



Idaho Records Center

A Program of the Idaho State Archives

*State Board of Education - Agency Specific Records
Retention Schedule of the
Records Management Guide
(This Schedule Revised April, 2008)*



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APPENDIX 9: RECORDS RETENTION SCHEDULE FOR STATE GOVERNMENT AGENCIES

GUIDELINES

A record is recorded information, in any form, including data in computer systems, created or received and maintained by an organization or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

The following records retention schedule is reviewed and modified, if necessary, on a yearly basis. The schedule is designed to be a reference in designing individualized agency retention schedules and to provide a level of uniformity in records retention throughout Idaho state government. The State Record Center, Department of Administration, should be contacted regarding proposed changes or modifications to the records in this schedule, or if activities of an agency require different retention.

All retention periods are filed by either the fiscal or calendar year. For all UNANNOTATED DUPLICATE COPIES, preferably destroy immediately after administrative need ends by either the fiscal or calendar year.

INTRODUCTION TO RECORDS RETENTION SCHEDULE

This schedule is intended for use within an agency's records management program. Regardless, until an agency creates a version of this records retention series specific to its facilities, these are the accepted and established time frames and limitations that should be adhered to.

Retention Schedule Headings Definitions	
Series #	Number associated with each schedule type
Series Title	A general description of the series
Office of Record	Office that commonly creates the record and holds it during its active period
Retention Period	Time to retain the record; life of the record
Transfer Instructions	Where a record goes after its active period
Archival	<p>A – Indicates the record is or may be permanent and have historic value</p> <p>R – Indicates a required review by the Records Manager to determine value</p>
Vital	X – Record is vital for immediate operation of the office of origin or the institution.
Guidance: Restricted Access	<p>RA – Refers to the security needs of a record series. Must be justified.</p> <p><i>Access to applicable records should be limited to authorized personnel and approved individuals due to privacy and educational interests. Questions about limits should be based on the type of records, its content and the nature of the request for access and use.</i></p> <p>Records may contain, but are not limited to, confidential, personal or proprietary information.</p>
Guidance: Authorities	Federal and State laws, regulations or requirements that pertain to the series. Where not specifically referenced, Idaho Code § 9-337 through 9-347 of the Public Records Law has been applied. Note that there are exemptions for the access requirements of this law. These may be noted as well.

Retention Codes (Refer to Records Regardless of Format; Type May Vary)	
AC	After closed, terminated, completed, expired, settled or last date of contract
AV	As long as administratively valuable
CE	Calendar Year End (December 31 st)
FE	Fiscal Year End (June 30 th)
LA	Life of Asset
PM	Permanent
UA	University Archives
US	Until Superseded

HOW TO USE THESE SCHEDULES

ESTABLISHING A SCHEDULE

This schedule assumes that:

- The person using it is knowledgeable about his/her office or agency's records;
- An inventory of the records of the office or agency will be performed;
- Time will be taken to apply the definitions to the records found on hand; and
- Records will not be destroyed or reorganized without supervision of the agency's Records Manager or consultation with the State Archivist.

FUNCTIONS AND TYPES OF RECORDS

This schedule is intended to address records common to most offices and agencies of the State of Idaho. Not every type of record listed here will occur in every agency. Some agencies will discover they have records that do not appear to fit any of these series. For those records, contact the State Archivist or the agency's Records Manager for guidance.

HIERARCHY OF RECORDS WITHIN AN AGENCY

Put simply, not every office holding a copy of a record is holding the *record copy*. An example is time sheets. The record copy of a time sheet is the one signed and sent to the payroll office. Any copies kept in other offices to confirm later payroll reports (e.g., proper charges to accounts, etc.) are a short-term record, as are any personal copies in other offices. The Office of Record is the payroll office.

When trying to assess the value of a record in the focus area, bear this concept in mind: Where does the ultimate responsibility for a document, report or record lie? There are instances where a record has value for different reasons in different offices. This is the primary reason a physical inventory of records is essential to this process.

WHEN A RECORD SHOULD BE RETAINED LONGER THAN ITS RETENTION

Documents, regardless of format or storage media (e.g., electronic files), associated with any dispute, audit or legal proceeding should not be destroyed or altered without consultation with the agency's Records Manager, General Counsel, Deputy Attorney General or the State Archivist.

CONFIDENTIALITY, RESTRICTED ACCESS AND PUBLIC RECORDS

The need to limit access to a record type does not mean that it is unavailable as a public record.

- Requests for access to public records should be handled by personnel familiar with the requirements of the laws and regulations that apply to the information requested; and
- For some records flagged in this schedule as "RA – Restrict Access," copies can be furnished where restricted information is blocked out or redacted to make it available to a public records request. An example is a contract that may be copied if social security number, names, etc., have been obscured.

Concerns about making records available to a public records request should be addressed to the agency's Records Manager, General Counsel, Deputy Attorney General or the State Archivist.

CREATING AN AGENCY'S RETENTION SCHEDULE

Once an inventory is completed and a summary of the record series which occur in the agency's office has been compiled, based on this general schedule, a set of decisions will need to be made to establish the Office of Record for each record type. **NOTE:** For many common series, like "correspondence," the Office of Record will probably be the "office of origin" until it is time to transfer the inactive years of material to the State Archives. Other records have obvious "homes," like payroll records (Accounting or Payroll) and permanent or long-term personnel files (Human Resources). It should be noted that smaller-scale agencies may find that a central office becomes the Office of Record for many record types because of staffing or the preference of the agency director. For agencies with regional offices around the State, these decisions may seem problematic. However, with a careful focus on the needs of the offices within an agency and by consulting the State Archivist, these decisions can be made to the benefit of all.

One of the established benefits of records management, with improved accountability of the Office of Record, is efficiency, in both expense and time, of being able to retrieve a record when it is truly needed, without multiple copies taking up space throughout an agency or an office.

HOW TO USE THE RETENTION SCHEDULE FORMAT

Please consider the sample inserted below. Microsoft Excel was used to create this version of the retention schedule document. The fields of the table should be adhered to for compatibility with other State agencies and offices within a given agency.

The *Records Retention Form*, an online Excel fill-in form document, may be accessed at http://adm.idaho.gov/purchasing/record_cnt.htm.

SAMPLE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0110	PERIODIC BUDGET REPORTS Monthly or routine reports on the status of agency appropriation accounts and apportionment, excluding Annual Budget Reports.		FE +3, then destroy			
SG1310	LOSS CONTROL INSPECTION REPORTS An annual self-inspection report used to identify potential hazards within the building or on the agency property. This record may also be used as evidence in defense of a claim. GUIDANCE: - Retain by agency until superseded or obsolete, then send to Risk Management.	Risk Manage- ment	US +12, then destroy			
SG18312	STUDENTS - FINANCIAL AID RECORDS - FFEL AND DIRECT LOANS Records related to borrower's eligibility and participation. All audit requirements to be met prior to disposal. GUIDANCE: - AC - End of the award year in which the student last attended. - Retention based on 34 CFR § 668.24		AC +3, then destroy			RA -Access: FERPA, Confi- dential Record.
SG18559	COMPUTER SYSTEMS - HARDWARE DOCUMENTATION Operational and maintenance requirements of computer hardware, such as operating manuals, hardware configurations, control systems. GUIDANCE: - Series may relate to property management schedules.		PM	A	X	RA -Access may be restricted as part of facility security plans.

NOTE: A column may be added for specific agency series numbers to allow for associating a records series with an in-house procedure or policy.

EDUCATION, STATE BOARD OF - AGENCY SPECIFIC RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18500	<p>Administration - Agency Director's Records</p> <p>Series provides a record of the administrative activities of the agency director such as executive leadership of the organization, financial and personnel management, policy development, budget development and approval, public contact and lobbying.</p> <p>Series also documents the activities and decisions of the board responsible for governing agency operations or for advising its operations.</p> <p>Records may include: Correspondence, memos, policies, statistical and narrative reports, draft budget data, and financial reports. Also may include minutes, agendas, tape recordings, and Board Committee records. Records may also include [Agency] constitution and by-laws, intergovernmental agreements, organization charts, draft and approved budgets.</p>		PM	A	X	

LEGEND:

Retention Codes: **AC**-After closed, terminated, completed, expired, settled or last date of contact; **AV**-As long as administratively valuable; **CE**-Calendar Year End (December 31st); **FE**-Fiscal Year End (June 30th); **LA**-Life of Asset; **PM**-Permanent; **UA**-University Archives; **US**-Until Superseded

Archival: **A**-Record is or may be permanent and have historic value; **R**-Required review by the Records Manager to determine value.

Vital: **X**-Record is vital for immediate operation of the office of origin or the institution

Guidance: **RA**-Refers to the security needs of a record series. Must be justified.

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18501	<p>Administration - Complaint and Investigation Records, Agency or Internal Unit</p> <p>Series documents complaints brought against establishments alleging violation of laws and administrative rules that govern operation of the establishment and documentation of any resulting disciplinary actions.</p> <p>Records may include, but are not limited to, correspondence; description of complaint; case files; legal notices and orders; hearing records; audio recordings and transcripts; license and certificate records; exhibits; investigative reports; working notes and files; investigation committee records, minutes, and agendas; and related correspondence and documentation.</p> <p>GUIDANCE: - See also Idaho Code § 9-340E, Exemptions from Disclosure. - AC - After case is closed.</p>		AC +7, then destroy	R	X	RA —May be restricted due to attorney-client privilege, personal information.
SG18502	<p>Administration - Contracts and Leases</p> <p>All documents having to do with contracts, leases, etc. Exception: building construction contracts.</p> <p>GUIDANCE: - AC - Expiration or termination of the instruments according to its terms. Statute of limitations for contracts claims is 5 years. Department of Administration uses 6 years.</p>		AC +6, then destroy			

LEGEND:

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18503	Administration - Correspondence - Executive Correspondence pertaining to the programs, administration, etc. of an agency or its offices. GUIDANCE: - See also Idaho Code § 9-340E, Exemptions from Disclosure.		PM	R	X	RA —May be restricted due to personal information.
SG18504	Administration - Correspondence - General Correspondence pertaining to the routine operations of an agency or its offices. GUIDANCE: - See also Idaho Code § 9-340E, Exemptions from Disclosure.		AC +3, then destroy			RA —May be restricted due to personal information.
SG18505	Administration - Customer / Patron Surveys Institutional research. Includes surveys returned by clients, etc. regarding agency performance, services, etc. NOTE: Some materials may warrant long-term retention. GUIDANCE: - See also Idaho Code § 9-340E, Exemptions from Disclosure.		AC +3, then destroy	R		RA —May be restricted due to personal information.

LEGEND:

Retention Codes: **AC**-After closed, terminated, completed, expired, settled or last date of contact; **AV**-As long as administratively valuable; **CE**-Calendar Year End (December 31st); **FE**-Fiscal Year End (June 30th); **LA**-Life of Asset; **PM**-Permanent; **UA**-University Archives; **US**-Until Superseded

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18506	Administration - Desk Calendars / Appointment Books Records that document appointments, itineraries, etc. of an agency official or employee.		CE +1, then destroy			RA —May be restricted due to security interest of individuals.
SG18507	Administration - Division Records Series documents the activities, decisions, and reports of divisions that oversee or advise programs or functions of the agency. Records may include: Division agendas, staff-level meeting minutes, proposed budgets, reports and routine correspondence. NOTE: Division minutes and correspondence may become part of agency history that is permanent. Some materials may warrant long-term retention.		AC +3, then destroy	R		
SG18508	Administration – Donation / Gift Records Records documenting the donation of archival material, artifacts, manuscripts, and publications to the agency. May include descriptive lists, transfer of publication/copyrights, restrictions. GUIDANCE: - See also Idaho Code § 9-340E, Exemptions from Disclosure.		PM			RA —Access may be restricted due to contents of documentation, especially with artifacts, and cultural resources.

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SG18509	Administration - Event and Conference Records Records detailing the nature and subject of the agency event, including but not limited to brochures, advertising, and press releases.		PM	A	X	
SG18510	Administration - External Affairs - Education and Outreach Program Records Series provides a record of administration of the agency's education and public outreach programs. These programs may include tours, lectures, workshops, electronic media, and other adult and children's events and activities. Records may include publicity and promotion (advertisement) records, reports, orientation and training class records such as teaching packets, brochures, flyers, photographs, audio tapes, videotapes, session or class schedules, attendance rosters, and correspondence. Records may also include agreements and contracts.		PM	A	X	RA —Access may be restricted as attendance rosters may include individual information that may be confidential, depending on program purpose and participants.
SG18511	Administration - Forms - History File Series includes master set of agency or division forms, including design requests. GUIDANCE: - Copy of form to be furnished to State Archives, once implemented.		PM	A	X	

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SG18512	Administration - Forms - Records Inventory Lists of all record series used by an agency, resulting from inventory.		PM	A	X	
SG18513	Administration - Mail and Telecommunications Listings Any records listing address, phone numbers, fax numbers or e-mail addresses.		US, then destroy			RA —May be restricted due to personal information, security of individuals.
SG18514	Administration - Meetings - Agenda and Minutes Official minutes and agenda of open meetings. GUIDANCE: - The archival requirement will be met by sending a copy to State Archives. - Final version - Approved formal minutes by the governing body.		PM	A	X	
SG18515	Administration - Meetings - Closed Certified agendas or tape recordings of closed meetings. GUIDANCE: - See also Idaho Code § 9-340E, Exemptions from Disclosure.		PM	A	X	RA —May be restricted depending on content.

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SG18516	Administration - Organization Charts Any documentation that shows program accountability.		PM	A	X	
SG18517	Administration - Plans and Planning Records Plans, etc. relating to planning new or redefining programs, services, etc.		PM	A	X	
SG18518	Administration - Proposed Legislation Drafts of proposed legislation and related correspondence.		AC +3, then destroy			
SG18519	Administration - Staff Meeting Minutes Minutes from internal agency staff meeting.		PM	A	X	
SG18520	Administration - Strategic Plans Information resources and operational strategic plans.		PM	A	X	

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SG18521	<p>Agency Oversight - Education Program Review Records</p> <p>Series documents the review of public and private educational programs, including college and university certification programs, to determine if license requirements, continuing education standards, or teacher certification requirements are being met.</p> <p>Records may include, but are not limited to, correspondence; reports created by colleges about faculty, students, and curriculum; college catalogs and self-study evaluations for programs under review; lists of accredited schools; course listings and descriptions; program descriptions and literature; seminar and workshop agendas; and related correspondence and documentation.</p> <p>NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.</p> <p>GUIDANCE:</p> <ul style="list-style-type: none"> - See also Idaho Code § 9-340E, Exemptions from Disclosure. - AC - After close of the periodic review. 		AC +3, then destroy			RA —May be restricted due to personal information.

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SG18522	<p>Agency Oversight - Licensing Examination and Administration Records</p> <p>Series documents the administration of license examinations whether given in-house or through an approved service. [Ex: Adult Basic Education and Technical Professional exams. Records may include but are not limited to correspondence with applicants.]</p> <p>When developed in-house: Exam materials (master copy of exams with answers); blank examination booklets; exam and question development records; sample exams with answers. Records of applicants for license: [Ex: results of the examination including a roster listing name, ID number, and examination score. Records may include statistical data and analysis of exam scores and statistics on the administration of the exam in other states.</p> <p>GUIDANCE:</p> <ul style="list-style-type: none"> - See also Idaho Code § 9-340E, Exemptions from Disclosure. - A variety of federal regulations apply, depending on the subject area and type of the license. Current federal code allows the SBoE to designate the office(s) of record for licensure documentation. 		PM	A	X	RA —May be restricted due to personal information.

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SG18523	<p>Agency Performance Measures Documentation</p> <p>Example: Documents supporting effectiveness of appropriations requests or strategic plan.</p> <p>GUIDANCE: - CAUTION: The FE+3 retention period overrides any shorter retention period for materials from other records series if those records are needed for documenta-tion of agency performance measures.</p>		FE +3, then destroy		X	
SG18524	<p>Agency Staffing Reports</p> <p>Any reports regarding staffing statistics.</p>		PM	A	X	

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SG18525	<p>Agency Written Histories</p> <p>Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency.</p> <p>Includes: Narrative audio or audio-visual agency histories.</p> <p>This series documents an agency or unit's informative sessions, short-courses, workshops, training programs, excursions, and celebratory events for members of the institution and the communities it serves.</p> <p>May include but is not limited to: materials on planning and arrangements; presentation materials and handouts; reports; photographs; promotional and publicity materials; press releases and news clippings; schedules of speakers and activities; registration and attendance lists; participant evaluations; and related documentation and correspondence.</p> <p>NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials. Also appropriate for higher education schedule.</p>		PM	A	X	
SG18526	<p>Annual Reports</p> <p>Series provides a record of the primary functional activities and accomplishments of the agency for the previous year. Reports may include narratives, statistics; graphs; diagrams; member lists; descriptions of programs; events and exhibits; and annual financial statements.</p>		PM	A	X	

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SG18527	Appeal and Review Records Series documents reviews of decisions made by boards or commissions, including appeals to the board or commission concerning decisions made by state agencies, local governments, or special districts. Records may include but are not limited to narrative history or description of appeal; minutes and testimony; exhibits; reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation.		PM	A	X	
SG18528	Audiovisual Records Series includes informative and educational materials produced by agency prepared for distribution, also for broadcast via television/ cable/radio/web-based media for education, in-house training, presentations, public service announcements, etc. Format may include video, film, still and digital photography, audio tape, "b-roll" and related electronic media.		PM	A	X	
SG18529	Biographical Information (VITAS) For all levels and positions if biographical files are created.		PM	A	X	RA -May contain information restricted per Idaho Code § 9-340E, Exemptions from Disclosure.

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SG18530	<p>Board and Commission Records - Member Records</p> <p>Series documents board activities and serves as a reference source for board and commission members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets, financial statements, reports, and other reference material. Records are often compiled in a notebook for each member.</p> <p>NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.</p> <p>GUIDANCE: - AC - After final term expires.</p>		AC +3, then destroy	R		
SG18531	<p>Board and Commission Records - Appointed or Elected Personnel Records</p> <p>Series documents personnel actions related to appointment or election of members and subsequent human resource records. For appointive offices: records may include appointment letters from the governor or agency director, and Senate confirmation, if required.</p> <p>For elective offices: election records may be included.</p> <p>Series may include, but is not limited to: résumés; applications; personnel actions; interest forms for executive appointments; job descriptions; employee data sheets; and related correspondence and documentation.</p>		PM	A	X	

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SG18532	Board and Commission Records - Formation and Organizational Series documents the formation and organization of the board or commission. Records may include but are not limited to bylaws; position and policy statements; mission and goal statements; rules and regulations; work plans; and related documentation.		PM	A	X	
SG18533	Board and Commission Records - Meeting Minutes Series documents the official proceedings of the board or commission meetings. Records may include agendas; minutes; meeting notices; items for board action; contested case hearings schedules; committee reports; exhibits; and related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries.		PM	A	X	
SG18534	Collection Management - Finding Aids, Materials Catalogs Lists providing patrons with access to library, archives, or museum holdings by subject, title, description, author and/or donor. For Libraries: includes author's name, title of book or other media, call number, bibliographic description, and related information. For Museums and related collections: includes physical description, source and provenance.		US, then destroy	R	X	

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SG18535	<p>Collection Management - Circulation Records, Materials</p> <p>Records, regardless of format, documenting the circulation of materials such as books, magazines, record albums, audio and video tapes, and computer software. May include patron identification, date circulated and date due.</p>		AC, then destroy		X	
SG18536	<p>Collection Management - Circulation Records, Patron</p> <p>Series includes patron-specific information maintained to support patron use of collections.</p> <p><i>GUIDANCE:</i> - US - Record is purged when transaction completed.</p>		US, then destroy		X	<p>RA-Access restricted to maintain patrons' privacy rights per Idaho Code § 9-340E, Exemptions from Disclosure.</p>

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SG18537	<p>Collection Management - Loan Records</p> <p>Series documents the processing and documentation of incoming objects loaned from outside sources and/or objects being loaned out from the permanent collection.</p> <p>Records may include loan requests and agreements, insurance coverage agreements, descriptions of objects received or loaned out, inspection and condition reports, acknowledgments and receipts, lender lists, inventory lists, packing and shipping records, facilities reports, damage reports, and insurance reports. Records may also include U.S. and foreign customs forms.</p> <p>GUIDANCE: - AC - Return of item / object.</p>		AC +3, then destroy		X	<p>RA-Access may be restricted to maintain security of collections per Idaho Code § 9-340E, Exemptions from Dis-closure.</p>
SG18538	<p>Collection Management - Inter-Library Loan Records, Material Tracking</p> <p>Records documenting materials borrowed and loaned by the library through an inter-library loan program in response to patron and other library requests. May include requests, notices, tracking logs, and other records.</p>		AC +3, then destroy			<p>RA-Access restricted to maintain patrons' privacy rights per Idaho Code § 9-340E, Exemptions from Dis-closure.</p>

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SG18539	<p>Collection Management - Accession Records</p> <p>Information related to library, archives, or museum acquisitions. Book accessions usually includes author, title, publisher, jobber, year purchased, purchase price, and other bibliographic and accession data. Non-book media accessions may document provenance and related details, such as condition.</p> <p>GUIDANCE: - Examples: (a.) To maintain privacy of donors; (b.) Due to security needs of collections (i.e., archaeological and cultural resources). - Some federal regulations may also apply.</p>		PM	A	X	RA -Access restricted per Idaho Code § 9-340E, Exemptions from Disclosure.
SG18540	<p>Collection Management - Bindery Lists</p> <p>List of books, periodicals, newspapers, etc. sent to book binder for binding.</p> <p>GUIDANCE: - AC - After binding is complete.</p>		AC +1, then destroy			

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SG18541	<p>Collection Management - Exhibit Records</p> <p>Series documents the planning, development, installation and maintenance of temporary and permanent on-site and off-site exhibitions, research of materials and objects, and publication of exhibits.</p> <p>Records may include exhibit contracts, copyright releases, design and installation records, permanent and temporary exhibit inventory listings, exhibit catalogs, photographs and slides, exhibit scheduling records, brochures, and correspondence.</p> <p>GUIDANCE: - Examples: (a.) To maintain privacy of donors; (b.) Due to security needs of collections, (i.e., archaeological and cultural resources). - Some federal regulations may also apply.</p>		PM	A	X	RA -Access restricted per Idaho Code § 9-340E, Exemptions from Disclosure.
SG18542	<p>Collection Management - Lending Requests or Inter-Library Loan Records</p> <p>Patron-specific information.</p> <p>GUIDANCE: - US - Record is purged when transaction completed.</p>		US, then destroy		X	RA -Access restricted to maintain patrons' privacy rights per Idaho Code § 9-340E, Exemptions from Disclosure.

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SG18543	Collection Management - Loans and Collections Insurance Records Series documents insurance coverage as part of risk management for museum collections and loan objects. Records may include insurance policies, riders, certificates of insurance, correspondence, damage and loss claims, and reports.		AV, then destroy		X	RA -Access may be restricted in the interest of security.
SG18544	Collection Management - Master Shelf Lists / Inventories Inventories of all holdings, including volumes and titles added or withdrawn from the collection. Usually arranged by shelf, showing title, author or office, accession number, publisher, date acquired, cost, and number of copies. Used as an inventory control.		AV, then destroy		X	
SG18545	Collection Management - Overdue Book Records Records used to monitor status of overdue books and other media. Also used to notify patrons to return overdue library materials. Often includes notices and lists. Lists may document long-overdue materials and can be useful in collection action.		AC, then destroy			RA -Access restricted to maintain patrons' privacy rights per Idaho Code § 9-340E, Exemptions from Disclosure.

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SG18546	<p>Collection Management - Patron's Borrower Registration Records</p> <p>Records used to grant citizens library cards and privileges as well as to control circulation of library holdings. Individual borrower registration information may include name, address, telephone number, date of birth, signature, expiration date, identification number, and related data.</p>		US, then destroy		X	RA -Access restricted to maintain patrons' privacy rights per Idaho Code § 9-340E, Exemptions from Disclosure.
SG18547	<p>Collection Management - Patron's Borrowing / Loaning Records</p> <p>Records concerning the borrowing and loaning of archives, library or museum materials.</p>		US, then destroy		X	RA -Access restricted to maintain patrons' privacy rights per Idaho Code § 9-340E, Exemptions from Disclosure.

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SG18548	<p>Collection Management - Patron’s Registration for Use of Special Library or Collection Materials</p> <p>Records concerning the use of rare, valuable or other restricted library materials. Records may show patron name, patron address, patron signature, etc.</p> <p>GUIDANCE: - AC - Last date of contact.</p>		AC +3, then destroy			<p>RA-Access restricted to maintain patrons’ privacy rights per Idaho Code § 9-340E, Exemptions from Dis-closure.</p>

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SG18549	<p>Collection Management - Permanent Collection Records</p> <p>Series documents the management of objects and materials in permanent collections. Series documents the accession, use, care, maintenance, storage and disposition of collections; also provides a record of de-accession of objects no longer in the collection.</p> <p>Records may include policies and procedures for acquisition and de-accession, records of appraisal and authenticity, catalogs and lists of accession and/or de-accession, regardless of format (paper/fiche/electronic), deeds of gift, donor records, inventory and location records, condition/conservation records, photographs of objects, collections use records, and library shelf lists and finding aids.</p> <p>GUIDANCE: - Examples: (a.) Maintain privacy rights of donors; (b.) Due to security needs of collections (ex: data on archaeological and cultural resources). - Some federal regulations may also apply.</p>		PM	A	X	RA -Access restricted per Idaho Code § 9-340E, Exemptions from Disclosure.
SG18550	<p>Collection Management - Selection Records</p> <p>Records documenting the selection of books and other library materials (monographs, periodicals, films, etc.).</p>		AV, then destroy			

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SG18551	<p>Computer Services - Data Processing Policies and Procedures</p> <p>Manuals/Guidelines establishing data processing procedures: i.e., system back-ups.</p> <p>GUIDANCE: - CAUTION: Does not include technical documentation of processors necessary for reading or processing of electronic records.</p>		PM	A	X	
SG18552	<p>Computer Systems - Audit Trail Records</p> <p>Files used for electronic data audits: i.e., on-line updates and security logs, etc.</p> <p>GUIDANCE: - All audit requirements have been met.</p>		PM	A	X	
SG18553	<p>Computer Systems - Backups (Master Files)</p> <p>If original computer files lost, these files must meet the retention for their content's specific category.</p> <p>GUIDANCE: - CAUTION: Records stored in this format can be subpoenaed during litigation.</p>		US or 1, then destroy		X	

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SG18554	Computer Systems - Backups Backups on tape, disk, CD, DVD, etc. retained until superseded. GUIDANCE: - CAUTION: Records stored in this format can be subpoenaed during litigation.		Overwrite or destroy			
SG18555	Computer Systems - Batch Data Entry Control Records Logs used to reconcile batches submitted for processing.		AV, then destroy			
SG18556	Computer Systems - Data Warehouses, Development Documentation System Development for initial setup and all subsequent changes/		PM	A	X	
SG18557	Computer Systems - Data Warehouses, Equipment / System Documentation Source Material GUIDANCE: - LA - Life of data warehouse.		LA, then destroy			

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SG18558	<p>Computer Systems - Finding Aids, Indexes and Tracking Systems</p> <p>Automated indexes, etc. that provide access to hard copy and electric records.</p> <p>GUIDANCE: - Retention based on Idaho Code 28-50-112, Electronic Records Retention.</p>		PM	A	X	
SG18559	<p>Computer Systems - Hardware Documentation</p> <p>Operational and maintenance requirements of computer hardware, such as operating manuals, hardware configurations, control systems.</p> <p>GUIDANCE: - Series may relate to property management schedules.</p>		PM	A	X	RA —Access may be restricted as part of facility security plans.
SG18560	<p>Computer Systems - Job Schedules and Reports</p> <p>Schedules showing computer jobs to be run.</p>		AC +3, then destroy			
SG18561	<p>Computer Systems - Master Files</p> <p>Relatively long-lived computer files containing sets of complete and accurate electronic records.</p> <p>GUIDANCE: - AC - Completion of third update cycle.</p>		AC, then destroy		X	

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SG18562	Computer Systems - Output Records for Computer Production Reports showing output of transactions.		AV, then destroy		X	
SG18563	Computer Systems - Processing Files Machine readable files used to create, update, etc. master files. <i>GUIDANCE:</i> - AC - Completion of third update cycle.		AC, then destroy		X	
SG18564	Computer Systems - Quality Assurance Records Quality Assurance Records pertaining to software and hardware performance.		PM	A	X	
SG18565	Computer Systems - System Activity Reports Internal listing of all incoming/ outgoing agency telephone activity.		AC +2, then destroy			
SG18566	Computer Systems - System Monitoring Records Files that monitor computer systems, i.e. tape activity logs etc.		PM	A	X	

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SG18567	<p>Computer Systems - Technical Documentation</p> <p>Records adequate to specify all technical characteristics necessary for reading or processing of electronic records.</p> <p>GUIDANCE: - AC - Until electronic records are transferred to new software environment.</p>		AC, then destroy		X	
SG18568	<p>Copyright and Reproduction Records - Agency-Owned Materials</p> <p>Series records the activities, policies and procedures related to copyright ownership and reproduction of agency-owned objects and publications. Series documents agreements with other parties for private or commercial use, reproduction, publication and sale of written materials and photographs of agency-owned objects and publications.</p> <p>Records may include reproduction, resale and publication policies and procedures, contracts and agreements, use restriction forms, photographic release forms and service request forms, requests for reproduction or publication permission for photographs or documents, fee schedules, correspondence.</p>		PM	A	X	RA -May contain proprietary information. Also, may contain attorney-client privileged information.

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SG18569	<p>Copyright and Reproduction Records - Externally-Owned Materials</p> <p>Series records agency activities, policies and procedures related to copyright ownership and reproduction of externally-owned materials, and of the agency's use of these items.</p> <p>Includes: agreements with other parties for use, reproduction, publication and sale of written materials and photographs of externally-owned objects and publications. Records may include reproduction, resale and publication policies and procedures, contracts and agreements, use restriction forms, photograph release forms, photographic service request forms, requests for permission to reproduce or publish photographs or documents, fee schedules, correspondence, and work orders for purchase of printed materials.</p>		PM	A	X	RA -May contain proprietary information.
SG18570	<p>Equipment - Calibration</p> <p>Calibration records for equipment or instruments.</p>		US, then destroy			
SG18571	<p>Equipment - Descriptions and Specifications</p> <p>Set by the agency.</p>		AC +3, then destroy			
SG18572	<p>Equipment - History File</p> <p>Equipment Service Agreements, includes maintenance agreements, installation and repair logs, etc.</p>	Office of Origin & Facility Operations	LA +3, then destroy			

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SG18573	Equipment - Manuals Instruction and operating manuals.	Office of Origin	LA, then destroy			
SG18574	Equipment - Warranties GUIDANCE: - AC - After disposal of equipment.		AC +1, then destroy			
SG18575	Facility Operations – Appraisals Building or property.		AC +3, then destroy		X	
SG18576	Facility Operations - Buildings Plans and Specifications Includes architectural and engineering drawings, etc. GUIDANCE: - State-owned buildings are classified LA (Life of Asset) and must be reviewed by the University Archivist for historical value before disposal.		PM <i>For Leased structures:</i> AC +2, then destroy	A	X	RA -Access may be limited as part of facility security plan.
SG18577	Facility Operations - Buildings Space Requests		AC +1, then destroy			

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18578	Facility Operations - Buildings, As-Built Plans GUIDANCE: - State-owned buildings are classified LA (Life of Asset) and must be reviewed by the State Archivist for historical value before disposal.		LA, then destroy	A	X	
SG18579	Facility Operations - Buildings, Construction Contract and Inspection Records Building construction contracts, surety bonds, and inspection records. GUIDANCE: - State-owned buildings are classified LA (Life of Asset) and must be reviewed by the State Archivist for historical value before disposal.		LA, then destroy	A	X	
SG18580	Facility Operations - Buildings, Construction Project Files Planning, design, construction records and all bids, etc. GUIDANCE: - State-owned buildings are classified LA (Life of Asset) and must be reviewed by the State Archivist for historical value before disposal.		LA, then destroy	A	X	
SG18581	Facility Operations - Damage Reports Reports of damage to state property.		FE +3, then destroy			

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SG18582	Facility Operations - Lost and Stolen Property Reports		FE +3, then destroy			RA -Access may be restricted where legal proceedings are involved.
SG18583	Facility Operations - Maintenance Work Orders Housing, buildings and grounds.		AC +3, then destroy			
SG18584	Facility Operations - Parking Permits or Assignments For staff or volunteers.		AC +1, then destroy			RA -Access may be limited as part of facility security plan.
SG18585	Facility Operations - Property Disposal Records Documenting disposal of inventoried property.		PM	A	X	
SG18586	Facility Operations - Property Management Sequential Number Logs Property logs.		US +3, then destroy			
SG18587	Facility Operations - Reservation Logs Reservation logs, etc. for the use of meeting rooms, auditoriums, etc.		AC +1, then destroy			RA -Access may be limited as part of facility security plan.

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SG18588	<p>Facility Operations - Security Access Records</p> <p>Documents the issuance of keys, identification cards, passes, passwords, etc.</p> <p>GUIDANCE: - AC - Until superseded, date of expiration, or date of termination, whichever is sooner.</p>		AC +2, then destroy		X	RA -Access may be limited as part of facility security plan.
SG18589	<p>Facility Operations - Service Orders</p> <p>Agency copy of forms completed by mechanical service personnel for installation or repair.</p>		AC +1, then destroy			
SG18590	<p>Facility Operations - Space Utilization Reports</p>		AC +1, then destroy			
SG18591	<p>Facility Operations - Surplus Property Sale Reports</p>		PM	A	X	
SG18592	<p>Facility Operations - Utility Usage Reports</p>		AC +1, then destroy			
SG18593	<p>Facility Operations - Vehicle Operation Logs</p>		AC +1, then destroy			
SG18594	<p>Facility Operations - Water Tests / Treatment</p>		PM	A	X	

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APPENDIX 9 - STATE BOARD OF EDUCATION - AGENCY-SPECIFIC RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18595	Facility Operations - Year-to-Date Inventory Activity Listing Documents changes within inventory system. Includes agency and division name, tag #, etc.		FE +3, then destroy			
SG18596	Fiscal - Accounts Payable Information		FE +3, then destroy			
SG18597	Fiscal - Accounts Payable Ledgers		FE +3, then destroy			
SG18598	Fiscal - Accounts Receivable Ledgers		FE +3, then destroy			
SG18599	Fiscal - Annual Financial Reports		PM	A	X	
SG18600	Fiscal - Annual Operating Budgets Division / Departmental.		FE +3, then destroy			
SG18601	Fiscal - Appropriation Requests Includes any supporting documentation in the appropriation request.		FE +3, then destroy			

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SG18602	<p>Fiscal - Audit Reports</p> <p>Final Audits and Reviews performed by or examining the Agency. Publication or release of final audit findings.</p> <p><i>GUIDANCE:</i> - Becomes final record at time of publication or release of final audit findings. The record copy of any audit performed by the State Auditor's Office is retained permanently by that agency.</p>		PM	A	X	
SG18603	<p>Fiscal - Balancing Records</p> <p>Reconciliation.</p>		FE +3, then destroy			
SG18604	<p>Fiscal - Bank Statements</p>		FE +3, then destroy			
SG18605	<p>Fiscal - Billing Detail - Telecommunications</p> <p>Includes all detailed listings of long distance calls. [Long Distance Reports are records of the Provider.]</p>		FE +3, then destroy			
SG18606	<p>Fiscal - Cancelled Checks</p> <p>Stubs / warrants / drafts.</p>		FE +3, then destroy			
SG18607	<p>Fiscal - Capital Asset Records</p>		LA +3, then destroy			

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SG18608	Fiscal - Cash Counts Cash bank / "till" reconciliation.		FE +3, then destroy			
SG18609	Fiscal - Cash Deposit Vouchers Cash deposit slips.		FE +3, then destroy			
SG18610	Fiscal - Cash Receipts Log, Daily		FE +3, then destroy			
SG18611	Fiscal - Cash Receipts Includes receipts for fees - permits, licenses, renewals, etc.		FE +3, then destroy			
SG18612	Fiscal - Charge Schedules / Price Lists Schedules of prices charged by agency for services and facility use and documents used to determine the price.		US +3, then destroy			
SG18613	Fiscal - Comptroller Statements		FE +3, then destroy			
SG18614	Fiscal - Deeds and Easements Proof of ownership and right-of-way on property.		PM	A	X	

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SG18615	Fiscal - Detail Chart of Accounts One for all accounts in use for a fiscal year.		FE +3, then destroy			
SG18616	Fiscal - Development Program (Fund-Raising) Records Development programs raise funds and other resources for support of the agency, organization, and its programs through cultivation of individual, corporate, government and foundation support and special events. These programs also develop, submit and report on grants. Series records the administration of these programs. Records may include: publicity and promotion records, reports, budgets, grant records, fund raising event and project records, records of gifts-in-kind (Ex: volunteer hours, not physical property) and gift income records, mailing lists, bulk mailing records, and correspondence. NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.		PM	R	X	
SG18617	Fiscal - Disputed Call Documentation Relating to disputed long distance calls and evidence of employee repayment where applicable.		FE +3, then destroy			
SG18618	Fiscal - Encumbrance Detail		FE +3, then destroy			

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SG18619	Fiscal - Encumbrance Vouchers Orders, statements, change orders, etc.		FE +3, then destroy			
SG18620	Fiscal - Expenditure Journal or Register		FE +3, then destroy			
SG18621	Fiscal - Expenditure Vouchers Travel, payroll, etc.		FE +3, then destroy			
SG18622	Fiscal - External Reports Special purpose - i.e. federal financial reports, salary reports, etc.		FE +3, then destroy			
SG18623	Fiscal - Federal Tax Records Includes FICA records. <i>GUIDANCE:</i> - AC - Tax due date, date the claim is filed, or date tax is paid whichever is later. - Retention: 26 CFR § 31.6001-1(e)(2).		AC +4, then destroy		X	RA -Access should be limited due to personal information.
SG18624	Fiscal - Freight Bills Paid		FE +3, then destroy			

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SG18625	Fiscal - Fright Claims GUIDANCE: - AC - Resolution of claim.		AC +3, then destroy			
SG18626	Fiscal - General and Subsidiary Ledgers		FE +3, then destroy			
SG18627	Fiscal - General Journal Vouchers		FE +3, then destroy			
SG18628	Fiscal - Gift Income Records Series documents volunteer hours donated and related cash-valued donations, not gifts of artifacts, books, or real property.		FE +3, then destroy			
SG18629	Fiscal - Grant Applications and Proposals		FE +3, then destroy			
SG18630	Fiscal - Grants - Federal GUIDANCE: - AC - Satisfaction of all Uniform Admin. Requirements for Grants and Cooperative Agreements (the Common Rule). - CAUTION: Retention requirements may vary depending on the specific federal funding agency.		AC +3, then destroy	R	X	

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SG18631	Fiscal - Grants - State Information on file, including travel, correspondence, etc. GUIDANCE: - AC - End of grant.		AC +3, then destroy	R	X	
SG18632	Fiscal - Insurance Claim Files GUIDANCE: - AC - Resolution of claim.		AC +3, then destroy		X	
SG18633	Fiscal - Insurance Policies For all types. GUIDANCE: - AC - Expiration or termination of the policy according to its terms.		AC +5, then destroy		X	
SG18634	Fiscal - Internal Fiscal Management Reports Includes agency monthly budget reports.		FE +3, then destroy			
SG18635	Fiscal - Inventory Detail Report Updates agency portion of the inventory listing and adds, changes etc., items from inventory.		FE +3, then destroy			
SG18636	Fiscal - Investment Transaction Riles		FE +3, then destroy			

LEGEND:

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18637	Fiscal - Long-Term Liability Records Bonds, etc. GUIDANCE: - AC - Retirement of debt.		AC +4, then destroy	A	X	
SG18638	Fiscal - Postage Records Records and reports of postage expense, including postal meter usage.		FE +3, then destroy			
SG18639	Fiscal - Receipts Journal or Register		FE +3, then destroy			
SG18640	Fiscal - Reconciliations		FE +3, then destroy			
SG18641	Fiscal - Reimbursable Activities Requests and approval for reimbursed expenses for travel, training, etc.		FE +3, then destroy			
SG18642	Fiscal - Returned Checks Uncollectable warrants or drafts. GUIDANCE: - AC - After deemed uncollectable.		AC +3, then destroy			

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APPENDIX 9 - STATE BOARD OF EDUCATION - AGENCY-SPECIFIC RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18643	Fiscal - Signature Authorizations Records authorizing an employee to initiate financial transactions for the agency. Also, spending authority limits.		US + FE +3, then destroy			RA -Access may be limited to protect financial systems.
SG18644	Fiscal - Special Checks Checks generated outside of normal processes.		AC +5, then destroy			
SG18645	Fiscal - Transmittal of Funds Cost Center transfers.		FE +3, then destroy			
SG18646	Fiscal - Worksheets Worksheets for preparing fiscal reports.		FE +3, then destroy			

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SG18647	<p>Friends of the Agency Records</p> <p>These are non-profit citizens groups created to promote public support for the archives, library, museum, or other agency activities. (Non-fee paying membership.)</p> <p>Series includes agency copy of records documenting the activities of these groups. Activities include programs, costs, acquisitions, special events, policies, procedures, citizen participation, and others. Records may include minutes, agendas, exhibits, bylaws, non-profit statements, membership lists, budget and financial statements, and related materials.</p> <p>It is recommended that materials from this series be reviewed periodically to establish continued value.</p>	Non-Profit Group's Offices	AV, then destroy			
SG18648	<p>Geographical Information Systems (GIS)</p> <p>Documentation of sources of information.</p> <p><i>GUIDANCE:</i> - Retention based on Idaho Code 28-50-112, Electronic Records Retention.</p>		PM	A	X	

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SG18649	<p>Legal - Litigation Files</p> <p>Records created by or for an agency regarding a lawsuit.</p> <p>NOTE: Cases which set legal precedent or exhibit historical value should be evaluated by State Archives.</p> <p>GUIDANCE: - File closes at end of the lawsuit through decision not to file, decision of the court, end of appeal, etc.</p>		PM	A	X	RA- May contain attorney-client privileged info.
SG18650	<p>Legal - Open Records Requests - Approved</p> <p>All documentation relating to request for records - furnished to the public.</p>		PM	A	X	
SG18651	<p>Legal - Open Records Requests - Denied</p> <p>All documentation relating to denied requests under Idaho Public Records Law.</p>		PM	A	X	
SG18652	<p>Legal - Opinions and Advice</p> <p>From agency legal counsel or the Attorney General.</p> <p>GUIDANCE: - CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation.</p>		PM	A	X	RA- May contain attorney-client privileged information.

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SG18653	<p>Licensing Records - Complaint and Disciplinary Records, Individual</p> <p>Series documents complaints brought before agency and divisional offices responsible for licensing or certification of teachers and other professions against individuals [alleging professional practice violations] and documentation of any resulting disciplinary actions.</p> <p>Complaints may include: violations of laws, rules, or ethical standards; negligence; practicing outside scope of activities to which licensed; breach of confidentiality; and incompetence. Records may include: investigation records; complaint forms; narrative description of complaint; complaint log; complaint disposition; hearings and appeals records; audio tapes; disciplinary actions such as suspension or revocation; and related correspondence and documentation.</p> <p>NOTE: Cases which set legal precedent or exhibit historical value should be evaluated by State Archives.</p> <p><i>GUIDANCE:</i> - AC - After case is closed.</p>		AC +7, then destroy	R	X	RA —Access may be restricted due to personal information or legally privileged information.
SG18654	<p>Licensing Records - Individual, Applications, Processing</p> <p>Series documents the process of licensing individuals who have met the professional standards of the licensing board. The licensing process may include application, evaluation, testing, training, licensing, and certification.</p>		AC +3, then destroy			

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18655	Licensing Records - License Application (Incomplete) Series documents the application process for applicants that initiated, but never completed, licensing processes. Series may include: incomplete, pending, inactive, or denied status applications.		AC +3, then destroy			RA -Access may be restricted due to personal information.
SG18656	Member Records Series documents administration of the agency's membership program and the status of its membership (fee paid). Records may include publicity and promotion records, individual member records, membership rosters, reports, membership drive records, mailing lists, address changes, bulk mailing records, and correspondence.		AC +3, then destroy		X	RA -Access may be restricted due to personal information.
SG18657	News or Press Releases News or press releases issued by agency, division, commission or board.		PM	A	X	
SG18658	Personnel - Accumulated Leave Adjustment Request Used to create and adjust employee leave balances.		FE +3, then destroy			

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18659	Personnel - Affirmative Action Plan Affirmative Action Plans for regular employees and apprenticeship programs. GUIDANCE: - Retention based on 29 CFR 30.8(e) for apprenticeship plans.		AC +5, then destroy			
SG18660	Personnel - Americans with Disabilities Act (ADA) Documenting compliance with the ADA Act GUIDANCE: - Retention based on 28 CFR 35.105(c).		AC +3, then destroy			
SG18661	Personnel - Applications for Employment - Hired Applications, etc. required by employment advertisement. GUIDANCE: - AC - Termination of employment.		AC +5, then destroy			RA -Access may be restricted due to personal information.
SG18662	Personnel - Applications for Employment - Not Hired Applications, résumés, etc. required by employment advertisement. GUIDANCE: - AC - Date position is filled. - Retention based on 29 CFR 1602.31(a) (State Agencies).		AC +2, then destroy			RA -Access may be restricted due to personal information.

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18663	Personnel - Apprenticeship Records Application and work records of selected and rejected apprentices. GUIDANCE: - Retention based on 29 CFR 30.8(e).		AC +5, then destroy			RA -Access may be restricted due to personal information.
SG18664	Personnel - Aptitude and Skills Test - Test Paper Aptitude test papers required for job or promotion. GUIDANCE: - Retention based on 29 CFR 1602.31 (State Agencies).		AC +2, then destroy			RA -Access may be restricted due to personal information.
SG18665	Personnel - Aptitude and Skills Test - Validation Records Records of the validation of aptitude and skills tests. GUIDANCE: - Retention based on 29 CFR 1602.31 (State Agencies). - LA - As long as the test is used by an agency.		LA +2, then destroy			RA -Access may be restricted due to personal information.
SG18666	Personnel - Benefit Plans Employee benefit plans: i.e. pension, life, health etc. GUIDANCE: - Retention based on 29 CFR § 1627.3(b)(2).		US +1, then destroy			RA -Access may be restricted due to personal information.

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SG18667	<p>Personnel - Complaint Records</p> <p>Complaints received and records documenting their resolution.</p> <p>GUIDANCE: - CAUTION: If a complaint becomes the subject of litigation, it is subject to a longer retention period</p>		FE +3, then destroy			RA —Access may be restricted due to personal information or legally privileged information.
SG18668	<p>Personnel - Corrective Action Documentation</p> <p>Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve job performance.</p> <p>GUIDANCE: - AC - Termination of corrective action. - CAUTION: if, during the retention period these records, they are used to support personnel disciplinary action, the records should be retained according to Personnel Disciplinary Action series.</p>		AC +3, then destroy			RA —Access may be restricted due to personal information or legally privileged information.

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SG18669	<p>Personnel - Disciplinary Action Documentation</p> <p>Disciplinary actions are those actions that affect pay or status. They include demotion, dismissal, etc.</p> <p>GUIDANCE: - AC - Termination of employment. - CAUTION: Agencies should observe this retention in all offices related to the action.</p>		AC +3, then destroy		X	RA —Access may be restricted due to personal information or legally privileged information.
SG18670	<p>Personnel - Employee Affidavits</p> <p>Employee Affidavits for insurance, personnel, or other uses the Administration has sought their statements.</p> <p>GUIDANCE: - AC - Termination of employment.</p>		AC +3, then destroy			RA —Access may be restricted due to personal information.
SG18671	<p>Personnel - Employee Benefits</p> <p>Documents relating to selection of benefits other than insurance.</p> <p>GUIDANCE: - CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for them.</p>		US, then destroy		X	RA —Access may be restricted due to personal information.

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APPENDIX 9 - STATE BOARD OF EDUCATION - AGENCY-SPECIFIC RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18672	Personnel - Employee Counseling Records Notes, etc. relating to job-specific counseling. GUIDANCE: - AC - Termination of counseling.		AC +3, then destroy			RA -Access may be restricted due to personal information.
SG18673	Personnel - Employee Deduction Authorizations Documents relating to all deductions of Pay. GUIDANCE: - AC - After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.		AC +3, then destroy		X	
SG18674	Personnel - Employee Earnings Records		AC +4, then destroy		X	
SG18675	Personnel - Employee Insurance Records Agency copy of selection records by employees of insurance offered by the state. GUIDANCE: - CAUTION: Documents which serve as payroll deduction authorizations must be maintained for the retention period prescribed for them.		US, then destroy			RA -Access may be restricted due to personal information.

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SG18676	Personnel - Employee Recognition Records Awards, incentives, etc. GUIDANCE: - AC - Termination of employment. - Review by the State Archivist for historical value before disposal.		AC +3, then destroy	R		
SG18677	Personnel - Employee Savings Bond Ledgers		FE +3, then destroy		X	RA -Access may be restricted due to personal information.
SG18678	Personnel - Employment Announcement GUIDANCE: - Retention based on 29 CFR 1602.31(a) (State Agencies).		AC +2, then destroy			
SG18679	Personnel - Employment Contracts GUIDANCE: - AC - Original date of hire.		AC +50, then destroy		X	RA -Access may be restricted due to personal information.

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SG18680	<p>Personnel - Employment Eligibility</p> <p>Documentation or verification of Federal reporting form INS I-9.</p> <p>GUIDANCE: - AC - Termination of employment, with a minimum of 4 years. - Retention: 8 CFR § 274.a.2(b)(2)(i) / (A) and (c)(2).</p>		AC +4, then destroy		X	RA -Access may be restricted due to personal information.
SG18681	<p>Personnel - Employment Selection Records</p> <p>All records that document the selection process: i.e., polygraph, physicals, interview notes, etc.</p> <p>GUIDANCE: - Retention: 29 CFR § 1602.31(a) (State Agencies) - CAUTION: Does not include criminal history checks.</p>		AC +2, then destroy		X	RA -Access may be restricted due to personal information.
SG18682	<p>Personnel - Equal Employment Opportunity (EEO) Report</p> <p>Includes documentation to complete EEO reports.</p> <p>GUIDANCE: - Retention based on 29 CFR §1602.30, §1602.32, §1602.39, §1602.41, §1602.48, and §1602.50.</p>		AC +3, then destroy			

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SG18683	<p>Personnel - Equal Pay Records</p> <p>Reports, etc. used to monitor compliance with Federal Equal Pay Act).</p> <p>GUIDANCE: - Retention based on 29 CFR §1620.32(c).</p>		AC +2, then destroy		X	
SG18684	<p>Personnel - Former Employee Verification Records</p> <p>Minimum information includes name, social security number, exact dates of employment, and last known address.</p> <p>GUIDANCE: - AC - Original date of hire.</p>		AC +50, then destroy		X	RA -Access may be restricted due to personal information.
SG18685	<p>Personnel - Grievance Records</p> <p>Review of employee grievances against policies and working conditions etc. Includes record of actions taken.</p> <p>GUIDANCE: - AC - Final decision on the grievance. - CAUTION: Does not include formal complaints filed with the Equal Employment Office (EEO) of the U.S. Department of Labor.</p>		AC +6, then destroy		X	RA -Access may be restricted due to personal information.

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SG18686	<p>Personnel - Hiring Process - Criminal History Checks</p> <p>Criminal history record information on job applications or from DPS.</p> <p>GUIDANCE: - AC - After hiring decision made. - CAUTION: Some agencies authorized to obtain criminal history records from ISP are required to destroy after used for the immediate purpose obtained.</p>		AC +1, then destroy			RA -Access may be restricted due to personal information.
SG18687	<p>Personnel - Human Resources Information System (HRIS) Report</p> <p>HRIS Reports and supporting documentation.</p>		AC +3, then destroy		X	
SG18688	<p>Personnel - Institutional Employment Report</p>		PM	A	X	
SG18689	<p>Personnel - Job Procedure Record</p> <p>Any document detailing duties of positions on position-by-position basis.</p>		US +3, then destroy			
SG18690	<p>Personnel - Labor Statistics Report</p> <p>Reports providing statistical information on labor force.</p>		AC +3, then destroy			

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SG18691	Personnel - Leave Status Report Cumulative report for each pay cycle showing leave status.		FE +3, then destroy		X	
SG18692	Personnel - Liability Release Form Statements of employees, patrons, etc. who have released the agency from liability.		PM	A	X	
SG18693	Personnel - License and Driving Record Check		US, then destroy			RA -Access may be restricted due to personal information.
SG18694	Personnel - Mail - Forwarding Address		AC +1, then destroy			RA -Access may be restricted due to personal information.
SG18695	Personnel - Overtime Authorization		AC +2, then destroy			
SG18696	Personnel - Overtime Schedule		AC +2, then destroy			

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SG18697	Personnel - Payroll - Direct Deposit Application / Authorization		US, then destroy		X	RA -Access may be restricted due to personal information.
SG18698	Personnel - Payroll - Income Adjustment Authorization Used to adjust gross pay, FICA, retirement or compute taxes. GUIDANCE: - Retention based on 29 CFR § 1627.3(a); 29 CFR § 516.6(c).		AC +3, then destroy		X	RA -Access may be restricted due to personal information.
SG18699	Personnel - Performance Appraisal Performance Appraisals of employees. GUIDANCE: - Retention based on 29 CFR § 1620.32(c).		AC +2, then destroy			RA -Access may be restricted due to personal information.
SG18700	Personnel - PERSI Enrollment File GUIDANCE: - AC - From filing date.		AC +6, then destroy			RA -Access may be restricted due to personal information.

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APPENDIX 9 - STATE BOARD OF EDUCATION - AGENCY-SPECIFIC RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18701	Personnel - PERSI Record of Hours Worked Irregular help, half-time or greater. GUIDANCE: - AC - From date of hire.		AC +50, then destroy			RA -Access may be restricted due to personal information.
SG18702	Personnel - PERSI Termination Record		AC +6, then destroy			RA -Access may be restricted due to personal information.
SG18703	Personnel - Personnel Information or Action Form PAF forms- Documents to officially change pay, titles, benefits, etc. GUIDANCE: - Retention based on 29 CFR § 1602.31(a) (State Agencies0.		AC +2, then destroy			RA -Access may be restricted due to personal information.

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SG18704	<p>Personnel - Physical Examination / Medical Report</p> <p>Examination reports for positions where health and fitness monitoring is required.</p> <p>GUIDANCE:</p> <ul style="list-style-type: none"> - Some positions require 30 year retention per 29 CFR § 1910-1020(d). - CAUTION: Does not include pre-employment physical examinations. - New: 4/2001 Standards for Privacy of Individually Identifiable Health Information, 45 CFR Part 160 may apply. 		US +3, then destroy			RA -Access may be restricted due to personal information.
SG18705	<p>Personnel - Policy and Procedures Manual</p> <p>Any manual, etc. that established standard office procedures.</p> <p>GUIDANCE:</p> <ul style="list-style-type: none"> - Previous revision should be transferred to Archives as new revision is approved. 		PM	A	X	
SG18706	<p>Personnel - Position / Job Classification Review File</p> <p>Relates to review and modification of job classifications within an agency.</p>		US +3, then destroy			
SG18707	<p>Personnel - Position / Job Description</p> <p>Job descriptions, includes all tasks performed and skills required.</p>		US +3, then destroy		X	

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SG18708	Personnel - Résumé - Unsolicited Applies to agency replies stating résumé will be kept in case a job opens.		AC +1, then destroy			RA -Access may be restricted due to personal information.
SG18709	Personnel - Shared Leave GUIDANCE: - Idaho Code § 67-5335(7) effective July 1, 1998.		AC +5, then destroy			RA -Access may be restricted due to personal information.
SG18710	Personnel - Sick Leave Pool Documentation Requests submitted, approvals, number of hours transferred in and out, etc.		FE +3, then destroy			

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SG18711	<p>Personnel - State Deferred Compensation Record</p> <p>State Deferred Compensation Records.</p> <p>Maintain the most current version of the requested amount(s).</p> <p><i>GUIDANCE:</i></p> <ul style="list-style-type: none"> - For instructions in determining closure, etc. Refer also to PEBSCO / Nationwide Retirement Solutions (State contracted administrator). - AC - All accounts with vendor(s) for the individual participant have been closed. 		AC +5, then destroy		X	
SG18712	<p>Personnel - Time Card and Time Sheet</p> <p>NOTE: Copies maintained by Office of Origin are not the record.</p>		AC +3, then destroy			RA -Access may be restricted due to personal information.
SG18713	<p>Personnel - Time Off and / or Sick Leave Request</p>		FE +3, then destroy			RA -Access may be restricted due to personal information.

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18714	Personnel - Training - Hazardous Materials Records of training given employees in an agency hazard communications program.	Personnel Office	PM	A	X	RA -Access may be restricted due to personal information.
SG18715	Personnel - Training Administration Record In-house training material dealing with agencies policies and services. GUIDANCE: - AC - Termination of employment.		PM	A	X	RA -Access may be restricted due to personal information.
SG18716	Personnel - Training and Development Evaluation File Feedback on training. GUIDANCE: - AC - From date of evaluation.		AC +3, then destroy			
SG18717	Personnel - Training and Educational Achievement Record – Individual Records documenting training, testing, or continual education. GUIDANCE: - AC - Termination of employment. - CAUTION: Does not include hazardous material training records.		AC +3, then destroy			RA -Access may be restricted due to personal information.

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APPENDIX 9 - STATE BOARD OF EDUCATION - AGENCY-SPECIFIC RECORDS

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SG18718	Personnel - Training Materials Materials developed by agency for training entities or individuals it regulates or serves. GUIDANCE: - Contact State Archivist for review before destruction.		US +1, then destroy			
SG18719	Personnel - Unemployment Claim Record		AC +3, then destroy		X	
SG18720	Personnel - Unemployment Compensation Records		AC +3, then destroy			RA -Access may be restricted due to personal information.
SG18721	Personnel - W-2 Form Employees' Withholding Exemption Certificate W-2. GUIDANCE: - AC - From date of termination. - Retention based on 26 CFR § 31.6001-1 (e) (2).		AC +5, then destroy			RA -Access may be restricted due to personal information.

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SG18722	Personnel - W-4 Form Employees' Withholding Exemption Certificate W-4. GUIDANCE: - AC - From date of termination. - Retention based on 26 CFR § 31.6001-1 (e) (2).		AC +5, then destroy			RA -Access may be restricted due to personal information.
SG18723	Personnel - Work Schedules / Assignments Series documents the administration of the agency's employee work schedules.		AC +1, then destroy			
SG18724	Photography, Staff - Identification Photograph Electronic or conventional [pre-1929]. GUIDANCE: - Transfer to State Archives or store according to Department of Administration storage standards.		PM	A	X	
SG18725	Photography, Staff - Identification Photograph Electronic or conventional (1930 to present.) Overwrite digital photos of staff - retain last permanently. GUIDANCE: - Transfer to State Archives or store according to Department of Administration storage standards.		US, then destroy <i>Final photo:</i> PM	A	X	

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SG18726	Photography Series includes all forms of photography: negatives, prints, digital, etc., regardless of institutional or agency office creating. GUIDANCE: - Transfer to State Archives or store according to Department of Administration storage standards.		PM	A	X	
SG18727	Procurement - Material Specification		AC +3, then destroy			
SG18728	Procurement - Order Acknowledgment		AC +1, then destroy			
SG18729	Procurement - Estimate File Supply and repair cost estimates.		AC +1, then destroy			
SG18730	Procurement - Packing Slip		AC +1, then destroy			
SG18731	Procurement - Performance Bond Bonds posted by individuals or entities under contract with the agency. GUIDANCE: - CAUTION: Does not include construction or architectural surety bonds.	Purchasing	PM	A	X	

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SG18732	Procurement - Purchasing Log Log, etc. providing a record of purchase orders issued, orders received, etc.		FE +3, then destroy			
SG18733	Procurement - Sales Journal or Register		FE +3, then destroy			
SG18734	Procurement - Bid Documentation Includes bid requisition/authorizations, invitation to bid, bid specifications and evaluations. GUIDANCE: - CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract.		FE +3, then destroy			
SG18735	Publications - Promotional Publications distributed to the public to advertise services, programs, and activities. May include brochures, newsletters, activities calendars, schedules, special events flyers, and other records.		PM	A	X	

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18736	<p>Publications - Record Copy</p> <p>Minimum - 1 copy of each publication that does not fall under other series numbers.</p> <p>Includes, but is not limited to, reports (annual and periodic), journals, books, catalogs, promotional literature, flyers, calendars and announcements.</p> <p>GUIDANCE: - Transfer a minimum of 1 copy of each to State Archives annually, separate requirement from the State Depository Program detailed in the State Printing Guide.</p>		PM	A	X	
SG18737	<p>Records Management - Destruction Approval Sign-Offs</p> <p>Agency-level documents authorizing destruction of records.</p>		PM	A	X	
SG18738	<p>Records Management - Plans and Policies</p> <p>Records documenting the policies set for agency's records management. Maintain each revision permanently.</p>		PM	A	X	
SG18739	<p>Records Management - Records Control Materials</p> <p>Series includes indexes, card files, shelf lists etc.</p>		PM	A	X	
SG18740	<p>Records Management - Records Disposition Log</p> <p>Logs listing records destroyed or transferred.</p>		PM	A	X	

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SG18741	Records Management - Records Inventory Worksheets		PM	A	X	
SG18742	Records Management - Records Retention Schedule Certification of agency or office records by type - signed original for institution or agency. GUIDANCE: - Original is retained permanently by the State Archives.		PM	A	X	
SG18743	Reports and Studies Series provides a record of findings, assessments, recommendations, research activities, studies, accomplishments, goals, and other activities of the board or commission. These reports or studies are reported to the public; the board's umbrella or oversight agency; other agencies and organizations; the governor or legislature; or the federal government. Series may include project evaluation reports; public surveys; program or plan summaries; progress or performance reports; annual reports; workload studies; photographs; monitoring reports; needs assessment studies; project outlines and schedules; administrative histories; statistics; related correspondence, and documentation.		PM	A	X	

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SG18744	<p>Research Inquiry and Response Records</p> <p>Series provides a record of research requests received and responses made to them by agency staff. Records may include written or electronic inquiries and responses. Information may include name of researcher, subject of inquiry or request, and reply.</p>		AC +3, then destroy			RA —Access may be restricted as part of agreement to respond (example, information given confidentially).
SG18745	<p>Safety - Disaster Preparedness and Recovery Plans</p>		PM	A	X	RA —Access may be restricted as part of agency security plan.
SG18746	<p>Safety - Evacuation Plans</p> <p>Plans for evacuation of agency facilities in cases of emergency. Record copy of each revision should be sent to State Archives (example, Safety Office / Risk Management).</p> <p>GUIDANCE: - Record copy should be maintained centrally.</p>		PM	A	X	RA —Access may be restricted as part of agency security plan.

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SG18747	<p>Safety - Fire Orders</p> <p>Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code.</p> <p>GUIDANCE: - AC - Deficiency corrected.</p>		AC +3, then destroy			
SG18748	<p>Safety - Hazard Communication Plans</p>		PM	A	X	RA -Access may be restricted as part of facility security plans.
SG18749	<p>Safety - Hazardous Materials Disposal Records</p> <p>See also Material Data Safety Sheets.</p> <p>Material Safety Data Sheets must be kept for those chemicals currently in use that are affected by the Hazard Communication Standard in accordance with 29 CFR § 1910.1200(g).</p> <p>GUIDANCE: - Retention based on 29 CFR § 1910.1020 (d) (1)(ii)(B).</p>		PM	A	X	RA -Access may be restricted as part of facility security plans.

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SG18750	<p>Safety - Incident Reports</p> <p>Reports concerning incidents which, upon investigation, were of a non-criminal nature.</p> <p>GUIDANCE:</p> <ul style="list-style-type: none"> - CAUTION: May include exposure records, including personal information. - Exposure records require 30 year retention per 29 CFR § 1910.1020(d)(1)(ii)(B) 		<p>AC +3, then destroy</p> <p><i>Exposure Records:</i> AC +30, then destroy</p>			RA -Access may be restricted due to personal information.
SG18751	<p>Safety - Inspection Records</p> <p>Fire, safety, and other inspection records of facilities and equipment.</p> <p>GUIDANCE:</p> <ul style="list-style-type: none"> - AC - Date of the correction of the deficiency, if the inspection report reveals a deficiency. - CAUTION: Does not include inspection reports of building construction. 		AC +3, then destroy			

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SG18752	<p>Safety - Material Data Safety Sheets</p> <p>Either the MSDS or the following information: Some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used, must be retained for the period required.</p> <p>From the CFR: (d)(2) Nothing in this section is intended to mandate the form, manner or process by which an employer preserves a record so long as the information contained in the record is preserved and retrievable, except that chest X-ray films shall be preserved in their original state.</p> <p>GUIDANCE:</p> <ul style="list-style-type: none"> - AC - After the end of use of the substance. - Retention per 29 CFR 1910(d)(1)(ii)(B) - Material safety data sheets and paragraph (c)(5)(iv) records concerning the identity of a substance or agent need not be retained for any specified period as long as some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for at least thirty (30) years. - Material safety data sheets must be kept for those chemicals currently in use that are effected by the Hazard Communication Standard in accordance with 29 CFR 1910.1200(g). 	Minimum: All areas using listed materials	AC +30, then destroy			

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SG18753	Safety - Workplace Chemical Lists <i>GUIDANCE:</i> - Should be matched to container labels per 29 CFR § 1910.1200 (g).		AC +30, then destroy			
SG18754	Vehicle - Inspection, Repair and Maintenance Records		LA +1, then destroy			
SG18755	Vehicle - Title and Registration		AC +1, then destroy		X	
SG18756	Visitor Control Registers Records documenting visitors to limited access or restricted areas of agency facilities.		AC +3, then destroy			RA —Access may be restricted in the interest of visitor safety and as part of a facility security plan.

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SG18757	<p>Volunteer Records</p> <p>Series documents the administration of the agency’s volunteer and intern programs. Records may include recruitment and selection records, volunteer personnel and intern personnel information forms, intern agreements, volunteer and intern time records, emergency notification forms, publicity records, insurance documentation, and correspondence.</p> <p>GUIDANCE: - AC - End of term of volunteer or intern.</p>		AC +3, then destroy			RA —Access may be restricted due to personal information.
SG18758	<p>Website / Webpages - Internet / Intranet</p> <p>System development documentation for initial setup and all subsequent changes.</p> <p>GUIDANCE: - Idaho Code 28-50-112, Electronic Records Retention.</p>		PM	A	X	
SG18759	<p>Website / Webpages - Internet / Intranet</p> <p>Content of pages.</p> <p>GUIDANCE: - Idaho Code 28-50-112, Electronic Records Retention.</p>		PM	A	X	

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