

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF CAMAS COUNTY, IDAHO

RESOLUTION NO. 239

CAMAS COUNTY RESOLUTION AUTHORIZING DESTRUCTION OF RECORDS

AT A MEETING OF THE BOARD OF COUNTY COMMISSIONERS, STATE OF IDAHO, ON THE 27TH DAY OF JULY 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 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, the County Clerk has proposed for destruction certain records that have exceeded their minimum retention; and,

WHEREAS, approval for the destruction of the 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 THEREFORE RESOLVED that the Board of Camas County Commissioners hereby authorizes the immediate destruction of the original paper records and that such destruction occur under the supervision of the Board of Camas County Commissioners' Clerk.

See Attached List of Records to be Destroyed.

APPROVED AND ADOPTED this 27th July, 2026.

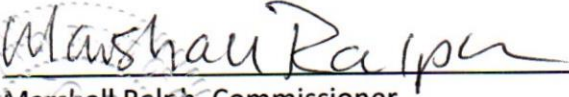
CAMAS COUNTY BOARD OF COMMISSIONERS



Travis Kramer, Chairman



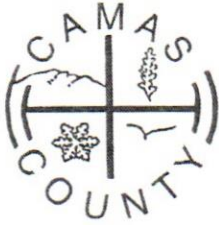
Galen Colter, Commissioner



Marshall Ralph, Commissioner



Deanna Lenker, Camas County Clerk



Jen Fredrickson
CAMAS COUNTY TREASURER/TAX COLLECTOR
517 Soldier Road ~ P.O. Box 430
Fairfield, ID 83327

July 17, 2026

To be listed on Resolution ~~240~~²³⁹ on 7/20/26:

TAX COLLECTOR

Property Tax Collector Notices: 1979

Delinquent Property Tax Notices: 1982, 1984

Property Tax Reports- Apportionments, Summaries: 1982-1988, 1995-1998, 2007, 2008, 2011-2015

Property Tax Drive Reports: 1991-1993

Property Tax Daily Cash Journal Reports: 1995-1999

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	1998-1996
Claims w/supporting data	Semi-permanent	5 years	Date of Claim	Claims	1975-1984
Claims w/supporting data	Semi-permanent	5 years	Date of Claim	Claims	2019-2020
Elections: Calendars	Semi-permanent	5 years	Date of Publication	Election Calendar	2017-2020
Elections: Request for Absentee Ballots	Temporary	2 years	Date of Canvass	Absentee Ballots	October 27 2023
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	Cemetery Levy: Envelopes of elections ballots, absentee ballots, requests, voted ballots, etc.	May 18 2021
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	School Levy: Envelopes of elections ballots, absentee ballots, requests, voted ballots, etc.	May 18 2021
Financial Data: Bank Statements	Semi-permanent	7 years	Date of record	US Bank Statements	Oct 2014-Sep 2015
Financial Data: Auditors Certificates	Semi-permanent	5 years	Date of record	Auditors Certificates	2005
Financial Data: Auditors Certificates	Semi-permanent	5 years	Date of record	Auditors Certificates	2007
Financial Data: Auditors Certificates	Semi-permanent	5 years	Date of record	Auditors Certificates	2008
Financial Data: Auditors Certificates	Semi-permanent	5 years	Date of record	Auditors Certificates	2013-2014, 2019
Financial Data: Journals/Ledgers	Semi Permanent to Permanent	5-10 years	Date of record	Paid/Unpaid Warrants & Trial Balance Reports Accounts Payable Prelist	1995-1998
Financial Data: Monthly Reports	Semi-permanent	5 years	End of Year Record	Trial Balance/Expenditure Reports	2002-2003, 2004, 2005, 2006, 2008, 2009, 2014, 2019
Financial Data: Monthly Reports	Semi-permanent	5 years	End	Trial Balance Reports	2005,2006, 2012-2017
Payroll Records:	Semi-permanent	5 years	End of Year	Timecards	2005, 2006, 2013-2019
Payroll Records:	Semi-permanent	5 years	End of Year	Monthly, Quarterly, Yearly Reports	1996, 1997, 1998, 2004, 2005, 2006, 2012-2014, 2016, 2017, 2019, 2020
Risk Management: Personnel Records	Temporary	3 years	After termination	Employee Files of Retired, Resigned Personnel	2015-2022
Risk Management: Insurance	Semi-Permanent	8 years	End of Coverage	ICRMP Policies	2012-2015
Risk Management: Insurance	Semi-permanent	8 years	End of Coverage	VSP, Voluntary Life	1994-1995