



## Idaho Records Center

A Program of the Idaho State Archives

*Idaho Department of Health and Welfare  
Public Health  
Retention Schedule of the  
Records Management Guide*

(This Schedule Revised November, 2012)



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## **APPENDIX 9: RECORDS RETENTION SCHEDULE FOR STATE GOVERNMENT AGENCIES**

### **GUIDELINES**

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

The following records retention schedule is reviewed and modified, if necessary, on a yearly basis. The schedule is designed to be a reference in designing individualized agency retention schedules and to provide a level of uniformity in records retention throughout Idaho state government. The State Record Center 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 DEPT OF HEALTH AND WELFARE, DIVISION ADMINISTRATOR’S OFFICE

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG4001	<p><b>DIVISION ADMINISTRATOR’S OFFICE RECORDS</b></p> <p>Series provides a record of the administrative activities of the Division Administrator’s office such as management leadership of the Division.</p> <p>Records may include: correspondence, memos, policies, statistical and narrative reports, draft budget data, and financial reports.</p> <p>Also may include: minutes, agendas, tape recordings, and committee records.</p> <p>Records may also include constitution and by-laws, intergovernmental agreements, organization charts, draft and approved budgets, other documents preserving historical events of the Division and/or its leadership.</p>		PM	A	X	
SG4002	<p><b>DIVISION ADMINISTRATOR’S OFFICE COMPLAINT AND INVESTIGATION RECORDS</b></p> <p>Series documents complaints (that originate in the Division Administrator’s Office) brought against the Department, its policies/procedures, or its employees alleging violation of laws and/or administrative rules that govern operation of the Department and documentation of any resulting disciplinary actions.</p> <p>Records may include, but are not limited to: correspondence; description of complaint; case files; legal notices and orders; hearing records; audio recordings and transcripts; license and certificate records; exhibits; investigative reports; working notes and files; investigation committee records, minutes, and agendas; and related correspondence and documentation.</p>		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 DEPT OF HEALTH AND WELFARE, DIVISION ADMINISTRATOR’S OFFICE

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18503	<b>ADMINISTRATION – CORRESPONDENCE - EXECUTIVE</b>  Correspondence pertaining to the programs, administration, etc. of an agency or its offices.  <b>GUIDANCE:</b> - See also Idaho Code § 9-340E, Exemptions from Disclosure.		PM	R	X	<b>RA</b> –May be restricted due to personal information.
SG18504	<b>ADMINISTRATION – CORRESPONDENCE - GENERAL</b>  Correspondence pertaining to the routine operations of an agency or its offices.  <b>GUIDANCE:</b> - See also Idaho Code § 9-340E, Exemptions from Disclosure.		AC +3, then destroy			<b>RA</b> –May be restricted due to personal information.
SG18507	<b>ADMINISTRATION – DIVISION RECORDS</b>  Series documents the activities, decisions, and reports of divisions that oversee or advise programs or functions of the agency. Records may include: Division agendas, staff-level meeting minutes, proposed budgets, reports and routine correspondence.  <b>NOTE:</b> Division minutes and correspondence may become part of agency history that is permanent. Some materials may warrant long-term retention.		AC +3, then destroy			R

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SG18508	<p><b>ADMINISTRATION – DONATION / GIFT RECORDS</b></p> <p>Records documenting the donation of archival material, artifacts, manuscripts, and publications to the agency. May include descriptive lists, transfer of publication/copyrights, restrictions.</p> <p><b>GUIDANCE:</b> - See also Idaho Code § 9-340E, Exemptions from Disclosure.</p>		PM			<b>RA</b> –Access may be restricted due to contents of documentation, especially with artifacts, and cultural resources.
SG18512	<p><b>ADMINISTRATION – FORMS – RECORDS INVENTORY</b></p> <p>Lists of all record series used by an agency, resulting from inventory.</p>		PM	A	X	
SG18513	<p><b>ADMINISTRATION – MAIL AND TELECOMMUNICATIONS LISTINGS</b></p> <p>Any records listing address, phone numbers, fax numbers or email addresses.</p>		US, then destroy			<b>RA</b> –May be restricted due to personal information, security of individuals.

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18514	<b>ADMINISTRATION – MEETINGS – AGENDA AND MINUTES</b>  Official minutes and agenda of open meetings.  <b>GUIDANCE:</b> - The archival requirement will be met by sending a copy to State Archives. - Final version - Approved formal minutes by the governing body.		PM	A	X	
SG18515	<b>ADMINISTRATION – MEETINGS - CLOSED</b>  Certified agendas or tape recordings of closed meetings.  <b>GUIDANCE:</b> - See also Idaho Code § 9-340E, Exemptions from Disclosure.		PM	A	X	<b>RA</b> –May be restricted depending on content.
SG18516	<b>ADMINISTRATION – ORGANIZATION CHARTS</b>  Any documentation that shows program accountability.		PM	A	X	
SG18517	<b>ADMINISTRATION – PLANS AND PLANNING RECORDS</b>  Plans, etc. relating to planning new or redefining programs, services, etc.		PM	A	X	

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APPENDIX 9 – IDAHO DEPT OF HEALTH AND WELFARE, DIVISION ADMINISTRATOR’S OFFICE

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18518	<b>ADMINISTRATION – PROPOSED LEGISLATION</b> Drafts of proposed legislation and related correspondence.		AC +3, then destroy			
SG18520	<b>ADMINISTRATION – STRATEGIC PLANS</b> Information resources and operational strategic plans.		PM	A	X	
SG0308	<b>TELEPHONE MESSAGES</b> Incoming and outgoing telephone messages.		AC +2 months, then destroy			
SG0307	<b>TELEPHONE MESSAGE REGISTERS</b> Message registers, logs, performance reports, daily load reports, and related or similar records.		AC +6 months, then destroy			

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG4003	<b>DIVISION ADMINISTRATOR’S OFFICE – CORRESPONDENCE</b>  Correspondence pertaining to the Division Administrator's Office and/or his management assistant.  Correspondence that is not included in or directly related to another record series in this schedule.		PM	R	X	<b>RA</b> – Access may be restricted due to content, Social Security numbers, etc., attorney-client, or proprietary information.
SG1821	<b>ADMINISTRATIVE - CORRESPONDENCE - GENERAL TRACKING RECORDS</b>  Any record to track incoming / outgoing mail, correspondence, etc.		AC +1, then destroy			
SG1824	<b>ADMINISTRATIVE - DESK CALENDARS / APPOINTMENT BOOKS</b>  Document appointments, itineraries, etc. of an agency official or employee.		CE +1, then destroy			<b>RA</b> -While active, these records may be restricted to secure officials and employees.
SG18519	<b>ADMINISTRATION – STAFF MEETING MINUTES</b>  Minutes from internal agency staff meeting.		PM	A	X	

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0201	<b>CARTOGRAPHIC RECORDS</b>  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.		PM			Contact State Archivist.
SG1825	<b>ADMINISTRATIVE – DIRECTIVES</b>  Documents that officially initiate, amend, etc. general office procedures.		PM	A	X	
SG1879	<b>EQUIPMENT - MANUALS</b>		LA, then destroy			
SG1827	<b>ADMINISTRATIVE - EXECUTIVE ORDERS</b>  Documents that initiate, etc. procedures that govern an agency and its programs.		PM	A	X	

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18154	<b>FISCAL - SIGNATURE AUTHORIZATIONS</b> Records authorizing an employee to initiate financial transactions for the agency.		US +FE +3, then destroy			<b>RA</b> -Access may be limited to protect financial systems.
SG1835	<b>ADMINISTRATIVE - OFFICE PROCEDURES</b> Any manual, etc. that established standard office procedures.		PM	A	X	
SG1837	<b>ADMINISTRATIVE - PHOTOCOPIER USE LOGS AND REPORTS</b>		AC + 1, then destroy			
SG1839	<b>ADMINISTRATIVE - PUBLICATION DEVELOPMENT FILES</b> Background material, drafts, original artwork etc. used in publication.		AC +3, then destroy	R		<b>RA</b> -Some materials may have archival value, ex: artwork.

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG1840	<b>ADMINISTRATIVE - REQUISITIONS FOR IN-AGENCY COPY / PRINTING SERVICE</b>  Includes word processing and data processing.		AC +1, then destroy			
SG1842	<b>ADMINISTRATIVE – RULES, POLICIES AND PROCEDURES</b>  Manuals, guidelines, etc. that set out rules, policies, etc. that govern an institution's programs.		PM	A	X	
SG1843	<b>ADMINISTRATIVE - SPEECHES AND PAPERS</b>  Notes or text or speeches, papers, etc. delivered in conjunction with work.		PM	A	X	
SG18526	<b>Annual Reports</b>  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.		PM	A	X	

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APPENDIX 9 – IDAHO DEPT OF HEALTH AND WELFARE, DIVISION ADMINISTRATOR’S OFFICE

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18269	<b>REPORTS - BIENNIAL OR ANNUAL AGENCY – NARRATIVE</b>  Narrative reports sent to the governor and legislature as required by statute.		PM	A	X	
SG18270	<b>REPORTS - REPORTS ON PERFORMANCE MEASURES</b>  Reports on agency performance submitted to executive and legislative budget offices.  <b>GUIDANCE:</b> - Cut-off date of July 1st of odd-numbered calendar years.		PM	A	X	
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			
SG0632	<b>TRAVEL AND TRANSPORTATION FILES</b>  Correspondence, forms, and relating records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule.  <b>GUIDANCE:</b> - Retain by agency 3 years or after audit.		AC +3, then destroy			

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SG1201	<b>AGENCY COMMENDATION FILES</b>  Letters of commendation received by agency which impart important information or observations about agency programs or operations, but which do not belong in an individual's personnel file.		PM			Contact State Archivist.
SG1202	<b>COMPLAINT / INFORMANT FILES</b>  Whistle-blower, fraud, and criminal complaints. Includes anonymous letters, complaints, criticism and suggestions, and agency replies thereto. Also includes those complaints which were the basis of an investigation or from which administrative action was taken, and those incorporated into individual personnel files.		AC +7, then destroy			

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SG0007	<b>ATTORNEY GENERAL'S OPINIONS</b>  Legal interpretations written at the request of an agency asking for guidance in enforcing, obeying, and/or interpretation of the law.		PM			Contact State Archivist.
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			
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.			

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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			
SG4002	<p><b>DIVISION ADMINISTRATOR’S OFFICE COMPLAINT AND INVESTIGATION RECORDS</b></p> <p>Series documents complaints (that originate in the Division Administrator’s Office) brought against the Department, its policies/procedures, or its employees alleging violation of laws and/or administrative rules that govern operation of the Department and documentation of any resulting disciplinary actions.</p> <p>Records may include, but are not limited to: correspondence; description of complaint; case files; legal notices and orders; hearing records; audio recordings and transcripts; license and certificate records; exhibits; investigative reports; working notes and files; investigation committee records, minutes, and agendas; and related correspondence and documentation.</p>		AC + 7, then destroy			

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SG1104	<p><b>CONTRACT PURCHASING FILES</b></p> <p>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.</p> <p>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.</p> <p><b>Specific to Division of Public Health: Including Monitoring reports</b></p>		AC +3, then destroy			
SG0603	<p><b>ADJUSTMENT FORMS</b></p> <p>Appropriation adjustments created by agency accounting officers and sent to the Division of Financial Management for approval.</p> <p><b>GUIDANCE:</b> - Retain by agency 3 years or after audit.</p>		AC +3, then destroy			
SG0605	<p><b>BANK DAILY TOTALS</b></p> <p>Daily report from bank that is used for reconciliation.</p> <p><b>GUIDANCE:</b> - Retain by the State Treasurer's Office.</p>	State Treasurer's Office	AC +1, then destroy			

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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			
SG0610	<b>CASH RECEIPTS / CREDIT CARD RECEIPTS</b>  Agency copy of receipts given to customers who pay cash to the agency for services rendered.  A. Cash Receipts - Retain by agency 3 years or after audit.  B. Credit Card Receipts - Retain by agency 18 months or after audit.		A. AC +3, then Destroy  B. AC +18 months, then destroy			
SG0633	<b>VENDOR PAYMENT VOUCHERS – CANCELED</b>  Documentation used to input data about canceled warrants.  <b>GUIDANCE:</b> - Retain 7 years or after audit.		AC +7, then destroy			

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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			
SG0023	<p><b>LITIGATION CASE FILES</b></p> <p>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.</p>		PM			Contact State Archivist.
SG0102	<p><b>GRANT MONTHLY REPORTS, BLOCK</b></p> <p>Monthly reports on grants received by State agencies from the Federal Government, which may contain applications, notice of award, program reports, and correspondence.</p>		AC +3, then destroy			
SG0103	<p><b>GRANT YEARLY REPORTS, BLOCK</b></p> <p>Annual reports on grants received by State agencies from the Federal Government, which may contain applications, notice of award, program reports, and correspondence.</p>		PM			Contact State Archivist.

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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			
SG4217	<b>MOUs / MOAs</b>		AC +3, then destroy			
SG0770	<b>PERSONNEL FILES - FORMER EMPLOYEES</b>  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.  <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.  <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.		AC +5, then destroy			

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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			
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></p> <ul style="list-style-type: none"> <li>- Citation: Business Requirement.</li> </ul>		AC +5, then destroy			

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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			
SG1205	<p><b>PRESS RELEASES</b></p> <p>A copy of prepared statements or announcements issued for distribution to the news media. A press release may be a textual record or a non-textual record such as a film or video sound recording.</p>		PM			Contact State Archivist.

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SG4218	PROGRAM POLICY, PLANS, INSTRUCTIONAL, AND DESK MANUALS		AV	R		
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			
SG4219	TEST DATA		AV			
SG4220	TRAINING / EDUCATIONAL MATERIALS		AC + 3, then destroy			

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SG18152	<b>FISCAL - REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS TO ENGAGE IN</b>  Requests and approval for reimbursed expenses, travel, training, etc.		FE +3, then destroy			
SG4221	<b>VENDOR INFORMATION</b>  Price lists, W9, etc.		AV			RA – restricted to program staff due to inclusion of tax ID #'s.
SG4222	<b>FEDERAL REGULATIONS AND MEMORANDA FOR CHILD NUTRITION PROGRAMS AND WIC</b>	Bureau of Clinical and Preventive Services (BOCAPS) - WIC	PM	A	X	
SG4223	<b>LOCAL AGENCY CHECK PRINTER INVENTORY</b>	BOCAPS – WIC	LA			

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SG4224	LOCAL AGENCY ASSIGNED CHECK REGISTERS	BOCAPS – WIC	US		X	
SG4225	ANNUAL CIVIL RIGHTS TRAINING Employee certificates demonstrating completion of federally required civil rights training.	BOCAPS – WIC	FE + 3, then destroy			
SG4226	HIV PREVENTION FORMS	BOCAPS – Family Planning, STD, HIV	AC + 3, then destroy			
SG4227	PHARMACEUTICAL ORDERS AND INVOICES	BOCAPS – Family Planning, STD, HIV	FE+5, then destroy			

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SG4228	<b>VITAL RECORDS</b> Birth, death, marriage, divorce, divorce decree, stillbirth, and induced termination original certificates stored on- site and some off-site.	Bureau of Vital Records and Health Statistics	PM	A	X	RA
SG4229	<b>EMS LICENSING RECORDS</b>	EMS - Licensing and Certification	AC + 3, then destroy			
SG4230	<b>CLINICAL LABORATORY REGISTRATION</b> All clinical laboratories are required to submit a completed registration form every two years as outlined in IDAPA 16.02.06.100.01.b	LABS	CE +2, then destroy			RA: Release must comply with IDAPA 16.05.01
SG4231	<b>CLINICAL TEST DATA</b> All clinical test records must be retained by the laboratory for a minimum of two years as outlined in IDAPA 16.02.06.130.02.b	LABS	CE +2, then destroy			RA: Release must comply with IDAPA 16.05.01

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SG4232	<b>DRINKING WATER TEST DATA</b>  All drinking water test records must be retained by the laboratory for minimum of five years as outlined in IDAPA 16.02.13.140.04.b	LABS	CE +5, then destroy			RA: Release must comply with IDAPA 16.05.01
SG4233	<b>SELECT AGENT DATA</b>  All data involving select agents must be retained by the laboratory for a minimum of three years as outlined in 42 CFR § 73.17 Records.	LABS	CE + 3, then destroy			RA: Release must comply with IDAPA 16.05.01
SG4234	<b>RADIOCHEMISTRY DRINKING WATER TEST DATA</b>  All drinking water test records must be retained by the laboratory for minimum of ten years as outlined in EPA 815-R-05-004 January 2005, Chapter 6, Section 8.2. and IDAPA 16.02.13.140.04.d	LABS	CE +10, then destroy			RA: Release must comply with IDAPA 16.05.01
SG4235	<b>X-RAY DEVICE REGISTRATION</b>  X-ray producing devices must maintain an active registration for the operational life of the device as outlined in IDAPA 16.02.27.090.04	LABS	LA, then destroy			RA: Release must comply with IDAPA 16.05.01

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