



Government Records Policy

Approved: August 8, 2013

Updated: June 1, 2014



C.L. "BUTCH" OTTER, GOVERNOR

Idaho State Historical Society
Janet Gallimore, Executive Director

Idaho State Archives & Records Center
A Division of the Idaho State Historical Society
2205 Old Penitentiary Road
Boise, Idaho 83716
Phone: 208.334.2626
Email: public.archives@ishs.idaho.gov
<http://history.idaho.gov/idaho-state-archives>

TABLE OF CONTENTS

Background	1
Idaho State Historical Society (ISHS).....	1
Idaho State Archives (ISA).....	1
Idaho State Records Center(SCR)	1
Merger of State Archives & Records Center	1
Chapter 1: Purpose & Policy	2
Purpose of Government Records Policy	2
Chapter 2: Government Records Program, Goals & Activities	4
Goals.....	4
Program Activities	4
Chapter 3: Procedures for Transferring Records to ISA	5
Requirements for Storage at ISA	11
Permanent.....	11
Inactive	11
Retention Schedules	5
Type of Box	5
How to Pack Files in Boxes.....	6
Labeling & Numbering Records Boxes	6
Box Inventories	6
Filling out the Record Transfer Sheet.....	7
How to Label Records that are Exempt from Disclosure.....	7
Records Transfer Approval Process	7
Agency Interfile	7

Internal Archives Process Once Records Have Been Transferred	8
Chapter 4: Requesting Records from ISA.....	9
Idaho Public Records Law	9
Additional Information for Agencies Requesting Records	9
Deliveries.....	9
Civil & Criminal Records.....	9
Offsite Request Procedure.....	9
Where to Submit Requests	9
Information to Include When Making a Request.....	9
Onsite Request Procedure.....	10
Merle W. Wells Research Center	10
Records Request Procedures.....	10
Appendix 1: Common Government Records Stored at ISA.....	11
Definition of a Record.....	11
Requirements for Storage at ISA	11
Permanent Records.....	11
Inactive Records.....	11
Historically Significant.....	11
How to Determine if a Record Has Value	12
Fiscal Value.....	12
Administrative Value.....	12
Legal Value.....	12
Long Term Research Value.....	12
Common County Records Stored at ISA	12
Assessor's Office.....	12
Clerk/Auditor/Recorder	12
Coroner	13

Court Records	13
Civil	13
Criminal.....	13
County Commissioners	14
Emergency Management	14
Juvenile Records	14
Law Enforcement.....	14
Parks & Recreation/Waterways	14
Planning & Zoning	14
Treasurer’s Office	15
Common City Records Stored at ISA	15
Common State Records Stored at ISA	15

Appendix 2: What to do with Paper Copies of Scanned Records 16

Under Construction while Supreme Court Implements Standard	16
--	----

Background

Idaho State Historical Society

Created in 1881 and established as a state agency in 1907, the Idaho State Historical Society (ISHS) is an extraordinary system of cultural and historic resources comprised of the Idaho State Historical Museum, Idaho State Archives, Idaho State Historic Preservation Office, and Historic Sites Program. ISHS preserves and promotes Idaho history.

Idaho State Archives

The Idaho State Archives serves as the repository for permanent, inactive records for state agencies, Idaho counties, and cities. The Idaho State Archives (ISA) and Research Center provides public access to records of fiscal, administrative, legal, and long-term research value to the citizens and government of Idaho. ISA preserves a large and unique collection of materials that relate to the history of Idaho and the Pacific Northwest, including photographs, books, maps, manuscripts, oral histories, and government records.

Idaho State Records Center

The State Records Center provides storage and retrieval of active records under retention for state agencies, primarily.

Merger of State Archives and Records Center

The State Archives, created by legislation in 1947 and Records Center by Administrative Rules in 1989, merged operations in 2012 under [House Bill 599](#). The State Records Center and the State Archives remain two separate entities under the direction of the Idaho State Historical Society. The State Archives collects only permanent, inactive, records from county, city and state agencies, while the State Records Center collects active records under retention from state agencies primarily.

CHAPTER 1: PURPOSE AND POLICY

Purpose of Government Records Policy

The government records policy was created to ensure that the Idaho State Archives fulfills its statutory obligations regarding government records for the state of Idaho. The Idaho State Archives is a division of the Idaho State Historical Society which is governed by Idaho Statute [67-4126](#). Subsections within this statute charge the Idaho State Archives to:

- (6) To facilitate the use of Idaho records for official reference and historical research.
- (8) To accept from any state, county, or city, or any public official, any official books, records, documents, original papers, newspaper files, printed books, or portraits, not in current use. When such documents are so accepted, copies there-from shall be made and certified under the seal of the society upon application of any person, which person shall pay for such copies reasonable fees established by the society.
- (9) To require that any state, county, or city, or any public official, deposit official books, records, documents, or original papers, not in current use, which are of definite historical importance, in the society for preservation and to provide methods whereby such materials, which have no significance, may be destroyed.
- (12) To have and use an official seal.

The government records policy will provide state agencies, counties and cities with a clear understanding of what records will be accepted by the Idaho State Archives for permanent storage, how records shall be transferred to the Archives and how to access records once ingested.

Policy (Retention Schedules and Accession of Records)

The Idaho State Archives preserves records of administrative, fiscal, legal, and long-term research value. ISA only accepts permanent, inactive records with definite historical significance. Permanent records are defined by county, city and state retention schedules. However, not every record listed as permanent in these retention schedules is stored at the Archives. Some permanent records are better served by remaining at the local jurisdiction. For a list of permanent government records accepted by the Archives, **please see Appendix 1**.

Policy (Best Practices)

ISA preserves and provides access to collections under its stewardship in accordance with best practices guidelines as specified by Society of American Archivists (SAA), National Archives and Records Administration (NARA), and the Council of State Archivists (CoSA).

Policy (Destruction of Records)

ISA will consult with local jurisdictions regarding and prior to the proposed destruction of Idaho records in accordance with Idaho Code.

Policy (Certification of Documents)

ISA will provide certified copies of documents in its collections. This certification attests that a given record was 1) submitted by a state, county, or city government entity and 2) accessioned and is held by ISA. Any additional certification must be obtained from the government entity that created a given document.

CHAPTER 2: GOVERNMENT RECORDS PROGRAM, GOALS AND ACTIVITIES

Goals

- To promote coordination and collaboration in records management among state and local government agencies
- To establish uniformity in standards, guidelines, retention policies, security for government agencies
- To preserve and provide access to public records
- To deliver quality customer service to the citizens of Idaho and their government agencies
- To preserve Idaho's historical and future historical records

Program Activities

- Oversee the daily operations of the State Archives and Records Center operations
- Collect, provide access, manage and preserve the permanent records of state and local government
- Maintain a records management database
- Provide a secure and environmentally controlled facility to assure the long term preservation of the State's permanent records. Vault rooms have restricted access
- Provide records/information access for citizens and their government agencies
- Apply current and relevant public records laws and agencies records management programs to records in ISA's custody
- Provide efficient delivery of records to agencies
- Consult with government officials and employees on the disposition of records
- Provide records training for government officials and employees
- Certify records
- Evaluate and identify records requiring essential preservation and conservation
- Provide a secured archival reading room for citizens to examine original archived records
- Provide public access to the Merle W. Wells Research Center
- Provide equipment to read microfilm and microfiche
- Provide web based access information about our collections
- Provide government agency staff members a designated work area (for an agency utilizing Archives copy equipment, there is a per copy fee. For any agency requesting copies, scans of the creating agencies' records research and copy fees will be applied, 'with authorization from the creating agency').
- Provide web based access about operations, policies and procedures information about the Archives and Records Center management for citizens and government agencies
- Review non-permanent records under retention to determine an appropriate date of destruction.

CHAPTER 3: PROCEDURES FOR TRANSFERRING RECORDS TO ISA

Preparing Records for Transfer

Retention Schedules

The first step in transferring records to the Archives is to review your agency's records-management schedules. Once you have found your record, ensure it is listed as "permanent". Consult **Appendix 1** of the Government Records Policy to see if that permanent record is eligible for transfer to the Idaho State Archives. The links below may provide reference (if you require assistance, contact the State Archives).

1. State Records Management Manual

http://history.idaho.gov/sites/default/files/uploads/RecordRetentionBook_2.pdf

2. State Agency Records schedules

<http://www.history.idaho.gov/idaho-records-center-retention-schedules>

3. Idaho Association of Counties retention schedule

<http://www.idcounties.org/index.aspx?nid=364>

4. Association of IdahoCities retention schedule

<http://www.idahocities.org/DocumentCenter/Home/View/113>

Type of Box Needed for Storage at the State Archives

Records requiring long-term preservation and storage require a quality box to store them in. The Archives requires a standard-sized, acid-neutral or acid-free, durable box 15" length x 11.5" width x 10.5" in height.' An acid-neutral or acid free box is ideal for permanent records. Archival acid-neutral records boxes are available for sale from the State Archives. Your order can be placed by calling the State Archives at (208) 334-2620. You may also arrange to pick up a case of boxes from the Archives.

For oversized books and ledgers, contact the State Archives for transfer information.

How to pack files in boxes

- Pack records in the same order that they are filed in the office.
- Leave space within the container for ease of reference (about 2” - 3” of working space per box).
- Face letter-size documents toward the front (printed end) of the box.
- Face legal-size documents toward the side of the box (left side of printed end).
- Limit boxes to one type of record series within a box
- Remove or replace hanging file folders with plain folders
- Provide notification about condition of records, such as fragile, unique/rare records or records requiring special archival attention
- Boxes must include a list of any missing files by file number
- Each case file should be in a separate folder (don't send boxes of case files not in folders).
- Boxes ideally should weigh no more than 35lbs.

Labeling Records Boxes/Numbering Records Boxes

- Label boxes on the end of the box (under the handle)
- Using a marker or pencil, clearly identify the name, division or other organizational unit
- Identify the type of records within the box
- Identify the year or year range of records within the box
- Identify the file number range within the box
- Number the boxes with consecutive numbers – for example: 1993-1, 1993-2, 1993-3, etc.



The above information will be entered into our records management database and is essential to providing efficient reference service.

Box Inventories

Each records box shall contain an inventory/container list. The inventory must list all files within that box. The list shall be submitted with the records transfer form and/or attached or inside each box. If the inventory was created electronically, please provide a copy with the transfer form.

Filling Out the Record Transfer Sheet

- Request transfer sheets from the State Archives or from the Archives website at: <http://www.history.idaho.gov/idaho-state-records-management>
- Please attach a copy of the inventory to the Transfer Sheet
- Provide complete records box information, using the form, or attach a printed box inventory to the transfer sheet. Use the transfer form as a cover sheet with the essential records information on the form
- Please note that a standard records box is 15" length x 11.5" width x 10.5" in height and is equal to one cubic foot of records
- Please keep a copy of the transfer form for your files
- Include the transfer form with the records at the time of transfer or send it electronically or by mail

Records that are Exempt from Disclosure

Effective, June 1, 2014, Records exempt from disclosure will not be transferred into the Idaho State Archives. However, they can be transferred into the State Records Center with applicable fees.

Records Transfer Approval Process

The Idaho State Archives does not perform records pick-up for records that will be transferred into the State Archives. State Agencies, Cities, and Counties are responsible for the transfer of material to the State Archives.

Before any transfer of records to the Idaho State Archives, please:

- Box inventories and transfer sheets will be reviewed and approved by Idaho State Archives archivists
- Comply with retention schedules
- Use approved records box (acid-neutral, etc.)
- Label records boxes fully and properly. (ISA staff will review submitted information before approval of records transfer.)
- Establish a delivery schedule, including time, date, volume (number of boxes) for transfer. Agency records transfers should occur within a cycle during the spring and fall months of April – May, September –October.

For questions, contact the Idaho State Archives at 208-334-2620 or public.archives@ishs.idaho.gov

Agency Interfile

All interfiling of materials shall be done by the creating agency. Personnel from the creating agency will be given access to needed material as well as a workspace to perform the interfiling required.

Internal Archives Process Once Records Have Been Transferred

Once records are deemed “permanent” and are transferred to the State Archives, a series of archival practices occur:

- Application of an 8-digit accession number is assigned to each box
- Records ingestion, basic essential processing of collections begins
- Boxes transition from the loading dock into the archives
- Boxes are arranged by agency and box-order number
- An assigned archives collection number is assigned to each box (each government agency has an assigned archival number)
- An archives shelf location is assigned to each box
- All information on each box label, agency number, box number, accession number, location, agency name, division, type of record, date range, file number range, restricted records are documented and the appropriate Idaho Code is entered into our records management database
- Extracted ingestion information is secured and uploaded into our master database
- Records boxes are located into the assigned shelf locations
- Upon request, archives staff can provide an agency with a copy of records inventories from our records management database relevant to their agency
- Any records identified as requiring the application of preservation measures may be evaluated at this time

CHAPTER 4: REQUESTING RECORDS FROM THE STATE ARCHIVES

Idaho Public Records Law

All records requests to the Idaho State Archives are subject to Idaho Public Records Law.

Additional Information for Agencies Requesting Records

Deliveries

Records stored at the Idaho State Archives are of permanent nature and therefore cannot be returned to state agencies unless transferred to the State Records Center and managed as active records.

Civil and Criminal Records

For Civil and Criminal files, the Idaho State Archives will only copy divorce decrees and judgments of conviction. Any further requests for documents will result in the entire file being sent back to the creating agency for completion of the request.

Offsite Request Procedure

Where to Submit Requests

- Requests can be made to the State Archives by phone (208) 334-2620, email at public.archives@ishs.idaho.gov, U.S. Mail
- Please provide as much advance notice as possible when making a request

Information to Include When Making a Request

- First and last name of the person making the request
- Name of agency, county or city
- Contact information - telephone number, fax, email, mailing address
- Type of record
- Appropriate name or title of record
- File number when applicable
- Year when applicable
- Description when applicable
- Records box number
- Identification of document or documents with appropriate title and date

- Type of delivery: U.S. Certified Mail, statehouse mail, overnight mail, pick up, scan, fax or onsite access (Any record being mailed via U.S. Mail will only be sent certified mail. The requesting agency will be billed by the ISHS fiscal office for reimbursement)
- In the case of an emergency/rush request requiring next day/overnight delivery, please provide as much advance notice as possible. The requesting agency will be billed for this service by the ISHS fiscal office for reimbursement
- Outgoing Archives mail occurs at 10:00 am MT daily
- Inform staff if a record or records will be retained by the agency or returned to the Archives
- Records from a creating agency can only be sent to the creating agency

Onsite Request Procedure

Merle W. Wells Research Center

The Merle W. Wells Research Center serves as the public's point of access to archival materials. Please check the Idaho State Archives website for location and hours of operation at:

<http://www.history.idaho.gov/archives-hours-location>

Records Request Procedures

- Complete a records-request form
- Archives staff conducts a records-management database search
- Identify location
- Create a document marker, identifying files removed from a records box
- Mark the shelf location on the requested file if needed
- Off-site requests require additional procedures, such as mailing, identifying specific documents within a file, calculating any fees associated with the request and billing process.
- Record the request transaction into our records tracking database
- Contact the agency or citizen about the status of the request
- Certain agency files, while available for review by the public, may include restricted documents. When this situation occurs, Archives staff members have received redaction training. Due to the redaction process, providing public access to a file may be delayed
- As a best practice measure, most commonly for older and fragile documents being requested for review, condition issues come to our attention. At this time staff determines any necessary preservation measures that may be required for the document
- Archives staff are obligated to observe relevant public records laws and agency records-management programs

APPENDIX 1: COMMON GOVERNMENT RECORDS STORED AT THE ARCHIVES

Definition of a Record

A Record is a document produced during the routine course of business which notes the occurrence of a consequential event or activity within the official scope of a particular government entity. 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, blue line, photograph, audio or video tape, punched cards, books, maps.

Requirements for Storage at the Idaho State Archives

ISA collects only permanent, inactive and historically significant records.

Permanent Records

Permanent records are defined by county, city and state retention schedules.

Inactive Records

A series, type or kind of records accessed more than once per month for official agency business is considered active. This does not include requests for records made by citizens for historical research. If a series, type or kind of record is accessed more than once per month for official agency use (e.g., divorce decree for Social Security, final judgment for background screening) it will be flagged as active. Active records will be analyzed by the Government Records Archivist team to determine whether that series, type or kind of record needs to be returned to the creating agency. Active records transferred to the Archives will be returned to the creating agency at their expense.

Historically Significant

ISA defines as “historically significant” those government records the importance or usefulness of which justifies their continued preservation, including any enduring administrative, fiscal, legal, or long-term research value they contain.

How to determine if a record has value

Fiscal Value

These records document the honest and responsible conduct of financial affairs and financial standing and obligations. These records are essential to understand and transact business.

Administrative Value

Without a proportion of records which document the details of administration the creators of the records (or their successors) could not operate. It would not be possible to plan, organize, make decisions or to ensure consistency and continuity.

Legal Value

These records form proof of an event or agreement. Obligations, commitments, rights, and delegations of authority fall into this category. Without these records there is no security or foundation for decision-making.

Long Term Research Value

Records of this type allow the context of the records creator to be understood. Social, political, economic, educational, and recreational activities and the relations to the wider community are documented through these records.

Common County Records Stored at the Archives

Assessor's Office

Assessment Rolls (50 years or older)
Maps

Clerk/Auditor/Recorder (50 years or older)

Marriage License Applications
Annual Audit Reports
County Ordinances
County Resolutions
Election Abstracts

Check Warrant Registers
Levies for Taxing Districts
Articles of Incorporation
Assumed Business
Deeds
Deeds of Trust
Marriage Licenses
Military Discharges
Mortgages
Survey Plats
Synopsis

Coroner

Death Records

Court Records

(15 years or older, minimum)

Court records are typically the most active of any records stored at the Archives. Before deciding to transfer civil records to the Archives please review ISA's policy regarding "inactive records". If the files you are wishing to transfer are accessed more than once per month they are considered active and must be held at the local jurisdiction until they are no longer accessed. Records that become active will be returned to the creating agency at their expense.

- **Civil Cases**

Probate, Estates, and Wills that are 50 years or older

- **Criminal Cases and/or Inmate Records**

Due to the volume of criminal and inmate records the state archives can only accept notorious and/or historically significant Case Files/Inmate Records

The following list provides criteria that should be considered when evaluating whether a record should be considered for transfer to the Idaho State Archives. The government records archivist will advise and select records for transfer based on their historical significance to Idaho history:

Did the case/inmate attain contemporary public notoriety?

Did the case/inmate receive significant media coverage?

Did the inmate/case cause local agencies to develop or utilize new methods or technologies?

Is the case/inmate frequently cited in scholarly or professional literature or other resources?

Has the case/inmate caused a change in policies or laws?

Did the case affect a large portion of the community?

Was the case/inmate controversial?

Was the case/inmate generally viewed by the community as important or significant?

Was the case/inmate the subject of a well-known book or feature film?

Did the case/inmate incur large restitution amounts?

If a case or inmate file meets one or more of the above criteria, the Idaho State Archives should be contacted to discuss transfer into the state archives for permanent storage.

County Commissioners

(15 years or older)

County Commissioners' Minutes

Ordinances

Resolutions

Audit Reports

Various Board and Commission Minutes

Emergency Management

Maps

Juvenile Records

According to [Idaho Court Administrative Rules 37 and 38](#) the Idaho State Archives does not accept juvenile or sealed records

Law Enforcement

(15 years of older)

Police Report Photographs

Veteran's Educational Benefits

Parks and Recreation/Waterways

Maps

Planning and Zoning

(15 years or older)

Applications (actual)

Code Area Change

Developers' Agreements

Final Plats

Maps: Zoning

Maps: Flood Plain

Plat Maps

Treasurer's Office
(50 years or older)

Tax Rolls

Common City Records Stored at the Archives

City retention schedules can vary from city to city. The Idaho State Archives will evaluate each records transfer on an individual basis to determine records that are permanent, inactive and historically significant. There are some record types listed in Idaho Statute [50-907](#) designated as permanent for all cities. Of those records types the Archives accepts

- Adopted meeting minutes of the city council and city boards and commissions;
- Ordinances and resolutions;
- Fiscal year-end financial reports;
- Records affecting the title to real property or liens thereon;
- Cemetery records of lot ownership, headstone inscriptions, interment, exhumation and removal records, and cemetery maps, plot plans and surveys;
- Poll books, excluding optional duplicate poll books used to record that the elector has voted, tally books, sample ballots, campaign finance reports, declarations of candidacy, declarations of intent, and notices of election;

Common State Records Stored at the Archives

See Retention Schedule of the Records Management Guide at:

http://www.history.idaho.gov/sites/default/files/uploads/RC_2014_%2002_%2018%20Idaho%20State%20Records%20Manual.pdf

APPENDIX 2: WHAT TO DO WITH PAPER COPIES OF SCANNED RECORDS



The Idaho Supreme Court is currently implementing a standard to which scanned court records must adhere. Until this review process is complete the Idaho State Archives is not accepting any record that has been scanned at the local jurisdiction.