

RESOLUTION NO. 25-231

**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 16th day of December, 2025.

Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, 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**, the County Clerk has proposed for destruction certain County election records that have exceeded their minimum retention as follows:

- November 2023 14 boxes of Voted Ballots (2-year retention)
- November 2023 2 boxes of Absentee Affidavit Envelopes (2-year retention)
- May 2022 1 box of Voted Ballots (2-year retention)
- October and November 2020 2 boxes of Ballot Bar Code Tickets, Reports, Seal Lock Logs (5-year retention)
- May 2023 1 box of Voted Ballots (2-year retention)
- August 2023 1 box of Early Voted Ballots (2-year retention)

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

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AND AUTHORIZING DESTRUCTION OF  
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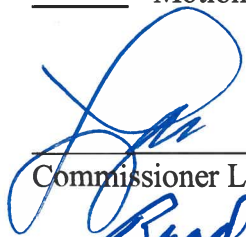


**NOW THEREFORE**, the Board of County Commissioners of Canyon County, Idaho, hereby resolves, concludes and directs that the items proposed, listed herein, may be destroyed after regular audit and under the direction and supervision of the County Clerk in compliance with Idaho Code §§ 34-217 and 31-871.

**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 18<sup>th</sup> day of December, 2025.

CANYON COUNTY BOARD OF COMMISSIONERS

X Motion Carried Unanimously  
\_\_\_\_\_ Motion Carried/Split Vote Below  
\_\_\_\_\_ Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
 _____ Commissioner Leslie Van Beek	<u>✓</u>	_____	_____
 _____ Commissioner Brad Holton	<u>X</u>	_____	_____
 _____ Commissioner Zach Brooks	<u>X</u>	_____	_____

ATTEST: RICK HOGABOAM, CLERK

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