

RESOLUTION #25-32

**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 29th day of April 2025

BOARD OF COUNTY COMMISSIONERS



Asia Williams, Chairwomen



Ron Korn, Commissioner



Brian Domke, Commissioner

ATTEST: Michael Rosedale

By 
Deputy Clerk

Document Destruction List

Cash Management Statement & Reconciliations – March 2020 and prior

Bank Account Reconciliations – March 2020 and prior

Warrant Registers, Bonner County & EMS – March 2020 and prior

Check Stubs – March 2020 and prior

Mobile Home affidavits - 2019 and prior

Mobile Home Extensions - 2019 and prior

Handwritten receipts - Feb 2019 and prior

Prepaid mobile home forms & Tax Anticipation receipts – 2019 and prior

Tax anticipation reports & Receipts - 2019 and Prior

Tax Due & Late Charge Due Summary Reports – March 2020 and prior

Apportionment Reports – March 2020 and prior

Tax Drive Reports – 2013 and prior

Paid Homeowner Recapture – 2014 and prior (bill date)

Demand Bills - 2013 and prior

Yield tax bills - 2013 and prior

Deferred Tax Bills – 2013 and prior

Warrant of Distrainment – March 2023 and prior

Certified Specials to Tax Drive Records – 2013 and prior

Certified Mobile Home Records – 2013 and prior

Certified Yield & Deferred Records - 2013 and prior

Certified Homeowner Recapture – 2013 and prior

Month End Reports – March 2020 and prior

County & EMS Auditors Certificates – March 2023 and prior

County & EMS Journal Vouchers – March 2023 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

April 29, 2025

MEMORANDUM

Treasurer
Item #43

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. This has also been approved by legal.

Auditing Review: N/A

Email is attached verifying that auditing has verified that the funds to cover this item are within the budget; this is required for any expenditure/budget adjustment request.

Risk Review: N/A

If applicable, email is attached verifying that all Risk questions/concerns have been resolved and that it has been approved. This includes new equipment/assets to be insured or contracts requiring insurance for review.

B. Wilson

Legal Review: X

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 #2025-32 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. This has been approved by legal.**

Recommendation Acceptance: ☒ yes ☐ no

Asia Williams
Asia Williams, Chairwoman

Date: 4/29/2025