

## **STATE OF IDAHO RECORDS MANAGEMENT PROGRAM**

### **RECORDS DECLARED PUBLIC PROPERTY**

All State of Idaho records are declared to be the property of citizens of Idaho. No government official or employee has, by virtue of his or her position, any personal or property rights to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or private use of such records is prohibited.

### **Records Management**

Idaho Code Section **67-5752** gives the Director of the Department of Administration the responsibility of developing a statewide records management program. In May, 1998 the Department of Administration formed a Records Management Plan Task Force. Members of this group were charged with developing a records management policy, statute and plan for the State of Idaho.

### **Records Management Guide**

<http://adm.idaho.gov/purchasing/RecordsCenter/RecordRetentionBook.pdf>

### **Records**

Agency records retention schedules **must** approved by the Dept. of Administration before any records can be destroyed. If your agency does not have an approved retention schedule, you **must** submit a Request for Records Disposal Authorization Form.

### **Department of Administration**

State Records Center  
5327 Kendall  
Boise, ID 83720  
(208) 332-1618

### **STATE RECORDS CENTER: Roles and Responsibilities**

Training for Conducting a Records Management Program  
Micrographics  
Records Storage  
(paper copy & electronic media)  
Pickup and Delivery  
Record Request  
Record Disposal  
Records Retention

### **Conducting a Records Management Plan**

Records Inventory  
Records Retention Schedule  
Records Storage –  
(Paper Copy & Electronic Media)  
Records Transfer  
Records Disposal  
Records Coordinator  
Disaster Recovery Plan

## Idaho State Archives

Idaho Public Archives and Research Library  
Idaho History Center  
Merle Wells State Archives Building  
2205 East Old Penitentiary Road  
Boise Idaho 83712-8250  
Phone 334-2620

### State Archives Responsibilities

Idaho Code, Section **67-4126**, makes the State Archives responsible for identifying, storing, preserving, and providing public access to government records, which have continuing historical value beyond their usefulness to the agencies, which created them. Idaho Code Section **67-5751A** and **67-4126** requires that all public records designated as having historical or archival value must be either transferred to the State Archives or retained by the office of record in accord with standards established by the State Archivist. Contact the State Archivist for appraisal, transfer, and other assistance on archival and records management matters.

### HISTORICAL OR ARCHIVAL RECORDS

#### TRANSFER OF RECORDS TO STATE ARCHIVES:

The transfer of historically valuable records to State Archives places valuable records in facilities that promote long term preservation. These storage facilities can provide research space and professional staff support to facilitate public access. The timely transfer of these records will permit agencies to concentrate on current operations.

#### Standards for the storage of public records

This document: ([http://www.idahohistory.net/record\\_storage.html](http://www.idahohistory.net/record_storage.html)) sets forth standards for the preservation of inactive public records of enduring historical value as authorized by Idaho Code, **67-4126**. In order preserve records that have enduring historical or archival value, the State Archivist establishes standards for the storage of such records stored either at the State Archives Building or retained at the office of record. Some records have long term historical/research value because they provide significant documentation concerning the development of the agency's mission, policies, programs, and the area(s) it serves through time. Once the agency's administrative, legal, and fiscal needs have passed, the records must be transferred to the State Archives for long term preservation and public research use.

#### Historical/Research/Archival Value: PRESERVATION OF RECORDS

The Idaho State Historical Society has the authority and responsibility for preserving the historical records of Idaho (Idaho Code **67-4123**). The Historical Society can **require** any government agency to deposit official books, records, documents, or original papers, not in current use, which are of definite historical importance. When such documents are accepted, the Historical Society is required to provide certified copies, when requested by any person, providing that such person pay a reasonable fee. Historical or Archival Records are irreplaceable and do not have the same value as the original when reproduced. Archival Records **must** be transferred to the Idaho State Archives.

#### RECORDS OF ENDURING HISTORICAL OR ARCHIVAL VALUE ARE VITAL RECORDS

State Government must always be concerned with the protection of Vital Records. Additionally, the absolute security of Vital Records should be a primary objective.

### **Vital Records are identified as those documents necessary for:**

- The continuation and/or reconstruction of operation of an agency.
- The reconstruction of the financial and/or legal status of the agency.
- The fulfillment of financial obligations to employees and outside interests.

### **Electronic Imaged Records**

While electronic imaging may be legally used for recording, producing, reproducing, maintaining, and storing public records, the choice to use electronic storage systems for government records must be based on sound records management requirements.

## **COMPONENTS OF A RECORDS MANAGEMENT PROGRAM**

A records management program is comprised of seven basic components. Each component has multiple avenues of information, procedures, and policies which your agency can choose to use.

### **Public Access and Information:**

Your agency is required to provide public access to its policies and procedures, as well as the indexes to all records which are classified as being open for public inspection. Each record series should be classified according to the legal status of its accessibility for public inspection so that agency staff can respond efficiently and confidently to each public disclosure request.

### **Records Storage Activity Levels: Current or Active Records**

The reference activity level of a record must also be considered when establishing retention schedules for records. There are 3 reference activity levels: **active**, **semi-active**, and **inactive**. An **Active Record** is a record that is generated or received in the current year or the preceding years which must be referred to or inspected once a month or more. These records should be maintained in agency office areas.

### **Records Storage Activity Levels: Semi-Active**

A **Semi-Active Record** is a record that is referred to or inspected on an occasional basis. Those records with permanent retention are to be transferred to the State Archives. Those records with less than a permanent retention are to be transferred to the State Records Center.

### **Records Storage Activity Levels: Inactive**

An **Inactive Record** is a record that is seldom, if ever, referred to or inspected. Those records with permanent retention are to be transferred to the State Archives. Those records with less than a permanent retention are to be transferred to the State Records Center.

### **Multi-media Records Management:**

Public records include are stored on all types of mediums (microfilm, electronic, etc.) and require procedures to ensure that access to those records is maintained for the **duration of the established retention periods**. The retention periods must be based on the **informational content** of the records and not the medium in which the records are stored.

### **Essential Records Protection:**

Security or original record copies of vital or archival records should be stored offsite so that working copies of records can be replaced if they are lost or destroyed.

### **Disaster Preparedness:**

Each agency should have a plan and procedure for identifying and recovering records damaged by fire, water, terrorism, earthquake, or other disaster.

### **Records Disposition:**

A records management program should insure an orderly and ongoing disposition of records from creation to archival preservation or destruction.