

Records Retention Basics

Kelli D. Brassfield, Policy Advisor



Why?

- Plan for the creation, use, retention, disposal, and preservation of records.
- A good records management system will make the county more efficient and productive. It will minimize costs, improve systems, and can protect counties from litigation.

Record Retention Schedule

Establish minimum retention periods and final disposition for various types of records:

- Sets minimum amount of time for records to be kept,
- Records may be inspected and/or copied unless specifically exempt by Idaho law,
- Each county is a little different and some types of records will likely need to be added or deleted from your schedule,
- The retention period only applies to the original copy of a record. Designate the official copy.

Classification of Records

- Permanent Record: 10 years
- Semi-Permanent Record: 5 years
- Temporary Record: 2 years
- Records can be retained in a digital medium
- Law Enforcement Media Recordings: 200 days
 - No evidentiary value (not affixed to building): 60 days
 - No evidentiary value (affixed to building): 14 days

31-871, Idaho Code



Records Management cont.

- Appraising records
 - Administrative
 - Legal
 - Fiscal
 - Historical
- Retention schedules
 - Created for the official or original records

Destruction of Records

- Resolution
 - Confidential records – shredded or burned
 - Non-confidential records – landfill
 - Archival – transferred to the State Archives
- Maintenance
 - Records involved in an ongoing audit, litigation, or investigation must not be destroyed until the matter is resolved.

Other Things to Consider

- Litigation hold procedure
- Disaster preparedness
- Identifying and protecting vital records
- Identifying risks

Questions?

- Records Retention Manual
 - <https://idcounties.org/wp-content/uploads/2022/04/Records-Retention-Manual-2021.pdf>
- Sample retention schedule
 - <https://idcounties.org/wp-content/uploads/2021/02/County-Retention-Schedule-July-2013.pdf>