RESOLUTION NO. 2026 - 67
Bonner County Noxious Weeds
Destruction of Records

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

WHEREAS, Bonner County Noxious Weeds has reviewed the appropriate subsections of Idaho Statute §31-871, in addition to IDAPA Code 02.03.03.101.01 as related to pesticide application records retention and the ISDA 2026 Noxious Weeds Cost Share Program Handbook, Section 7 – Sub-Section K as related to cost share records retention; and

WHEREAS, Bonner County Noxious Weeds has reviewed the stored files/documents and identified the respective ISDA code & program specific requirements, as well as whether they are 'permanent', 'semi-permanent' or 'temporary' per statute; and

WHEREAS, Bonner County Noxious Weeds proposes to destroy herbicide application records from 2023 and state noxious weed cost share records from 2020, attached are the supporting rules related to the records in Exhibits A & B.

NOW, THEREFORE, BE IT RESOLVED by the Board of Bonner County Commissioners that Bonner County Noxious 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 10th day of Nov., 2026.

BOARD OF BONNER COUNTY COMMISSIONERS

Ron Korn, Chair

Attest: Michael W. Rosedale

Asia Williams, Commissioner

By: _____
Deputy Clerk

Brian Domke, Commissioner

Exhibit A attachment

d. Licenses are eligible for renewal no sooner than forty-five (45) days from the expiration date. (7-1-24)

101. PROFESSIONAL APPLICATOR RECORD KEEPING REQUIREMENTS.

01. Records Requirements. Maintain pesticide application records for two (2) years, ready to be inspected, duplicated, or submitted when requested by the Director. Such records shall contain: (7-1-24)

a. The name and address of the person for whom the pesticide was applied; (7-1-24)

b. The specific crop, animal, or property treated; (7-1-24)

c. The location by the address, general legal description (township, range, and section) or latitude/ longitude of the specific crop, animal, or property treated; (7-1-24)

d. The size or amount of specific crop, animal, or property treated; (7-1-24)

e. The trade name or brand name of the pesticide applied; (7-1-24)

f. The total amount of pesticide applied; (7-1-24)

g. The EPA registration number of the pesticide applied; (7-1-24)

h. The date of application; (7-1-24)

i. The time of day when the pesticide is applied; (7-1-24)

j. The approximate wind velocity; (7-1-24)

k. The approximate wind direction; (7-1-24)

l. The full name of the professional applicator applying the pesticide; (7-1-24)

m. The license number of the professional applicator applying the pesticide; (7-1-24)

n. Full name and license number of professional applicator supervising the pesticide application of the professional applicator holding the Apprentice Category (CA). (7-1-24)

o. Worker protection information exchange, if required, prior to pesticide application, including name of grower or operator contacted and date and time of contact. (7-1-24)

02. Restricted Use Records. Professional applicators who have made an application of a restricted use pesticide shall, within thirty (30) days of the pesticide application, provide a copy of the application records required under this rule for each application of any restricted use pesticide to the person for whom the pesticide application was made. (7-1-24)

102. -- 149. (RESERVED)

150. PRIVATE APPLICATOR LICENSING.
To obtain a private applicator's license, an applicant must: (7-1-24)

01. Submit Application. Submit an application prescribed by the Department with applicable fee(s) (Section 250); (7-1-24)

02. Demonstrate Competence. (7-1-24)

a. Private applicators may only make pesticide applications using RUP's in categories for which they

record example listed [Exhibit B attachment] stricted Use pesticides require a Professional Applicat ense (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 direct recipient grant final payment date. If you have questions regarding record retention requirements for grant files, please contact ISDA.

How to Provide Project In-Kind Match Documentation (*Exhibit 11, Exhibit 12, and Exhibit 14*)
All in-kind or matching contributions must be properly documented for each AOP project

BONNER COUNTY NOXIOUS WEEDS

• 521 S. Division Ave, Suite 216 • Sandpoint, ID 83864
• Phone: (208) 255-5681ext.6 • Email: chase.youngdahl@bonnercountyid.gov
• Website: https://www.bonnercountyid.gov/noxious-weeds

NOXIOUS WEEDS Item #1

11-10-2026

Memorandum

TO: Commissioners

FROM: Chase Youngdahl, Noxious Weeds Director

RE: Resolution—Destruction of Records

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

The Idaho State Department of Agriculture's minimum retention of the noted records are 2 years for herbicide application records; IDAPA Code 02.03.03.101.01, and 5 years for Cooperative Weed Management Area (CWMA) cost share program records; ISDA Noxious Weeds Cost Share Program Handbook 2026—Section 7, Sub-Section K. Extractions of these sections of Idaho Administrative Code & Idaho Noxious Weeds Cost Share Handbook are attached in the packet for reference.

Auditing Review: **N/A – This item does not involve funding coming into or going out of Bonner County**
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: Risk Approved
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: Legal Approved
Email is attached verifying that all legal questions/concerns have been resolved and that it has been approved.

Distribution: ___ Original to BOCC Office
___ Copy to Noxious Weeds Office

A suggested motion would be: **Mr. Chairman, Based on the information before us I move to approve Resolution, number to be assigned, authorizing the destruction of Bonner County herbicide application records and state noxious weed cost share records as requested.**

Recommendation Acceptance: ☒ YES ☐ NO Ron Korn Date: 11-10-26
Ron Korn, Chair