

RESOLUTION #16- 17

**TREASURER'S OFFICE  
DESTRUCTION OF RECORDS**

**WHEREAS**, the Treasurer's office has determined per their Records Retention Policy, Resolution #15-76, that the following attached records can be destroyed (**see attached list**),

**WHEREAS**, Idaho Code 31-871 does hereby authorize the destruction of the attached named documents.

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Bonner County, Idaho, that the above documents be destroyed.


Duly approved this 9th day of February, 2016.

**BOARD OF COUNTY COMMISSIONERS**

  
Cary Kelly, Chairman

  
Glen Bailey, Commissioner

  
Todd Sudick, Commissioner

**ATTESTED**  
By   
Deputy Clerk

Documents to be destroyed-Bonner County Treasurer's Office

1. Tax Anticipation Receipts 2005-2010
2. Tax Anticipation Monthly reports 2007-2010
3. Tax Anticipation Reconciliation 2009
4. Warrant Registers Sept. 2007 through Dec. 2010
5. Cash Management Bank Statements 2007-2008
6. Tax Collector, Suspense, Cash Analysis bank statement and reconciliation 2003-2007
7. Treasurers and Warrant bank statements Dec. 2007 through Oct. 2010
8. Suspense bank statements March 2008 through July 2010
9. Tax Collector bank statements 2007-2010
10. Treasurers, Cash Management, Suspense, and Tax Collector reports 2000-2003
11. Deferred Tax notices 2000-2004
12. Certification-Taxing districts lists 2003-2004
13. FILTS-Bills and paperwork 2003-2004
14. Yield Tax notices 2001-2003
15. Circuit Breaker apportionments July 2003-June 2007
16. Paid apportionments April 2007-July 2007
17. Daily Cash Journals Dec. 2006-Aug. 2007
18. Certification monthly reports April 2007-May 2011
19. Tax Anticipation reports April 2007-Oct. 2007
20. Month End reports May 2009-Mar. 2011, Aug. 2007-April 2009, and June 2011-Nov. 2011
21. Late Charge Summary reports Dec. 2011
22. Tax Due summaries March 2007-June 2007
23. Deferred Tax Due summaries April 2007-Aug. 2007
24. Late Charge Calculation reports June 2007-June 2009
25. Reversal Reports Jan. 2011-Dec. 2011 and June 2007-Feb. 17, 2010
26. SLID 93-1 receipts July 2000-Jan. 2010
27. Tax Anticipation Bank statements Jan. 2007-Dec. 2011
28. Sheriff Civil account Sept. 30, 2003-Sept. 2010
29. Pack River LID receipts 1999-2008
30. Bank Codes 2005-2009
31. Sheriff Revolving account Oct. 2004-Sept. 2009
32. Pre-Paid Mobile Home forms 2008
33. Expenditure reports/Treasurer Oct. 2004-Sept. 2008
34. Swanson account fiscal year 2009-2011
35. Auditors Certificates Oct. 2012-Dec. 2012
36. Journal Vouchers Aug. 2012-Jan. 2013



## Treasurer's Office Cheryl Piehl

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February 3, 2016

### Memorandum

To: Commissioners

From: Cheryl Piehl  
Bonner County Treasurer

Re: Treasurer's Office – Destruction of Records

The Treasurer's office is seeking approval to destroy records as outlined in the Treasurer's Office Records Retention Policy, Resolution #15-76, passed by the BOCC on 9-22-2015.

A suggested motion would be - I move to approve Resolution #2016 - 17 authorizing the County Treasurer to destroy the attached documents as listed in the Treasurer's Retention Policy Resolution.

Recommendation Acceptance:  yes  no

  
Commissioner Cary Kelly, Chairman

Date: 02/09/2016