

Resolution No. 2026-54
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 Memorandum.

ADOPTED as a Resolution of the Board of Commissioners of Bonner County upon a majority vote on the 29th day of September, 2026.

BOARD OF BONNER COUNTY COMMISSIONERS



Ron Korn, Chairman



Brian Domke, Commissioner



Asia Williams, Commissioner

Attest: Michael W. Rosedale

By: 
Deputy Clerk

Exhibit A

Records to Destroy September 29, 2026

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 September 29, 2026, and originated on or before September 29, 2021:

- 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 September 29, 2026, and originated on or before September 29, 2024:

- 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
- Absentee ballot affidavit envelopes, including the indication of the signature's acceptance or rejection

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 September 29, 2026, and originated on or before September 29, 2025:

- 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:

- Other election supplies, including but not limited to
 - unused ballots
 - official election ballot identification or official ballot stamps
 - receipts for supplies
 - spoiled ballots



Bonner County

Elections

September 29, 2026

Memorandum

Elections

Item #1

To: Commissioners

From: Elections

Re: Destruction of Records

Disposal of Election Records in storage longer than the Idaho State Mandated Records Retention period as per Idaho Statute 34-217.

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.

Auditing Review: _____

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: X

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.

Legal Review: X

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

Distribution: 1 Original to BOCC

1 Copy to Elections

A suggested motion would be: **Mr. Chairman based on the information before us I move to approve Resolution, number to be assigned, that allows the Elections Office to dispose of the election records listed above.**

Recommendation Acceptance: ☒ yes ☐ no

Ron Korn
Ron Korn, Chair

9-29-26
Date