

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CAMAS COUNTY, IDAHO

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**RESOLUTION NO. 237**

CAMAS COUNTY RESOLUTION AUTHORIZING DESTRUCTION OF RECORDS

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AT A MEETING OF THE BOARD OF COUNTY COMMISSIONERS, STATE OF IDAHO, ON THE 20<sup>TH</sup> DAY OF APRIL 2026, THE FOLLOWING RESOLUTION WAS ADOPTED, TO WIT:

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

WHEREAS, the County Clerk has proposed for destruction certain records that have exceeded their minimum retention; and,

WHEREAS, approval for the destruction of the below listed records has been obtained from the Idaho State Historical Society, when required, and the County Attorney, as provided by Idaho Code 31-871. Such records shall be retained by digital means and held by the County Clerk's office.

BE IT THEREFORD RESOLVED that they Board of Camas County Commissioners hereby authorize the immediate destruction of the ordinal paper records and that such destruction occur under the supervision of the Board of Camas County Commissioner's Clerk.

*See Attached List of Records to be Destroyed.*

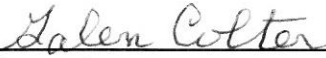
**APPROVED AND ADOPTED** this 20<sup>th</sup> date of April, 2026.

CAMAS COUNTY BOARD OF COMMISSIONERS



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Travis Kramer, Chairman



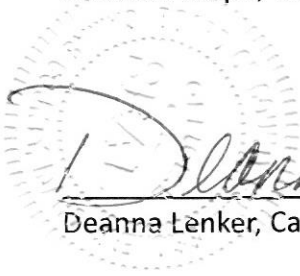
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Galen Colter, Commissioner



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Marshall Ralph, Commissioner



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Deanna Lenker, Camas County Clerk

Record Title	Classificaton	Minimum Retention Period	Beginning of Retention Period	Name of Record	Date of Record
Applications: Liquor License	Temporary	2 years	Date of License	Liquor Licenses	2022 & 2023
Assistance/Indigency: Invoices	Semi-permanent	5 years	Application Denial	Catastrophic Health Care Invoices-Indigency	1997-2014
Assistance/Indigency: Invoices	Semi-permanent	5 years	After Denial	1C-2018-10003 Indigency	2018
Claims w/supporting data	Semi-permanent	5 years	Date of Claim	Claims	2014-2015
Claims w/supporting data	Semi-permanent	5 years	Date of Claim	Claims	2008
Claims w/supporting data	Semi-permanent	5 years	Date of Claim	Claims	2019-2020
Claims w/supporting data	Semi-permanent	5 years	Date of Claim	Claims	2016
Claims w/supporting data	Semi-permanent	5 years	Date of Claim	Claims	2014-2015
Elections: Poll books, tally books, absentee requests/ballots, ballots/voted ballots, Personal ID Affidavit, Candidacy Declarations, Unused/spoiled ballots	Semi-permanent	5 years	After Election	Box of elections ballots, absentee ballots, requests, voted ballots, etc.	Nov-20
Elections: Purged, duplicate, moved, canceled voter registration cards	Semi-permanent	5 years	Date of Action	Purged, moved, deceased voter records	2020
Financial Data: Annual Reports	Semi-permanent	5 years	Date of Publication	Duplicated Audited Financial Statements	1949-2024
Financial Data: Auditors Certificates	Semi-permanent	5 years	Date of record	Auditors Certificates	1976-1978
Financial Data: Auditors Certificates	Semi-permanent	5 years	Date of record	Auditors Certificates	1979-1980
Financial Data: Auditors Certificates	Semi-permanent	5 years	Date of record	Auditors Certificates	1999-2000
Financial Data: Auditors Certificates	Semi-permanent	5 years	Date of record	Auditors Certificates	1998-1999
Financial Data: Auditors Certificates	Semi-permanent	5 years	Date of record	Auditors Certificates	2000-2002
Financial Data: Auditors Certificates	Semi-permanent	5 years	Date of record	Auditors Certificates	2009
Financial Data: Auditors Certificates	Semi-permanent	5 years	Date of record	Auditors Certificates	2012
Financial Data: Auditors Certificates	Semi-permanent	5 years	Date of record	Auditors Certificates	2015
Financial Data: Auditors Certificates	Semi-permanent	5 years	Date of record	Auditors Certificates	2016
Financial Data: Auditors Certificates	Semi-permanent	5 years	Date of record	Auditors Certificates	1997-1998
Financial Data: Auditors Certificates	Semi-permanent	5 years	Date of record	Auditors Certificates	1994-1995
Financial Data: Auditors Certificates	Semi-permanent	5 years	Date of record	Auditors Certificates	1981-1985
Financial Data: Auditors Certificates	Semi-permanent	5 years	Date of record	Auditors Certificates	2011
Financial Data: Auditors Certificates	Semi-permanent	5 years	Date of record	Auditors Certificates	2006
Financial Data: Auditors Certificates	Semi-permanent	5 years	Date of record	Auditors Certificates	2004
Financial Data: Auditors Certificates	Semi-permanent	5 years	Date of record	Auditors Certificates	1995-1996
Financial Data: Auditors Certificates	Semi-permanent	5 years	Date of record	Auditors Certificates	2020
Financial Data: Journals/Ledgers	Semi Permanent to Permanent	5-10 years	Date of record	County Receipts Transmittal	1993-2014
Financial Data: Monthly Reports	Semi-permanent	5 years	End of Year Record	Magistrate Month End	FY 1997-1998
Financial Data: Monthly Reports	Semi-permanent	5 years	End of Year Record	Family Health Services Invoices	2018-2020
Financial Data: Monthly Reports	Semi-permanent	5 years	End of Year Record	Trial Balance/Expenditure Reports	2016
Financial Data: Monthly Reports	Semi-permanent	5 years	End	Trial Balance Reports	10/2004-09/2005
Financial Data: Monthly Reports	Semi-permanent	5 years	End of Year Record	Revenue Monthly Trial Balance/AC Proof Reports	2020
Financial Data: Monthly Reports	Semi-permanent	5 years	End of Year Record	Expenditure Reports	2002, 2011-2013
Financial Data: Monthly Reports	Semi-permanent	5 years	End of Year Record	Trial Balance Reports	10/2007-9/2011
Financial Data: Monthly Reports	Semi-permanent	5 years	End of Year Record	Auditors Certificates	2001
Financial Data: Monthly Reports	Semi-permanent	5 years	End of Year Record		
Financial Data: Monthly/Quartely Reports	Semi-permanent	5 years	Date of record	910 Idaho Withholding Payment Vouchers	2011
Financial Data: Monthly/Quartely Reports	Semi-permanent	5 years	End of Year Record	Fringe Invoices (Regence, Delta, United Heritage, PERSI, 941, 910)	2013-2014. 2020
Insurance	Semi-permanent	8 years	End of coverage	ICRMP Policies and Claims for one (1) year	1995

Insurance	Semi-permanent	8 years	End of coverage	ICRMP Policies and Claims for one (1) year	2008-2009
Insurance	Semi-permanent	8 years	End of coverage	ICRMP Policies and Claims for one (1) year	2009-2010
Payroll Records:	Semi-permanent	5 years	End of Year Record	1099's & W2's	2014
Payroll Records:	Semi-permanent	5 years	Date of record	1099's & W2's	2013
Payroll Records:	Semi-permanent	5 years	End of Year	Timecards	2003-2010
Payroll Records:	Semi-permanent	5 years	End of Year	Timecards	1998-2000
Payroll Records:	Semi-permanent	5 years	End of Year	Monthly, Quarterly, Yearly Reports	1992-1993
Payroll Records:	Semi-permanent	5 years	End of Year	Monthly Reports	2009-2013
Payroll Records:	Semi-permanent	5 years	End of Year	Monthly Reports	2011-2019
Risk Management: Insurance	Semi-permanent	8 years	End of coverage	Delta Dental Contracts	2004
Risk Management: Insurance	Semi-permanent	8 years	End of coverage	Regence Contracts	1993-1998
Risk Management: Insurance	Semi-permanent	8 years	End of coverage	Idaho Counties Risk Management Program Authorization Forms	2000
Risk Management: Insurance	Semi-permanent	8 years	End of coverage	Delta Dental Applications	1992-2001
Risk Management: Personnel Records	Temporary	3 years	After termination	Unemployment Claim	2014
Risk Management: Personnel Records	Semi-permanent	8 years	End of coverage	Health Benefits Election Form	2009
Risk Management: Personnel Records	Temporary	3 years	After termination	Regence Applications	1999, 2009
Risk Management: Personnel Records	Temporary	3 Years	After Termination	Workmans Comp	2011
Treasurer Reports	Semi-permanent	7 years	Date of record	Paid Apportionments/Tax Due Summary	1999-2008