

**RESOLUTION FOR THE DESTRUCTION OF
ADA COUNTY CLERK ELECTION RECORDS**

**AT A MEETING OF THE BOARD OF ADA COUNTY COMMISSIONERS,
STATE OF IDAHO, ON THE 5TH DAY OF APRIL 2016, THE FOLLOWING
RESOLUTION WAS ADOPTED, TO WIT:**

WHEREAS, Idaho Code § 31-871(2)(e) states that the provisions of Idaho Code § 31-871 control the classification and retention schedules of all county records unless otherwise provided in Idaho Code or any applicable federal law;

WHEREAS, Idaho Code § 34-217 lists the time periods that county election records shall be maintained;

WHEREAS, Idaho Code § 34-217(1) provides that poll books and declarations of candidacy must be retained for five (5) years;

WHEREAS, Idaho Code § 34-217(2)(a-e) provides that correspondence relating to an elector's voter registration, completed absentee ballot request forms, tally books, voted ballots, and ballots that were required to be duplicated before being counted shall be retained for two (2) years;

WHEREAS, Idaho Code § 34-217(3)(a-h) provides that absentee ballot affidavit envelopes, notices of election, personal identification affidavits, unvoted ballots from the primary election, ballot tracking logs, automated tabulation electronic logs, copies of the election definition and program used in tabulating ballots electronically and in the ballot marking device, and the records of the number of ballots printed and furnished to each polling place shall be retained for one (1) year;

WHEREAS, Idaho Code § 34-217(4) provides that other election supplies including, but not limited to, unused ballots, official election stamps, and spoiled ballots may be disposed of sixty (60) days following the deadline for requesting a recount or filing an election contest pursuant to chapters 20 and 21, title 34, Idaho Code;

WHEREAS, the Ada County Clerk has satisfied the statutory requirements for retaining the records listed in Exhibit A and seeks to destroy those records;

WHEREAS, the Board of Ada County Commissioners, pursuant to Idaho Code § 31-871(d), must authorize the destruction of Ada County records by resolution;

RESOLUTION NO. 2130

WHEREAS, the Board of Ada County Commissioners has acted upon the advice of the Ada County Prosecuting Attorney, and has determined that the election records listed in detail in Exhibit A are appropriate for destruction.

BE IT THEREFORE RESOLVED, the Board of Ada County Commissioners authorizes the immediate destruction of the election records listed in detail in Exhibit A attached hereto and incorporated herein, and further, that such destruction occur under the direction and supervision of the Ada County Clerk.

APPROVED AND ADOPTED this 5th day of April 2016.

Board of Ada County Commissioners

By: _____
Jim Tibbs, Commissioner

By: _____
Rick Yzaguirre, Commissioner

By: _____
David L. Case, Commissioner

ATTEST:

Christopher D. Rich, Ada County Clerk

EXHIBIT A

**ELECTIONS RECORDS DESTRUCTION REQUEST
November 2015**

Table to be completed by Elections and submitted to the Prosecutor’s Office with the SRV destruction request

Item(s)	Amount	Retention Timeframe	Date of Origination	Date for Destruction
Pallet 1: Poll Books	8 Boxes	5 years 34-217(1)(b)	May 2010	May 2015
L&A Test and Reports	1 Box	1 Year 34-217(3)(f)	May 2010	May 2011
Election Central Reports	2 Boxes	1 Year 34-217(3)(f)	May 2010	May 2011
Declaration of Candidacy	1 Box	5 Years 34-217(1)(c)	May 2010	May 2015
Poll Books	13 Boxes	5 Years 34-217(1)(b)	November 2010	November 2015
Election Central Reports	3 Boxes	1 Year 34-217(3)(f)	November 2010	November 2011
Registration Cancellations	1 Box	2 Years 34-217(2)(e)	November 2010	November 2012
Absentee Ballot Request Forms Ev Ballot Tallies	3 Boxes	2 Years 34-217(2)(b) 34-217(2)(c)	November 2013	November 2015
Ballot Stubs And Reports	6 Boxes	2 Years 34-217(2)(d) 34-217(3)(b)	November 2013	November 2015
Absentee Ballot Requests Received Late	1 Box	2 Years 34-217(2)(d)	November 2013	November 2015
Pallet 2: Voted & Duplicated Ballots	120 Boxes	2 Years 34-217(2)(d) 34-217(2)(b)	November 2013	November 2015

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Pallet 3: Voted & Duplicated Ballots	37 Boxes	2 Years 34-217(2)(d) 34-217(2)(b)	November 2013	November 2015
Voter Registration Correspondence	1 Box	2 Years 34-217(2)(a)	November 2013	November 2015
Personal ID Aff. L&A Reports and Test Ballots	1 Box	1 Year 34-217 (3)(f) 34-217(3)(c)	August 2014	November 2015
Election Logs	1 Box	1 Year 34-213 (3)(f)	August 2014	November 2015
Ballot Logs EV and Absentee	3 Boxes	1 Year 34-217 (3)(e)	November 2014	November 2015
Test Ballots, L&A, Election Central Reports	4 Boxes	1 Year 34-217(3)(f)	November 2014	November 2015
Pallet 4: Absentee Ballot Aff. Envelopes. Whites, Yellows	28 Boxes	1 Year 34-217(3)(a)	November 2014	November 2015
Ballot Tracking Logs, & Absentee Logs	4 Boxes	1 Year 34-217(3)(e)	November 2014	November 2015
Test Ballots, L&A Tracking Personal ID AFF	4 Boxes	1 Year 34-217(3)(f) 34-217(3)(c)	November 2014	November 2015
Pallet 5: Unused Ballots	12 Boxes	60 days 34-217(4)	May 2015	November 2015
Spoiled Ballots	1 Box	60 days 34-217(4)	May 2015	November 2015

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