



**Keri Hinton**  
**Yamhill County Clerk**

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**MEMORANDUM**

Date: December 5, 2025

To: Board of Commissioners

From: Keri Hinton, Yamhill County Clerk

Re: Request to declare county property as surplus

The Yamhill County Clerk's office is requesting approval to declare six (6) United States Postal Service retired and obsolete mailboxes as county surplus to be donated to another county. These mailboxes are no longer needed for departmental operations and cannot be repurposed for other internal use. Per Ordinance 499, property with an estimated value under \$1,000 does not require appraisal and may be sold or conveyed to a private party, upon approval by the Board of Commissioners.

If you have any further questions, please let me know.

Sincerely,

Keri Hinton  
Yamhill County Clerk

Approved by the Yamhill County Board of  
Commissioners on 12/11/2025  
via Board Order 25-392