

RESOLUTION NO. 25-170

**A RESOLUTION OF THE CANYON COUNTY BOARD OF COUNTY COMMISSIONERS CLASSIFYING RECORDS OF THE CANYON COUNTY CLERK AND AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS**

The following Resolution was considered and adopted by the Canyon County, Idaho Board of Commissioners on the 9<sup>th</sup> day of September, 2025.

Upon the motion of Commissioner Van Beek and the second by Commissioner Pondoks, the Board resolves as follows:

**WHEREAS**, Idaho Code § 31-801 grants general powers and duties, subject to the restrictions of law, to the boards of county commissioners in their respective counties; and

**WHEREAS**, Idaho Code § 31-828 grants the Board authority “to do and perform all other acts . . . which may be necessary to the full discharge of the duties of the chief executive authority of the county government”; and

**WHEREAS**, Idaho Code § 31-871 requires the Board to authorize the destruction of records that are not required to be retained as permanent records and that have met the minimum retention period provided by the County’s record retention schedule and are no longer required by law or for County business; and

**WHEREAS**, Idaho Code § 31-871 also provides that records not specifically classified as permanent, semi-permanent or temporary may be classified by the Board of County Commissioners; and

**WHEREAS**, Idaho Code § 34-217 requires minimum retention periods for certain County election records; and

**WHEREAS**, Idaho Code § 34-217(4) provides that other election supplies, including unused ballots may be disposed of sixty (60) days following the deadline for requesting a recount or filing an election contest; and

**WHEREAS**, the County Clerk has proposed for destruction certain County election records that have exceeded their minimum retention as follows:

- May 2025 Election spoiled ballots (60-day retention).

**WHEREAS**, the Prosecuting Attorney has reviewed the proposed destruction of certain County election records, as provided by Idaho Code § 31-871.

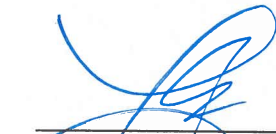

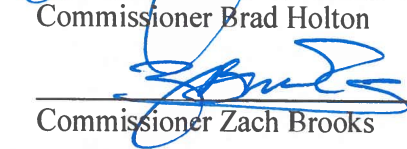
**NOW THEREFORE**, the Board of County Commissioners of Canyon County, Idaho, hereby resolves, concludes and directs that the items proposed, listed herein, may be destroyed after regular audit and under the direction and supervision of the County Clerk in compliance with Idaho Code §§ 34-217 and 31-871.

**IT IS FURTHER ORDERED** that none of the stated records shall be destroyed if they have been the subject of litigation or if there is a reasonable likelihood that they may be the subject of litigation.

**IT IS FURTHER ORDERED** that this Resolution shall be effective this 9<sup>th</sup> day of September, 2025.

CANYON COUNTY BOARD OF COMMISSIONERS

- Motion Carried Unanimously
- Motion Carried/Split Vote Below
- Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
 _____ Commissioner Leslie Van Beek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 _____ Commissioner Brad Holton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 _____ Commissioner Zach Brooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: RICK HOGABOAM, CLERK

By:   
\_\_\_\_\_  
Deputy Clerk