



## Idaho Records Center

A Program of the Idaho State Archives

*Idaho Department of Lands Retention  
Schedule of the  
Records Management Guide  
(This Schedule Revised December, 2012)*



**C.L. "BUTCH" OTTER, GOVERNOR**

**Idaho State Historical Society**  
Janet Gallimore, Executive Director

Rod House, State Archivist  
Idaho State Archives  
2205 Old Penitentiary Road  
Boise, Idaho 83712  
Phone: (208) 334-2620  
Email: [rod.house@ishs.idaho.gov](mailto:rod.house@ishs.idaho.gov)  
Fax: (208) 334-2626

Duane Bogstie, State Records Manager  
Idaho State Record Center  
5327 Kendall St.  
Boise, Idaho 83706  
Phone: (208) 327-7060  
Email: [duane.bogstie@ishs.idaho.gov](mailto:duane.bogstie@ishs.idaho.gov)  
Fax: (208) 327-7062

[history.idaho.gov](http://history.idaho.gov)

# TABLE OF CONTENTS

GUIDELINES .....	A-9-1
INTRODUCTION TO RECORDS RETENTION SCHEDULE .....	A-9-2
HOW TO USE THESE SCHEDULES .....	A-9-4
<b>ADMINISTRATIVE RECORDS .....</b>	<b>1</b>
Acknowledgment Files .....	1
Administrative Hearing Transcripts .....	1
Administrative Reference / Reading Files .....	1
Administrative Rule Records .....	2
Administrative Rulemaking Files .....	2
Agency Written Histories .....	3
Attorney General's Opinions .....	3
Committee and Administrative Hearing Recordings .....	4
Committee and Conference Files .....	4
Daily Activity Schedules .....	5
Executive Correspondence .....	5
Feasibility Studies .....	5
Finding Aids .....	6
Forms Development Files .....	6
Correspondence (Routine) .....	6
Incoming Document Log .....	7
Internal Committee and Conference Files .....	7
Litigation Case Files .....	7
Mailing Lists .....	8
Management Improvement Reports .....	8
Organizational Files .....	8
Pending Files .....	8
Performance Audit Reports .....	9
Policies and Procedures Manual .....	9
Policy and Procedure Case Files .....	9
Proposed Legislation Records .....	9
Publications .....	10
Public Record Register Sheets .....	10
Records Disposition Files .....	10
Records Management Files .....	11
Technical Reference Files .....	11
Working Papers .....	11
<b>BOARD AND COMMISSION RECORDS .....</b>	<b>12</b>
Appeal and Review Records .....	12
Board and Commission Meeting Minutes .....	12
Board and Commission Formation And Organizational Records .....	12
<b>BUDGET RECORDS .....</b>	<b>13</b>
Budget Reports, Annual .....	13
Grant Monthly Reports, Block .....	13
Grant Yearly Reports, Block .....	13
Budget Allocation Files .....	13
Budget Background Records .....	14

Budget Policy Files .....	14
Grant Case Files .....	14
Grant Control Files .....	15
Periodic Budget Reports .....	15
Unsuccessful Grant Application Files .....	15
<b>CARTOGRAPHIC RECORDS .....</b>	<b>16</b>
Cartographic Records .....	16
Geographic Information Systems (GIS) .....	16
<b>COMMUNICATION RECORDS .....</b>	<b>17</b>
Mail Control Records .....	17
<b>DATA PROCESSING RECORDS .....</b>	<b>18</b>
Data Documentation for Primary Operations Databases .....	18
Data Processing Planning Records .....	18
System Documentation for Permanent Databases .....	19
<b>FACILITY MANAGEMENT RECORDS.....</b>	<b>20</b>
Appraisal Files .....	20
As-Built Construction Plans and Specifications .....	20
Building and Equipment Service Files .....	20
Construction Budget Requests .....	20
Construction Plans In-Review .....	21
Construction Project Case Files .....	21
Facilities Management Guidelines .....	21
Maintenance Work Orders .....	21
Natural Disaster and Damage Survey Of Public Buildings .....	22
Space Utilization Reports .....	22
Under-Construction Plans and Specifications .....	22
Real Property Acquisition Files.....	22
<b>FINANCIAL RECORDS.....</b>	<b>23</b>
Accounting Administrative Files .....	23
Accounts Receivable Invoices .....	23
Adjustment Forms .....	23
Auditor's Financial Report.....	23
Bank Daily Totals .....	24
Bank Statements .....	24
Bond Official Transcripts .....	24
Bond Registration Files .....	24
Bonds, Notes and Coupons Paid .....	25
Cash Receipts / Credit Card Receipts .....	25
Collection Bonds .....	25
Cost Accounting Reports .....	26
Cost Report Data Files .....	26
Deposits with State Treasurer .....	26
Employee Travel Reimbursement Files .....	27
Expenditure Accounting General Correspondence and Subject Files .....	27
Expenditure Accounting Posting and Control Files .....	27

Freight Files .....	28
Freight Schedules of Lost or Damaged Shipments .....	28
General Accounting Ledger .....	28
Inventory of Fixed Assets .....	29
Journal Entry Records .....	29
Notary Bond Files .....	29
Performance Bonds .....	29
Personal Surety Bonds .....	30
Personnel Accounting Administrative Files .....	30
Petty Cash Records .....	30
Refund Requests .....	31
State Revenue Bonds.....	31
Tax and Revenue Anticipation Notes .....	31
Telephone Bills .....	31
Travel and Transportation Files .....	32
Vendor Payment Vouchers – Canceled .....	32
Warrant Requests .....	32
Warrant Requests Used In the Purchase of Real Property .....	32
Warrant / Check .....	33
Warrant / Check – Lost .....	33
Intermediary Fiscal Record of Receipts And Disbursements .....	33
<b>FISCAL RECORDS .....</b>	<b>34</b>
Fiscal – Insurance Policies .....	34
<b>HUMAN RESOURCE RECORDS .....</b>	<b>35</b>
I-9'S - Employment Eligibility Verification .....	35
Applications - Classified Employment (Unsolicited) .....	35
Applications - Non-Classified Employment (Unsolicited) .....	36
Equal Employment Opportunity Commission (EEOC) and Office of Federal Contract Compliance Program (OFCCP) Records .....	36
Garnishments - Tax Levees, Court Orders, Child Support Orders, Etc. ....	37
Medical Files - Terminated Employee .....	38
PERSI Transmittal Documents / Report .....	39
Personnel Files - Former Employees .....	39
Personnel Files - Active Employee Files .....	40
Problem Solving (Grievance) Files – Employee .....	41
Recruitment Files - Classified Positions .....	42
Reports - Division of Human Resources and Controllers Office .....	43
Training Records – Employee .....	43
Training Records – Miscellaneous .....	44
Training Profiles - Program Administration .....	44
<b>INFORMATIONAL SERVICE AGENCY RECORDS .....</b>	<b>45</b>
Annual Reports .....	45
<b>LAW ENFORCEMENT RECORDS .....</b>	<b>46</b>
Records Request File .....	46

<b>MOTOR VEHICLE RECORDS (STATE-OWNED)</b> .....	<b>47</b>
Motor Vehicle Automobile Titles .....	47
Certificates of Mileage .....	47
Gasoline Sales Tickets .....	47
Insurance Adjuster's Estimates Accident Report .....	47
Motor Vehicle Cost Files .....	47
Motor Vehicle Public Employee Operational Files .....	47
Motor Vehicle Release Files .....	48
Motor Vehicle Maintenance, Operation And Registration Files .....	48
<b>PROPERTY RECORDS</b> .....	<b>49</b>
Declaration of Surplus Property .....	49
Property Disposal Case Files .....	49
Real Property Sale Files .....	49
<b>PURCHASING RECORDS</b> .....	<b>50</b>
Bidders List Or Card Files .....	50
Cancelled Solicitation Files .....	50
Contract Appeals Case Files .....	50
Contract Purchasing Files .....	51
Leasing Contract Files .....	51
Professional Contractual Agreement Files .....	51
Purchase Requisition Files .....	51
Successful Bids And Proposals Files .....	52
Supply Management Files .....	52
Tax Exemption Files .....	52
Unopened Bids And Proposals.....	52
Unsuccessful Bids And Proposals Files .....	52
Administration - Contracts And Leases .....	53
<b>SAFETY AND SECURITY RECORDS</b> .....	<b>54</b>
Key Accountability Files .....	54
Disaster Preparedness & Recovery Plans .....	54
Hazard Communication Plans .....	54
Hazardous Materials Disposal Records .....	54
Inspection Records .....	55
Materials Safety Data Sheets .....	55
Deeds and Easements .....	56
<b>SG NUMBER INDEX</b> .....	<b>L-1</b>
<b>INDEX</b> .....	<b>1-1</b>

## **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 under the Idaho State Historical Society, 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	<b>A</b> – Indicates the record is or may be permanent and have historic value <b>R</b> – Indicates a required review by the Records Manager to determine value
Vital	<b>X</b> – Record is vital for immediate operation of the office of origin or the institution.
Guidance: Restricted Access	<b>RA</b> – Refers to the security needs of a record series. Must be justified.  <b><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></b>  Records may contain, but are not limited to, confidential, personal or proprietary information.
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 <sup>st</sup> )
FE	Fiscal Year End (June 30 <sup>th</sup> )
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 Records Manager.

### 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 Records Manager 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 Records Manager.

## 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 Record Center. 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 Records Manager, 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://history.idaho.gov/records-center>

**SAMPLE RECORDS**

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0110	<b>PERIODIC BUDGET REPORTS</b>  Monthly or routine reports on the status of agency appropriation accounts and apportionment, excluding Annual Budget Reports.		FE +3, then destroy			
SG1310	<b>LOSS CONTROL INSPECTION REPORTS</b>  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.  <b>GUIDANCE:</b> - Retain by agency until superseded or obsolete, then send to Risk Management.	Risk Management	US +12, then destroy			
SG18312	<b>STUDENTS - FINANCIAL AID RECORDS - FFEL AND DIRECT LOANS</b>  Records related to borrower’s eligibility and participation. All audit requirements to be met prior to disposal.  <b>GUIDANCE:</b> - AC - End of the award year in which the student last attended. - Retention based on 34 CFR § 668.24		AC +3, then destroy			<b>RA</b> –Access: FERPA, Confidential Record.
SG18559	<b>COMPUTER SYSTEMS - HARDWARE DOCUMENTATION</b>  Operational and maintenance requirements of computer hardware, such as operating manuals, hardware configurations, control systems.  <b>GUIDANCE:</b> - Series may relate to property management schedules.		PM	A	X	<b>RA</b> –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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, ADMINISTRATIVE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0001	<b>ACKNOWLEDGMENT FILES</b>  Acknowledgment, transmittal of inquiries, and requests that have been referred elsewhere for reply. <b>GUIDANCE:</b> - AC - After acknowledgement and/or referral.		AC +1, then destroy			
SG0002	<b>ADMINISTRATIVE HEARING TRANSCRIPTS</b>  Transcripts of hearings conducted as part of the regulatory process and hearings on proposed rules and changes; they may be maintained with related information including meeting notices, proofs of publications, meeting minutes, and the conclusions reached. May include audio and video recordings if minutes are not taken.		PM			Contact State Archivist.
SG0003	<b>ADMINISTRATIVE REFERENCE / READING FILES</b>  Record of all memoranda and correspondence generated by another agency for general reference by all agency employees.		AV or 1, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, ADMINISTRATIVE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0004	<p><b>ADMINISTRATIVE RULE RECORDS</b></p> <p>Also known as the administrative record. Information an agency relies upon when making a rule including copies of the proposed rule, change in the proposed rule, and the rule analysis; the public comment received and recorded by the agency during the public comment period; the agency's response to the public comment; the agency's analysis of the public comment; and the agency's report of its decision-making process. Also may include records and other information used by agencies to support rule-making decisions. Agencies are required to file the administrative record along with their responsive pleadings with the court when the rule is challenged.</p>		AC +4, then destroy.			
SG0005	<p><b>ADMINISTRATIVE RULEMAKING FILES</b></p> <p>Papers of short-term interest which have no documentary or evidential value. Includes transmittal correspondence, copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply; and quasi-official notices such as for holidays, charity, and fund appeals, bond campaigns, and other similar papers.</p>		AV or 1, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, ADMINISTRATIVE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0006	<p><b>AGENCY WRITTEN HISTORIES</b></p> <p>Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audio-visual agency histories. This series documents the efforts of an agency or unit to provide informative sessions, short-courses, workshops, training programs, excursions, and celebratory events for members of the institution and the communities it serves. This series may include but is not limited to: materials on planning and arrangements; reports; promotional and publicity materials; press releases and news clippings; photographs; presentation materials and handouts; schedules of speakers and activities; registration and attendance lists; participant evaluations; and related documentation and correspondence.</p>		PM			Contact State Archivist.
SG0007	<p><b>ATTORNEY GENERAL'S OPINIONS</b></p> <p>Legal interpretations written at the request of an agency asking for guidance in enforcing, obeying, and/or interpretation of the law.</p>		PM			Contact State Archivist.

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, ADMINISTRATIVE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0008	<p><b>COMMITTEE AND ADMINISTRATIVE HEARING RECORDINGS</b></p> <p>Audio and video recordings which document what transpired at committee and board meetings, conferences, and administrative hearings.</p> <p><b>NOTE:</b> If summary minutes of these meetings are not taken, the recordings are permanent and should be transferred to appropriate storage. Contact State Archivist.</p> <p><b>GUIDANCE:</b> - AC - After meeting minutes have been approved.</p>		AC +1, then destroy			
SG0009	<p><b>COMMITTEE AND CONFERENCE FILES</b></p> <p>Records created by a committee or conference, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recordings if minutes are not taken.</p>		PM			Contact State Archivist.

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, ADMINISTRATIVE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0010	<b>DAILY ACTIVITY SCHEDULES</b>  Records regarding State employees who are not executives or exempt status containing substantive information relating to official activities, the substance of which has not been incorporated into official files. Includes calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of employees. Records containing substantive information relating to the official activities of high-level officials which are not incorporated into memoranda, reports, correspondence, or other records included in the official files. Include calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of the employees.		AC +1, then destroy.			
SG0014	<b>EXECUTIVE CORRESPONDENCE</b>  Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements. Includes electronic mail that communicates the above.		PM			Contact State Archivist.
SG0015	<b>FEASIBILITY STUDIES</b>  Studies conducted before the installation and implementation of any technology, equipment, process, or procedure. Includes studies and systems analysis for the initial establishment and major changes of these svstems.		PM			Contact State Archivist.

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, ADMINISTRATIVE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0016	<p><b>FINDING AIDS</b></p> <p>Indices, lists, catalogues, registers, and other finding aids necessary for the efficient use of other records.</p> <p><b>GUIDANCE:</b> - AC - Until records to which they pertain are destroyed or destroy when no longer needed for reference.</p>		AC, then destroy			
SG0017	<p><b>FORMS DEVELOPMENT FILES</b></p> <p>Working papers, background materials, requisitions, specifications, processing data, and control records which provide documentation to the creation and establishment of a form.</p>		US +1, then destroy			
SG0018	<p><b>CORRESPONDENCE (ROUTINE)</b></p> <p>Internal or external correspondence regarding general program information duplicated elsewhere, which does not include policy decisions or directives, how the office is organized, how it functions, its pattern of action, procedures, or achievements. Records that are general in nature and do not relate directly to PRIMARY program responsibilities of an office or agency. Letters of appreciation, congratulations, charity fund, parking assignments. Records of a general nature which would be created in the course of administering agency programs. Information could include office organization, staffing, procedures, and internal communications. Includes electronic mail that communicates the above.</p>		AC +3, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, ADMINISTRATIVE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0020	<b>INCOMING DOCUMENT LOG</b>  Records which provide detailed information on incoming documents that require distribution or action.		AC +1, then destroy			
SG0022	<b>INTERNAL COMMITTEE AND CONFERENCE FILES</b>  Records relating to executive establishment, organization, membership, and committee policy to handle problems or issues within an agency.  <b>GUIDANCE:</b> - AC - After termination of committee.		AC +2, then destroy			
SG0023	<b>LITIGATION CASE FILES</b>  Document judicial proceedings, which involve the state agency. Files include some or all of the following documents: affidavits, summons and complaints, responses, orders of dismissals, notice and general appeal, laws and regulations applying to a particular case, legal briefs, transcripts of proceedings, orders, court decisions, and related information.		PM			Contact State Archivist.

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, ADMINISTRATIVE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0024	<b>MAILING LISTS</b>  Lists of individuals, companies, or other entities with which the agency corresponds. Information includes street addresses, electronic mail addresses, and phone and FAX numbers.		US, then destroy			
SG0025	<b>MANAGEMENT IMPROVEMENT REPORTS</b>  Reports on analysis and implementation of programs and operation of those programs.		AC +10, then destroy			
SG0026	<b>ORGANIZATIONAL FILES</b>  Records detailing an organization, which could include charts and reorganization studies. Also administrative maps that show regional boundaries and headquarters of decentralized agencies or that show the geographic extent or limits of an agency's programs and projects. Formally prepared descriptions of the responsibility assigned to the senior executive officers of an agency at the division level and above.		PM			Contact State Archivist.
SG0028	<b>PENDING FILES</b>  Papers arranged in chronological order as a reminder that action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.  <b>GUIDANCE:</b> - AC - Retain until incorporated into official file when reply is received or action taken, retain in conjunction with that record series.		AC			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, ADMINISTRATIVE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0029	<b>PERFORMANCE AUDIT REPORTS</b>  These are reports written and prepared as a result of a performance audit on state agencies. They contain summary documentation on agencies programs, operations and productivity. The reports may be prepared by internal and/or external resources.		PM			Contact State Archivist.
SG0030	<b>POLICIES AND PROCEDURES MANUAL</b>  Policies and procedures that govern the operation and administration of various programs within the organization.		PM			Contact State Archivist.
SG0031	<b>POLICY AND PROCEDURE CASE FILES</b>  Case Files related to policy and procedure issuances which document the development of the issuance. Includes issuances related to routine administrative functions (e.g., payroll, procurement, and personnel).		US +2, then destroy			
SG0032	<b>PROPOSED LEGISLATION RECORDS</b>  Records created by governmental agencies for the purpose of proposing legislation. They contain correspondence, memoranda, research information on proposed legislation, fiscal notes, summaries, estimated cost reports, impact statements, and other information documenting the proposed legislation.		PM			Contact State Archivist.

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, ADMINISTRATIVE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0033	<p><b>PUBLICATIONS</b></p> <p>Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. Electronic versions of publications may be considered a duplicate if identical.</p> <p><b>GUIDANCE:</b> - Creating agency shall transfer one copy to State Archives when published.</p>		PM			
SG0034	<p><b>PUBLIC RECORD REGISTER SHEETS</b></p> <p>Descriptive listings of agency records transferred to the State Archives. Information includes records series number, agency name and address, record series title and inclusive dates, classification information, accession number, agency box number, description of box contents, and date of transfer.</p>		Retain by agency for reference			
SG0035	<p><b>RECORDS DISPOSITION FILES</b></p> <p>Records which document the destruction of a governmental agency's records, such as destruction letters or destruction logs.</p>		PM			Contact State Archivist.

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, ADMINISTRATIVE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0036	<p><b>RECORDS MANAGEMENT FILES</b></p> <p>Records used in creating and establishing records management programs. They may contain records inventories, correspondence, classification designations, records control, equipment, filing procedures/manuals, training information, and other documents created by the State Archives and other agencies to facilitate records management practices. May also contain information on records management equipment and/or computer software.</p>		PM			Contact State Archivist.
SG0038	<p><b>TECHNICAL REFERENCE FILES</b></p> <p>These are documents retained strictly for reference and informational purposes which are not part of any other official files. They include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, extra (non-record) copies of policy and procedure files, brochures, catalogs, vendor price lists, and publications prepared internally and externally.</p>		AV or 1, then destroy			
SG0042	<p><b>WORKING PAPERS</b></p> <p>Papers which have a short-term use and comprise the background records, such as preliminary studies, drafts, analyzes, notes, interim reports regarding a particular case files, and financial performance audits.</p>		AV, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, BOARD AND COMMISSION RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG1501	<b>APPEAL AND REVIEW RECORDS</b>  Series documents reviews of decisions made by the board or commission or 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 case; minutes and testimony; exhibits; reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; working papers; hearing schedules and lists of participants; and related correspondence and documentation.		<i>Case Files:</i> AC +3, then PM  <i>Working Files:</i> AC, then destroy			
SG1504	<b>BOARD AND COMMISSION MEETING MINUTES</b>  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.		AC +3, then PM			
SG1505	<b>BOARD AND COMMISSION FORMATION AND ORGANIZATIONAL RECORDS</b>  Series documents the formation and organization of the board or commission. Records may include but are not limited to by-laws; position and policy statements; mission and goal statements; rules and regulations; work plans; and related documentation.		AC +3, then PM			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, BUDGET RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0101	<b>BUDGET REPORTS, ANNUAL</b> Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.		PM			Contact State Archivist.
SG0102	<b>GRANT MONTHLY REPORTS, BLOCK</b> Monthly reports on grants received by State agencies from the Federal Government, which may contain applications, notice of award, program reports, and correspondence.		AC +3, then destroy			
SG0103	<b>GRANT YEARLY REPORTS, BLOCK</b> Annual reports on grants received by State agencies from the Federal Government, which may contain applications, notice of award, program reports, and correspondence.		PM			Contact State Archivist.
SG0104	<b>BUDGET ALLOCATION FILES</b> Allocation and re-allocation schedules, proposing monthly obligations under each authorized appropriation.		AC +3, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, BUDGET RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0105	<b>BUDGET BACKGROUND RECORDS</b>  Records used to assist in the preparation of the division budget and to justify budget requests presented to the department director. They also contain work programs, etc. Copies of budget estimates and justification prepared or consolidated in formally organized budget offices. Included are appropriation language sheets, narrative statements, workload/expansion plans and related schedules and data.		AC +3, then destroy			
SG0107	<b>BUDGET POLICY FILES</b>  Correspondence or subject files of formally organized budget offices documenting agency policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for agency programs.		PM			Contact State Archivist.
SG0108	<b>GRANT CASE FILES</b>  Accepted proposals and applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds and project budgets.  <b>GUIDANCE:</b> - AC - After grant has expired, unless otherwise noted in the grant.		AC +3, then destroy.			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, BUDGET RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0109	<b>GRANT CONTROL FILES</b>  Indices, registers, logs, or other records relating to control of assigning numbers or identifying projects, applications, and grants.		US, then destroy.			
SG0110	<b>PERIODIC BUDGET REPORTS</b>  Monthly or routine reports on the status of agency appropriation accounts and apportionment, excluding Annual Budget Reports.		FE +3, then destroy.			
SG0111	<b>UNSUCCESSFUL GRANT APPLICATION FILES</b>  Rejected and withdrawn grant applications, memoranda, correspondence, and other records relating to the decision to reject the grant proposal.  <b>GUIDANCE:</b> - AC After rejection and withdrawal.		AC +3, then destroy.			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, CARTOGRAPHIC RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0201	<p><b>CARTOGRAPHIC RECORDS</b></p> <p>Cartographic records include maps (printed, automated, and microfilmed, aerial photography, globes, models, raised relief maps, and remote sensing imagery. These records have a special place in preserving the history of Idaho and should be regularly inventoried and if in electronic form, regularly upgraded and migrated.</p>		PM			Contact State Archivist.
SG0202	<p><b>GEOGRAPHIC INFORMATION SYSTEMS (GIS)</b></p> <p>When agencies retain data in Geographic Information Systems (GIS), including off-line, AND the related records are judged to be archival (have long term and research value beyond the agency), it is particularly crucial that the documentation be preserved along with the digital records. When archival electronic (digital) records are transferred to the State Archives, it is essential that they be accompanied by relevant and accurate data documentation. May include maps and data related to hazardous materials storage, natural resource, mine and well-head locations (ex: natural gas), as well as representations of compilations of demographic information.</p> <p><b>GUIDANCE:</b> - Refer to SG0408, Data Documentation, for permanent databases.</p>		PM			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, COMMUNICATION RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0301	<p><b>MAIL CONTROL RECORDS</b></p> <p>Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, including statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post).</p>		AC +3, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, DATA PROCESSING RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0408	<p><b>DATA DOCUMENTATION FOR PRIMARY OPERATIONS DATABASES</b></p> <p>Records generally created during development or modification of an automated system, which are necessary to access, retrieve, manipulate and interpret data in that system, including data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements. This documentation only includes that of data bases whose information is considered permanent or otherwise significant. User and operational documentation describing how an application system operated from a functional user and data processing point of view, including records documenting data entry, manipulation, output and retrieval, records necessary for using the system, including user guides, system or sub-system definitions, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, and input and output specifications. <i>This schedule applies to documentation for databases whose information are considered permanent or otherwise significant. Documentation may include metadata and information organized in data warehouse systems.</i></p>		PM			Contact State Archivist.
SG0409	<p><b>DATA PROCESSING PLANNING RECORDS</b></p> <p>Records created and used in the development, redesign, or modification of an automated system or application, including project management records, status reports, system or subsystem specifications, user requirements and specifications, and memoranda and correspondence. May also include studies, analyzes, and short-range plans.</p>		PM			Contact State Archivist.

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, DATA PROCESSING RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0413	<p><b>SYSTEM DOCUMENTATION FOR PERMANENT DATABASES</b></p> <p>User and operational documentation describing how an application system operated from a functional user and data processing point of view, including records documenting data entry, manipulation, output and retrieval, records necessary for using the system, including user guides, system or sub-system definitions, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, and input and output specifications. This documentation only includes that of databases whose information is considered permanent or otherwise significant.</p> <p><b>GUIDANCE:</b> - Transfer to State Archives immediately.</p>		PM <i>Duplicate copies:</i> AV, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, FACILITY MANAGEMENT RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0502	<b>APPRAISAL FILES</b>  Files including location, description, value, and photographs of property.		US, then destroy			
SG0503	<b>AS-BUILT CONSTRUCTION PLANS AND SPECIFICATIONS</b>  Final plans and specifications for approved and constructed state buildings.		PM			Contact State Archivist.
SG0504	<b>BUILDING AND EQUIPMENT SERVICE FILES</b>  Requests for building and equipment maintenance services, excluding fiscal copies.		FE +3, then destroy			
SG0505	<b>CONSTRUCTION BUDGET REQUESTS</b>  Construction requests sent to the Division of Public Works that reveal budgetary impacts of planned construction.  <b>GUIDANCE:</b> - Retain by Division of Public Works.	Division of Public Works	AC +5, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, FACILITY MANAGEMENT RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0506	<b>CONSTRUCTION PLANS IN-REVIEW</b>  Preliminary designs and specifications prepared by architectural firms for review by state agency.		AC +1, then destroy			
SG0507	<b>CONSTRUCTION PROJECT CASE FILES</b>  Case files documenting the construction and/or renovation of state owned buildings and structures and costs incurred.		PM			Contact State Archivist.
SG0508	<b>FACILITIES MANAGEMENT GUIDELINES</b>  Information pertaining to handicapped access, historic preservation, energy conservation, environmental protection, and planning. AC +3, then destroy					
SG0509	<b>MAINTENANCE WORK ORDERS</b>  Requests from agencies for repair of building equipment, minor construction, or painting.  <b>GUIDANCE:</b> - Retain by Division of Public Works.	Division of Public Works	AC +3, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, FACILITY MANAGEMENT RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0510	<b>NATURAL DISASTER AND DAMAGE SURVEY OF PUBLIC BUILDINGS</b>  Survey and analysis of damage done to public buildings during natural disasters or acts of terrorism.		PM			Contact State Archivist.
SG0511	<b>SPACE UTILIZATION REPORTS</b>  Reports on the amount of floor space in agency buildings, number of rooms, and the capacity.		US, then destroy			
SG0512	<b>UNDER-CONSTRUCTION PLANS AND SPECIFICATIONS</b>  Specifications used by contractors and architects as guidelines to construct previously designed buildings.		US, then destroy			
SG0513	<b>REAL PROPERTY ACQUISITION FILES</b>  Title papers documentation the acquisition of real property by purchase, condemnation, donation, exchange, or otherwise.		PM			Contact State Archivist.

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, FINANCIAL RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0601	<b>ACCOUNTING ADMINISTRATIVE FILES</b>  Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.  <b>GUIDANCE:</b> - Retain by agency 3 years or after audit.		AC +3, then destroy			
SG0602	<b>ACCOUNTS RECEIVABLE INVOICES</b>  Invoices billing non-state agencies or institutions for supplies, services or repairs provided by an agency.  <b>GUIDANCE:</b> - Retain by agency 3 years or after audit.		AC +3, then destroy			
SG0603	<b>ADJUSTMENT FORMS</b>  Appropriation adjustments created by agency accounting officers and sent to the Division of Financial Management for approval.  <b>GUIDANCE:</b> - Retain by agency 3 years or after audit.		AC +3, then destroy			
SG0604	<b>AUDITOR'S FINANCIAL REPORT</b>  Report prepared by internal or external auditors as a result of a financial audit.		PM			Contact State Archivist.

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, FINANCIAL RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0605	<b>BANK DAILY TOTALS</b>  Daily report from bank that is used for reconciliation.  <b>GUIDANCE:</b> - Retain by the State Treasurer's Office.	State Treasurer's Office	AC +1, then destroy			
SG0606	<b>BANK STATEMENTS</b>  Canceled checks, debit/credit memoranda, deposit slips, and monthly reconciliations.  <b>GUIDANCE:</b> - Retain by the State Treasurer's Office.	State Treasurer's Office	AC +3, then destroy			
SG0607	<b>BOND OFFICIAL TRANSCRIPTS</b>  Official files regarding authority to permit bond negotiations with paying agent, etc.		PM			Contact State Archivist.
SG0608	<b>BOND REGISTRATION FILES</b>  Issuing agent's copies of bond registration stubs.		AC +2, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, FINANCIAL RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0609	<p><b>BONDS, NOTES AND COUPONS PAID</b></p> <p>Coupons and notes redeemed throughout the lifetime of the bond.</p> <p><b>GUIDANCE:</b> - AC - Retain by the State Treasurer's Office until redeemed by paying agency.</p>	State Treasurer's Office	AC, then destroy			
SG0610	<p><b>CASH RECEIPTS / CREDIT CARD RECEIPTS</b></p> <p>Agency copy of receipts given to customers who pay cash to the agency for services rendered.</p> <p>A. Cash Receipts - Retain by agency 3 years or after audit.</p> <p>B. Credit Card Receipts - Retain by agency 18 months or after audit.</p>		<p>A. AC +3, then Destroy</p> <p>B. AC +18 months, then destroy</p>			
SG0611	<p><b>COLLECTION BONDS</b></p> <p>Collection agency bonds are bonds filed by collection agencies in the state.</p> <p><b>GUIDANCE:</b> - Retain by agency 7 years after bond expiration.</p>		AC +7, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, FINANCIAL RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0612	<p><b>COST ACCOUNTING REPORTS</b></p> <p>Reports maintained by receiving and reporting units, which document how much it costs an entity to provide a service and the fee they charge for that service.</p> <p><b>GUIDANCE:</b> - Retain by agency 3 years or after audit.</p>		AC +3, then destroy			
SG0613	<p><b>COST REPORT DATA FILES</b></p> <p>Ledgers and forms used to accumulate data for use in cost reports.</p> <p><b>GUIDANCE:</b> - Retain by agency 3 years or after audit.</p>		AC +3, then destroy			
SG0614	<p><b>DEPOSITS WITH STATE TREASURER</b></p> <p>Cash receipt transaction forms accompanying agency deposits to the State Treasurer's Office.</p> <p><b>GUIDANCE:</b> - Retain by agency 3 years or after audit.</p>		AC +3, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, FINANCIAL RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0615	<p><b>EMPLOYEE TRAVEL REIMBURSEMENT FILES</b></p> <p>Records relating to reimbursing individuals, such as travel orders, travel authorizations, per diem vouchers, transportation requests, hotel reservations, and all supporting records documenting official travel by officers, employees, dependents, or others authorized by law to travel.</p> <p><b>GUIDANCE:</b> - Retain by agency 3 years or after audit.</p>		AC +3, then destroy			
SG0616	<p><b>EXPENDITURE ACCOUNTING GENERAL CORRESPONDENCE AND SUBJECT FILES</b></p> <p>Correspondence or subject file maintained by operating units responsible for expenditure accounting, pertaining to their internal operations and administration.</p> <p><b>GUIDANCE:</b> - Retain by agency 2 years or after audit.</p>		AC +2, then destroy			
SG0617	<p><b>EXPENDITURE ACCOUNTING POSTING AND CONTROL FILES</b></p> <p>Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.</p> <p><b>GUIDANCE:</b> - Retain by agency 3 years or after audit.</p>		AC +3, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, FINANCIAL RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0618	<p><b>FREIGHT FILES</b></p> <p>Records relating to freight, consisting of export certificates, transit certificates, demurrage card, record books, shipping documents pertinent to freight classification, memorandum copies of government or commercial bills of lading, shortage and demurrage reports, and all supporting documents, including records relating to the shipment of household goods.</p> <p><b>GUIDANCE:</b> - Retain by agency 3 years after the period of the account or after audit.</p>		AC +3, then destroy			
SG0619	<p><b>FREIGHT SCHEDULES OF LOST OR DAMAGED SHIPMENTS</b></p> <p>Schedules of valuables shipped, correspondence, memoranda, reports and other related records.</p> <p><b>GUIDANCE:</b> - Retain by agency 3 years after audit or restitution is made.</p>		AC +3, then destroy			
SG0620	<p><b>GENERAL ACCOUNTING LEDGER</b></p> <p>General accounts ledger, showing debit and credit entries, and reflecting expenditures in summary.</p> <p><b>GUIDANCE:</b> - Retain by agency 7 years or after audit.</p>		AC +7, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, FINANCIAL RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0621	<b>INVENTORY OF FIXED ASSETS</b>  These records are used to track and control capital outlay such as office equipment (chairs, typewriters, etc.) and other fixed assets including tools, machinery, and other large equipment.		AC +2, then destroy			
SG0622	<b>JOURNAL ENTRY RECORDS</b>  Entries listing adjustments to an organization's credit or debit financial statements.		AC +10, then destroy			
SG0623	<b>NOTARY BOND FILES</b>  Posted by notaries public conditioned for the faithful performance of duties.  <b>GUIDANCE:</b> - Retain by Secretary of State's Office.	Secretary of State's Office	AC +7, then destroy			
SG0624	<b>PERFORMANCE BONDS</b>  Bonds made payable to the state conditional to the performance of all activity requirements and state and federal law.		AC +7, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, FINANCIAL RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0625	<b>PERSONAL SURETY BONDS</b>  Official copies of the bond and attached powers of attorney.  <b>GUIDANCE:</b> - AC - After bond becomes inactive.		AC +15, then destroy			
SG0626	<b>PERSONNEL ACCOUNTING ADMINISTRATIVE FILES</b>  Files used for workload and personnel management purposes. Includes correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.  <b>GUIDANCE:</b> - Retain by agency 2 years or after audit.		AC +2, then destroy			
SG0627	<b>PETTY CASH RECORDS</b>  Records which verify all monies received or expended through a petty cash account. Includes cash receipts, adding machine tapes, daily accounting records, reconciliation, transmittals, etc.  <b>GUIDANCE:</b> - Retain by agency 3 years or after audit.		AC +3, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, FINANCIAL RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0628	<b>REFUND REQUESTS</b>  Form signed by the customer which requests a refund of monies paid to the agency.  <b>GUIDANCE:</b> - Retain by agency 3 years or after audit.		AC +3, then destroy			
SG0629	<b>STATE REVENUE BONDS</b>  Files which document the obligations of the State support by a specific revenue source. They are generally terms of 3-20 years. The most common are State Revenue Bonds which include leases and rentals. They have interest paid semi-annually.  <b>GUIDANCE:</b> - Retain for 1 year after paid, cancelled or after audit.		AC +1, then destroy			
SG0630	<b>TAX AND REVENUE ANTICIPATION NOTES</b>  Short-term notes which are revenue supported. They are issued by the State Treasurer for a term of less than 1 year.		AC +1, then destroy			
SG0631	<b>TELEPHONE BILLS</b>  Bills which document calls made from state offices. Bills also include the number called and the length, time, and date of phone call.  <b>GUIDANCE:</b> - Retain by agency 3 years or after audit.		AC +3, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, FINANCIAL RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0632	<p><b>TRAVEL AND TRANSPORTATION FILES</b></p> <p>Correspondence, forms, and relating records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule.</p> <p><b>GUIDANCE:</b> - Retain by agency 3 years or after audit.</p>		AC +3, then destroy			
SG0633	<p><b>VENDOR PAYMENT VOUCHERS – CANCELED</b></p> <p>Documentation used to input data about canceled warrants.</p> <p><b>GUIDANCE:</b> - Retain 7 years or after audit.</p>		AC +7, then destroy			
SG0634	<p><b>WARRANT REQUESTS</b></p> <p>Expenditures processed by state agencies to the Office of the State Controllers statewide accounting system to pay vendors for supplies and/or services the vendors have provided to the agencies.</p> <p><b>GUIDANCE:</b> - Retain by agency 3 years or after audit.</p>		AC +3, then destroy			
SG0635	<p><b>WARRANT REQUESTS USED IN THE PURCHASE OF REAL PROPERTY</b></p> <p>Documentation of the purchase of real estate by a government agency.</p>		PM			Contact State Archivist.

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, FINANCIAL RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0636	<p><b>WARRANT / CHECK</b></p> <p>Actual warrant or check cut from warrant request to pay for services rendered.</p> <p><b>GUIDANCE:</b> - Retain until redeemed and microfilmed by the bank. Maintain microfilm by the State Treasurer’s Office for 7 years or after audit.</p>	State Treasurer’s Office	AC +7, then destroy			
SG0637	<p><b>WARRANT / CHECK – LOST</b></p> <p>Legal documentation explaining and justifying a lost warrant, so that a new one can be issued.</p> <p><b>GUIDANCE:</b> - Retain by the Office of State Controller for 7 years or after audit.</p>	Office of State Controller	AC +7, then destroy			
SG0638	<p><b>INTERMEDIARY FISCAL RECORD OF RECEIPTS AND DISBURSEMENTS</b></p> <p>Records including, but not limited to, detail record, analysis, proof sheet or trial balance worksheet, and adding machine tapes.</p>		AC +6, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, FISCAL RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18633	<p><b>FISCAL - INSURANCE POLICIES</b></p> <p>For all types.</p> <p><b>GUIDANCE:</b> - AC - Expiration or termination of the policy according to its terms.</p>		AC +5, then destroy		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.

**INTRODUCTION: It is the responsibility of the State Controller’s Office (SCO), PERSI, the State Insurance Fund, Department of Administration Office of Group Insurance (OGI), and Division of Human Resources (DHR) to appropriately maintain certain official state files as well as payroll, pension, insurance, benefit information and employment history.**

**Each state Agency maintains an employee’s active personnel file. Additional official state records are kept by the above Agencies. The employing Agency may retain or destroy reference copies of these documents. If additional and significant information is added to a duplicate, then it should be reassessed for retention.**

*The citations are for informational purposes only.*

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0750	<p><b>I-9’S - EMPLOYMENT ELIGIBILITY VERIFICATION</b></p> <p>Documentation of employment eligibility compliance with the United States Department of Justice Immigration and Naturalization Service. The retention period below applies to forms completed for all new hires as well superseded or previous forms completed on rehires.</p> <p><b>GUIDANCE:</b> - Citation(s): 8 CFR 274A.2.</p>		AC +3, then destroy			
SG0752	<p><b>APPLICATIONS - CLASSIFIED EMPLOYMENT (UNSOLICITED)</b></p> <p>Unsolicited applications from individuals requesting employment directly through the agency. Since each agency cannot accept unsolicited applications directly (must first go through DHR), there is no requirement to retain unsolicited applications.</p>		None; forward to DHR upon receipt			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, HUMAN RESOURCE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0753	<p><b>APPLICATIONS - NON-CLASSIFIED EMPLOYMENT (UNSOLICITED)</b></p> <p>Unsolicited applications for jobs that are not currently being filled may be destroyed.</p>		<p><i>Unsuccessful Applicants:</i> AC +4, then Destroy</p> <p><i>Successful Applicants:</i> AC +5, then destroy</p>			
SG0754	<p><b>EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) AND OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAM (OFCCP) RECORDS</b></p> <p>Records generated out of compliance, reporting or complaints filed with the two agencies. May contain reports of OFCCP violations and EEOC reports, investigations, case files, complaints, etc.</p> <p><b><i>GUIDANCE:</i></b> - Citation(s): Business Requirement (29 CFR 1602.12).</p>		<p><i>EEOC:</i> AC +3, then Destroy</p> <p><i>OFCCP:</i> AC +3, then destroy</p>			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, HUMAN RESOURCE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0760	<p><b>GARNISHMENTS - TAX LEVEES, COURT ORDERS, CHILD SUPPORT ORDERS, ETC.</b></p> <p>Court enforced garnishment orders issued by the legal system through the SCO, who sends out two copies to the Agency. One copy is filed in Agency and the other is forwarded to the employee. Per SCO, each Agency is required to retain their copy of the garnishment to ensure they do not set up employees for direct deposit, or any voluntary deductions, if they have a garnishment. SCO is responsible for receipt, setup, garnishment oversight, sending out copies, answering any employee questions, complaints, and retention.</p> <p><b>NOTE:</b> SCO recommends the Agency retain for 3 years. Courts retain indefinitely and sheriff retains for 1 year.</p> <p><b>GUIDANCE:</b></p> <ul style="list-style-type: none"> <li>- SCO is responsible for retention of original garnishment for 7 years after paid.</li> <li>- Citation(s): Business Requirement.</li> </ul>		AC +3, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, HUMAN RESOURCE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0765	<p><b>MEDICAL FILES - TERMINATED EMPLOYEE</b></p> <p>Created when an employee has a medical condition (injury or illness – work or non-work related) affecting their ability to work. Files may include information about the situation, physical assessment forms, correspondence, information from physicians and other medical providers, return to work documentation, etc. Medical files may also include information about Workers Compensation, FMLA and ADA cases. Medical records should be kept as confidential as possible, ideally in a separate locked area.</p> <p><b>NOTE:</b> These are not Exposure Records (medical/employment questionnaires, tests or histories for occupational exposure history, lists of chemicals employees work with, radiation exposure, etc., which must have their own retention).</p> <p><b>GUIDANCE:</b></p> <p>- If involved in court case, retain until settlement plus 5 years, then destroy.</p> <p>- Citation(s): IC 41-2115; IC 72-601; IC 72-603; IC 72-701; IC 72-701; IC 72-706.</p>		AC +5, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, HUMAN RESOURCE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0768	<p><b>PERSI TRANSMITTAL DOCUMENTS / REPORT</b></p> <p>Report issued by PERSI. Contains employer financial adjustments (back pay, regular pay, etc.) conveyed to PERSI. May include Employer Remittance Forms, invoices, correspondence, etc. PERSI conducts an annual audit on these records.</p> <p><b>NOTE:</b> PERSI auditors have access to documents from their office.</p> <p><b>GUIDANCE:</b> - Citation(s): Business Requirement.</p>		US, then destroy			
SG0770	<p><b>PERSONNEL FILES - FORMER EMPLOYEES</b></p> <p>Agency copy of employee's employment history. May contain application, résumé, personnel actions, performance evaluations, awards and commendations, insurance enrollments, deductions, disciplinary actions, payroll deductions, reprimands, annual performance plan and evaluations, benefit information, insurance beneficiaries (life, group, PERSI, etc.), and other documentation related to employment history.</p> <p><b>NOTE:</b> Office of Group Insurance does not receive a copy of the "Beneficiary Designation/Change of Beneficiary/Change Of Name" form, so the agency retains the original.</p> <p><b>GUIDANCE:</b> - Citation(s): 26 CFR 31.6001-4; 29 CFR 516.1; 29 CFR 516.2; 29 CFR 516.5; 29 CFR 516.6; 29 CFR 1602.12; 29 CFR 1602.14; 29 CFR 1620.32; 29 CFR 1620.33; 29 CFR 1627.3; 29 CFR 1627.3.</p>		AC +5, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, HUMAN RESOURCE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0771	<p><b>PERSONNEL FILES - ACTIVE EMPLOYEE FILES</b></p> <p>The following documents may be purged from employee files after they have reached their individual minimum document retention periods outlined below. This process is included to allow HR the option to eliminate individual documents from active files as they become obsolete.</p> <p><b>A. Payroll Deduction Forms:</b>                      (1) <i>W-4's</i> (29 CRF 51636)</p> <p>(2) <i>Flexible Spending</i> (Original goes to OGI; Business Requirement)</p> <p><b>B. Medical Applications</b> (Original goes to OGI; Business Requirement)</p> <p><b>C. Insurance Beneficiary Changes:</b>                      (1) <i>PERSI</i> (Original goes to PERSI; Business Requirement)</p> <p>(2) <i>Life Insurance</i> (US or employee is approved for long term disability, at which time the original is sent to the OGI; Business Requirement)</p>		<p><i>Items:</i></p> <p>A.(1): US or 4 (whichever is later), then destroy</p> <p>A.(2) US, then Destroy</p> <p>B: US, then Destroy</p> <p>C.(1) US, then Destroy</p> <p>C.(2) US, then destroy</p>			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, HUMAN RESOURCE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0771 CONT.	<p><b>(3) Supplemental Insurance (NCPERS, AFLAC, etc.)</b> (Original goes to OGI; Business Requirement)</p> <p><b>D. Veterans Status Form</b> (After form has been entered into statewide payroll system)</p> <p><b>NOTE:</b> It is up to the Agency to decide if and when individual documents may be purged from a file as the resources (time and employees) may not always be available to comply with this schedule on a regular basis.</p> <p><b>GUIDANCE:</b> - Citation(s): IC 45-610; IC 72-601; IC 72-603; IC 72-701; IC 72-1337; 26 CFR 31.6001-2; 26 CFR 31.6001-4; 29 CFR 516.1; 29 CFR 516.2; 29 CFR 516.5; 29 CFR 516.6; 29 CFR 1602.12; 29 CFR 1602.14; 29 CFR 1620.32; 29 CFR 1620.33; 29 CFR 1627.3</p>		<p>C.(3) US, then Destroy</p> <p>D: AC +60 days, then destroy.</p>			
SG0780	<p><b>PROBLEM SOLVING (GRIEVANCE) FILES – EMPLOYEE</b></p> <p>Record of complaints and grievances submitted by State employees regarding work place issues (except EEOC complaints). May include employees grievance, investigations, interviews, response, etc.</p> <p><b>GUIDANCE:</b> - Citation(s): Business Requirement.</p>		AC +5, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, HUMAN RESOURCE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0782	<p><b>RECRUITMENT FILES - CLASSIFIED POSITIONS</b></p> <p>Records involved with the process of recruiting and hiring new employees. May include employment applications, résumés, etc. (see note below), advertisements, vacancy announcements (DHR has an original), registers, interview questions, applicant answers, reference checks, correspondence, etc., including all Agency generated screening and selection documentation.</p> <p><b>NOTE:</b> The Agency does not need to retain the applications of those not hired because DHR retains copies of all applications, résumés, and letters of all applicants before forwarding copies to the Agency.</p> <p><b>GUIDANCE:</b></p> <ul style="list-style-type: none"> <li>- Non-classified positions, retain for 4 years, then destroy.</li> <li>- Citation(s): Business Requirement (29 CFR 1602.14 – reference only as DHR retains official records).</li> </ul>		AC +4, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, HUMAN RESOURCE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0784	<p><b>REPORTS - DIVISION OF HUMAN RESOURCES AND CONTROLLERS OFFICE</b></p> <p>Miscellaneous reports generated by DHR and SCO, including Alphabetical List Of Employees, Appointment Type Summary, Classified Code List by Agency/Employees, Deduction Register, Deleted Positions, Health and Dental Insurance Registers, Leave, Life Insurance, Miscellaneous Employee Reports, PCN Expenditure, Payroll Register, Position Lists, etc.</p> <p><b>NOTE:</b> SCO is responsible for retention of original reports.</p> <p><b>GUIDANCE:</b>                      - AV - Destroy when no longer required by the Agency.                      - Citation: Business Requirement.</p>		AV, then destroy			
SG0786	<p><b>TRAINING RECORDS – EMPLOYEE</b></p> <p>This series documents the training each employee received while employed. May include type of training, date(s) received, number of hours, pass/fail documentation, etc.</p> <p><b>GUIDANCE:</b>                      - Citation: Business Requirement.</p>		AC +5, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, HUMAN RESOURCE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0787	<p><b>TRAINING RECORDS – MISCELLANEOUS</b></p> <p>This series includes various records created during the training process. May include nomination for training, training registration, pass/fail information, etc.</p> <p><b>NOTE:</b> Specialized training or certification documents may require a longer retention period to document the process. Retain as instructed by certifying agency.</p> <p><b>GUIDANCE:</b> - Citation: Business Requirement.</p>		AC +2, then destroy			
SG0788	<p><b>TRAINING PROFILES - PROGRAM ADMINISTRATION</b></p> <p>This series includes records involved with arranging, facilitating and coordinating training classes. May include course and trainer information, handouts, training dates, accommodations, materials, billing information, etc.</p> <p><b>GUIDANCE:</b> - Citation: Business Requirement.</p>		AC +2, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, INFORMATIONAL SERVICE AGENCY RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG1702	<p><b>ANNUAL REPORTS</b></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>		<p><i>Record Copy:</i> AC +3, then PM</p> <p><i>Duplicate Copies:</i> AC +3, then destroy</p>			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, LAW ENFORCEMENT RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG1655	<p><b>RECORDS REQUEST FILE</b></p> <p><b>A.</b> Request for access to public records, when request is granted.</p> <p><b>B.</b> Request for access to public records, when request is denied, including statement of denial, appeal records, documentation of review and decision.</p>		<p><i>Items:</i></p> <p>A: AC +1, then destroy</p> <p>B: AC +1, then destroy</p>			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, MOTOR VEHICLE RECORDS (STATE –OWNED)

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0801	<b>MOTOR VEHICLE AUTOMOBILE TITLES</b> Records which prove state ownership of the vehicle.		Retain until vehicle is sold and then transfer to buyer			
SG0802	<b>CERTIFICATES OF MILEAGE</b> Certificates issued by the dealer/manufacturer certifying the mileage is accurate on each vehicle purchased by the state.		AC +3, then destroy			
SG0803	<b>GASOLINE SALES TICKETS</b> Hard copies of sales tickets filed in support of paid vouchers for credit card purchases of gasoline.		AC +3, then destroy			
SG0804	<b>INSURANCE ADJUSTER'S ESTIMATES ACCIDENT REPORT</b> Adjuster's reports on vehicle repair estimates following an accident.		AC +3, then destroy			
SG0806	<b>MOTOR VEHICLE COST FILES</b> Motor vehicle ledgers and work sheets providing cost and expense data.		AC +5, then destroy			
SG0807	<b>MOTOR VEHICLE PUBLIC EMPLOYEE OPERATIONAL FILES</b> Records relating to individual employee operations of government-owned vehicles, including driver tests, rental authorizations, safe driving awards, and correspondence.		AC +5, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, MOTOR VEHICLE RECORDS (STATE –OWNED)

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0808	<p><b>MOTOR VEHICLE RELEASE FILES</b></p> <p>Records relating to the transfer, sale, donation, or exchange of state vehicles.</p> <p><b>GUIDANCE:</b> - AC - Vehicle leaves custody.</p>		AC +5, then destroy			
SG0809	<p><b>MOTOR VEHICLE MAINTENANCE, OPERATION AND REGISTRATION FILES</b></p> <p>Maintenance and operating records, including those relating to service, repair, gas and oil consumption, dispatching and scheduling, and copies of legal registrations required by law to be maintained with each state vehicles.</p> <p>a) Daily Trip Files, Motor Pool Invoices, Fuel and Oil Invoices, GUIDANCE: Retain 3 years, Destroy</p> <p>b) Motor Fleet Vehicles Titles, Permanent Vehicle Assignment Requests, Parking Citations GUIDANCE: Retain until vehicle disposition or transfer, destroy</p> <p>c) Vehicle Purchase and Maintenance Records including all history of repairs and parts inventory. GUIDANCE: AC-Usually for the lifetime of the vehicle</p>		AC, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, PROPERTY RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG1001	<b>DECLARATION OF SURPLUS PROPERTY</b>  Form required by the Board of Examiners indicated what property an agency wishes to surplus.		AC +3, then destroy			
SG1002	<b>PROPERTY DISPOSAL CASE FILES</b>  Case files on the disposal of real and related surplus property. Case files on sales of surplus personal property (including those transactions deviating from standard procedures), comprising of invitations, bid acceptances, lists of materials, evidence of sales, and related correspondence.  <b>GUIDANCE:</b> - Retain by agency 3 years or after audit.		AC +3, then destroy			
SG1003	<b>REAL PROPERTY SALE FILES</b>  Records necessary or convenient for the use of real property sold, donated, or traded to non-state ownership		PM			Contact State Archivist

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, PURCHASING RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG1101	<b>BIDDERS LIST OR CARD FILES</b>  Lists of acceptable bidders who are eligible for contracting with the State to provide products or services.		AC +1, then destroy			
SG1102	<b>CANCELLED SOLICITATION FILES</b>  Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were canceled prior to the awarding of a contract. Information includes pre-solicitation documentation on the requirement, offers opened prior to cancellation, documentation on government action up to the time of cancellation, and evidence of cancellation.		AC +3, then destroy			
SG1103	<b>CONTRACT APPEALS CASE FILES</b>  Case files consisting of notices of appeal and acknowledgments, correspondence between parties, contracts copies, plans, specifications, exhibits, change orders and amendments, transcripts of hearings, documents received from parties concerned, final decisions, and other related records.		AC +3, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, PURCHASING RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
<b>SG1104</b>	<b>CONTRACT PURCHASING FILES</b>  Files which document transactions of \$10,000 or less and construction contracts under \$2,000. They include contract, requisition, purchase order and lease records, correspondence, related records pertaining to award, administration, receipt, inspection, and payments.  Files which document transactions of more than \$10,000 and construction contracts exceeding \$2,000. The files include contract, requisition, purchase order and lease records, correspondence and related records pertaining to award, administration, receipt, inspection, and payments.		AC +3, then destroy			
<b>SG1107</b>	<b>LEASING CONTRACT FILES</b>  Building or equipment leases and related records documenting agreements, services, and payments.		AC +3, then destroy			
<b>SG1108</b>	<b>PROFESSIONAL CONTRACTUAL AGREEMENT FILES</b>  Files documenting the professional contractual agreements between an agency and a professional individual, or between agencies for temporary services. The files include contract, requisition, purchase order, correspondence, and related records.		AC +3, then destroy			
<b>SG1110</b>	<b>PURCHASE REQUISITION FILES</b>  Requisitions for supplies and equipment for current inventory.		AC +3, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, PURCHASING RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG1112	<b>SUCCESSFUL BIDS AND PROPOSALS FILES</b> Solicited and unsolicited successful bids and proposals to provide products or services to an agency by a private contractor.		AC +3, then destroy			
SG1113	<b>SUPPLY MANAGEMENT FILES</b> Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature).		AC +3, then destroy			
SG1114	<b>TAX EXEMPTION FILES</b> Tax exemption certificates and related records.		AC +3, then destroy			
SG1115	<b>UNOPENED BIDS AND PROPOSALS</b> Solicited and unsolicited bids and proposals to provide products or services which, due to funding or administrative reevaluation, are no longer required by the agency or will not be open to the bidding process.		AC +1, then destroy			
SG1116	<b>UNSUCCESSFUL BIDS AND PROPOSALS FILES</b> Solicited and unsolicited unsuccessful bids and proposals to provide products or services to an agency by a private contractor.		AC +2, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, PURCHASING RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18502	<p><b>ADMINISTRATION - CONTRACTS AND LEASES</b></p> <p>All documents having to do with contracts, leases, etc. Exception: building construction contracts.</p> <p><b>GUIDANCE:</b> - 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:**

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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, SAFETY AND SECURITY RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG1307	<b>KEY ACCOUNTABILITY FILES</b>  Files relating to accountability for keys issued, including keys to maximum security areas.		PM			Contact State Archivist.
SG18745	<b>SAFETY - DISASTER PREPAREDNESS AND RECOVERY PLANS</b>		PM	A	X	RA–Access may be restricted as part of agency security plan.
SG18748	<b>SAFETY - HAZARD COMMUNICATION PLANS</b>		PM	A	X	RA-Access may be restricted as part of facility security plans.
SG18749	<b>SAFETY - HAZARDOUS MATERIALS DISPOSAL RECORDS</b> See also Material Data Safety Sheets. 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). <b>GUIDANCE:</b> - Retention based on 29 CFR § 1910.1020 (d) (1)(ii)(B).		PM	A	X	RA-Access may be restricted as part of facility security plans.

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, SAFETY AND SECURITY RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18751	<p><b>SAFETY - INSPECTION RECORDS</b> Fire, safety, and other inspection records of facilities and equipment.</p> <p><b>GUIDANCE:</b> - AC - Date of the correction of the deficiency, if the inspection report reveals a deficiency. - <b>CAUTION:</b> Does not include inspection reports of building construction.</p>		AC +3, then destroy			
SG18752	<p><b>SAFETY - MATERIAL DATA SAFETY SHEETS</b> 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. 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><b>GUIDANCE:</b> - AC - After the end of use of the substance. - Retention per 29 CFR 1910(d)(1)(ii)(B) - Material safety data sheets and paragraph <b>(c)(5)(iv)</b> 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).</p>	Minimum: All areas using listed materials	AC +30, then destroy			

**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.

APPENDIX 9 – IDAHO DEPARTMENT OF LANDS, SAFETY AND SECURITY RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18614	<b>DEEDS AND EASEMENTS</b>  Proof of ownership and right-of-way on property.		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.

# INDEX

SG0001 -----	1	SG0504 -----	20
SG0002 -----	1	SG0505 -----	20
SG0003 -----	1	SG0506 -----	21
SG0004 -----	2	SG0507 -----	21
SG0005 -----	2	SG0508 -----	21
SG0006 -----	3	SG0509 -----	21
SG0007 -----	3	SG0510 -----	22
SG0008 -----	4	SG0511 -----	22
SG0009 -----	4	SG0512 -----	22
SG0010 -----	5	SG0513 -----	22
SG0014 -----	5	SG0601 -----	23
SG0015 -----	5	SG0602 -----	23
SG0016 -----	6	SG0603 -----	23
SG0017 -----	6	SG0604 -----	23
SG0018 -----	6	SG0605 -----	24
SG0020 -----	7	SG0606 -----	24
SG0022 -----	7	SG0607 -----	24
SG0023 -----	7	SG0608 -----	24
SG0024 -----	8	SG0609 -----	25
SG0025 -----	8	SG0610 -----	25
SG0026 -----	8	SG0611 -----	25
SG0028 -----	8	SG0612 -----	26
SG0029 -----	9	SG0613 -----	26
SG0030 -----	9	SG0614 -----	26
SG0031 -----	9	SG0615 -----	27
SG0032 -----	9	SG0616 -----	27
SG0033 -----	10	SG0617 -----	27
SG0034 -----	10	SG0618 -----	28
SG0035 -----	10	SG0619 -----	28
SG0036 -----	11	SG0620 -----	28
SG0038 -----	11	SG0621 -----	29
SG0042 -----	11	SG0622 -----	29
SG0101 -----	13	SG0623 -----	29
SG0102 -----	13	SG0624 -----	29
SG0103 -----	13	SG0625 -----	30
SG0104 -----	13	SG0626 -----	30
SG0105 -----	14	SG0627 -----	30
SG0107 -----	14	SG0628 -----	31
SG0108 -----	14	SG0629 -----	31
SG0109 -----	15	SG0630 -----	31
SG0110 -----	15	SG0631 -----	31
SG0111 -----	15	SG0632 -----	32
SG0201 -----	16	SG0633 -----	32
SG0202 -----	16	SG0634 -----	32
SG0301 -----	17	SG0635 -----	32
SG0408 -----	18	SG0636 -----	33
SG0409 -----	18	SG0637 -----	33
SG0413 -----	19	SG0638 -----	33
SG0502 -----	20	SG0750 -----	35
SG0503 -----	20	SG0752 -----	35
		SG0753 -----	36
		SG0754 -----	36

SG0760	37
SG0765	38
SG0768	39
SG0770	39
SG0771	40
SG0780	41
SG0782	42
SG0784	43
SG0786	43
SG0787	44
SG0788	44
SG0801	47
SG0802	47
SG0803	47
SG0804	47
SG0806	47
SG0807	47
SG0808	48
SG0809	48
SG1001	49
SG1002	49
SG1003	49
SG1101	50
SG1102	50
SG1103	50
SG1104	51
SG1107	51
SG1108	51
SG1110	51
SG1112	52
SG1113	52
SG1114	52
SG1115	52
SG1116	52
SG1307	54
SG1501	12
SG1504	12
SG1505	12
SG1655	46
SG1702	45
SG18502	53
SG18614	56
SG18633	34
SG18745	54
SG18748	54
SG18749	54
SG18751	55
SG18752	55

# INDEX

## A

Accounting Administrative Files	23
Accounts Receivable Invoices	23
Acknowledgment Files	1
Adjustment Forms	23
Administration – Contracts and Leases	53
Administrative	
Hearing Transcripts	1
Reference/Reading Files	1
Rule Records	2
Rulemaking Files	2
Agency Written Histories	3
Annual Reports	45
Appeal and Review Records	12
Applications	
Classified Employment (Unsolicited)	35
Non-Classified Employment (Unsolicited)	36
Appraisal Files	20
As-Built Construction Plans and Specifications	20
Attorney General's Opinions	3
Auditor's Financial Report	23

## B

Bank	
Daily Totals	24
Statements	24
Bidders List or Card Files	50
Bids and Proposals	
Successful Files	52
Unopened	52
Unsuccessful Files	52
Board and Commission	
Formation and Organizational Records	12
Meeting Minutes	12
Bond	
Official Transcripts	24
Registration Files	24
Bonds, Notes and Coupons Paid	25
Collection	25
Notary Files	29
Performance	29
Personal Surety	30
State Revenue	31
Budget	
Allocation Files	13
Background Records	14
Policy Files	14

Reports, Annual	13
Building and Equipment Service Files	20

## C

Cancelled Solicitation Files	50
Cartographic Records	16
Cash Receipts / Credit Card Receipts	25
Certificates of Mileage	47
Collection Bonds	25
Committee and Administrative Hearing Recordings	4
Committee and Conference Files	4
Construction	
Budget Requests	20
Plans In-Review	21
Project Case Files	21
Contract	
Appeals Case Files	50
Purchasing Files	50
Correspondence (Routine)	6
Cost	
Accounting Reports	26
Report Data Files	26

## D

Daily Activity Schedules	5
Data	
Documentation for Primary Operations Databases	18
Processing Planning Records	18
Declaration of Surplus Property	49
Deeds and Easements	56
Deposits with State Treasurer	26
Disaster Preparedness & Recovery Plans	54

## E

Employee Travel Reimbursement Files	27
Equal Employment Opportunity Commission (EEOC) and Office Of Federal Contract Compliance Program (OFCCP) Records	36
Executive Correspondence	5
Expenditure Accounting	
General Correspondence and Subject Files	27
Posting and Control Files	27

<b>F</b>	
Facilities Management Guidelines -----	21
Feasibility Studies -----	5
Finding Aids -----	6
Fiscal – Insurance Policies -----	34
Forms Development Files -----	6
Freight Files -----	28
Freight Schedules Of Lost or Damaged Shipments -----	28

<b>G</b>	
Garnishments - Tax Levees, Court Orders, Child Support Orders, Etc. -----	37
Gasoline Sales Tickets -----	47
General Accounting Ledger -----	28
Geographic Information Systems (GIS) -----	16
Grant	
Case Files -----	14
Control Files -----	15
Monthly Reports, Block -----	13
Yearly Reports, Block -----	13

<b>H</b>	
Hazard Communication Plans -----	54
Hazardous Materials Disposal Records -----	54

<b>I</b>	
I-9's - Employment Eligibility Verification -----	35
Incoming Document Log -----	7
Inspection Records -----	55
Insurance Adjuster's Estimates	
Accident Report -----	47
Intermediary Fiscal Record of Receipts and Disbursements -----	33
Internal	
Committee And Conference Files -----	7

Inventory Fixed Assets -----	29
------------------------------	----

<b>J</b>	
Journal Entry Records -----	29

<b>K</b>	
Key Accountability Files -----	54

<b>L</b>	
Leasing Contract Files -----	51
Litigation Case Files -----	7

<b>M</b>	
Mail Control Records -----	17
Mailing Lists -----	8
Maintenance Work Orders -----	21
Management Improvement Reports -----	8
Material Safety Data Sheets -----	55
Medical Files - Terminated Employee -----	38
Motor Vehicle	
Automobile Titles -----	47
Cost Files -----	47
Maintenance, Operation and Registration Files -----	48
Public Employee Operational Files -----	47
Release Files -----	48

<b>N</b>	
Natural Disaster And Damage Survey Of Public Buildings -----	22
Notary Bond Files -----	29

<b>O</b>	
Organizational Files -----	8

<b>P</b>	
Pending Files -----	8
Performance	
Audit Reports -----	9
Bonds -----	29
Periodic Budget Reports -----	15
PERSI Transmittal Documents / Report -----	39
Personal Surety Bonds -----	30
Personnel	
Accounting Administrative Files -----	30
Files - Active Employee Files -----	40
Files - Former Employees -----	39

Petty Cash Records .....	30
Policies and Procedures Manual .....	9
Policy and Procedure Case Files .....	9
Problem Solving (Grievance) Files - Employee .....	41
Professional Contractual Agreement Files .....	51
Property Disposal Case Files .....	49
Proposed Legislation Records .....	9
Public Record Register Sheets .....	10
Publications .....	10
Purchase Requisition Files .....	51

**R**

Real Property	
Acquisition Files .....	22
Sale Files .....	49
Receipts	
Cash .....	25
Credit Card .....	25
Records	
Disposition Files .....	10
Management Files .....	11
Request File .....	46
Recruitment Files - Classified Positions .....	42
Refund Requests .....	31
Reports Division of Human Resources and Controllers Office .....	43

**S**

Space Utilization Reports .....	22
State Revenue Bonds .....	31
Successful Bids and Proposals Files .....	52
Supply Management Files .....	52
System Documentation	
Permanent Databases .....	19

**T**

Tax	
Exemption Files .....	52
Revenue Anticipation Notes .....	31
Technical Reference Files .....	11
Telephone Bills .....	31
Training	
Profiles - Program Administration .....	44
Records - Employee .....	43
Records - Miscellaneous .....	44
Travel And Transportation Files .....	32

**U**

Under-Construction Plans And

Specifications .....	22
Unopened Bids and Proposals .....	52
Unsuccessful	
Bids and Proposals Files .....	52
Grant Application Files .....	15

**V**

Vendor Payment Vouchers - Canceled .....	32
--	----

**W**

Warrant	
Check .....	33
Check - Lost .....	33
Requests .....	32
Requests Used In The Purchase Of Real Property .....	32
Working Papers .....	11