

# Unlocking the Vault

## Effective County Records Retention and Management

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# What is the Plan?

Topics to be Covered

What is a Public Record?

Retention Classifications

Historical Records

Data or Digital Records

Disaster Preparedness

# What is a Public Record?

## Idaho Code 74-101

1

**“Public Record”**

Any writing containing information relating to the conduct or administration of the public’s business

2

**“Writing”**

Handwriting, typewriting, printing, photographing, including letters, all papers, maps, or other documents

3

**“Custodian”**

The person or persons having personal custody and control of the public records

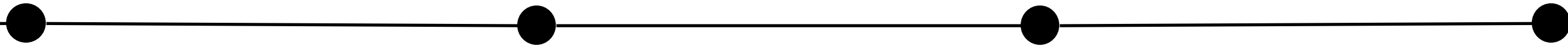
Basically - any document created in your county!

# Records Need to be Managed

- Management of records is a vital function and understanding the basic principles of records management is essential for every county official.
- Idaho law provides that any “writing” prepared or used in conduct of public business qualifies as a public record. It also recognizes that records vary tremendously in their utility and significance.
- For instance, ordinances, resolutions and minutes are important for the day-to-day operation of government and also are historically significant, and Idaho law provides that these records are not to be destroyed.

# Retention Classifications

Idaho Code 31-871



**(a)**

## **Law Enforcement Media Recording**

a digital record  
created by a law  
enforcement agency -  
recording of visual or  
audible or both.

**varies - 200 days/  
60 days / 14 days**

**(b)**

## **Permanent Records**

proceedings of the  
governing body,  
ordinances,  
resolutions, budget,  
general ledger, title  
and land records, or  
records deemed as  
such by the BOCC.

**not less than 10 years**

**(c)**

## **Semipermanent Records**

claims, contracts,  
canceled checks,  
license applications,  
departmental reports,  
financial records,  
purchase orders, or  
records deemed as  
such by the BOCC.

**not less than 5 years**

**(d)**

## **Temporary Records**

correspondence,  
building applications,  
and plans for  
noncommercial and  
nongovernment  
projects after final  
approval, cash  
receipts subject to  
audit, or records  
deemed as such by  
the BOCC.

**not less than 2 years**

# Retention Classifications

## **Idaho Court Administrative Rules 37 and 38 Standards for Preservation of Court Records**

Records may be preserved either in the the original form or as other archival media, including digital entry in the court's case management system.

**Original Wills Shall Never  
Be Destroyed**

## **Election Records Idaho Code 31-217**

- (1) retain for 5 years
- (2) retain for 2 years
- (2) retain 1 year
- (4) 60 days for "other election supplies"

## **Jury Records Idaho Code 2-214**

All records and papers maintained by the jury commissioner or the clerk in connection with selection and service of jurors.

4 years or longer

## **Idaho Code 31-871A Retention of County Records Using Photographic and Digital Media**

May reproduce and retain documents in this form. Digitizing must be scanned at 200 dots per inch.

Reproduction of such document when certified by the county official is deemed a certified copy of the original

# Additional Consideration on Records

Fiscal  
Administrative  
Legal  
Long-term value

*Ex A -*

**ELECTOR OATH**

I *Andrew S. Anderson*

Do Swear (or affirm) that I am a male citizen of the United States, of the age of twenty-one years, (or will be the .... day of ..... 188...) that I have (or will have) actually resided in this Territory for four months, and in this county for thirty days next preceding the day of the next ensuing election, that I have never been convicted of treason, felony or bribery; that I am not now registered or entitled to vote, at any other place in this Territory; and I do further swear that I am not a bigamist or polygamist; that I am not a member of any order, organization or association which teaches, advises, counsels or encourages its members, devotees or any other person to commit the crime of bigamy or polygamy, or any other crime defined by law as a duty arising or resulting from membership in such order, organization or association, or which practices bigamy or polygamy, or plural or celestial marriage as a doctrinal right of such organization; that I do not and will not publicly or privately, or in any manner whatever, teach, advise, counsel, or encourage, any person to commit the crime of bigamy or polygamy, or any other crime defined by law, either as a religious duty or otherwise, that I do regard the constitution of the United States, and the laws thereof, and of this Territory, as interpreted by the courts, as the supreme law of the land, the teachings of any order, organization, or association to the contrary notwithstanding; and I have not previously voted at this election, so help me God.

*Andrew S. Anderson*

SUBSCRIBED AND SWORN TO BEFORE ME THIS

*10th* day of *September* 188*8*

*A. M. Cantin*

Register of *Bohmer* Precinct, Bingham county, Idaho Ty.

NEWS PRINT, BLACKFOOT



- Mark storage boxes with contents and destruction dates
- Have departments regularly monitor their records



# DESTRUCTION OF RECORDS

## Idaho Code 31-871(2)(g)

Records may be destroyed only by resolution of the board of county commissioners after regular audit and upon the advice of the prosecuting attorney, except that law enforcement media recordings may be destroyed without a resolution.

A resolution ordering destruction must list, in detail, records to be destroyed. Such disposition shall be under the direction and supervision of the elected official or department head responsible for such records.

Non-confidential records may be disposed by landfill.

Confidential records must be shredded or burned.

Archival records can be transferred to the State Archives.



# Historical Records





Built in 1885

Built in 1987



# Records That Tell the Story of Your County

1

## **Commissioner Minutes**

*1885 - authorized the Commissioners to build an outhouse behind the county courthouse and buy spittoons for the rooms.*

2

## **Land Surveys, Road Books, Plat Maps, Deed Books, Mining Books, Brand Books, School Record Books**

3

## **Financial Records, Audits, Probate Records, Marriage License Records**

4

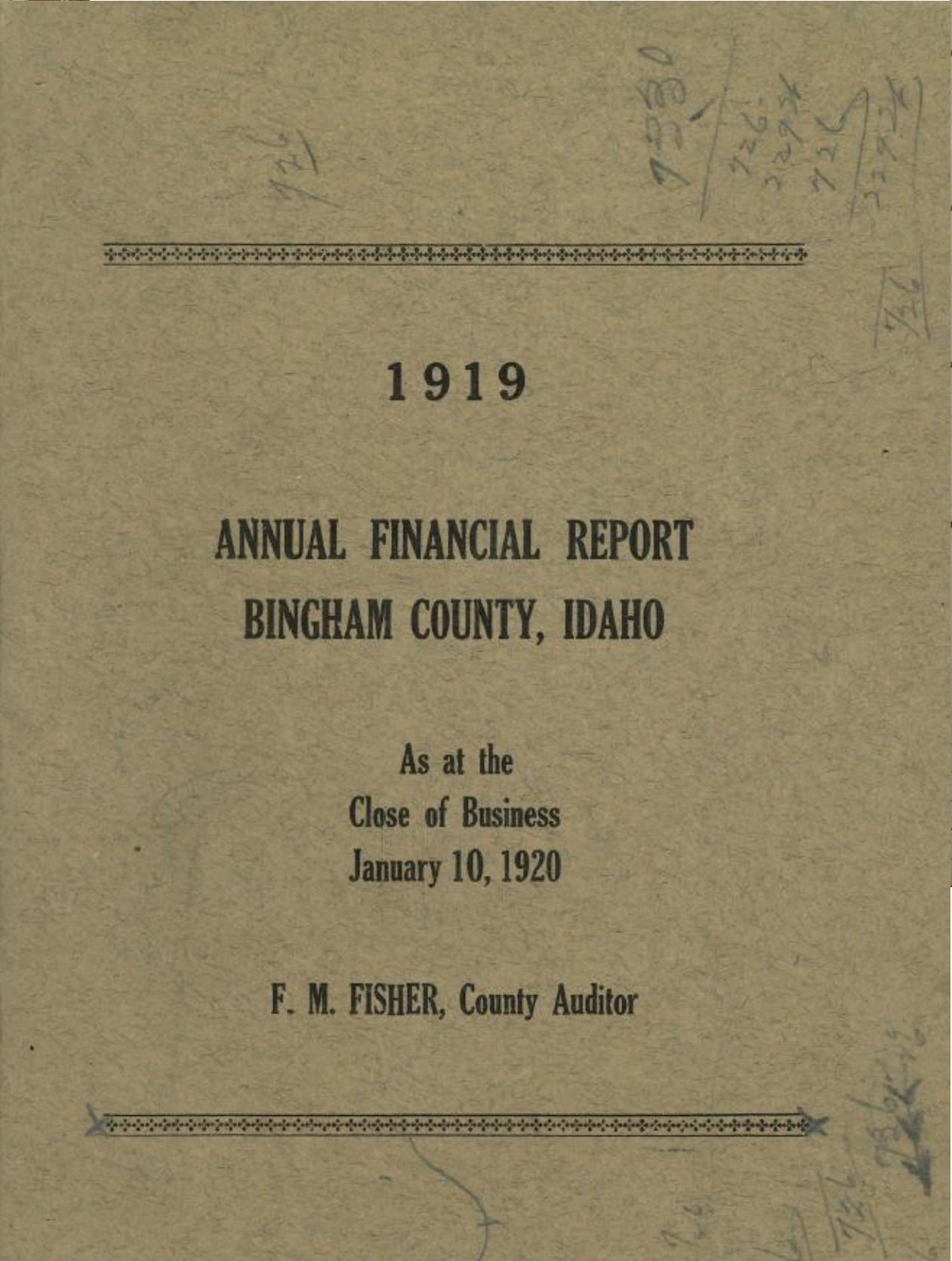
**Documents saved because someone thought they might be of interest in the future.**

No 335 **County Warrant.**  
 Blackfoot, Idaho, July 12 1888.  
 The Treasurer of  
 Bingham County, Idaho,  
 Will pay *W. H. Hanilson* or bearer  
*Seventy Six* **DOLLARS**  
 and charge to account of the General County Fund  
*\$76.85*  
*Geo. A. Robertson* AUDITOR.

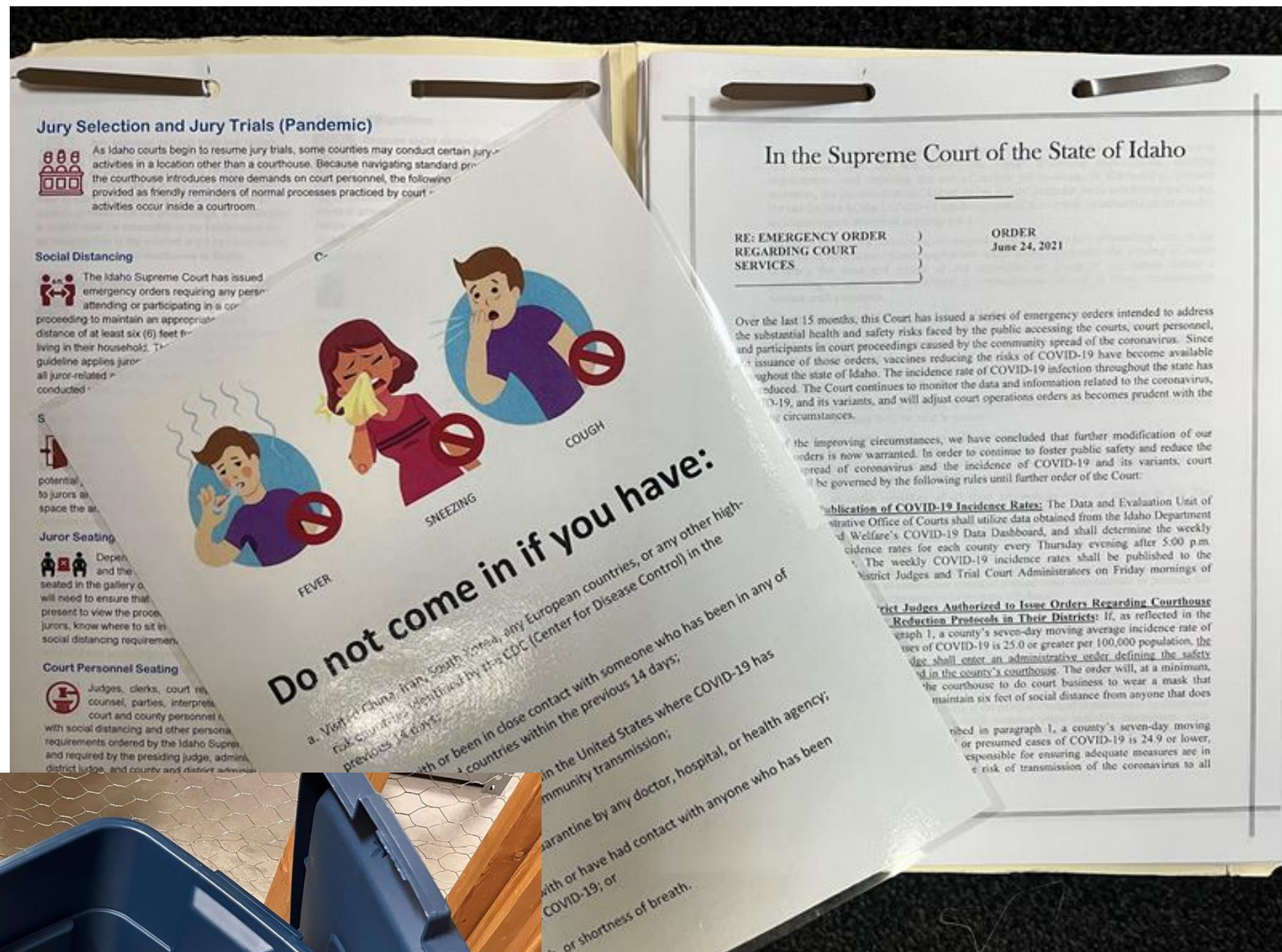
34-50 AUDITOR'S OFFICE BINGHAM COUNTY, IDAHO.  
 Blackfoot, JAN 13 1899  
 TREASURER OF  
**BINGHAM COUNTY.**  
 Pay to *St. A. Hunt* or order  
*Thirty four* **Dollars**  
 Out of Current Expense Funds in the Treasury not otherwise appropriated.  
 For *Comm. 1898*  
*Geo. J. Gagon* County Auditor.

No 350 **County Warrant.**  
 Blackfoot, Idaho, Oct 9<sup>th</sup> 1888.  
 The Treasurer of  
 Bingham County, Idaho,  
 Will pay *S. C. Taylor* or bearer  
*One Hundred and Six* **DOLLARS**  
 and charge to account of the County General Fund  
*\$106.00*  
*Geo. A. Robertson* AUDITOR.

UNITED STATES OF AMERICA  
**TERRITORY OF IDAHO**  
 No 1  
**\$500**  
**COUNTY OF BINGHAM.**  
**COURT HOUSE & JAIL BOND.**  
 Know all Men by these Presents, That the County of Bingham in the Territory of Idaho acknowledges itself indebted and hereby promises to pay to *the County Treasurer* or bearer **Five Hundred Dollars** lawful money of the United States, for value received, redeemable at the pleasure of the County after January first, One Thousand Eight Hundred and Ninety and absolutely due and payable on January first, One Thousand Eight Hundred and Ninety five, at the Office of the Treasurer of said County, in the town of Blackfoot, with interest thereon at the rate of seven per cent per annum payable semi-annually, on the first day of January and the first day of July in each year, at the office of the Treasurer aforesaid, upon the presentation and surrender of the annexed coupons as they severally become due.  
 This Bond is one of a series of Forty Bonds of like tenor and date, numbered consecutively from number One to number Forty, both numbers inclusive amounting in the aggregate to Twenty thousand Dollars, which the Board of County Commissioners of said Bingham County have issued for the purpose of erecting a Court House and Jail in said County, by virtue of and in compliance with an Act of the Legislative Assembly of the Territory of Idaho, entitled an Act to provide a fund for the erection of a Court House and Jail at the County Seat of Bingham County, and for other purposes approved January 29<sup>th</sup> A.D. 1885, and it is hereby certified that all the provisions of said Act have been fully complied with in the issuing of this Bond. For the faithful and punctual payment of this Bond, with principal and interest, all the taxable property of said Bingham County is hereby irrevocably pledged. The Bonds comprised in this series shall be redeemed by the said County in consecutive order, beginning with Bond Number One.  
 In Testimony Whereof the Board of County Commissioners of said County of Bingham have caused this Bond to be signed by their Chairman, countersigned by the County Auditor and Recorder, under the seal of said County, this first day of June, A.D. 1885.  
*W. H. Harrison* Chairman Board County Commissioners  
**TERRITORY OF IDAHO.**  
 County Treasurer's Office,  
 County Auditor's Office,



## COVID DOCUMENTS



humidifier - tote and gallon of distilled water

## Civil War Letter from a 1907 Probate

Head Quarters  
Martinsburg July 8<sup>th</sup> /61

My Dear Wife

I received your long  
looked for letter yesterday and was very  
glad to hear that you were well and that  
all the rest of my friends are well i have  
been in good health and in good spirits but  
i was anxious about you for i did not get  
any letter from you which caused me  
some alarm i was in town yesterday  
and did not get your letter until night,  
we have had some lively times since  
we left Williamsport, in the fight  
on last Tuesday we lost two men  
killed 7 or 9 wounded and 46 prisoners  
by bad management, our Regt did not get  
into action it was the Wisconsin and  
11<sup>th</sup> Penn & Perkins Battery Caverly and  
Moulling Rangers, the fences were  
tore down for 2 miles and looked  
as if the boys had some work to do.

15

## We love our historical records!



Learn to preserve them correctly

C.B. 30

*An Act,*

*To create Bingham County and for other purposes.*

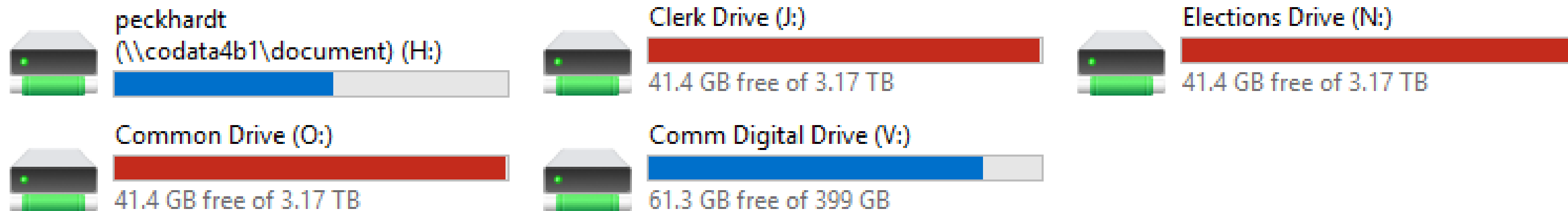
*Be it enacted by the Legislative Assembly of Idaho Territory, as follows:*

*Section 1.*

*All that portion of Idaho Territory comprised within the following boundaries, to wit: Beginning at the Northeast corner of Oneida County, and thence running Westerly and Northwesterly along the Territorial line, between Idaho and Montana, to the Northwest corner of Oneida County, thence South to Snake river, thence down Snake river to the mouth of Portneuf river, thence up Portneuf to what is known as The Point of the Mountain about four miles Northwest of Pocatello, thence Southerly in a straight line to the top of the range, thence along the Crest of mountains between Malad and Marsh Valleys to a point on top of the range due*

# Data or Digital Records

## Network locations



- Today's records are primarily data driven and created electronically.
- Records management needs to evolve.
- Record custodians + IT + Legal will need to collaborate.
- IT will need to take the lead to work on retention schedules.
- Meta data is the key!



# Disaster Preparedness

# Preventative and Protective Measures

A records disaster is a sudden, unexpected event that significantly damages or destroys records or prevents access to the information they contain.

1

**Natural Environment:** floods, wildfires, blizzards - could lead to water damage, fire, electrical disruptions, etc.

2

**Building Structure:** Evaluate the roof, walls, and windows for leakage. Check electrical wiring, sewer lines, water pipes for necessary repairs or upgrades. Adequate fire suppression or fireproofing.

3

**Storage Conditions:** Facilities used for records storage should be clean, well lit, dry, and free of mold. Store records on metal shelves 4-6 inches from floor for flooding.

4

**Human Threat:** Humans are the most common cause of disasters affecting records. Theft, vandalism, careless mishandling of records, construction accidents, and bad actors on the internet.

5

**Threats to Electronic Records:** Hard drives and USB drives misplaced or stolen, no secure backups, ransomware and computer viruses, and accidental erasure by employees.

6

**No Record Inventory:** Would you know what records were affected?

# Disaster Response Plan



AI Generated

1. Work with your Emergency Management Director to create a response plan and practice the plan.
2. Phone Tree and Emergency Contact Numbers
3. Floor Plans and Area Maps
4. Assess the Situation
5. Stabilize the Environment
6. Take Photographs
7. Wet records are of critical concern as they begin to grow mold within 48 hours

Congratulations!  
You opened the vault.  
Now get to work



#### Resources:

- Records Retention Manual - Idaho Association of Counties
- Gaylord Archival - Guide to Collections Care: *gaylord.com*
- Idaho State Archives - *history.idaho.gov*
- Idaho State Archives - General Retention Schedule
- Idaho Public Records Law Manual - Office of the Attorney General