

RESOLUTION # 2024-62

ASSESSOR'S OFFICE  
DESTRUCTION OF RECORDS

**WHEREAS** the Assessor has reviewed Commercial files from January 2018 and earlier and found certain records needing to be destroyed per Idaho Code 31-871 and per specific listing of Assessor records by the Idaho 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 foregoing Resolution made by Commissioner Williams and seconded by Commissioner Bradshaw

The forgoing was duly enacted as a Resolution of the Board of County Commissioners of Bonner County, Idaho, on the 17th day of September 2024

**BOARD OF COUNTY COMMISSIONER**

D3 Commissioner



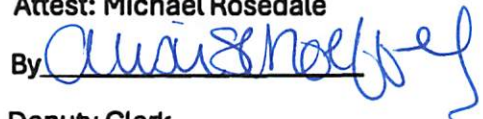
Steve Bradshaw, Commissioner, Chair



Asia Williams, Commissioner

Attest: Michael Rosedale

By



Deputy Clerk

**Records Request for Destruction August 2024 Resolution # \_\_\_\_\_**

<b>Year</b>	<b>Item</b>
<b>2018</b>	<b>Tax Cancellations</b>
<b>&amp; earlier</b>	<b>Appeals</b>
	<b>Fee Appraisals</b>
	<b>Building Permits</b>
	<b>Fielding Sheets</b>
	<b>Personal Property Records</b>
	<b>Maps</b>
	<b>Blueprints</b>
	<b>Certificates of Occupancy</b>
	<b>Tax Exemption Resolutions - expired</b>
	<b>Expired Leases</b>
	<b>Sales Verifications</b>
	<b>2005 &amp; Older Commercial Appraiser Data forms (Financials)</b>
	<b>Staff Meeting Notes</b>
	<b>Assessment Rolls</b>
	<b>2014 Ratio Study from the State</b>
	<b>Ratio Study Internal</b>
	<b>Commercial Agriculture &amp; Timber Exemptions Prior to 2006</b>



Office of the  
Dennis Engelhardt  
**Bonner County Assessor**  
1500 Hwy 2, Suite 205  
Sandpoint, Idaho 83864  
Phone 208-265-1440 Fax 208-265-1451

~~August 14<sup>th</sup>~~ 2024

September 17

**Memorandum  
BOCC Item**

To: Commissioners

From: Dennis Enghardt  
Bonner County Assessor

RE: Destruction of Records

Bonner County Assessor's Office is seeking approval to destroy records 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.

See attached list

Distribution: 1 copy to BOCC office

1 copy to legal

A suggestion motion would be: Mr. Chairman based on the information before us, I move that the County approve Destruction of Records September 17, 2024 resolution # 2024-42

Recommendation Acceptance: ☒ Yes ☐ No

Commissioner: \_\_\_\_\_

Date: \_\_\_\_\_

09-17-2024