



## Idaho Records Center

A Program of the Idaho State Archives

*Idaho Department of Health and Welfare  
Support Services  
Schedule of the  
Records Management Guide*

(This Schedule Revised May, 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, Department of Administration, should be contacted regarding proposed changes or modifications to the records in this schedule, or if activities of an agency require different retention.

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

## INTRODUCTION TO RECORDS RETENTION SCHEDULE

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

Retention Schedule Headings Definitions	
Series #	Number associated with each schedule type
Series Title	A general description of the series
Office of Record	Office that commonly creates the record and holds it during its active period
Retention Period	Time to retain the record; life of the record
Transfer Instructions	Where a record goes after its active period
Archival	<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 Archivist.

### FUNCTIONS AND TYPES OF RECORDS

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

### HIERARCHY OF RECORDS WITHIN AN AGENCY

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

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

### WHEN A RECORD SHOULD BE RETAINED LONGER THAN ITS RETENTION

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



## CONFIDENTIALITY, RESTRICTED ACCESS AND PUBLIC RECORDS

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

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

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

## CREATING AN AGENCY’S RETENTION SCHEDULE

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

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

## HOW TO USE THE RETENTION SCHEDULE FORMAT

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

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

**SAMPLE RECORDS**

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
<b>SG0110</b>	<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			
<b>SG1310</b>	<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			
<b>SG18312</b>	<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.
<b>SG18559</b>	<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, SUPPORT SERVICES, 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.

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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			

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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
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.

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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
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.

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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
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 systems.		PM			Contact State Archivist.

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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			

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SG0020	<b>INCOMING DOCUMENT LOG</b>  Records which provide detailed information on incoming documents that require distribution or action.		AC +1, then destroy			
SG0021	<b>INTERNAL ADMINISTRATIVE CORRESPONDENCE</b>		AC +2, 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.

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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			
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			

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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.

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APPENDIX 9 – IDAHO DEPT OF HEALTH AND WELFARE, SUPPORT SERVICES, 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.

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SG0036	<b>RECORDS MANAGEMENT FILES</b>  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.		PM			Contact State Archivist.
SG0037	<b>RECORDS TRANSFER SHEETS</b>  Descriptive listings of agency records transferred to the State Records Center. Information includes record series number, agency name and address, Records Officer's name and signature, Chief Administrative Officer's name, record series title and inclusive dates, CLASSIFICATION information, accession number, agency box number, description of box contents, and records center box location.		AC +5, then destroy			
SG0038	<b>TECHNICAL REFERENCE FILES</b>  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.		AV or 1, then destroy			

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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			

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APPENDIX 9 – IDAHO DEPT OF HEALTH AND WELFARE, SUPPORT SERVICES, FINANCIAL RECORDS

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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.

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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
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>	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			

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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			

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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			

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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			

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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			

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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			

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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			
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			

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SG0629	<p><b>STATE REVENUE BONDS</b></p> <p>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.</p> <p><b>GUIDANCE:</b> - Retain for 1 year after paid, cancelled or after audit.</p>		AC +1, then destroy			
SG0630	<p><b>TAX AND REVENUE ANTICIPATION NOTES</b></p> <p>Short-term notes which are revenue supported. They are issued by the State Treasurer for a term of less than 1 year.</p>		AC +1, then destroy			
SG0631	<p><b>TELEPHONE BILLS</b></p> <p>Bills which document calls made from state offices. Bills also include the number called and the length, time, and date of phone call.</p> <p><b>GUIDANCE:</b> - Retain by agency 3 years or after audit.</p>		AC +3, then destroy			

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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.

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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			

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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
SG0901	<b>ADMINISTRATIVE PAYROLL REPORTS</b>  Reports and statistics with supporting and related records pertaining to workload and personnel management, payroll operations and administration.		AC +3, then destroy			
SG0902	<b>BUDGET AUTHORIZATION REFERENCE</b>  Copies of budget authorizations in operating payroll units used to control personnel ceilings and personnel actions.		US, then destroy			
SG0903	<b>DEDUCTIONS AND OTHER EARNING REGISTERS</b>  Report used to reference the amount of retirement deducted and other miscellaneous deductions.  <b>GUIDANCE:</b> - Retain by the Office of the State Controller, Division of Statewide Payroll, 3 years or after audit.	Office of the State Controller, Division of Statewide Payroll	AC +3, then destroy			
SG0904	<b>EMPLOYEE BENEFIT MATCHING MONEY REPORT</b>  Listing of state matching funds paid to employee retirement.  <b>GUIDANCE:</b> - Retain by the Public Employees Retirement System (PERSI) 3 years or after audit.	PERSI	AC +3, then destroy			

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SG0905	<p><b>FINAL TIME SUMMARY REPORT</b></p> <p>This report provides information on the regular and overtime hours paid. It also includes all other earnings and the labor distribution.</p> <p><b>GUIDANCE:</b> - Retain by the Office of the State Controller, Division of Statewide Payroll, 3 years or after audit.</p>	Office of the State Controller, Division of Statewide Payroll	AC +3, then destroy			
SG0906	<p><b>FULL-TIME EMPLOYEE REPORT</b></p> <p>Report which informs users of the full-time equivalent count for each agency.</p> <p><b>GUIDANCE:</b> - Retain by agency 3 years or after audit.</p>		AC +3, then destroy			
SG0907	<p><b>GARNISHMENTS</b></p> <p>Record of garnishments or levies for debts owed by the employee.</p> <p><b>GUIDANCE:</b> - Retain by the Office of the State Controller, Division of Statewide Payroll, 3 years or after audit. - AC - After end of garnishment or after audit.</p>	Office of the State Controller, Division of Statewide Payroll	AC +3, then destroy			

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APPENDIX 9 – IDAHO DEPT OF HEALTH AND WELFARE, SUPPORT SERVICES, PAYROLL RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0908	<p><b>INCOME TAX EXEMPTIONS AND WITHHOLDINGS CERTIFICATES</b></p> <p>Form which records the number of exemptions an employee claims against his payment of income tax and any additional withholding from his paycheck, such as IRS Form W-4 and similar tax exemption forms.</p> <p><b>GUIDANCE:</b></p> <ul style="list-style-type: none"> <li>- Retain by the Office of the State Controller, Division of Statewide Payroll, 3 years or after audit.</li> <li>- AC - After form is superseded or until termination of employee.</li> </ul>	Office of the State Controller, Division of Statewide Payroll	AC +4, then destroy			
SG0909	<p><b>INSURANCE DEDUCTION FILES</b></p> <p>Reports and related papers including copies of vouchers and schedules of payment pertaining to insurance deductions.</p> <p><b>GUIDANCE:</b></p> <ul style="list-style-type: none"> <li>- Retain by the Office of the State Controller, Division of Statewide Payroll, 3 years or after audit.</li> <li>- AC - After separation of employee.</li> </ul>	Office of the State Controller, Division of Statewide Payroll	AC +3, then destroy			
SG0910	<p><b>LEAVE ADJUSTMENT REPORTS</b></p> <p>Shows all leave adjustments made during a pay period. Shows category of adjustment, the amount, social security number, and employee name.</p>	Office of the State Controller, Division of Statewide Payroll	AC +3, then destroy			

**LEGEND:**

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APPENDIX 9 – IDAHO DEPT OF HEALTH AND WELFARE, SUPPORT SERVICES, PAYROLL RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0911	<b>LEAVE APPLICATIONS</b>  Applications for leave and supporting papers relating to request for and approval of employee leave.		AC +6 months, then destroy			
SG0912	<b>LEAVE CATEGORY CHANGES</b>  Report showing changes made if an employee does not have enough leave and payroll program must make adjustments from another category.  <b>GUIDANCE:</b> - Retain by the Office of the State Controller, Division of Statewide Payroll, 3 years or after audit.	Office of the State Controller, Division of Statewide Payroll	AC +3, then destroy			
SG0913	<b>LEAVE SUMMARY REPORT</b>  Reports which document the kind and amount of leave taken by an employee during a calendar year. After they are signed by the employee, they are maintained in the official personnel file.  <b>GUIDANCE:</b> - AC - Until report is made part of official agency personnel file.		AC, then destroy			

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APPENDIX 9 – IDAHO DEPT OF HEALTH AND WELFARE, SUPPORT SERVICES, PAYROLL RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0914	<p><b>NOTICES OF PAYROLL ACTION</b></p> <p>Notices which document all payroll actions.</p> <p><b>GUIDANCE:</b> - AC - Until notices are made part of official agency personnel file.</p>	AC, then destroy				
SG0915	<p><b>PAYROLL REGISTER</b></p> <p>Display of earnings, deductions, taxes, net income, and warrant or direct deposit information. These documents are prepared and used for payroll disbursement.</p> <p><b>GUIDANCE:</b> - Retain by the Office of the State Controller, Division of Statewide Payroll, 3 years or after audit.</p>	Office of the State Controller, Division of Statewide Payroll	AC +3, then destroy			
SG0916	<p><b>PRELIMINARY PAYROLL FILES</b></p> <p>Computer-produced, two part documents sent by Division of Statewide Payroll to agencies to record final corrections or adjustments regarding employees' pay. They are made before the master payroll file is run and checks are issued. Preliminary payroll files do not serve as time and attendance records.</p> <p><b>GUIDANCE:</b> - AC - Until final payroll is run.</p>	Office of the State Controller, Division of Statewide Payroll	AC, then destroy			

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APPENDIX 9 – IDAHO DEPT OF HEALTH AND WELFARE, SUPPORT SERVICES, PAYROLL RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0917	<b>RETIREMENT BENEFITS ASSISTANCE FILES</b>  Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors in claiming insurance or retirement benefits.		AC +1, then destroy			
SG0918	<b>RETIREMENT FILES</b>  Reports and register control documents relating to retirement.  <b>GUIDANCE:</b> - Retain by the Public Employees Retirement System (PERSI) 3 years or after audit.	PERSI	AC +3, then destroy			
SG0919	<b>RETROACTIVE PAY REQUESTS FOR STATE EMPLOYEES</b>  Records which document requests for retroactive payments to state employees, such as when a pay increase was not done in a timely manner. Information includes name, low organization number, social security number, effective date, number of regular hours, and new hourly rate. These records are kept for audit purposes. The actual retroactive payment is part of the master payroll files maintained by the Division of Statewide Payroll.  <b>GUIDANCE:</b> - Retain as part of employee's personnel file.		AC +3, then destroy			

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APPENDIX 9 – IDAHO DEPT OF HEALTH AND WELFARE, SUPPORT SERVICES, PAYROLL RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0920	<b>SAVINGS BOND PURCHASE FILES</b>  Forms and reports with related records pertaining to deposits and purchase of bonds.	Office of the State Controller, Division of Statewide Payroll	AC +3, then destroy			
SG0921	<b>SAVINGS BOND PURCHASE SUMMARY</b>  List of all bond purchases and the remaining bond balances.	Office of the State Controller, Division of Statewide Payroll	AV, then destroy			
SG0922	<b>TAXABLE WAGE EARNING REPORTS</b>  Returns on income taxes such as IRS Form W-2 and reports of withheld federal taxes, such as IRS Form W-3, with related records, including reports regarding income and social security taxes.  <b>GUIDANCE:</b> - Retain by the Office of the State Controller, Division of Statewide Payroll, 3 years or after audit.	Office of the State Controller, Division of Statewide Payroll	AC +3, then destroy			

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APPENDIX 9 – IDAHO DEPT OF HEALTH AND WELFARE, SUPPORT SERVICES, PAYROLL RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0923	<p><b>TIME AND ATTENDANCE REPORTS</b></p> <p>State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems.</p> <p><b>GUIDANCE:</b> - Retain by agency 3 years or after audit.</p>		AC +3, then destroy			
SG0924	<p><b>WAGE SURVEY FILES</b></p> <p>Wage survey reports and data, working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and requests for and authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).</p> <p><b>GUIDANCE:</b> - AC - After completion of second succeeding wage survey.</p>	Office of the State Controller, Division of Statewide Payroll; and Division of Human Resources	AC, then destroy			

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APPENDIX 9 – IDAHO DEPT OF HEALTH AND WELFARE, SUPPORT SERVICES, 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

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