

RESOLUTION #24- 83

**TREASURER'S OFFICE
DESTRUCTION OF RECORDS**

WHEREAS, The Treasurer's office has determined per their Records Retention Policy, Resolution #15-76, that the following records listed in the attached document labeled Exhibit A can be destroyed:

WHEREAS, Idaho Code 31-871 does hereby authorize the destruction of these documents.

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

Duly approved this: ____ of October 29, 2024

BOARD OF COUNTY COMMISSIONERS

Asia Williams
Asia Williams, Chairwomen

Steven Bradshaw, Commissioner
Ron Korn
Ron Korn, Commissioner

ATTEST: Michael Rosedale

By Chris Schoep
Deputy Clerk

Document Destruction List

Cash Management Statement & Reconciliations – August 2019 and prior

Columbia Bank Statements & Reconciliations, All Accounts - August 2019 and prior

Mountain West Bank Statements & Reconciliations, All Accounts –August 2019 and prior

Warrant Registers, Bonner County & EMS - August 2019 and prior

Investment Records – August 2014 and prior

TA Receipts & Bank Reconciliations August 2019 and prior

Check Stubs – August 2019 and prior

Mobile Home Affidavits – 2018 and prior

Mobile Home Extension - 2018 and prior

Handwritten receipts - 2018 and prior

Public Records Requests – 2018 and prior

Tax Deed Files that were created but Tax Deed process was not completed – 2018 and prior

Prepaid Mobile Homes and Tax Anticipation prepaids – 2018 and prior

Tax Anticipation Reports and Receipts – 2018 and prior

Tax Due & Late Charge Due Summary Reports - 2018 and prior

Apportionment Reports - 2018 and prior

Tax Drive Reports - 2012 and prior

Certified Specials to Tax Drive Records - 2012 and prior

Certified Mobile Home Records - 2012 and prior

Certified Yield & Deferred Records - 2012 and prior

Certified Homeowner Recapture Restitutions - 2012 and prior

Segregation Records and Reports – 2012 and prior

Month End Reports – August 2019 and prior

Paid Homeowner Recapture Restitutions – 2012 and prior

Demand Bills – 2012 and prior

Yield Tax Bills – 2012 and prior

Deferred Tax Bills – 2012 and prior

Warrant of Distraints – August 2022 and prior



Bonner County Treasurer's Office

Clorrisa Koster, Treasurer

1500 Hwy 2, Ste 304 – Sandpoint, ID 83864-1305

Telephone (208) 265-1433 - Fax (844) 565-7873

October 29, 2024

MEMORANDUM

Treasurer
Item #1

To: Commissioners

From: Clorrisa Koster
Bonner County Treasurer

Re: Resolution for Destruction of Records

The Treasurer's office is seeking approval to destroy the records listed in the attached document labeled Exhibit A as outlined in the Treasurer's Office Records Retention Policy, Resolution #15-76, and Idaho Code 31-871.

Legal Review: X

B. Wilson

Email is attached verifying that all legal questions/concerns have been resolved and that it has been approved.

Distribution: X Original to BOCC
X Copy to Treasurer's Office

A suggested motion would be: **Based on the information before us I move to approve Resolution #2024 - 83 authorizing the County Treasurer to destroy the records listed in Exhibit A as outlined in the Treasurer's Retention Policy Resolution and Idaho Code 31-871.**

Recommendation Acceptance: ☒ yes ☐ no

Asia Williams
Asia Williams, Chairwoman

Date: 10/29/24