPS coordinates, legal description, or maps).
 8. Name of herbicide.
 9. Rate of application.
 10. Amount of herbicide (amount poured out of the container).
 11. Treatment acres (acres actually treated).
 12. Treatment area (Estimation of entire area covered in which treatment acres were contained).
 13. Total hours (total amount of time spent applying herbicides for the CWMA).
 14. Total in-kind match for the worksheet (this is to be calculated by the CWMA, not the landowner - refer to *Exhibit 7*).
 15. Signature of the applicator/landowner.
- F. Consultant contracts, invoices and reports.
- G. Copies of financial ledgers, match summaries and sufficient supporting documentation for all expenses incurred and matching funds contributed for project activities.
- H. Related documentation such as client records, public notification, evaluation, before and after photos, maps, etc.
- I. Copies of all bids, quotes, requisitions and invoices.
- J. Project match documentation, including participant names and contact information.
- K. Grant records should be maintained for a minimum of **five years** from the grant closure date for auditing purposes, or until a final agency review has been completed. Never discard documents sooner than five years without checking with ISDA.



BONNER COUNTY NOXIOUS WEEDS

1500 Hwy 2, Suite 101 • Sandpoint, ID 83864 • Phone: (208) 255-5681ext.6
<https://www.bonnercountyid.gov/noxious-weeds>

October 25, 2022

Memorandum

WEEDS
Item #1

TO: Commissioners
FROM: Chase Youngdahl, Weeds Manager
RE: Destruction of Records – **Resolution**

Idaho Code §31-871 allows for the classification of County records, and allows for a retention schedule. Bonner County Weeds requests approval to destroy herbicide application records and cost share grant records as described in the attached resolution.

Idaho State Department of Agriculture (ISDA) requirements for the retention of the noted records are; 3 years for herbicide application records (IDAPA 02.03.03.100.05), and 5 years for cost share grant records (ISDA Noxious Weeds Cost Share Program Handbook 2022—Section 6, Sub-Section 1, Item K). Copies of these codes are attached as exhibits for reference.

There have been no changes to the substance of the codes related to records retention since previous legal review. Another batch of records has now exceeded 5 years and 3 years of retention, respectively.

Distribution: Original to Weeds Office – Chase Youngdahl
Copy to BOCC Office

A suggested motion would be: Mr. Chairman based on the information before us I move to approve Resolution #22 -~~89~~ authorizing the destruction of herbicide application records and cost share grant records as requested.

Recommendation Acceptance: YES NO


Commissioner Dan McDonald, Chairman

Date: 11/1/22

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C. 20535

MEMORANDUM FOR THE DIRECTOR

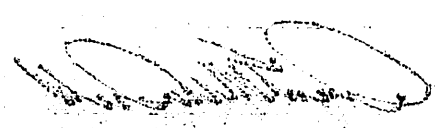
DATE: 10/10/58

RE: [Illegible]

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Very truly yours,

cc/10/10



X