

Records Management Seminar

- Sponsored by: Boise Valley Chapter of ARMA international, Inc
- Idaho Public Archives and Research Library





Office of the Governor Proclamation

Executive Department
State of Idaho

Department
State

WHEREAS the management of records and information is critical to many business, organizational and governmental agencies in being the custodians of comprehensive records, services and publications; and

WHEREAS technologies for storing information are expanding the capacity of recording the past to be shared with increased frequency; and

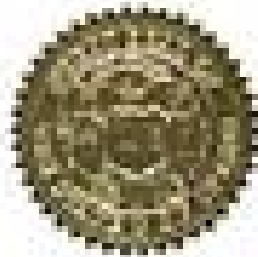
WHEREAS the need to use information to create value and plan strategically is a driving force in today's world; and

WHEREAS records, records and information is necessary for informed global and local decisions as well as for compliance with global standards; and

WHEREAS the industry of Idaho should recognize the important services provided by records and information professionals;

NOW THEREFORE I, the GOVERNOR, HERBY PROCLAIM that the month of October annually beginning the month of April 2007 as

RECORDS AND INFORMATION MANAGEMENT MONTH



IN WITNESS WHEREOF, I have caused the Great Seal of the State of Idaho to be affixed to this Proclamation on the 14th day of 2007 at the Capital Building on the 14th day of 2007 in the year of our Lord, two thousand and seven and of the Independence of the United States of America the two hundred thirty-five and of the hundred of Idaho the one hundred and twenty.


PHIL BATT
GOVERNOR


PAM SPENCE
SECRETARY OF STATE

DEFINITION OF A RECORD

- A Record is a document produced during the routine course of business which notes the occurrence of an event or activity of the agency operation.
- A record can exist in a number of formats, including various sizes of paper (original or photocopy), microfilm or any microform, electronic media, optical disk media, CD, mylar, sepia, blueline, photograph, audio and video tape, punched cards, books, maps.



PUBLIC RECORDS LAW RESPONSIBILITIES

- The Idaho Public Records Law grants every person, during regular office hours, the right to copy and examine any public record of the state except as otherwise provided by law.



PUBLIC RECORDS LAW RESPONSIBILITIES

- A Public record includes, but is not limited to, any writing containing information relating to the conduct or administration of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristic.
- Agencies are urged to become familiar with the Public Records Law.
- This can be achieved by obtaining a copy of the *Idaho Public Records Law Manual* through the Office of the Attorney General.



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.



ACCESS TO PUBLIC RECORDS

- Access must be provided for the public inspection and copying of agency records according to the provisions of the *Idaho Public Records Act* (Idaho Code Sections 9-337 through 9-349A).



ARCHIVES

- An archives site shall be established to store inactive records and shall insure the security of such records from deterioration, theft, or damage during the period of storage and shall include fast, efficient retrieval of information from these stored records.
- Permanent preservation of historically valuable records shall also be provided, and unless otherwise restricted by law or regulation, shall be open to the public for research purposes.



HISTORICAL OR ARCHIVAL RECORDS

- 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



STORAGE OF PUBLIC RECORDS STANDARDS

- This document (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.



PROTECTION OF AGENCY RECORDS AND FUNCTIONS

- Idaho Code 67-5752 cites that agencies are required to adopt reasonable rules and procedures to protect their records from loss, disorganization, or damage and to prevent disruption of vital agency functions while providing full public access as provided by statute.



INSPECTION AND COPYING DURING REGULAR BUSINESS HOURS

- Records must be available for public inspection and copying during the agency's regular business hours (Idaho Code Section 9-338[7]).



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.





DESTRUCTION OF RECORDS

- Public officers who destroy records without proper authorization may jeopardize the status of their agency in any legal proceeding and may be found guilty of a felony if they cause records to be destroyed without authorization.



STATE ARCHIVES ROLES AND 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.



STATE ARCHIVES ROLES AND RESPONSIBILITIES

- The State Archives also serves as a focal point for public records management standards, guidelines, procedures and educational offerings covering:



STATE ARCHIVES ROLES AND RESPONSIBILITIES

- Archival records transfer procedures.
- Disaster preparedness and recovery information.
- Electronic records management.
- Essential records protection.
- Non-current records storage and retrieval.





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STATE ARCHIVES ROLES AND RESPONSIBILITIES

- Files classification/maintenance.
- Microfilm preparation/transfer.
- Records retention and disposition.
- Security storage of microfilm copies of essential records.



RECORDS OF ENDURING VALUE

- For general information, the following is a working list of the types of state and local records the State Archivist has identified as having enduring value to the public.

http://www.idahohistory.net/SHRAB_PR_Cover.pdf

- These public records should never be destroyed and once they have become inactive (not of the current year or referenced on an average of once a month or more) they should be transferred to the State Archives.



RECORDS OF ENDURING VALUE

COUNTY COMMISSIONER, MAYOR, COUNTY OR MUNICIPAL MANAGER AND/OR ADMINISTRATOR

PR1301. COUNTY COMMISSIONER, MAYOR, COUNTY OR MUNICIPAL MANAGER AND/OR ADMINISTRATOR'S OFFICE FILES, including but not limited to correspondence, memoranda, reports, studies, publicity items, contracts, and other legal documents where file documents a significant subject, or major policymaking or program-development process:

Retention Record copy: **PERMANENT**. Transfer to State Archives after inactive.

COURT RECORDS: GENERAL

PR1401. ADOPTIONS Sealed records of adoption case proceeding.

Retention Record copy: **PERMANENT**. Transfer to State Archives after inactive.

PR1402. ALPHABETICAL REGISTER Index to cases heard by the Court. Information listed includes appellant's name, date of hearing, calendar number, and date decided.

Retention Record copy: **PERMANENT**. Transfer to State Archives after inactive.



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