

**BINGHAM COUNTY
RESOLUTION 2026-36**

**RESOLUTION REGARDING THE DESTRUCTION
OF RECORDS MAINTAINED BY THE CLERK'S OFFICE**

WHEREAS the Bingham County Clerk has requested permission to destroy certain Clerk's Office records; and

WHEREAS Idaho Code §31-871 empowers the Board of County Commissioners with the responsibility for classifying records for purposes of retention and destruction; and

WHEREAS the Bingham County Clerk has represented that the records for which destruction is sought pertain to matters which have been concluded for the designated period of time allowed in sections of the Idaho Code; and

WHEREAS none of the records for which destruction is requested are required to be kept by the County permanently and indefinitely pursuant to Idaho Code §31-709.

THEREFORE, it is hereby resolved that the following Clerk's Office records are considered semi-permanent and have been retained for a minimum of five (5) years.

2016 – 2018 Tax Apportionment Reports

2018 – 2021 Emergency Communications Enhanced Fee Payments

2019 – 2020 Remittance Proof Detail Reports

Commissioner Claim Approval Report FY2020

Claims FY2020 10/1/2019 – 9/30/2020

Commissioner Claim Approval Report FY2021

Claims FY2021 10/1/2020 – 9/30/2021

Payroll Books (containing payroll register, direct deposit report, timesheets)

11/2014 – 12/2014

1/2015 – 12/2015

1/2016 – 12/2016

1/2017 – 12/2017

1/2018 – 12/2018

1/2019 – 12/2019

1/2020 – 12/2020


1/2021 – 12/2021


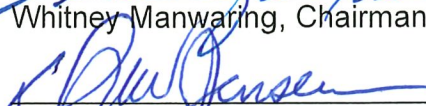

Furthermore, such records may now be destroyed.

Dated this 15th day of May, 2026

BINGHAM COUNTY COMMISSION

ATTEST:


Pamela W. Eckhardt
Bingham County Clerk


Whitney Manwaring, Chairman

Drew Jensen, Commissioner

Eric Jackson, Commissioner

