



GENERAL RECORDS RETENTION SCHEDULE

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INTRODUCTION

Every government employee creates public records and has a responsibility to manage them. The Idaho General Records Retention Schedule serves as a resource to establish a systematic approach to the life cycle of a public record.

A public record, as defined in Idaho Code §74-101, “includes, but is not limited to, any writing containing information relating to the conduct or administration of the public’s business prepared, owned, used or retained by any state agency, independent public body corporate and politic or local agency regardless of physical form or characteristics.”

This retention schedule is a list of public records commonly found in state government. The document identifies and describes groups of records and aligns their disposition with records management best practices. A retention schedule is one of many tools in a robust records management program. Records management and archival best practices deliver efficient and consistent business operations, minimize cost, safeguard vital information and preserve historic records.

IMPLEMENTING THE GENERAL RECORDS RETENTION SCHEDULE

This records retention schedule is intended to address records common to most offices and agencies of the State of Idaho. Not every type of record listed will occur in every agency, and agencies will create record types outside this retention schedule. This schedule is to be used in conjunction with an approved records retention schedule addressing the unique functions of an agency. Agencies are encouraged to develop retention schedules in the same format as this document. This retention schedule should not be used as justification to shorten the retention requirement of a record that is retained due to an existing law, policy or business need. For example, agencies should ensure records are kept long enough to meet the auditing requirements established by the State of Idaho Legislative Services Office.

Contact your agency’s records manager for guidance.

This document groups similar types of record into categories called series groups. There is an established minimum recommended amount of time to keep an original record based on an event trigger. Retention periods are determined based on records management best practices. The acronym FALL is considered when determining appropriate retention periods:

Fiscal
Aministrative
Legal
Long-term historic value

A records retention schedule should apply to an original record in the office of record. Put simply, not every office holding a copy of a record is holding the original record. An example is a time sheet. The original record of a time sheet is the one signed and sent to the payroll office. Any copies/duplicates 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 not necessarily the office of origin; it is your agency’s responsibility to identify each office of record.

Retention periods should be applied in a media-neutral manner; records must be maintained for the prescribed period regardless of format or storage media (social media posts, emails, electronic memos, etc.). Locate and examine all records, then study the general retention schedule, below, along with any available agency-specific retention schedule. Match each record with the series group and accompanying series description then follow the retention recommendation. Employees may find it helpful to label file folders with the corresponding series group number and retention period to more easily identify when records are eligible for destruction. Agencies should also use the SG# data field in Versatile Enterprise when adding information to the inventory tracking database used by the State Record Center and Idaho State Archives.

MANAGING HISTORIC AND PERMANENT RECORDS

The Idaho State Archives (ISA) serves as the repository for permanent, inactive records for state agencies, Idaho counties and cities. The Society of American Archivists defines historic value as, “the importance or usefulness of records that justifies their continued preservation because of the enduring administrative, legal, fiscal, or evidential information.” Public records designated as “archival” must not be destroyed and should be assessed for transfer to the state archives. Refer to ISA’s *Government Records Policy* for more information.

KEEPING A RECORD LONGER THAN ITS RETENTION

While there is a recommended minimum amount of time to keep a public record, an agency may have a business need to retain a record longer than recommended in the general schedule. For example, a visitor log documenting routine entry to a public space has an established retention period, while a different visitor log documenting access to a secure facility may warrant a longer retention requirement. The deviation can be established in the agency-specific records retention schedule.

There may also be a time in the records life cycle when a temporary hold on destruction is necessary for a business need, audit requirement or litigation hold. Records (regardless of format or storage media) associated with any subject to ongoing or reasonably anticipated litigation, audit or any other formal legal process should not be destroyed or altered without consultation with the agency's records manager, leadership and legal counsel.

THE DEFENSIBLE DESTRUCTION OF RECORDS

Implementing a retention schedule demonstrates defensible destruction by creating a simple and uniform approach to eliminate records that have met the end of their life cycle. The proper destruction of records is essential to maintain compliance with state law and maintaining public confidence in government programs.

Once a retention requirement has been met, the record can be destroyed. An Authorization Request for Records Disposal form can be found on the ISHS website; the form has a set of instructions for implementation.

RECORDS MANAGEMENT RESOURCES

Many resources are available that will help familiarize government employees on records management best practices. Organizations such as the National Association of Government Archivists and Records Administrators (NAGARA) and the National Archives and Records Administration (NARA) have valuable online resources available. The *Idaho Attorney General's Public Records Law Manual* should be used as a source for understanding public records law as it pertains to state agencies. In addition, record retention schedules should remain consistent with the manual.

The following retention schedule is reviewed and modified when necessary. Contact ISA's Government Records Program for questions about this document and records management services in Idaho.

Retention Schedule Headings Definitions	
SG#	A series group number is a unique identifier for a record type. The format is consistent: GRS (General Retention Schedule) – ADM (administrative records) – 001 (sequential number).
Series Description	A general description given to a group of similar records that are arranged according to a filing system and that are related as the result of being created, received or used in the same activity.
Office of Record	Office that is officially designated for the maintenance, preservation and disposition of an original record. This field is determined by each agency.
Retention Period	The length of time records should be kept for fiscal, administrative, legal, long-term historic value or other purposes.
Disposition Action	Action to be taken once a retention period requirement has been met. Samples of disposition are defensible destruction, permanent retention or review for potential transfer to the state archives.
Archival Designation	Indicates the record is permanent, open to the public and has enduring legal or historic value. This designation indicates the record type should be reviewed for potential transfer to the state archives; it does not signify an automatic transfer requirement.
Vital	Record is essential for state government agencies to maintain or resume business continuity and immediate operation of the office of origin or the institution. This field is determined by each agency.
Guidance: Authorities	Federal and State laws, regulations or requirements that pertain to the series. Where not specifically referenced, Idaho Code §§ 74-101 through 74-126 of the Idaho Public Records Law has been applied.

Retention Codes	
AC	After closed, terminated, completed, expired, settled or last date of contract
AV	Until no longer administratively valuable
CE	Calendar Year End (December 31)
FE	Fiscal Year End (June 30)
LA	Life of Asset
PM	Permanent
US	Until Superseded

ADMINISTRATIVE RECORDS

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-ADM-001	<p>PROPOSED LEGISLATION RECORDS</p> <p>Records created by agencies for the purpose of proposing legislation. May include:</p> <ul style="list-style-type: none"> • Bill Drafts; • Memoranda; • Research; • Fiscal notes; • Summaries; • Estimated cost reports; and • Impact statements and other information documenting the proposed legislation. 		PM	A		
GRS-ADM-002	<p>ADMINISTRATIVE RULE MAKING RECORD</p> <p>Records created during the rulemaking process. Rulemaking record must include:</p> <ul style="list-style-type: none"> • Copies of all documents published in the Bulletin; • All written petitions, submissions and comments received by the agency and the agency's response to those petitions, submissions, and comments; • All written materials, considered by the agency in connection with the formulation, proposal, or adoption of the rule; • A record of any oral presentations, any transcriptions of oral presentations and any memorandum prepared by a presiding officer summarizing the contents of the presentations; and • Any other materials or documents prepared in conjunction with the rulemaking. <p>Rulemaking record does not need to include the exclusive basis for agency action on that rule or for judicial review thereof, unless provided for by law.</p>		AC +2, then destroy			AC = effective date of rule

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-ADM-003	<p>POLICY CASE FILES</p> <p>Records related to the development and implementation of agency policy.</p>		AV, then destroy			
GRS-ADM-004	<p>PROCEDURE AND DESK MANUALS</p> <p>These records document expected actions to be taken to achieve objectives and implement policies through day to day operations. They govern routine daily business activities.</p>		US +3, then destroy			
GRS-ADM-005	<p>POLICY MANUALS</p> <p>Record that documents the principles which govern an agency's practices.</p>		PM	A		
GRS-ADM-006	<p>ADMINISTRATIVE HEARING & COMMITTEE RECORDS</p> <p>Records documenting the actions, meetings and membership of the agency's governing body, executive management team, and other policy/rule-setting boards, committees, commissions, councils, or task forces. May include:</p> <ul style="list-style-type: none"> • Agendas, meeting/agenda packets, meeting notices; • Proof of publications; • Meeting minutes; • Speaker sign-up, written testimony; • Reports, resolutions, orders and conclusions reached; and • Appointment, reappointment and termination notices. 		PM	A		

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-ADM-007	<p>AGENCY'S ESTABLISHMENT AND DEVELOPMENT HISTORY</p> <p>Records documenting the creation and significant changes of the agency and its major programs. May include, but is not limited to:</p> <ul style="list-style-type: none"> • Summaries/histories of the agency/programs; • Scrapbooks, photographs, articles, recordings, and records documenting significant program events; • Transition documentation prepared for incoming officials/agency heads; • Organizational charts and other records documenting significant changes/restructures (such as agency mergers/splits, creation/combinations of divisions, major changes of agency functions/roles); • Administrative maps that define 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; and • Strategic Plans and Annual Reports to Governor. 		PM	A		
GRS-ADM-008	<p>DISASTER PLANNING/RECOVERY FILES</p> <p>Records related to preparation of agency plans for action to address an emergency (fire, flood, earthquake, and other disasters). May include, but is not limited to:</p> <ul style="list-style-type: none"> • Continuity of Operations Plans; • Recovery reports; and • Damage survey and analysis. 		PM	A		

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-ADM-009	<p>REASONABLE ACCOMMODATION FILES</p> <p>Records related to plans, policies and procedures developed by agencies to establish and support reasonable accommodation and related human rights programs in compliance with state and federal law. May include:</p> <ul style="list-style-type: none"> • Surveys of government buildings to determine accessibility to the physically challenged; • Requests, correspondence and resolutions for reasonable accommodation from employees and members of the public. 		AC +10, then destroy			
GRS-ADM-010	<p>FEASIBILITY STUDIES</p> <p>Studies conducted before the installation and implementation of any adopted technology, equipment, process or procedure. Includes studies and systems analysis for the initial establishment and major changes of these systems.</p>		LA +3, then destroy			
GRS-ADM-011	<p>INTERNAL COMMITTEE AND CONFERENCE FILES</p> <p>Records created by an internal agency committee or conference, including advisory committees. Includes:</p> <ul style="list-style-type: none"> • Agendas, meeting packets; • Meeting minutes; and • Final reports. 		AC +4, then destroy			

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-ADM-012	<p>DAILY ACTIVITY SCHEDULES</p> <p>Records regarding employees, who are not executives or exempt status, containing substantive information relating to official daily activities, the substance of which has not been incorporated into official files. May include, but is not limited to:</p> <ul style="list-style-type: none"> • Calendars; • Appointment books; • Schedules; • Logs; and • Other records documenting meetings, appointments, telephone calls, trips, visits and other activities of employees. 		AV, then destroy			
GRS-ADM-013	<p>AGENCY HEAD AND ELECTED OFFICIAL RECORDS</p> <p>Records that document how the agency's executive office is organized and how it functions, its pattern of action, its policies, daily activities, procedures and achievements. These records document executive decisions made regarding agency interests. Executive decision makers may include the Executive Director, Chief Administrative Officer, Fiscal Officer or other internal administrators as identified by executive office.</p> <ul style="list-style-type: none"> • Calendars, appointment books, schedules; • Enduring long-term value correspondence (non-transitory); • Subject files • Speeches, interviews; • Memorandum, directive, orders; and • Reports. 		PM	A		

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GRS-ADM-014	<p>MANAGEMENT IMPROVEMENT RECORDS (ROUTINE)</p> <p>Records capturing the analysis and implementation of routine changes to programs and operations within the agency. May include, but is not limited to:</p> <ul style="list-style-type: none"> • Progress or performance reviews/audits; • Monitoring, project evaluation reports; • Biennial, annual, or monthly reports; • Statistical reports; • Needs assessment studies; • Project outlines and schedules; and • Surveys. 		AC +4, then destroy			
GRS-ADM-015	<p>MANAGEMENT IMPROVEMENT RECORDS (SIGNIFICANT)</p> <p>Records capturing the analysis and implementation of significant changes to programs and operations within the agency. May include, but is not limited to:</p> <ul style="list-style-type: none"> • Progress or performance reviews/audits; • Monitoring, project evaluation reports; • Biennial, annual, or monthly reports; • Statistical reports; • Needs assessment studies; • Project outlines and schedules; and • Surveys. 		PM	A		

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-ADM-016	<p>ROUTINE PROGRAM REPORTS</p> <p>Records relating to routine statistical and narrative reports to document program work and track progress activity while administering agency functions and programs. May include, but is not limited to:</p> <ul style="list-style-type: none"> • Periodic project updates (quarterly or monthly reports); • Statistical summaries, including graphs and diagrams; • Productivity tracking; and • Governing routine business activities. 		AC +4, then destroy			
GRS-ADM-017	<p>TECHNICAL REFERENCE AND READING FILES</p> <p>These are documents retained strictly for reference and informational purposes which are not part of any other official files. Record of all memoranda and correspondence generated by another agency for general reference by all agency employees.</p> <p>May include:</p> <ul style="list-style-type: none"> • Reports, studies, special compilations of data; • Drawings, periodicals, books, clippings; and • Extra (non-record) copies of policy and procedure files, brochures, catalogs, vendor price lists, and publications prepared internally and externally. 		AV, then destroy			
GRS-ADM-018	<p>WORKING PAPERS</p> <p>Papers of short-term use and interest, which have no documentary or evidential value, that comprise the background records. May include:</p> <ul style="list-style-type: none"> • Preliminary studies and reports; • Drafts; and • Notes. 		AV, then destroy			

BOARD AND COMMISSION RECORDS

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-BRD-001	<p>BOARD AND COMMISSION MEETING AND HEARING RECORDS</p> <p>Records documenting the actions, meetings, hearings and membership of the board or commission. May include:</p> <ul style="list-style-type: none"> • Agendas, meeting/agenda packets, meeting notices; • Proof of publications; • Meeting minutes; • Motions, action items, appeals; • Narrative history or description of issue; • Speaker sign-up, written testimony; • Reports and findings of fact; and • Final orders, opinions, conclusions or decisions reached. 		PM	A		
GRS-BRD-002	<p>BOARD AND COMMISSION MEMBER RECORDS</p> <p>Records documenting board and commission activities that serves as a reference source for board and commission members. May include:</p> <ul style="list-style-type: none"> • Plans, statements of goals and objectives; • Committee reports; • Budgets; and • Financial statements. <p>Records are often compiled in a notebook for each member.</p>		AV, then destroy			

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GRS-BRD-003	<p>BOARD AND COMMISSION MEMBER PERSONNEL RECORDS</p> <p>Records documenting the appointment or election and subsequent personnel actions of board and commission members. May include:</p> <ul style="list-style-type: none"> • Résumés and applications; • Letters of appointment and resignation; • Election records; • Job descriptions; • Employee data sheets; and • Training, awards and commendations. 		AC +5, then destroy			AC=Separation from board or commission
GRS-BRD-004	<p>BOARD AND COMMISSION ESTABLISHMENT AND DEVELOPMENT HISTORY</p> <p>Records documenting the creation and significant changes of the board or commission. May include:</p> <ul style="list-style-type: none"> • Summaries/histories of the board or commission; • By-laws; • Mission, Vision, Goal Statements; • Position and Policy Statements; • Enduring long-term value correspondence; • Scrapbooks, photographs, articles, recordings, and records documenting significant program events; • Work plans; and • Related documentation. 		PM	A		

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-BRD-005	<p>BOARD AND COMMISSION REPORTS AND STUDIES</p> <p>Records documenting findings, assessments, recommendations, research activities, studies, accomplishments, goals, and other activities of the board or commission. May include:</p> <ul style="list-style-type: none"> • Project evaluation reports; • Public surveys; • Program or plan summaries; • Progress or performance reports; • Biennial, annual, or monthly reports; • Workload studies; • Photographs; • Monitoring reports; • Needs assessment studies; • Project outlines and schedules; • Administrative histories; and • Statistics. 		PM	A		

BUDGET RECORDS

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-BGT-001	<p>ANNUAL BUDGET REPORTS</p> <p>Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.</p>		PM	A		
GRS-BGT-002	<p>ROUTINE BUDGET RECORDS</p> <p>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, budget estimates and justification prepared or consolidated in formally organized budget office. May include:</p> <ul style="list-style-type: none"> • Appropriation language sheets; • Narrative statements; • Workload/expansion plans and related schedules and data; • Allocation and re-allocation schedules; • Monthly obligation proposals; and • Monthly or routine reports. 		AC +4, then destroy			
GRS-BGT-003	<p>BUDGET POLICY FILES</p> <p>Records related to formally organized budget offices which document agency policy governing budget administration and reflecting policy decisions affecting expenditures for agency programs.</p>		PM	A		

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GRS-BGT-004	<p>GRANT RECORDS (FEDERAL)</p> <p>Records documenting grants received or awarded by federal governmental entities. May include:</p> <ul style="list-style-type: none"> • Accepted proposals and applications; • Contracts, agreements, certificates; • Allocation of funds and project budgets; • Annual, monthly and project reports; • Studies; • Control files including indices, registers and logs; and • Memoranda and other records relating to receipt, review, award, evaluation, status and monitoring of grants. 		AC +3, then destroy			
GRS-BGT-005	<p>GRANT RECORDS (NON-FEDERAL)</p> <p>Records documenting grants received or awarded by non-federal governmental entities. May include:</p> <ul style="list-style-type: none"> • Accepted proposals and applications; • Contracts, agreements, certificates; • Allocation of funds and project budgets; • Annual, monthly and project reports; • Studies; • Control files including indices, registers and logs; and • Memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants. 		AC +3, then destroy			
GRS-BGT-006	<p>UNSUCCESSFUL GRANT APPLICATION FILES</p> <p>Rejected and withdrawn grant applications, memoranda and other records relating to the decision to reject the grant proposal.</p>		AC +1, then destroy			

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-BGT-007	<p>DEVELOPMENT PROGRAM RECORDS</p> <p>Records related to the administration of the agency's development program. The development program raises funds and other resources for support of the organization and its programs through cultivation of individual, corporate, government and foundation support and special events. May include:</p> <ul style="list-style-type: none"> • Fundraising event and project records; and • Gifts in-kind and financial donations. 		AC +6, then destroy			

COMMUNICATION RECORDS

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-COM-001	<p>CORRESPONDENCE (ROUTINE)</p> <p>Internal or external transitory correspondence related to general agency business. Records created while administering agency functions and programs. May include:</p> <ul style="list-style-type: none"> • Orders, requests, inquiries; • Replies; • Acknowledgments; and • Announcements. <p>Does not include policy decisions or directives, how the office is organized, how it functions, its pattern of action, procedures or achievements.</p>		AV, then destroy			
GRS-COM-002	<p>MAILING LISTS</p> <p>Lists of contact information for individuals, companies or other entities with which the agency corresponds.</p>		US, then destroy			
GRS-COM-003	<p>MAIL CONTROL RECORDS</p> <p>Records of receipt and routing of incoming and outgoing mail and items handled by state mail system and private delivery companies such as United Parcel Service. May include:</p> <ul style="list-style-type: none"> • Postage meter logs/reports; • Logs and return receipts (Special delivery, foreign, registered, certified and parcel post mail); and • Signed pickup and delivery forms. 		AC +4, then destroy			

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-COM-004	<p>PUBLICATIONS</p> <p>Records of enduring value, regardless of format or platform, that are disseminated by a governmental entity for public distribution. May include:</p> <ul style="list-style-type: none"> • Newsletters; • Significant or Official Reports; • Pamphlets, brochures, posters; • Manuals; and • Other published or processed documents, and the last manuscript report, if not published, relating to management projects. 		PM	A		
GRS-COM-005	<p>PRESS RELEASES</p> <p>Official prepared statements or announcements issued for distribution to the media.</p>		PM	A		
GRS-COM-006	<p>CARTOGRAPHIC RECORDS</p> <p>Records documenting the cartographic information about the State of Idaho. May include:</p> <ul style="list-style-type: none"> • Maps (printed, automated, and microfilmed); • Aerial photography; • Models; • Raised relief maps; • Remote sensing imagery; • Geographic Information System data. 		PM	A		

FACILITY MANAGEMENT RECORDS

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-FAC-001	<p>EQUIPMENT APPRAISAL RECORDS</p> <p>Records related to the assessment of state-owned equipment and property, excluding real property. May include:</p> <ul style="list-style-type: none"> • Location; • Legal description; • Value; and • Photographs of property or equipment. 		US, then destroy			
GRS-FAC-002	<p>BUILDING AND EQUIPMENT SERVICE RECORDS</p> <p>Records documenting building and agency-owned or leased equipment (computers, telephones, printers, etc.) maintenance services, excluding fiscal records. May include:</p> <ul style="list-style-type: none"> • Request; • Work order; • Authorization; • Work logs; and • Verification of work done, and related records. 		AC +4, then destroy			
GRS-FAC-003	<p>CONSTRUCTION PLANS IN-REVIEW</p> <p>Preliminary designs and specifications prepared by architectural firms for review by state agency.</p>		AV, then destroy			

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-FAC-004	<p>CONSTRUCTION PROJECT CASE FILES</p> <p>Records documenting the construction and/or renovation of state-owned facilities, roads, and bridges. May include:</p> <ul style="list-style-type: none"> • As-built construction plans and specifications; • Under-construction plans and specifications; • Concept drawings, preliminary drawings, working drawings; • Project meeting minutes, approval, program review and/or comments; • Selected images/photographs showing major/significant stages of the project. 		PM	A		
GRS-FAC-005	<p>NATURAL DISASTER AND DAMAGE SURVEY OF PUBLIC BUILDINGS</p> <p>Survey and analysis of damage done to public buildings during natural disasters or acts of vandalism.</p>		PM	A		
GRS-FAC-006	<p>SPACE UTILIZATION REPORTS</p> <p>Reports on the amount of floor space in agency buildings, including number of rooms and the capacity.</p>		AV, then destroy			

FINANCIAL RECORDS

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-FIN-001	<p>ACCOUNTING ADMINISTRATIVE RECORDS</p> <p>Documents relating to voucher preparation, administrative audit and other accounting and disbursing operations.</p>		AC +4, then destroy			
GRS-FIN-002	<p>ACCOUNTS PAYABLE AND RECEIVABLE RECORDS</p> <p>Records documenting monies collected or paid in the conduct of business. May include:</p> <ul style="list-style-type: none"> • Invoices billing non-state agencies or institutions for supplies, services or repairs provided by an agency; • Purchase/field orders, bills of sale, receipts, petty cash, cash books, remittance advices, vouchers, vendor rebates, fiscal purchasing/receiving documents, etc.; • Billing statements, billing summaries (registers/ledgers), adjustments to accounts (error corrections, overpayment refunds, conservation rebates, etc.), delinquent account lists; • Refund requests; • Financial statements and reports; • Registers and journals (general and subsidiary) for all funds and functions; • Electronic funds transfer authorization; • Reconciliations; • Check/warrant registers and requests; and • Appropriation adjustment forms. 		AC +4, then destroy			
GRS-FIN-003	<p>AUDITOR'S FINANCIAL REPORT</p> <p>Report prepared by internal or external auditors because of a financial audit.</p>		PM	A		

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-FIN-004	<p>BANKING</p> <p>Records documenting the agency's banking activities and documenting its banking transactions. May include:</p> <ul style="list-style-type: none"> • Canceled checks; • Debit/credit memoranda; • Debit/credit adjustments; and • Deposit slips and monthly reconciliations. 		AC +4, then destroy			
GRS-FIN-005	<p>FINANCIAL REPORTS AND DATA FILES</p> <p>Reports and records maintained by financial offices. May include:</p> <ul style="list-style-type: none"> • Ledgers and forms used to accumulate data; • Cost report on services provided and fees charged. 		AC +4, then destroy			
GRS-FIN-006	<p>EMPLOYEE TRAVEL REIMBURSEMENT RECORDS</p> <p>Records relating to reimbursing individuals for expenses incurred during travel for business purposes. May include:</p> <ul style="list-style-type: none"> • Travel orders; • Travel authorizations; • Per diem vouchers; • Transportation requests, hotel reservations; and • All supporting records documenting official travel by officers, employees or others authorized by law to travel. 		AC +4, then destroy			
GRS-FIN-007	<p>ACCOUNTING POSTING AND CONTROL FILES</p> <p>Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.</p>		AC +4, then destroy			

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-FIN-008	<p>TAX AND REVENUE ANTICIPATION NOTES</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 +4, then destroy			
GRS-FIN-009	<p>VENDOR FILES</p> <p>Records related to payment of vendors for services and goods. May include:</p> <ul style="list-style-type: none"> • IRS Form W-9; • Vendor Registration Forms. 		AV, then destroy			
GRS-FIN-010	<p>WARRANT REQUESTS USED IN THE PURCHASE OF REAL PROPERTY</p> <p>Documentation of the purchase of real estate by a government agency.</p>		PM	A		
GRS-FIN-011	<p>INSURANCE POLICY FILES</p> <p>Records documenting insurance policy contracts between a state agency and a private party. May include:</p> <ul style="list-style-type: none"> • Contracts/agreements; • Personal Security Bonds; • Indemnity Bonds; • Liability Insurance; • Claims reports. 		AC +6, then destroy			AC=End of contract

HUMAN RESOURCES RECORDS

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-HR-001	<p>EMPLOYMENT ELIGIBILITY VERIFICATION</p> <p>Records documenting verification of employment eligibility. The retention period applies to forms completed for all new hires as well as superseded or previous forms completed on rehires. May include:</p> <ul style="list-style-type: none"> • Federal I-9 forms; • H-1B labor condition applications and approvals; • Copies of valid driver's license, passports, or another photo identification; and • Copies of certificate of naturalization and supporting documentation. 		AC +5, then destroy			AC=Date of separation
GRS-HR-002	<p>EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) AND OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAM (OFCCP) RECORDS</p> <p>Records generated out of compliance, reporting or complaints filed with the two agencies. May include:</p> <ul style="list-style-type: none"> • Reports of OFCCP violations; and • EEOC reports, investigations, case files, complaints, etc. 		AC +10, then destroy			
GRS-HR-003	<p>EMPLOYEE PAY HISTORY FILE</p> <p>Records documenting the pay history of individual employees. May include:</p> <ul style="list-style-type: none"> • Documentation of employee pay status; • Payroll deductions (taxes, insurance, garnishments, or other liens/attachments); and • Authorizations for deductions/direct deposit. 		AC +5, then destroy			AC=Date of separation

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-HR-004	<p>EMPLOYEE HEALTH AND MEDICAL FILES</p> <p>Records documenting the health and medical history of an employee. Created when an employee has a medical condition (injury or illness – work or non-work related) affecting their ability to work. May include:</p> <ul style="list-style-type: none"> • Information about the situation; • Incident reports; • Physical assessment forms; • Information from physicians and other medical providers; • Return to work documentation; and • Workers Compensation, FMLA and ADA cases. 		AC +5, then destroy			AC=Date of separation
GRS-HR-005	<p>PERSONNEL FILES</p> <p>Records documenting the employment history of agency personnel. May include:</p> <ul style="list-style-type: none"> • Documentation of training; • Annual Evaluations; • Awards and commendations; • Emergency contact information; • Personnel actions; and • Driver’s license enhancements/restrictions. 		AC +5, then destroy			AC=Date of separation
GRS-HR-006	<p>EMPLOYEE COMPLAINT AND GRIEVANCE FILES</p> <p>Records documenting complaints and grievances submitted by employees regarding workplace issues (except EEOC and Reasonable Accommodation complaints). May include:</p> <ul style="list-style-type: none"> • Employees grievance reports; • Investigations; • Interviews; and • Response, etc. 		AC +5, then destroy			AC=Date of separation

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-HR-007	<p>RECRUITMENT FILES</p> <p>Records documenting the process of recruiting and hiring new employees. May include:</p> <ul style="list-style-type: none"> • Employment applications, résumés, etc.; • Advertisements, vacancy announcements; • Registers; • Interview questions, applicant answers; and • Reference checks. 		AC +4, then destroy			
GRS-HR-008	<p>AGENCY TRAINING AND OUTREACH FILES</p> <p>Records documenting agency development and facilitation of training and outreach courses. involved with arranging, facilitating, and coordinating training classes. May include:</p> <ul style="list-style-type: none"> • Course and trainer information; • Handouts; • Training dates; • Accommodations; • Participation and evaluation material; and • Materials, billing information, etc. 		AC +4, then destroy			

INFORMATION MANAGEMENT RECORDS

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-INFO-001	<p>ACCESSION REGISTERS</p> <p>Information related to library, archives, or museum acquisitions. May include:</p> <ul style="list-style-type: none"> • Author, title, publisher; • Item description; • Year purchased or donated; • Purchase price; • Donor information; and • Other bibliographic and accession data. 		AV, then destroy			
GRS-INFO-002	<p>CIRCULATION RECORDS</p> <p>Records relating to the borrowing, lending, and returning of items in the library's collection. May include:</p> <ul style="list-style-type: none"> • Item circulation history; • User/patron records (applications for membership, borrower registrations, parent/guardian permissions); and • Inter-library loan requests and tracking logs. 		AV, then destroy			

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-INFO-003	<p>COPYRIGHT AND REPRODUCTION RECORDS</p> <p>Records related to copyright ownership and reproduction of agency owned objects and publications, and of the agency's use of items owned by other organizations. Also documents agreements with other parties for private or commercial use, reproduction, publication and sale of written materials and photographs of agency owned objects and publications. May include:</p> <ul style="list-style-type: none"> • Reproduction, resale, and publication policies; • Contracts and agreements; • Use restriction forms; • Photograph release forms; • Photographic service request forms; • Requests for permission to reproduce or publish photographs or documents; • Fee schedules; and • Work orders for purchase of printed materials. 		AC +6, then destroy			
GRS-INFO-004	<p>EDUCATIONAL PROGRAM RECORDS</p> <p>Records documenting the administration of the agency's education and public outreach programs. The education program may include tours, lectures, workshops, webinars, and other adult and children's events and activities. May include:</p> <ul style="list-style-type: none"> • Publicity; • Orientation and training teaching packets; • Class schedules; and • Attendance rosters. 		AC +4, then destroy			

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-INFO-005	<p>EXHIBIT RECORDS</p> <p>Records documenting the planning, development, installation and maintenance of temporary and permanent on-site and off-site exhibitions, research of materials and objects, and publication of exhibits. May include:</p> <ul style="list-style-type: none"> • Exhibit contracts; • Design and installation records; • Permanent and temporary exhibit inventory listings; • Exhibit catalogs; • Photographs and slides; and • Exhibit scheduling records. 		AC +6, then destroy			
GRS-INFO-006	<p>PUBLIC RECORDS REQUEST FILES (DENIED)</p> <p>Records related to requests from members of the public for access to public records which have been partially or denied in full. May include:</p> <ul style="list-style-type: none"> • Logs and registers of requests; • Notice of denial; and • Supporting documentation for denial. <p>Requested records must be kept through end of required retention period for denied request regardless of individual retention requirements.</p>		AC +1, then destroy			
GRS-INFO-007	<p>PUBLIC RECORDS REQUEST FILES (APPROVED)</p> <p>Records related to requests from members of the public for access to public records which have been fulfilled.</p>		AV, then destroy			

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-INFO-008	<p>RECORDS DISPOSITION AND CONTROL FILES</p> <p>Records relating to the physical and intellectual control of the agency's public records. May include:</p> <ul style="list-style-type: none"> • Transfer sheets; • Destruction logs; and • Indices, container lists, catalogues and finding aids. 		PM			
GRS-INFO-009	<p>RECORDS MANAGEMENT PROGRAM FILES</p> <p>Records used in creating and establishing records management practices. May include:</p> <ul style="list-style-type: none"> • Classification designations; • Records control best practices; and • Retention schedules. 		PM			
GRS-INFO-010	<p>APPLICATIONS/SYSTEM ACTIVITY MONITORING RECORDS</p> <p>Records which monitor the activities of an application or system. May include:</p> <ul style="list-style-type: none"> • Event logs; • Audit trails; • Log-in records, security logs, and system usage files; • Batch or data entry reports; and • Job or task schedules. 		AV, then destroy			

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-INFO-011	<p>SYSTEM AND DATA DOCUMENTATION FOR NON-PERMANENT APPLICATIONS/SYSTEMS</p> <p>Records created during development or modification of a system, which are necessary to access, retrieve, manipulate, and interpret data in that system. May include:</p> <ul style="list-style-type: none"> • Planning/development documentation; • Modification log, maintenance log, system change notices; • 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. <p>Records also include user and operational documentation describing how a system operates. May include:</p> <ul style="list-style-type: none"> • Data entry, manipulation, output, and retrieval; • User guides; • System or sub-system definitions; • System flowcharts; • Program descriptions and documentation; • Job control or workflow records; and • System specifications, and input and output specifications. 		LA, then destroy			

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-INFO-012	<p>SYSTEM AND DATA DOCUMENTATION FOR PRIMARY OPERATIONS APPLICATIONS/SYSTEMS</p> <p>Records created during development or modification of a system, which are necessary to access, retrieve, manipulate, and interpret data in that system. May include:</p> <ul style="list-style-type: none"> • Planning/development documentation; • Modification log, maintenance log, system change notices; • 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. <p>Records also include user and operational documentation describing how a system operates. May include:</p> <ul style="list-style-type: none"> • Data entry, manipulation, output, and retrieval; • User guides; • System or sub-system definitions; • System flowcharts; • Program descriptions and documentation; • Job control or workflow records; and • System specifications, and input and output specifications. 		PM			
GRS-INFO-013	<p>PROGRAM SOURCE CODE (STATE OWNED)</p> <p>Records related to computer commands written in a computer programming language that is meant to be read by people. Generally, source code is higher-level representation of computer commands as they are written by people and, therefore, must be assembled or compiled before a computer can execute the code as a program. These records are maintained for reference, as backup, to ensure adequacy of change documentation, or to rectify errors in program implementation after related programs are replaced, modified, or cease to be used.</p>		PM			

LEGAL RECORDS

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-LEG-001	<p>LEGAL GUIDANCE</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	A		
GRS-LEG-002	<p>ROUTINE LITIGATION CASE FILES</p> <p>Agency records related to litigation involving a state agency which does not have profound influence on state government administration or policies. May include:</p> <ul style="list-style-type: none"> • Case background information; • Court documents; and • Legal research. 		AV, then destroy			
GRS-LEG-003	<p>SIGNIFICANT LITIGATION CASE FILES</p> <p>Agency records related to litigation involving a state agency which has a profound influence on state government administration or policies. May include:</p> <ul style="list-style-type: none"> • Case background information; • Court documents; and • Legal research. 		PM	A		
GRS-LEG-004	<p>CONTRACTS AND AGREEMENTS</p> <p>Instruments signed by the agency and one or more parties that set out terms and conditions for products or services rendered. May include:</p> <ul style="list-style-type: none"> • Interagency, intra-agency and inter-governmental agreements; • Liability Waivers (Personal Security Bonds, Indemnity, hold harmless); • Loan agreements; and • Purchase and sales agreements. 		AC +6, then destroy			

MOTOR VEHICLE RECORDS

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-MV-001	<p>MOTOR VEHICLE OWNERSHIP RECORDS</p> <p>Records documenting the ownership, registration, and operation of agency vehicles which prove state ownership of the vehicle. May include:</p> <ul style="list-style-type: none"> • Titles; • Certificates of mileage; • Registration; and • Maintenance documentation. 		LA, then destroy			
GRS-MV-002	<p>CRASH FILES</p> <p>Records relating to accidents involving agency vehicles and vessels and any subsequent inquiries/investigations. May include:</p> <ul style="list-style-type: none"> • Police reports; • Vehicle crash form; • Photographic evidence; and • Insurance adjuster's report. 		AC +4, then destroy			
GRS-MV-003	<p>MOTOR VEHICLE EMPLOYEE OPERATION FILES</p> <p>Records relating to individual employee operations of government-owned vehicles. May include:</p> <ul style="list-style-type: none"> • Driver tests; • Certifications. 		AC +5, then destroy			AC=Date of separation
GRS-MV-004	<p>MOTOR VEHICLE RELEASE FILES</p> <p>Records relating to the transfer, sale, donation, or exchange of state vehicles.</p>		AC +4, then destroy			

PAYROLL RECORDS

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-PAY-001	<p>PAYROLL PROCESSING, DISTRIBUTION, AND REPORTING</p> <p>Records related to workload and personnel management, payroll operations and administration.</p>		AC +4, then destroy			
GRS-PAY-002	<p>EMPLOYEE BENEFITS FILES</p> <p>Records related to employee benefits which are used to assist retiring employees or beneficiaries May include:</p> <ul style="list-style-type: none"> • Eligibility worksheets; • Annuity Estimates; • Position/Pay Information; and • Retirement assistance documents. 		AC +5, then destroy			AC= Date of separation
GRS-PAY-003	<p>TIME AND ATTENDANCE FILES</p> <p>Records documenting state employee attendance and leave. May include:</p> <ul style="list-style-type: none"> • Time sheets, flextime attendance reports; • Timecard, sign-in/sign-out sheets; • Leave requests, adjustments; and • Leave summary report. 		AC +4, then destroy			

PROPERTY RECORDS

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-PRO-001	<p>DECLARATION OF SURPLUS PROPERTY FORMS</p> <p>Form required by the State Controller’s Office indicating what equipment (desks, chairs, computers, cameras, printers, etc.) an agency wishes to declare as available.</p>		AC+5, then destroy			
GRS-PRO-002	<p>SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORMS</p> <p>Form required by the State Controller’s Office indicating what equipment (desks, chairs, computers, cameras, printers, etc.) an agency wishes to dispose of.</p>		AC +5, then destroy			
GRS-PRO-003	<p>REAL PROPERTY FILES</p> <p>Records documenting the transfer of ownership of real property to or from a State agency. May include:</p> <ul style="list-style-type: none"> • Title papers; • Contracts/agreements; • Conveyance documentation; and • Appraisal files. 		PM	A		
GRS-PRO-004	<p>ANNUAL INVENTORY (REAL PROPERTY/CAPITAL ASSETS)</p> <p>Records related to inventory of land, buildings, furniture, equipment, and other state-owned property. May include:</p> <ul style="list-style-type: none"> • Location, description, value, and photographs of property; • Annual inventory control documents that describe each piece of agency-owned or leased equipment and furniture. 		AC +4, then destroy			

PUBLIC AFFAIRS RECORDS

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-PUB-001	<p>COMPLAINT/INFORMANT FILES</p> <p>Whistleblower, fraud and criminal complaints submitted by members of the public. May include:</p> <ul style="list-style-type: none"> • Anonymous letters; • Complaints, criticisms, suggestions; and • Agency replies. 		AV, then destroy			
GRS-PUB-002	<p>MEMBERSHIP RECORDS</p> <p>Records documenting the administration of the agency's membership program and the status of its membership. May include:</p> <ul style="list-style-type: none"> • Individual member records; • Membership rosters; • Membership drive records; and • Address changes. 		AC +3, then destroy			AC= Discontinued membership
GRS-PUB-003	<p>VOLUNTEER RECORDS</p> <p>Series documents the administration of the agency's volunteer and intern programs. May include:</p> <ul style="list-style-type: none"> • Recruitment and selection records; • Volunteer personnel and intern personnel information forms; • Volunteer time records; • Emergency notification forms; • Publicity records; and • Insurance documentation. 		AC +3, then destroy			AC= Discontinued membership

PURCHASING RECORDS

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-PUR-001	<p>CONTRACT APPEALS CASE FILES</p> <p>Records documenting state agency appeals to Division of Purchasing regarding purchasing contracts.</p>		AC +6, then destroy			AC=Resolution of appeal
GRS-PUR-002	<p>LEASING CONTRACT FILES</p> <p>Building or equipment leases and related records documenting agreements, services, and payments.</p>		AC +6, then destroy			AC=End of contract
GRS-PUR-003	<p>PURCHASE REQUISITION FILES</p> <p>Records related to requisitions submitted for supplies and equipment.</p>		AC +4, then destroy			
GRS-PUR-004	<p>BIDS AND PROPOSALS FILES</p> <p>Records documenting bids and proposals to provide products or services to an agency by a private contractor. May include:</p> <ul style="list-style-type: none"> • Pre-solicitation documentation; • Invitation for bids; • Requests for proposals; • Requests for quotes; • Solicited and unsolicited successful bids; • Solicited and unsolicited unsuccessful bids; • Unopened bids and proposals; and • Canceled solicitations. 		AC +4, then destroy			

SECURITY SERVICES RECORDS

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-SEC-001	<p>GUARD ASSIGNMENT FILES</p> <p>Records relating to guard assignments. May include:</p> <ul style="list-style-type: none"> • Ledger records or requests; • Analyzes; • Description of duties; • Change notices; and • Other papers relating to post assignments. 		US +3, then destroy			
GRS-SEC-002	<p>LOSS CONTROL INSPECTION REPORTS</p> <p>Annual self-inspection report used to identify potential hazards within the building or on the agency property.</p>		AC +4, then destroy			
GRS-SEC-003	<p>SECURITY CLEARANCE STATUS FILES</p> <p>Lists of rosters showing the current security clearance status of individuals.</p>		US, then destroy			
GRS-SEC-004	<p>VISITOR LOGS</p> <p>Records documenting names of outside contractors, service personnel, visitors, and employees admitted to non-public areas.</p>		AC +4, then destroy			

Series Group #	Series Description	Office of Record (Agency Use)	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X) (Agency Use)	Guidance
GRS-SEC-005	<p>ACTIVITY REPORTS</p> <p>Records documenting individual officer, shift and other activity reports usually filed on a daily, weekly, monthly or annual basis. Applies to various duties such as dispatch, confinement, investigations and patrol. May include:</p> <ul style="list-style-type: none"> • Name, shift, date, activities; • Radio and communication logs; • Various statistical categories for tracking; • Uniform crime reports summarizing statistics on criminal activity and office operations; and • Facility Checks and round reports. 		AV, then destroy			
GRS-SEC-006	<p>ALARM RECORDS</p> <p>Records documenting the licensing, use, and response to security alarms. May include:</p> <ul style="list-style-type: none"> • Name and address of license or permit holder; • Type of alarm, location, instructions to officers responding to call; • Contact information for alarm response; and • Routine testing, reports and analysis. 		LA, then destroy			
GRS-SEC-007	<p>WARRANT RECORDS</p> <p>Records related to a written order made by the court on behalf of the commanding law enforcement officials to bring a specified individual before the court. May include:</p> <ul style="list-style-type: none"> • Warrant (date, court, judge's name, individual's name and DOB, charge); • Warrant status log; • Detainer requests; and • Informational documents related to the wanted person (physical description, known alias). 		AV, then destroy			

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GRS-SEC-008	<p>CRIME ANALYSIS RECORDS</p> <p>Records documenting department efforts to anticipate, prevent or monitor possible criminal activity. May include reports, statistical summaries, photographs, sound and video tape recordings. May include:</p> <ul style="list-style-type: none"> • Crime patterns or modes of operation; • Analysis of crimes; • Criminal profiles; • Forecasts; • Movements of known offenders; and • Alerts from other agencies. 		AV, then destroy			
GRS-SEC-009	<p>SECURITY EQUIPMENT RECORDS</p> <p>Records documenting equipment issued to agency personnel. May include:</p> <ul style="list-style-type: none"> • Handcuffs, service weapon, keys, uniforms, badges; • Personal protective and firefighting equipment; • Lockers; • Optional equipment lists; • Data sheets; • Date, employee name, number, and section; and • Description of equipment. 		US, then destroy			
GRS-SEC-010	<p>INCIDENT REPORTS</p> <p>Informational reports written by security personnel related to individuals, events, or vehicles for which the security officer does not have probable cause for enforcement. May include:</p> <ul style="list-style-type: none"> • Name and address of person contacted; • Physical description of person or vehicle; • Officer's name; • Location of contact, date, and time; • Witnesses; and • Reason for contact. 		AC +4, then destroy			

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GRS-SEC-011	<p>INTERNAL INVESTIGATIONS CASE FILES</p> <p>Records documenting investigations of department personnel for violations of laws, rules or policies and may include findings and dispositions of investigations. May include:</p> <ul style="list-style-type: none"> • Complaints, correspondence; • Investigatory reports; • Interviews; • Hearing summaries and testimony; • Name of employee investigated; • Reason, location of violation, date; • Accomplices' names and addresses; • Witnesses' names and addresses; and • Action taken. 		AC +5, then destroy			AC=Date of separation
GRS-SEC-012	<p>LOST AND FOUND PROPERTY RECORDS</p> <p>Records documenting agency receipt and maintenance of lost and found or abandoned property such as money, bicycles, automobiles, and other items not related to a crime. May include:</p> <ul style="list-style-type: none"> • Receipts; • Inventory lists; • Destruction logs; and • Property reports. 		AC +4, then destroy			
GRS-SEC-013	<p>TOWED VEHICLE RECORDS</p> <p>Records documenting tow truck requests and responses. May include:</p> <ul style="list-style-type: none"> • Date, name of requestor; • Name of towing company called; and • Location of vehicle to be towed. 		AC +4, then destroy			