



Records Management Manual

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Preface

Management of public records is a vital function of every city, and understanding the basic principles of records management is essential for every city official. While Idaho law provides that any “writing” prepared or used in the 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 city government and also are historically significant, and Idaho law provides that these records are not to be destroyed. On the other hand, many types of public records should be kept for the applicable retention period and destroyed once their utility is exhausted.

The *ICCTFOA Records Management Manual* is a comprehensive resource manual intended to assist city officials in management, retention and disposition of city records in accordance with Idaho law. The manual includes the Model Record Retention Schedule, which serves as a starting point for cities establishing their own retention schedule. For technical assistance on any issues relating to public records, please contact the Association of Idaho Cities at (800) 344-8594 or (208) 344-8594.

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What Constitutes a Public Record?

The definition of “public record” is found in the Idaho Public Records Law in Idaho Code 9-337:

“Public record” 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.

Idaho Code 9-337 also defines “writing”:

“Writing” includes, but is not limited to, handwriting, typewriting, printing, photostating, photographing and every means of recording, including letters, words, pictures, sounds or symbols or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums or other documents.

In basic terms, the definition of public record established by Idaho law includes ***any recorded information, regardless of medium, that relates to the business of city government***. Public records can be paper documents, books, maps, pictures, audio/visual recordings, microfilm or microfiche, as well as electronic documents (including computer files and email).

Classification and Retention of City Records

State laws governing retention of city records were substantially updated and revised by the passage of House Bill 48 by the 2005 Idaho Legislature. House Bill 48 was sponsored by the Idaho City Clerks, Treasurers and Finance Officers Association (ICCTFOA). The legislation preserved the “permanent,” “semipermanent” and “temporary” categories of city records found in Idaho Code 50-907. One important change made by the legislation is that records classified as “permanent” by state law or a city’s retention schedule must be kept permanently or be transferred to the State Archives upon resolution of the City Council. The legislation also provided that each city must adopt, by resolution, a record retention schedule by January 1, 2007 listing each type of city record with the applicable retention period.

Idaho Code 50-907 is provided in its entirety below.

50-907. CLASSIFICATION AND RETENTION OF MUNICIPAL RECORDS. (1) “Permanent records” shall consist of:

- (a) Adopted meeting minutes of the city council and city boards and commissions;
- (b) Ordinances and resolutions;
- (c) Building plans and specifications for commercial projects and government buildings;
- (d) Fiscal year-end financial reports;
- (e) Records affecting the title to real property or liens thereon;
- (f) Cemetery records of lot ownership, headstone inscriptions, interment, exhumation and removal records, and cemetery maps, plot plans and surveys;
- (g) Poll books, excluding optional duplicate poll books used to record that the elector has voted, tally books, sample ballots, campaign finance reports, declarations of candidacy, declarations of intent, and notices of election; and
- (h) Other documents or records as may be deemed of permanent nature by the city council.

Permanent records shall be retained by the city in perpetuity, or may be transferred to the Idaho state historical society’s permanent records repository upon resolution of the city council.

(2) “Semipermanent records” shall consist of:

- (a) Claims, canceled checks, warrants, duplicate warrants, purchase orders, vouchers, duplicate receipts, utility and other financial records;
- (b) Contracts;
- (c) Building applications for commercial projects and government buildings;
- (d) License applications;
- (e) Departmental reports;

- (f) Bonds and coupons; and
- (g) Other documents or records as may be deemed of semipermanent nature by the city council.

Semipermanent records shall be kept for not less than five (5) years after the date of issuance or completion of the matter contained within the record.

(3) "Temporary records" shall consist of:

- (a) Building applications, plans, and specifications for noncommercial and nongovernment projects after the structure or project receives final inspection and approval;
- (b) Cash receipts subject to audit;
- (c) Election ballots and duplicate poll books; and
- (d) Other documents or records as may be deemed of temporary nature by the city council.

Temporary records shall be retained for not less than two (2) years, but in no event shall financial records be destroyed until completion of the city's financial audit as provided in section 67-450B, Idaho Code.

(4) Semipermanent and temporary records may only be destroyed by resolution of the city council, and upon the advice of the city attorney. Such disposition shall be under the direction and supervision of the city clerk. The resolution ordering destruction shall list in detail records to be destroyed. Prior to destruction of semipermanent records, the city clerk shall provide written notice, including a detailed list of the semipermanent records proposed for destruction, to the Idaho state historical society thirty (30) days prior to the destruction of any records.

(5) Prior to January 1, 2007, each city council shall adopt by resolution a records retention schedule, listing the various types of city records and the retention period for each type of record.

The Role of Municipal Records Management Officers

One of the more important elements of House Bill 48 was the addition of a section outlining the role and responsibilities of the city clerk as municipal records manager and establishing the duties of city officials with regard to records. Idaho Code 50-908 is provided in its entirety below:

50-908. DESIGNATION, POWERS AND RESPONSIBILITIES OF MUNICIPAL RECORDS MANAGEMENT OFFICERS -- DUTIES OF CITY OFFICIALS CONCERNING RECORDS. (1) The city clerk shall serve as the municipal records manager in each city, and each department may designate a department records manager who reports to the city clerk. The municipal records manager shall supervise the administration of city records, including:

- (a) Ensuring the orderly and efficient management of municipal records in compliance with state and federal statutes and regulations and city ordinances, resolutions and policies;
- (b) Identification and appropriate administration of records of enduring value for historical or other research;
- (c) Overseeing retention and destruction of municipal records as directed by state and federal statutes and regulations and city ordinances, resolutions and policies; and
- (d) Coordinating transfer of permanent records to the Idaho state historical society's permanent records repository, with the assistance of the state archivist.

(2) All city officials, elected, appointed and staff, shall:

- (a) Protect the records in their custody;
- (b) Cooperate with the municipal records manager on the orderly and efficient management of records including identification and management of inactive records and identification and preservation of records of enduring value; and
- (c) Pass on to their successor records necessary for the continuing conduct of city business.

All city records are property of the city, and no city official, elected, appointed or staff, shall have any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction or removal of city records is prohibited.

The Value of Records Management

The need to improve records management is a common theme heard from city clerks and other officials from around the state. Some city clerks find their city hall and offices buried in tons of records that may be decades old because their predecessors refused to destroy anything. Other city clerks discover that key records are missing, perhaps falling victim to theft, fire, or other calamities.

An effective records management program seeks to accomplish the following:

- ✓ Saves valuable office space and money by systematically removing semi-active records from office files to low-cost storage.
- ✓ Identifies and protects vital records, those necessary to continue or reestablish a city's operations after a disaster.
- ✓ Identifies and protects historical/archival records and ensures they are stored in an appropriate manner.
- ✓ Saves time and money by developing an orderly system for maintaining, retrieving, storing and disposing of records.

The elements of a comprehensive records management program include:

- ✓ Inventory and appraisal of records;
- ✓ Preparation of a record retention schedule;
- ✓ Management and control of active, semi-active and inactive records;
- ✓ Final disposition through destruction or permanent retention;
- ✓ Disaster preparedness; and
- ✓ Use of micrographics and electronic document imaging.

Inventory and Appraisal of Records

The first step in a records management program is to undertake an inventory that identifies, counts and measures all records created and maintained by the city. The inventory encompasses all media types, including paper records, computer disks, electronic files, CDs and DVDs, microfilm or microfiche, maps, drawings and pictures. The inventory serves as the foundation for a records management program, and can assist in the following areas:

- **Inactive Records:** Most offices retain more records than necessary and records are retained much longer than needed, meaning valuable office space is typically occupied by duplicate records or original records that have exceeded their specified retention period and should be destroyed. The primary benefit of a records inventory is reclaiming wasted space and putting it to more effective use.
- **Microfilm or Digital Imaging:** An inventory will provide an indication of records that are good candidates for microfilming or digital imaging.
- **Archival Materials:** An inventory will identify records of archival value, their location and condition.
- **File Management:** Knowing the volume and retrieval rate of records will help determine future filing equipment needs and the best system of filing records.

The basic information gathered in a records inventory includes:

- ✓ The types of records (specifying format) that are presently filed;
- ✓ The present location of all records;
- ✓ The present condition of all records;
- ✓ Equipment currently used or available for storing records (i.e. number of file drawers and filing inches); and
- ✓ An estimate of the total cubic feet of records stored, as well as the number of microfilm containers, boxes of computer disks, etc.

The inventory should also analyze the adequacy of current records storage, including:

- ✓ How are the records used, and how does their use impact storage, format, etc.?
- ✓ Are records being stored in the most efficient manner?
- ✓ Is the proper equipment/space/personnel available for storing records?
- ✓ Are any records duplicates or originals that have exceeded their retention period and should be destroyed?

There are five elements of the records inventory process, including:

- **Planning:** Preparing for the inventory involves:
 - ✓ Securing managerial support,

- ✓ Communicating overall records inventory objectives and procedures,
 - ✓ Assigning and training inventory teams, and
 - ✓ Scheduling areas or offices to be inventoried.
- **Supplies:** Typically are inexpensive and should include:
 - ✓ Tape measures/rulers,
 - ✓ Pencils/pens/paper tablets,
 - ✓ Records inventory forms (see example form below), and
 - ✓ Removable adhesive labels.
 - **Plan of Attack:** The inventory should proceed one office at a time, unless offices are doing their own inventories. The person(s) conducting the inventory should begin by visiting with the supervisor and explaining the process. Three points should be made clear in this discussion:
 - ✓ The person(s) conducting the inventory need access to the records.
 - ✓ The person(s) conducting the inventory may need to ask questions of staff.
 - ✓ The purpose of the inventory is to identify records of the office, not to criticize the way the files are kept.

The next step is to ask for the location of all records. The inventory should start in the active office area before moving to storage areas. Records in the office are generally better organized and office staff are on hand to answer any questions or provide assistance.

A thorough, systematic inventory decreases the chances of overlooking records. Before beginning the inventory, make pencil sketches of the office floor plan that include cabinets, desks, tables, or boxes used to store records. Record a number on the map for each identified object and attach a removable adhesive label to the filing equipment. Finish one filing cabinet before heading on to the next. Every file cabinet and box should be opened—don't assume that labels are accurate.

- **Inventory Worksheets:** An inventory worksheet should be completed for each record series (see example worksheet below). A record series is a group of identical or related records that are normally filed and used together and can be evaluated as a unit. When filling in the worksheet, staff need not attempt to name every single record, but should give the name of the record series (e.g. Annexation Case Files), the applicable date range (2000-2002), type of storage, location, volume, etc.
- **Measurement:** When measuring records, use the total volume of the storage unit (drawer, shelf, etc.). Estimate the volume to the nearest cubic or linear foot. These measurements help to plan record storage needs. The table below will help make the process easier.

Table of Cubic-Foot Equivalents

<u>File Folder Drawers</u>	<u>Cubic Feet</u>
Letter	1.5
Letter Lateral	2
Legal	2
Legal Lateral	2.5

Shelf Units

Letter, 36" long	2.4
Legal, 36" long	3

Record Storage Containers

Standard (10" x 12" x 15")	1
Tab (.5" x 8" x 14")	0.03
Check (3.5" x 8" x 24")	0.4
Map (6" x 6" x 36")	0.75
Map (6" x 6" x 48")	1
Map (4" x 4" x 48")	0.44

Map or Plan Drawers

2" x 26" x 38"	1.14
2" x 38" x 50"	2.2
4" x 26" x 38"	2.3
4" x 38" x 50"	4.4

Map or Plan Tube

2" x 2" x 38"	0.09
2" x 2" x 50"	0.12
4" x 4" x 38"	0.35
4" x 4" x 50"	0.46

Other Situations

Step 1: Multiply length x width x height (all in inches)

Step 2: Divide by 1,728 = Cubic Feet

Records Inventory Worksheet

1. Division Name:		Department Name:		Section:		
2. Contact Person:			Email:		Phone:	
3. Records Series Title:			4. Alt. Records Series Title:			
5. Location: Bldg:		Floor #	Rm #	Cabinet or Shelf	Drawer or Box	
6. Date Span: From: To:		8. Format: <input type="checkbox"/> Bound Volume <input type="checkbox"/> Folders or Loose Paper <input type="checkbox"/> Card File, Microform <input type="checkbox"/> Microfilm <input type="checkbox"/> Plans/Drawings/CAD Output <input type="checkbox"/> Maps <input type="checkbox"/> Computerized Records Specify: <input type="checkbox"/> Computer Output Specify: <input type="checkbox"/> Optical Disk/Tape Backup Specify: <input type="checkbox"/> Zip Disk Specify: <input type="checkbox"/> Other Storage Format Specify:		9. Other Format? Yes <input type="checkbox"/> No <input type="checkbox"/> What Format?		12. Records Being Created? Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Arrangement: <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Alphanumeric <input type="checkbox"/> Other (specify):		10. Other Copies? Yes <input type="checkbox"/> No <input type="checkbox"/> Held By:		13. Annual Accumulation: (tally of old, estimate of new) _____ cubic feet		
		11. Total Quantity of Material: _____ cubic feet Is it housed in cubic foot records storage boxes? Yes <input type="checkbox"/> No <input type="checkbox"/>		14. Reference Frequency: ex: annually, twice a month, etc.		
16. Archival? Yes <input type="checkbox"/> No <input type="checkbox"/>		17. Poor Condition? Yes <input type="checkbox"/> No <input type="checkbox"/>		18. Restricted or Confidential? Yes <input type="checkbox"/> No <input type="checkbox"/> Source or Regulation:		
19. Description of Record Series:						
20. Purpose of Record:						
21. Appraisal or Other Recommendations:						
22. Schedule Item Number or Description:						
23. Record Retention Period: Total Retention: In Office: In Storage:		24. Official Copy? Yes <input type="checkbox"/> No <input type="checkbox"/> 25. Sample Copy of Record Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>		26. Name of Person Performing Inventory: 27. Dates of Inventory: Start: _____ End: _____		
28. Database Processes:				29. Data Entry By:		

Preparation of a Record Retention Schedule

A record retention schedule establishes the minimum retention period and final disposition (either by destruction or permanent retention) for the various types of city records. State and federal law and regulations provide specific retention periods for many, but not all, city records. The intent of the Idaho municipal record retention law is that each city incorporates these requirements into a retention schedule that covers all city records.

The process of developing a record retention schedule has been greatly simplified by the development of a model schedule that is included as Appendix D of this manual. The model schedule was developed with input from a broad array of city officials, and provides a starting point for each city in developing their own record retention schedule. Because Idaho cities are extraordinarily diverse, it was impossible to develop a model schedule that will fit every city perfectly. The model schedule includes the following sections:

- Administrative;
- Accounting, Budget, Finance & Payroll;
- Airport;
- Building, Planning & Zoning;
- Cemetery;
- Elections;
- Emergency Communications;
- Fire & Emergency Medical Services;
- Information Systems;
- Insurance, Risk Management & Safety;
- Legal;
- Library;
- Parks & Recreation;
- Personnel;
- Police & Law Enforcement; and
- Public Works & Engineering.

There are several important considerations to keep in mind regarding record retention schedules:

- First, the retention schedule provides the *minimum amount of time that a record must be kept—it does not require a city to destroy records that have exceeded their minimum retention nor does it authorize city officials to begin destroying records (these are explained in more detail below).*
- Second, the retention schedule *does require the city to keep the record for the applicable period, during which the record may be inspected and copied as a public record unless specifically exempt from disclosure as provided by Idaho law.*

- Third, the model retention schedule included in this manual is a model that attempts to broadly fit most cities in the state. Because the services and programs offered by each city are different, some types of records will likely need to be added to or deleted from the schedule. *The model schedule does not impose any requirements that your city create new types of records.*
- *Fourth, the retention period only applies to the official copy of a record. Duplicate copies may be disposed of at any time.* It is important to designate the official copy so it is easily identifiable for retention purposes.
- Finally, regarding classification of records, this manual addresses phone messages, appointment books, calendars and other records with very short-lived utility as “transitory records” which may be destroyed when no longer needed for the conduct of city business. *Consult your city attorney and make sure your city’s policy on transitory records is clearly outlined in your adopted retention schedule and approved by your city attorney.* Records that are candidates for transitory status are listed as such in the model retention schedule.

—DISCLAIMER—
**DO NOT ADOPT THE MODEL RECORD RETENTION
 SCHEDULE WITHOUT REVIEWING IT AND MAKING THE
 CHANGES APPROPRIATE FOR YOUR CITY.**

**YOUR CITY’S RETENTION SCHEDULE NEEDS TO BE
 REVIEWED BY YOUR CITY ATTORNEY, AND ALWAYS
 FOLLOW THE ADVICE OF YOUR CITY ATTORNEY.**

The model record retention schedule should be reviewed by the city clerk and department heads, and any necessary additions or deletions made so the schedule fits the particular city. In determining appropriate periods of retention, city officials should consider the administrative, policy, fiscal, legal and historical value of the various types of records.

- **Administrative Value:** This is the length of time a city needs to retain a record to meet its own business needs. Records with administrative value are typically operational records documenting the implementation of city or state policies. For instance, a public records request form is an operational record, because it implements the state Public Records Act and a city’s policy to have public records requests made in writing. In most cases, the administrative value of records is exhausted when the applicable transaction is completed.

- **Policy Value:** Records with policy value document the establishment and interpretation of city laws and policies. Most of these records have long-term or permanent retention, because they deal with issues of lasting importance. Records with significant policy value include: ordinances and resolutions, legal opinions, policy-related correspondence, personnel and other city policies, etc.
- **Fiscal Value:** Records with fiscal value document the city's financial transactions and include ledgers, payroll, vouchers, receipts, etc. Retention periods for these records are often relatively short, because their value is largely exhausted after completion of the city's audit. However, there are other records (primary copies of the city budget, audit and year-end financial reports, for instance) that merit permanent retention.
- **Legal Value:** Records with legal value provide documentation of the city's rights and obligations. These records include: contracts and agreements, titles, leases, claims, etc. Some records have permanent legal value (titles to real property, for instance). Contracts and agreements typically have legal value until expiration of the applicable statute of limitations for legal action to enforce the contract/agreement. It is important to understand the applicable state and federal laws when establishing retention periods for these records.
- **Historical Value:** Certain records have long term historical value because they provide authentic evidence of a city's incorporation, policies, programs, governing officials, local historical information, etc. Even though these records may have exhausted their administrative, policy, fiscal, and legal value, they should be identified as permanent records.

Once a draft schedule has been developed, it should be reviewed by the city attorney. Any changes suggested by the city attorney need to be incorporated into the final draft. At this point, the schedule may be adopted by council resolution (a model resolution is provided in Appendix A). It is important that the schedule be updated periodically to reflect new types of records that accompany new services or responsibilities. These changes need to be reviewed by the city attorney and adopted by council resolution.

Management and Control of Active, Semi-Active and Inactive Records

The fundamental principle of effective records management is that the various stages of the records “life-cycle” have important implications for how records are managed.

- ✓ **Active Records:** Records typically less than two years old, which are actively used and stored in the most easily accessible areas.
- ✓ **Semi-Active Records:** Records generally at least two years old, which are needed occasionally and should be stored in low cost facilities that meet appropriate requirements for records storage.
- ✓ **Inactive Records:** Records that are seldom, if ever, needed and are retained until the end of their retention period (unless a permanent record).
- ✓ **Final Disposition:** Permanent records must be retained by the city in perpetuity or transferred to the State Archives. Nonpermanent records reaching the end of the required retention period may be destroyed pursuant to the requirements of Idaho law and local policies.

Final Disposition

Final disposition of records happens in one of two ways.

- Destruction of nonpermanent records.
- Permanent records are retained in perpetuity by the city or transferred to the State Archives.

—DISCLAIMER—

APPROVED RECORD RETENTION SCHEDULES DO NOT TAKE THE PLACE OF GOOD JUDGMENT. IF RECORDS ARE NEEDED BECAUSE OF A LAWSUIT, FOR AUDIT PURPOSES, OR IF A PUBLIC RECORDS REQUEST HAS BEEN FILED, DON'T DESTROY THEM UNTIL THE MATTER IS COMPLETED AND YOU HAVE RECEIVED APPROVAL FROM YOUR CITY ATTORNEY.

The process for destruction of nonpermanent records typically begins once the records have reached their minimum retention period, but there are some important exceptions that dictate records must be kept longer.

- **Legal Actions:** Records needed for pending criminal or civil cases must not be destroyed. Consult your attorney to determine when the record should be destroyed, after the case has reached its final disposition and appeals periods have ended.
- **Public Records Requests:** Records that are the subject of a pending public records request must not be destroyed until the request is granted or the period for appealing the city’s denial of the request has ended. Again, consult your attorney.
- **Audit or Investigations:** Records needed for any pending audit or investigation must not be destroyed. Again, consult your attorney.
- **Records with Unique Historical Value:** Certain “nonpermanent” records may have considerable historical value that justifies permanent retention. For more information on the potential historical value of a specific record, contact the State Archivist at the Idaho State Historical Society.

The first step in the destruction process is obtaining approval from the Idaho State Historical Society—Idaho Code 50-907 provides that notice must be given to the Historical Society prior to the destruction of any semipermanent records. The request for destruction must be made at least 30 days prior to destruction of any semipermanent records. Requests should be mailed to the State Archivist at the Idaho Public Archives & Research Library, 2205 E. Old Penitentiary Rd., Boise, ID 83712-8250. Generally, requests are reviewed and approved within a few days.

The next step is to send a list of all records proposed for destruction to the city attorney. When the city attorney has reviewed and approved the list (in writing to the city clerk), the destruction resolution may go before the city council. An example resolution is provided in Appendix B.

In selecting a method for destroying records, the following issues should be considered:

- ✓ Are the records confidential?
- ✓ What quantity of records will be destroyed?
- ✓ How often will records be destroyed?
- ✓ What different types of media—e.g. paper, audio/videotapes, disks, etc.—must be destroyed?
- ✓ Do the records contain numerous fasteners, such as staples or paper clips?
- ✓ Are there restrictions on incineration or disposal in the local landfill?
- ✓ Is the city able to contract with a vendor that provides bonded recycling?

- ✓ Does the city have the resources to purchase and operate equipment for on-site destruction?
- ✓ Can the city's shredder handle the volume of documents to be destroyed?
- ✓ Can the city's shredder handle non-paper records such as microfilm?
- ✓ Is it more efficient and economical to use an outside vendor or facility?

The following are the most common methods of destroying records:

- **Landfill:** Disposal in the local landfill is an option. It is important to shred any confidential records prior to disposal, because this alternative does not guarantee the privacy of confidential records.
- **Incineration:** Burning of records used to be a popular method of destruction, but environmental regulations may limit its use.
- **Shredding:** Shredding destroys records and ensures confidentiality in a single step. The disadvantage is that shredding is time-consuming, particularly if a small shredder is used and there is a large volume of records to destroy. Shredders can also produce large amounts of dust, and workers shredding documents should wear a mask to filter out dust particles.
- **Recycling:** This is a popular option—however, recycling can allow confidentiality of records to be compromised. Bonded recyclers will guarantee that the confidentiality of records will be protected until their destruction. If you have a large volume of records, the vendor may provide pickup service.
- **Destroying Microfilm:** Some large, sophisticated shredders can shred microfilm as well as paper. Another alternative is pulverization, which transforms the microfilm and its reels into a cotton-like substance. Contact your microfilm vendor to discuss options for recycling and destruction.
- **Destroying Records on Magnetic & Electronic Media:** Magnetic media (including audio and videotapes, disks, etc.) can be erased and reused, incinerated or shredded. Destruction of electronic files can be difficult, because copies of a single file may reside in numerous locations and require considerable effort to find and delete.

For permanent records, cities have the option of keeping the records permanently or transferring the records to the State Archives upon resolution of the city council (see model resolution in Appendix C). Transferring records to the State Archives has numerous benefits, including:

- Cities can forward any public records requests to the archives staff, who will handle the request.
- Archives staff regularly travel around the state to pick up records, so there are no shipping costs.
- The archives are specially designed for records storage, so cities can be confident that valuable records will be adequately protected for future generations.

It is important to understand that unauthorized destruction of records is a serious crime:

- Idaho Code 18-3201 provides that a public officer found guilty of willfully destroying, altering, falsifying or theft of city records is guilty of a felony punishable by up to 14 years in prison.
- Idaho Code 18-3202 provides that any individual (excluding public officers) found guilty of willfully destroying, altering, falsifying or theft of city records may be punished by up to 5 years in prison or 1 year in the county jail, and a fine of up to \$1000.

Disaster Preparedness

A records disaster is a sudden, unexpected event that significantly damages or destroys records or prevents access to the information they contain. Examples of common records disasters include: floods, fires, earthquakes, leaking pipes, theft, vandalism, hard drive crashes and computer hackers. A records disaster can deprive a city of important records:

- Documenting the city's legal rights, interests and financial status,
- Documenting the rights and obligations of citizens and businesses,
- Necessary for conducting emergency operations during a disaster, and
- Needed for resuming city operations after a disaster.

Disaster management encompasses three primary activities:

- **Mitigation:** The process of anticipating potential disasters by putting preventative measures into place.
- **Remediation:** Efforts to lessen the impact of a disaster that has already occurred.
- **Business Continuity:** Measures that ensure the city's operations can resume quickly and efficiently after a disaster.

To prepare for a records disaster, cities should develop a written plan that specifically addresses the most likely events that could damage or destroy records, including strategies for:

- Preventing potential disasters by identifying and reducing risks,
- The appropriate response for specific types of disasters that are most likely to occur,
- The facilities, equipment, records and other resources necessary to continue essential city services in the wake of a disaster, and
- Periodically reviewing and adapting the plan to reflect current conditions.

A disaster management plan allows your city to:

- ✓ Establish a secure environment for records storage and maintenance,
- ✓ Identify and protect vital records,
- ✓ Provide a framework for responding safely and efficiently to disasters that occur, and
- ✓ Allow the city to resume work as soon as possible following a disaster.

The steps in developing a disaster management plan are outlined below.

- **Secure Managerial Support and Cooperation:** A disaster management plan is a significant undertaking, and it is important to have support from management. In discussing the importance of a plan, the city clerk may point out potential risks to city records as well as the potential consequences if records were unavailable during or following a disaster.
- **Form a Planning Team:** The plan has a greater likelihood of success if developed as a cooperative effort led by a planning team including representatives from various city departments. These individuals can provide important background information on the records created by their department, their job functions and work environment. The planning team is responsible for gathering information, inspecting facilities and conditions, and preparing and reviewing drafts of the plan.
- **Identifying and Protecting Vital Records:** Vital records are the irreplaceable records that are essential for the continued operation or survival of city government in the wake of a disaster. Vital records document the legal and fiscal status of the city, property ownership, money owed to and by the city, contracts, payroll records and other records without which the city cannot function. In deciding which records should be classified as vital records, city officials should consider the following:
 - ✓ What are the consequences if the record was destroyed?
 - ✓ Could essential city services carry on without the record?
 - ✓ What loss or inconvenience would the public suffer if the record was destroyed?
 - ✓ What is the cost of replacing or reconstructing the record?
 - ✓ Is the document itself essential, or only the information it contains?

The three most common methods of protecting vital records are:

- ✓ **Duplication & Dispersal:** Duplication may be done by photocopying, microimaging and magnetic tape or disk storage, either by preparing duplicates when the record is created or reproducing existing records for protection. Dispersal involves sending the duplicate copies to off-site locations. It is important to consider what equipment will be required to access and reproduce the documents stored off-site, such as computers or microfilm readers/printers.
- ✓ **On-Site Secure Storage:** Often, city hall is the only public building in the area with the necessary facilities and equipment to store records. A variety of factors should be considered when examining the adequacy of facilities for record storage, including: floor load, lighting and ventilation, fire ratings of walls and doors, smoke and fire alarms, sprinklers or fire suppression systems and potential for leaks, fire, insects, vermin and other hazards. There are a number of alternatives for on-site secure records

storage, including vaults, safes, file rooms and fire-resistant cabinets and containers, with the more effective alternatives generally the most expensive. Before purchasing such equipment, consideration should be given to how it will stand up to temperature and humidity. Paper begins to deteriorate at 350 degrees Fahrenheit with humidity above 65 percent. Magnetic tape, microfilm and photographs cannot withstand temperatures over 150 degrees Fahrenheit with humidity above 85 percent.

- ✓ **Off-Site Secure Storage:** Ideally, off-site storage facilities should offer security from the same disaster that could destroy or damage the city's primary building. The facility should also be isolated from obvious risks, and must also be accessible during normal working and emergency conditions. Unlike dispersal techniques that distribute duplicates of vital records to a number of off-site locations, a central off-site storage facility simplifies access. Alternatives for off-site secure storage include: city-owned storage, regional or cooperative records centers, and commercial storage facilities.
- **Identifying Risks:** Once a city's vital records have been identified and protected, the next step is to systematically identify, analyze and prioritize potential risks to city records. Certainly, city staff will likely have knowledge of past disasters and responses. Other resources for information on past disasters and responses include minutes, capital project files, newspapers, etc. Potential risks can be categorized as follows:
 - ✓ **Natural Environment:** Consider the geography, climate, weather and natural disasters that commonly occur in your area, such as wildfires, blizzards, ice storms, electrical storms, floods, landslides, earthquakes, etc., and likely damage to records that could occur as a result (e.g., water damage, fire, power surges, electrical disruptions, etc.).
 - ✓ **Built Environment:** Consider threats posed by your building's proximity to potential problems, such as other buildings, railroad tracks, highways, large trees, telephone poles, etc.
 - ✓ **Building Structure:** Evaluate the roof, walls, windows, foundation, and other structural elements of your building and determine if any are weak or prone to leakage. Inside, check electrical wiring, sewer lines, and water and steam pipes for necessary repairs or upgrades. If records are stored in the basement, determine the likelihood of flooding. If records are stored on an upper floor, determine whether the floor can support the 300 pounds per square foot recommended weight-bearing capacity for records storage. Also examine whether the building has adequate fireproofing and a fire suppression system, but be aware that the same sprinkler systems and fire extinguishers that can save your records from complete destruction can also cause serious damage to records.

- ✓ **Storage Conditions:** Serious problems can occur in the very places where records are stored. Facilities used for records storage should be clean, well lit, dry, and free of mold. Records should be stored in sturdy, standard cubic foot boxes on steel shelving of appropriate strength. The bottom shelf should be four to six inches from the floor so that records stay dry during minor flooding. If records are stored in a basement, vital records should be on an upper shelf, but not under pipes of any kind.
- ✓ **Human Threats:** Humans are the most common cause of disasters affecting records, therefore it is important to consider the effects of citizens and staff when identifying and discussing risks. Certainly, theft, vandalism, arson, sabotage, computer hacking and terrorism are the most visible threats, but more commonly staff accidentally delete files, fail to create appropriate backups of their work, accidentally write over important files when installing software, cause accidents during construction projects and generally mishandle or lose important records.
- ✓ **Threats to Electronic Records:** Several factors make electronic records vulnerable in unique ways. First, the optical and magnetic media used to store electronic records (such as CDs, DVDs, detachable hard drives, etc.) are relatively small and easy to carry and conceal, so they are more likely to be misplaced or stolen. Because electronic media are capable of holding tremendous amounts of information in a very small physical space, cities can suffer a crippling loss of information, particularly if there are no secure backups. Electronic media are easy to erase, either accidentally or intentionally. Electronic records are also susceptible to unauthorized access, because many city employees work on shared drives of a local area network. There is also the danger of Internet hackers and computer viruses.
- **Preventative and Protective Measures:** After information on potential risks has been gathered, the next step is to develop strategies to prevent disasters from occurring and minimizing the effects of a disaster. The most important step toward protecting records is understanding the extent of a city's records and establishing firm control over them. This involves completing a records inventory and adopting a record retention schedule to help in systematically disposing of obsolete records. Some examples of preventative and protective measures are listed below.
 - ✓ Store records in metal filing cabinets or on metal shelving. Avoid wood cabinets and shelving.
 - ✓ Keep records protected from exposure to sunlight, strong indirect natural light and strong artificial light, particularly fluorescent light.

- ✓ Maintain a relatively constant temperature between 60 and 70 degrees Fahrenheit.
- ✓ Maintain a constant relative humidity between 45 and 55 percent.
- ✓ Control dust and chemical vapors.
- ✓ Avoid storing records in basements, under water pipes, or directly on the floor.
- ✓ Store records on cabinets/shelves raised four to six inches above floor level (this is shown to be effective against potential water damage from fire fighting efforts and minor floods).
- ✓ Maintain a fire-suppression system (water sprinkler), and/or a fire detection and alarm system.
- ✓ Place chemical fire extinguishers (preferable to sprinkler systems due to possible water damage) conspicuously in file storage areas.
- ✓ Maintain an intrusion alarm system to protect against theft and vandalism, and keep exterior of buildings well-lit at night.
- ✓ Have drains in records storage rooms, and inspect drains, plumbing and water pipes regularly.
- ✓ Regularly check building for leaks and other problems.
- ✓ Do not install carpet in records storage areas because carpet retains water and prevents drainage, as well as creating a problem in stabilizing temperature and relative humidity in the affected area.
- ✓ Limit staff members' access to records storage areas to those regularly needing access.
- ✓ Terminated employees can pose security risks, so they should turn in all relevant identification and keys before leaving.
- ✓ For electronic records, make sure computer equipment has power-surge protection and consider installing an emergency generator to keep necessary electrical systems operating at a minimal level during power outages.
- ✓ Require staff to use passwords and change them frequently.

- ✓ Use firewalls and anti-virus software to protect your network and regularly install updates.
- ✓ Regularly backup electronic records and store backups in a protective vault or off-site facility.
- **Disaster Response Plan:** When a disaster does strike, it is critical that there is a plan in place for contacting and directing the activities of a disaster response team. The elements of a disaster response plan include:
 - ✓ **Members of Disaster Response Team:** The team should include key staff from various city departments, generally including the city clerk, department heads and building custodian. There should be a designated team leader and alternate in case the leader cannot be reached quickly in an emergency. Each team member should have a copy of the disaster management plan at home.
 - ✓ **Phone Tree and Emergency Contact Numbers:** A phone tree is a way to ensure that all team members are notified of a disaster. The first person to discover the disaster calls the team leader, who calls two or three team members, who in turn each contact members further down the phone tree, until the entire team is contacted. The plan should include emergency contact information for the response team, local law enforcement and fire agencies, utility companies, and the Federal Emergency Management Administration (FEMA).
 - ✓ **Salvage Priorities:** Many plans include a short records inventory with the name, volume and location of a city's vital records.
 - ✓ **Disaster Response Supplies and Equipment:** A few general-purpose supplies should be on hand at all times, including extra records storage boxes, industrial fans, rubber gloves, plastic sheeting and a portable sump pump. The plan should also include the location of fire extinguishers and hoses, turn-off valves for gas and water, and electrical system and alarm shut-off switches.
 - ✓ **Floor Plans and Area Maps:** Floor plans should indicate salvage priorities, important supplies, and internal controls for information, electrical and plumbing systems. Other useful information for maps includes the locations of water mains, emergency routes, and hydrant and equipment locations.
 - ✓ **Backup Facilities:** Continuity of essential city operations requires getting up and operating as soon as possible after a disaster. The disaster response plan needs to specify how operations will resume: where temporary

offices will be located (if necessary), what office equipment will be available to use and what records will be available.

The plan is a living document that should be periodically reviewed, evaluated and adjusted as needed. The review may be regularly scheduled or occur in response to changes in city services, facilities, equipment or staffing. It is particularly important to regularly update emergency contact information for the disaster response team.

- **Steps in Effective Disaster Response:**

- ✓ **Assess the Situation:** Estimate the amount of time that has elapsed since the disaster occurred, the level of damage and remaining potential threats. Many disasters trigger a secondary threat, so check for leaks of any kind, particularly natural gas, steam, sewage and water. Try to determine whether the potential exists for contamination from chemicals, asbestos or mold. Assess the building's exterior, foundations, support beams, and supporting walls for structural damage.
- ✓ **Identify the Appropriate Response:** The team must work together to identify an appropriate response, ideally following the response outlined for such a disaster in the city's disaster response plan.
- ✓ **Stabilize the Environment:** Do not enter the facility until it is safe to do so. In many cases, you will have to rely on others to stabilize the situation first, especially in cases of fire, severe floods, downed trees or power lines, or damaged roofs or exterior walls. If there is standing water in any location, be sure to turn off all electric power before entering the area. Once it is safe to enter, try to stabilize the temperature at about 65 degrees and the humidity between 45 and 55 percent. If an area is flooded or has high levels of humidity, reduce the temperature further to delay the onset of mold infestation (mold can grow within 48 hours). Remove standing water as soon as possible.
- ✓ **Take Photographs:** Photographs are useful for documenting and measuring damage and formulating response and recovery activities.
- ✓ **Assess Damage:** Assess the severity of damage, estimate the total quantity of records affected and identify the name and format of each records series involved.
- ✓ **Implement Salvage Strategy:** Start moving records from the affected area to temporary storage. Be sure to consider the health and safety of staff involved in salvage efforts. For example, if records are wet or fire-damaged, provide staff with rubber gloves and face masks.

- ✓ **Begin Remediation and Recovery:** The process of remediation and recovery depends largely on the number, type and media of records damaged or destroyed. First, cull out any records that have exceeded their retention period so they can be destroyed after receiving the necessary approval from the Historical Society and city attorney and upon resolution of the city council. Any permanent or vital records are candidates for professional restoration. Remaining records must be examined to determine if restoration or preservation through microfilming or imaging is appropriate. If the value of the records does not merit the cost of professional restoration, then they should be stored in an isolated area until their retention period is completed and they can be destroyed.

Wet records are of critical concern because they can begin to grow mold within 48 hours. First, move the records to a safe, dry and environmentally stable area. Immediately reduce temperature and humidity levels in wet or humid storage areas, and set up fans, air conditioners, and dehumidifiers to help dry out these areas. If boxes are falling apart, temporarily store the contents in plastic crates to keep them neat and under control. Do not leave wet records to dry on their own, and do not leave them in an area with standing water, high humidity or mold growth.

To remedy damage to the records, move them to a cold, dry environment. If a large quantity of records is involved, check with local school districts, supermarkets or businesses to see if industrial-size freezer space is available for temporary storage until the records are sent to a vendor that offers freeze-drying services. For a small volume of damaged records, sort them according to type of material and dry them using the appropriate method listed below.

- **Damp, Coated or Uncoated Paper:** Fan pages open, insert blotter paper, and position them under a fan so air circulates between the leaves.
- **Wet, Uncoated Paper:** Interleave pages with a paper towel or blank newsprint until damp, then remove the interleaving and proceed as above.
- **Wet, Coated Paper:** Interleave pages with waxed paper, then fan open, and proceed as for wet uncoated paper.
- **Photographs:** Rinse in clear, cold water, and dry face up on a blotter or hang securely from a laundry line.

Once the records are dry, place them in new boxes and label the boxes with the records series title, dates and retention periods.

Use of Micrographics and Electronic Document Imaging

Cities dealing with a large volume of records may wish to consider use of micrographics or digital imaging systems for storage and management of records.

- **Micrographics Systems:** This term refers to microfilm or microfiche systems that utilize miniaturized images that are preserved on film.
- **Digital Imaging Systems:** These systems scan images of paper documents and store them in digital format (computer readable) on optical or magnetic media (such as CDs, hard drives, or computer disks).

At the outset, it is important to understand that these systems are costly and on their own will do nothing to improve an inadequate or nonexistent records management system. Poor filing, inadequate indexing, redundant copies, poor information flow or failure to dispose of obsolete materials will not disappear with the use of micrographics or digital imaging—rather, the city will spend a large amount of money to create a photographic or digital version of poorly filed, redundant, inadequately indexed, and largely obsolete records.

Cities that are overwhelmed by the cost and space demands of records need to first go through the process of inventorying records, developing a retention schedule and destroying nonpermanent records that have exceeded their required retention periods.

For cities that have a functioning records management program, these systems offer tremendous space savings, efficient use and management of records and other benefits.

Idaho Code 50-909 sets forth the basic requirements for use of photographic and digital media for records retention:

- ✓ The medium must accurately reproduce the record in paper form throughout its applicable retention period.
- ✓ The medium must preclude unauthorized alteration of the record.
- ✓ Film used for micrographic systems must meet the quality standards of the American National Standards Institute (ANSI).
- ✓ Digital media must provide for reproduction on paper at a resolution of at least 200 dots per inch.
- ✓ A record preserved on photographic or digital media in compliance with the preceding requirements is “deemed an original public record for all purposes. A reproduction or copy of such a document, certified by the city clerk, shall be deemed to be a transcript or certified copy of the original and shall be admissible before any court or administrative hearing.”

- ✓ When nonpermanent records are preserved on photographic or digital media, the original paper record may be destroyed. Paper originals of permanent records must be kept by the city in perpetuity or may be transferred to the State Archives upon resolution of the city council.
- ✓ Records preserved on photographic or digital media must be made in duplicate, and the custodian must put one copy in a fire-resistant vault, or off-site storage facility, and the other copy is kept in the office with suitable equipment for displaying the record at not less than original size and making copies of the record.

Cities considering micrographics or digital imaging systems need to understand the respective advantages and disadvantages of each system. Before the advent of digital imaging, micrographics systems were used to manage active records as well as preserve long-term records. Now, digital imaging systems have a sizable advantage in management of active records because of rapid retrieval, tremendous storage capacity, ability to allow access to multiple users and ease of use. However, the CDs and other media used to store digital images only last 50 to 100 years, and the supporting technology needs to be updated every few years, requiring a migration strategy to deal with evolving technology. Thus, digital imaging systems have the edge for management of active records, but are too dependent on short-lived computer technology for preservation of long-term records. Micrographics systems have long been the choice for preserving long-term records, as the life expectancy of microfilm can be up to 500 years if processed and stored correctly. Not only is microfilm a stable and proven medium, it is eye-readable—it does not rely on computer technology, but only requires a light source and lens to read.

Advantages of Micrographics Systems

- **Space Savings:** The most visible advantage of microfilming is space savings, as microfilmed records can require as little as two percent of the space required for the same records on paper. This figure ignores the fact that many records (including all records classified under state law or local retention schedules as permanent) must be retained in hard copy after they have been microfilmed. Also, cabinets are required for storage of microfilm and the reader-printers take up additional space. Nonetheless, the space reduction afforded by microfilm can be substantial, particularly if the records being filmed are bulky and not subject to frequent retrieval.
- **Low-Cost Duplication & Distribution:** Film duplicates are inexpensive to produce and can be mailed at lower cost than the same volume of records on paper.
- **Information Retrieval:** Access and retrieval can be improved due to the concentration and ease of manipulation of microfilmed records.

- **File Integrity:** Once records are microfilmed, their order cannot be changed and the chance of losing or misfiling individual documents is eliminated.
- **Security:** The original microfilm is kept in a vault or off-site to protect against loss, and working copies of the microfilm are made from the protected master copy.
- **Archival Preservation:** Microfilm copies of fragile historical records can be used for reference instead of the original document, and deteriorating records can be permanently preserved through microfilming.
- **Ability to Make Paper Copies:** Micrographics systems can produce paper copies of records.
- **Cost Savings:** While micrographics systems are expensive, their use does result in cost savings through reductions in storage space and increased efficiency in retrieval.

Limitations of Micrographics Systems

- **Lack of Acceptance:** Despite the fact that microfilm is a legally accepted medium, some people are hesitant to accept filmed records in lieu of paper.
- **Quality Control:** Preparation and filming must be closely monitored so that documents are not filmed out of order or in any other violation of file integrity. Film processing must also be closely monitored as it is a complex chemical process that requires specialized equipment, trained staff and process controls.
- **Training:** Personnel must be properly trained to detect errors in filming and levels of film quality.
- **Specialized Equipment:** Since microfilmed records cannot be read with the unaided eye, microfilm readers and reader-printers are needed to view the images and make paper copies of them. This equipment can be expensive to purchase and maintain.
- **Cost:** The process of microfilming—including document preparation, filming, processing, testing, duplicating and indexing—is expensive.
- **Storage Maintenance:** Microfilm requires a more carefully monitored storage environment than does paper, and is more sensitive to variations in temperature and humidity.

Advantages of Digital Imaging Systems

- **Space Savings:** Records stored on optical disks and magnetic media offer tremendous space savings over paper documents.
- **Rapid Retrieval:** Faster access to records means lower labor costs and enhanced customer service.
- **Concurrent Access:** Two or more users can access data at the same time.
- **Image Enhancement:** Poor quality originals can be enhanced by software designed to remove noise and increase brightness and edge sharpness.
- **Optical Character Recognition (OCR):** Scanned documents can be converted to computer readable text by the use of optical character recognition software, thus eliminating the need to index the documents in some cases.
- **Workflow:** A workflow system can automate and control certain business processes. The system can schedule processing, route documents automatically among departments and track each transaction's status.

Limitations of Digital Imaging Systems

- **Cost:** Consideration must be given to the cost of hardware, software, system maintenance and administration and conversion costs (such as document preparation, indexing and quality control).
- **Complexity:** While computer systems are becoming more "user friendly," a certain amount of technical skill and experience are still needed to adequately operate and maintain an imaging system.
- **Lack of Standards:** Successful retrieval of images depends on the availability of appropriate retrieval hardware and software. Images recorded on one vendor's system may not be accessible on another vendor's system due to lack of standardization of media, hardware, image compression, image format and retrieval software. National and international standards associations are currently addressing these issues.
- **Risk of Obsolescence:** Images recorded using current technology may not be accessible years from now if the system is not maintained properly. Proper management of optical and magnetic media, computer operating systems, software applications and hardware is essential to preventing inaccessibility due to technological obsolescence.

Glossary of Records Management Terms

Access: Permission and opportunity to use a record.

Accession: The act and process of transferring records into the physical custody of an archive or records center.

Active Record: A record used frequently—for paper records, at least once per month; these records are kept in the “active office” and are usually less than two years old.

Administrative Value: The usefulness of a record to an organization in the conduct of its daily business.

Aging Blemishes: In microform records, very small spots forming on silver gelatin film as a result of air pollution, improper packaging, or inadequate storage conditions; also referred to as “Measles,” “Microspots,” “Red Spots” or “Redox Blemishes.”

Alphabetic Arrangement: The ordering of a records series by the letters in titles of the files within the series, such as name or subject.

Alphanumeric Arrangement: The ordering of a records series by means of a classification system that uses filing codes consisting of combinations of letters and numbers.

Alternate Site: A location, other than the normal facility, used to conduct critical business functions in the event of a disaster.

American National Standards Institute (ANSI): A U.S. standards organization composed of representatives from industry, technical societies, consumer organizations, and government agencies.

Annotation: A note added or attached to an original record.

Annual Accumulation: The volume of records created, received and retained in the course of a year.

Aperture Card: An 80-column tabulating sized card with a hole, or aperture, containing usually one frame of 35-mm microfilm; generally used for engineering drawings, maps and charts.

Archival Microfilm: A photographic film that meets the standards for archival film and that is suitable for the preservation of permanent records when stored in accordance with those regulations.

Archival Quality: The ability of a recording medium to permanently retain its original characteristics; also the ability of a medium to resist deterioration for a lengthy, specified time; and the extent to which something will or will not last for an extended period of time.

Archival Record: A record that is kept permanently because of its continuing and enduring value as a historic document; also referred to as a “Historical Record.”

Archives: A facility that preserves records with historical value, such as the State Archives operated by the Idaho State Historical Society in Boise.

Arrangement: The act or result of placing records in a particular order or sequence.

Association for Information and Image Management (AIIM): A trade and professional organization concentrating on applications of micrographic, optical, and computer technology and systems; formerly the National Micrographics Association.

Audio/Visual Records: Records in pictorial or aural form, including still and motion pictures, graphic materials (posters and art), audio/video recordings, and combinations of such media.

Automated Access: Access provided to records through electronic databases or other electronic means.

Background Density: The opacity of the noninformation area of a microfilm.

Backup: The act or result of copying an electronic record to ensure its information will not be lost.

Backward Compatible: The ability of software or hardware to read files in previous versions of the software/hardware.

Base: In microform records, a transparent plastic material, such as cellulose triacetate or polyester, on which a photographic emulsion or other material may be placed.

Bitmap (BMP) Files: A relatively low quality digital image file format, used most often in word processing applications, BMP format creates a lossless compression; files end with a .bmp extension.

Bit: The smallest discrete units of digital data, short for binary digit (either 0 or 1); eight consecutive bits typically represent a character, or byte.

Blips: Opaque marks placed on microfilm by the camera to mark each exposure.

Business Continuity: The resumption and maintenance of regular business activities after a disaster.

Byte: The number of bits representing a character (such as A, 1 or \$) to a computer, normally 8 bits.

Camera Negative: Microfilm used in a camera to produce an original roll of microfilm; for permanent records, the camera negative must have a silver gelatin emulsion to ensure longevity

of the film; to minimize damage to the microfilm, the camera negative is only used to produce distribution copies of the microfilm.

Cartridge: A roll of microfilm placed in a special plastic case; this form requires special retrieval equipment but does protect the microfilm from dust and fingerprints; microfilm used in Computer-Assisted Retrieval systems is housed in cartridges.

Case File: A file containing standardized contents related to a specific action, event, person, place, project or subject; also referred to as a “Project File.”

Certified Copy: A copy of a document signed and certified as a true copy by the official custodian of the record.

Chronological Arrangement: Records filed in date sequence in reverse (latest date on top) or forward (earliest date on top) chronologic order.

Closed File: A file into which no more documents may be added.

Cold Site: An alternate site that has no equipment or resources except for basic climate control and adequate space.

Compact Disk (CD): A type of optical disk storage media on which text, data, sounds, visual images, etc. can be recorded digitally; compact disks come in a variety of formats: CD-ROMs that are read-only, CD-Rs that can be written once and then are read-only, and CD-RWs that can be written on multiple occasions.

Compound Document: A document with multiple elements, including text, images, animation, hypertext, etc.

Compression: A process using special software that reduces the size of an electronic file.

Computer-Aided Drafting & Design (CAD or CADD): Any system for computer-aided rather than manual drafting and design that displays data spatially on a predefined coordinate grid system, allowing data from different sources to be connected and referenced by location.

Computer-Assisted Retrieval (CAR) System: A records storage and retrieval system, normally microfilm-based, that uses a computer for indexing, automatic markings such as blips or bar codes for identification, and automatic devices for reading those markings and, in some applications, for transporting the film for viewing.

Computer Output Microfilm (COM): Microfilm containing data converted and recorded directly from a computer, generally used instead of hard copy printouts.

Confidential Record: A record that is not open to the public, usually to protect the privacy rights of individuals.

Conservation: The repair and stabilization of damaged documents.

Conversion: Changing file formats, often to make a record software-independent and in a standard or open format.

Cost-Benefit Analysis: Any method of examining the cost advantages that can be realized by modifying the way records are managed.

Crisis: A serious event that, if not addressed appropriately, would likely reduce a city's ability to operate.

Cubic Foot: A standard measurement for the volume of records, equaling 1,728 cubic inches; to determine the number of cubic feet of a given set of records, multiply the length of the records by the width and height (all in inches) and then divide by 1,728.

Custody: Guardianship, or control, of records including both physical possession and legal responsibility.

Damage Assessment: The process of determining the extent of destruction following a disaster and of planning upcoming steps.

Data: Symbols or representations of facts or ideas that can be communicated, interpreted, or processed by manual or automatic means; often associated with electronic data, statistics or measurements.

Data Dictionary: A formal description of the information contained in a database (including format, definition, structure and usage).

Database: A computer file that stores data structured in a way that allows for easy and specific access to information it contains.

Date Span: The period of time covered by a certain set of records.

Density: The light-absorbing or light-reflecting quality of microimages.

Destruction: The act of disposing of nonpermanent records by shredding, incineration, recycling, etc.

Diazo Film: In microfilm records, film containing images produced by exposing an emulsion of diazonium salts to ultraviolet light and then ammonia fumes; this film is ideal for copying a master microfilm for everyday use because of its strength and high quality image, and has an average life expectancy of 50 years.

Digital: Representing data as discrete variables in the form of numerical characters.

Digital Data: Data that consists, at its most basic level, of just 0s and 1s.

Digital Versatile Disk (DVD): An optical disk with more storage capacity than CDs, these disks include: DVD-ROM (read-only), DVD-RAM (rewritable), DVD+RW (competitor to DVD-RAM with similar functionality and slightly greater storage capacity).

Disaster: A serious event requiring an immediate response to prevent a lapse of essential city functions.

Disaster Management: A system of measures used to prevent, detect, contain, respond to, and recover from events that threaten the ability of an organization to function.

Disaster Prevention: A predetermined system of measures used to avert, detect, or contain events that threaten the ability of an organization to function.

Disaster Recovery: A predetermined system of measures used to restore an organization's critical business functions, including the usability of its records.

Disaster Recovery Plan: A written, approved course of action used when disaster strikes to restore critical municipal functions and records.

Disaster Recovery Team: A team of individuals trained and prepared to take control of response and recovery in the event of a disaster.

Disaster Response: A predetermined system of measures used to react to events that threaten the ability of an organization to function and that includes preliminary assessment of the situation and the development of a plan of action to recover records and restore business functions.

Dispersal: Transfer of duplicate copies of vital records to locations other than those where the originals are housed.

Disposition: The final stage in the life-cycle of a record: nonpermanent records are typically destroyed, and permanent records are kept by the city in perpetuity or transferred to the State Archives.

Document: A single record item, containing information in any medium, generated in the normal course of business that facilitates the management of that information (such as a letter, an email, or a completed form).

Dry Silver Film: In microform records, a nongelatin silver film developed by applying heat rather than a liquid; also called dry-process silver film, in contrast to silver gelatin film, it is of nonarchival quality.

Duplicate: An extra copy of a record; duplicates may be destroyed at any time as long as an original designated as the "record copy" is retained for the applicable retention period.

Electronic Document Imaging: The production of digital images of documents, usually in order to improve access to the records.

Electronic Document Management System (EDMS): A software program and supporting hardware that automate and integrate the records management process.

Electronic Mail (Email): Electronic correspondence sent from one user to one or more recipients.

Electronic Record: Information evidencing any action, transaction, occurrence, event or other activity produced by or stored in an information technology system and capable of being accurately produced in tangible form.

Electronic Records Management: The process of applying records management principles to electronic records.

Emulsion: A suspension of light-sensitive chemicals in a viscous medium to form a coating on photographic film or plates.

Encyclopedic Arrangement: An arrangement of filing in which records are filed under broad, major headings and then under the specific subheading to which they relate, and headings and subheadings are arranged alphabetically.

Environmental Control: The maintenance of a storage environment for long-term storage of records that includes monitoring the temperature, humidity, light and impurities in the air.

Erasable Optical (EO) Disk: These disks can be written to, read and erased as often as magnetic disks, but require special software.

Essential Services: Functions and services that an organization must maintain before, during and after a disaster.

Exposure: The act, process or result of allowing light to reach photosensitive material.

Extranet: A type of Internet site to which organizations allow only selected external access.

Facility: A permanent location containing the equipment, supplies, and telecommunication lines used by an organization to conduct its business.

Federal Emergency Management Administration (FEMA): The federal agency responsible for directing response and recovery in the face of catastrophic disasters of national significance.

Field: A location in a database that stores a particular type of data (such as an address field, city field, state field, etc.).

File: (1) A collection of related records that are treated as a unit, sometimes used synonymously with “records series” and sometimes referring to the contents of one case or file folder. (2) To arrange documents into a logical sequence.

File Transfer Protocol (FTP): A type of URL that is commonly used to store and exchange large files.

Files Management: The process of designing and managing an efficient organization for active office records so they are easy to find, arrange and use.

Filing System: A pre-defined plan using numbers, letters, or keywords to identify and organize records in a systematic scheme.

Finding Aid: A tool (such as a series description, catalog, or index) that is designed to help users find information within archival records.

Firewall: A security system that uses hardware and/or software mechanisms to prevent unauthorized users from accessing an organization’s internal computer network.

Fiscal Value: The usefulness of a record in documenting monetary decisions and activities.

Flat Microform: Microform consisting of microfiche, microfilm jackets, aperture cards, or microcards (micro-opaques).

Forms Management: A system that establishes standards and procedures for the creation, design, and revision of all forms within an organization.

Forward Compatible: The ability of a software program to create files that can be read by more advanced versions of the software.

Freeze-Drying: A process that stabilizes water-soaked documents by freezing to prevent further damage from water in its liquid state, and subsequent drying under high vacuum with the controlled application of heat, usually from heating coils installed in special shelving; the water, in the form of ice, sublimates directly from a solid to a gaseous state.

Fumigation: The process of exposing records, usually in a vacuum or other airtight chamber, to poisonous gas or vapor to destroy insects or mildew.

Geographic Information System (GIS): A computerized database system used to gather, manipulate, display and analyze spatial data (including maps, three-dimensional models, and tables).

Gigabyte: 1,024 megabytes of digital data.

Graphics Interchange Format (GIF): A digital image file format, GIF supports color and grayscale; limited to 256 colors, GIFs are more effective for images such as black and white

documents, logos, graphics and thumbnail images rather than color photos or art; a lossless format, files in GIF format end with a .gif extension.

Hardware: A computer system's physical equipment, including the central processing unit (CPU), control unit, memory, input/output devices, and storage devices.

Historical Record: See "Archival Record."

Historical Value: The value of a record in documenting important information about a city and its usefulness for historical research.

Hot Site: An alternate site that includes all the equipment, data and resources necessary to resume business functions affected by a disaster.

Human Threat: Any risk of disaster that can be caused by the actions of people, including computer hacking, vandalism and terrorism.

Hypertext: A computer-based text retrieval system that enables a user to access particular locations in webpages or other electronic documents by clicking on links within specific webpages or documents.

Imaging: The process of electronically capturing the visual appearance of a paper document; informally called "Scanning."

Inactive Record: A record that does not have to be readily available, but which must be kept for administrative, policy, legal, fiscal, or historical purposes.

Index: An information guide that identifies the location of specific pieces of information within a document or a set of documents (for example, an index to a set of minutes could list topics and when they were discussed or an index to personnel files could list the names of people included).

Indexing: The process of designing a guide to identify and locate specific pieces of information within the records of an organization.

Information Security: The protection of information against unauthorized disclosure, transfer, modification, or destruction, whether accidental or intentional.

Information Technology (IT): The system for managing the entire range of computing, telecommunications, and information services; sometimes called "Information Services" (IS) or "Management Information Services" (MIS).

Internet: The master network of interconnected computers that allows the rapid transfer of information in electronic form.

Intranet: An internal Internet site that cannot be accessed by anyone outside the organization.

Jacketed Microfiche: Film strips that are sleeved in polyester jackets containing three to eight sleeves.

Joint Photographic Experts Group (JPEG): A digital image file format, JPEG is a lossy compression technique for color and grayscale images; depending on the degree of compression, the loss of detail may be visible to the human eye.

Jukebox: An automated optical disk system storing disks, using robotics for retrieval, and having one or more computer drives.

Kilobyte: 1,024 bytes of digital data.

Leader: Clear film 24 to 36 inches on the front and back of the roll of microfilm to protect the images on the film.

Legal Value: The usefulness of a record in documenting legally enforceable rights or obligations of the city, citizens, businesses, etc.

Life Cycle of a Record: The concept that the value and appropriate management of a record changes from its creation through its active and inactive stages to its final disposition.

Local Area Network (LAN): A system for linking together computers, terminals, printers and other equipment, usually within the same office or building, allowing direct communication and sharing of data.

Locator System: An access guide for finding inactive records (examples include databases, shelf addresses, box numbers, and card files).

Loss: The resources destroyed or damaged as a result of a disaster, including records, facilities, operational capability, human life, and public image.

Lossiness: The degree to which data is lost during file compression.

Lossless Compression: Reduction in file size without loss of information, achieved by storing data more efficiently; a bitmapped image that has undergone lossless compression will be identical to the original uncompressed image when decompressed; the GIF, TIFF, PNG, and JPEG2000 image formats allow lossless compression, which cannot shrink file size to the extent possible with lossy compression.

Lossy Compression: Reduction in file size that involves permanent loss of information; algorithms selectively discard data in order to attain a greater size diminishment than is possible with lossless compression; entails a decrease in quality, but this is often imperceptible (or nearly so) with image files, depending on the level and type of compression employed; the JPEG and JPEG2000 formats allow lossy compression.

Magnetic Disk: A type of digital storage media, magnetic disks include hard disks found in computers, floppy disks, zip disks and removable cartridges.

Magnetic Tape: A type of digital storage media, magnetic tapes come in reel-to-reel as well as cartridge format (encased in a housing for ease of use); the primary advantages of magnetic tapes are their relatively low cost and large storage capacities (up to several gigabytes); magnetic tapes are a common choice for long-term storage or the transport of large volumes of information.

Magnification Ratio: In microform records, the expression of how much an optical device enlarges an object, usually stated as 16x, 24x, etc., or as 16:1, 24:1, etc.; see also “Reduction Ratio.”

Malicious Code: Any software that is intentionally introduced into a system with an unauthorized purpose.

Master Microform: A microform, usually first-generation or camera film, used to produce duplicates or intermediates.

Medium: The physical form of recorded information, including paper, microfilm, audio/visual tapes, CDs and DVDs, computer disks, etc.

Megabyte: 1,024 kilobytes of digital data.

Metadata: Commonly defined as “structured data about data,” or data captured in specific categories or elements; metadata can include data associated with either an information system or a data object or set of objects for purposes of description, administration, preservation, the documentation of legal requirements, technical functionality, use and usage, and so forth.

Methylene Blue: A chemical dye formed during the testing of archival (permanent) quality of processed microimages.

Microcard: An opaque card containing miniaturized pages photographically reproduced in a grid pattern by rows, like the numbers on a calendar.

Microcopy: A photographic reproduction so small that a magnifying device is needed to read or view the image; also called a “Microphotograph.”

Microfiche: A card-sized transparent sheet of film with miniaturized images (microimages) arranged in a grid pattern; usually contains a title readable without a magnifying device.

Microfilm: (1) Raw (unexposed and unprocessed) fine-grain, high-resolution film suitable for use in micrographics; (2) Fine-grain, high-resolution film containing microimages.

Microfilm Reader: A device that enlarges microimages for viewing, usually consisting of a light source, illuminating optics, microfilm holder, lens and a screen; readers may also have the capability of producing paper copies of the enlarged image.

Microform: Any form containing greatly reduced images, or microimages, usually on microfilm; roll, or generally serialized, microforms include microfilm on reels, cartridges, and cassettes; flat, or generally unitized, microforms include microfiche, microfilm jackets, aperture cards, and microcards or micro-opaques.

Micrographic Record: A document stored as a miniature image on microfilm or microfiche.

Micrographics: The technology by which information can be quickly reduced to a microform, stored conveniently and then easily retrieved for reference and use.

Micro-Opaque: A sheet of translucent paper stock with multiple microimages in a grid pattern.

Migration: The periodic transfer of data from one electronic system to another to retain the integrity of the data and allow users to continue to use the data in the face of changing technology; sometimes called “Data Migration.”

Mitigation: The reduction of the chances that a disaster will occur, and the reduction of its negative effects if one does occur.

Municipal Records Management Officer: The city clerk’s role in overseeing management of city records, identifying records of enduring value for historical purposes, overseeing retention and destruction of records and coordinating transfer of permanent records to the State Archives.

Natural Threat: An event in nature that can cause serious disruption to a city’s essential functions and services.

Needs Assessment: A report that systematically examines a records management problem, evaluates solutions, and recommends a solution.

Negative Film: Film in which the dark portions of the original image appear light and the light portions dark; used as the master copy from which positive copies can be made.

Nitrate Film: Transparent plastic no longer produced as a film base because it is very flammable; also called cellulose nitrate or nitrocellulose film.

Numerical Arrangement: The ordering of a records series by file number.

Obsolete Record: A record that has met its retention period, is no longer useful to the organization, and may be destroyed.

Office of Record: The office or department within a city designated to maintain the official copy of a particular record.

Official Copy: A record, in its final version, used to meet the minimum retention period for that record; also referred to as the “Record Copy.”

Offline Storage: Storage and retrieval system where assets are not immediately available for use, or not accessible through a network or computer, but stored on some independent media, such as a CD-ROM.

Online Storage: Storage and retrieval system where assets are immediately available for use or directly connected to a network or computer through fixed disk storage.

Offsite Storage: A secure location, remote from the work location, where inactive, vital or archival records are stored.

Onsite Storage: Storage for inactive or vital records on the premises of the organization.

Operating System: In electronic records, software directing a computer's operation.

Optical Character Recognition (OCR): A method of entering data into a computer by using an optical scanning device to read the contents of documents; OCR can be used to create text-searchable files for digital collections; see also "Scanning."

Optical Disk: A noncontact, random-access disk typically tracked by optical laser beams and used for mass storage and retrieval of generally digitized text and graphics; sometimes called an optical digital disk or optical digital data disk; types include WORM (write once read many), CD-ROM (compact disk-read only memory), CD-I (compact disk-interactive), and erasable optical disks.

Password: A character string usually selected by a user, known to the computer system, and used in conjunction with an associated username to identify the user and allow access to the system.

Periodic Transfer: The removal of records from current files to semiactive or inactive storage on a scheduled basis.

Permanent Record: A record that must be kept permanently by the city or be transferred for permanent storage at the State Archives, because of the document's value for reference or historical significance; also referred to as an "Archival Record" or "Historical Record."

Photograph: An image recorded on light-sensitive material.

Pixel: From "picture element," the smallest dot, or image element, that can be processed individually for display on a screen; pixel size, frequency, and color determine the accuracy with which photographic images can be represented; the greater a pixel's bit depth, the greater the number of different shades or colors it can represent; the larger or fewer the pixels within an image, the more likely "pixilation"—where individual pixels become apparent and break the illusion of continuous tone—is to occur. See also "Resolution."

Planetary Camera: A type of microfilm camera in which the document being photographed is on a flat surface and both the document and the film remain stationary during exposure; also called a flatbed camera.

Polarity: Microfilm has either a negative polarity (white lettering on a dark background) or a positive polarity (black lettering on a light background); original camera film normally has a negative polarity.

Policy: A broad document that specifies a general rule for records and information management in an organization.

Policy Value: The value of a record in documenting the establishment and interpretation of city laws and policies (such as ordinances and resolutions, legal opinions, city policies, etc.); most records with significant policy value have long-term or permanent retention because they deal with issues of lasting importance.

Polyester Film: A film base of transparent plastic that keeps its original size and shape, resists tearing, and is strong and relatively nonflammable; sometimes called polyethylene terephthalate film.

Portable Document Format (PDF): PDFs are commonly used to capture, distribute, view, store and print electronic documents; PDF preserves the fonts, images, graphics and overall “look” of the original digital files; the PDF format is proprietary, but widely used; files end with a .pdf extension.

Portable Network Graphics (PNG) File: A patent-free file format for lossless compression of images that provides some additional features that improve the ability to control image appearance over the GIF format.

Positive Film: Film in which the dark portions of the original image appear dark and the light portions light.

Preservation: The combination of procedures and environmental standards designed to maintain records in a useable form.

Privacy: The expectation that personal information will be protected from unauthorized disclosure.

Procedure: A detailed document that specifies step-by-step rules for records and information management in an organization.

Proprietary: A technology or product that is owned exclusively by a single commercial entity that keeps knowledge of its inner workings secret; some proprietary products can only function when used with other products of the same ownership; the limitations of proprietary technology are fueling moves toward open standards.

Purge: To remove documents from a file that have exceeded their retention periods and are of no further value.

Random Access Memory (RAM): Computer memory used to process and store data that can be accessed directly rather than sequentially.

Read Only Memory (ROM): Memory whose contents cannot be changed by the user.

Reader: A device that enlarges microimages for viewing.

Reader-Printer: A device used to enlarge microimages for viewing and produce paper copies of the enlarged image.

Reciprocal Agreement: A contract between two entities that permits either one to use the other's facilities or resources in the event of a disaster.

Record: The definition of record established by Idaho law includes any recorded information, regardless of medium, that relates to the business of city government.

Record Copy: A record in its final version, kept for the minimum retention period required for the record.

Recorded Information: Information placed on a medium, such as paper, computer disk, or microform, to be available for later retrieval and use.

Recording Density: In electronic records, the number of bits in a single linear track per unit of length of a recording medium (e.g., 6250 bits per inch (bpi)).

Records Center: A centralized area for housing and servicing inactive records whose reference rate does not warrant their retention in prime office space.

Records Disaster: A serious event requiring an immediate response to prevent the irretrievable loss of vital or archival records.

Records Inventory: A process to locate, identify and describe the records maintained by an organization; the inventory identifies records that could be moved to inactive storage or destroyed, seeks to improve efficiency of records management, and plan for future space and equipment needed for records storage.

Records Management: The systematic control of all records in an organization throughout their life cycle.

Record Retention Schedule: A comprehensive listing of the various types of city records with the length of time that each group or "series" of related records must be kept and its final disposition, whether permanent retention or destruction.

Record Series: Consists of records accumulated over a period of time and arranged in an organized file or set of files which can be described and handled as a unit.

Reduction Ratio: In microform records, the relationship between the size of a document and the size of a microimage; usually expressed as 16x, 24x, etc. or as 16:1, 24:1, etc.; varies from low (below 15x), medium (15x through 30x), high (30x through 60x), very high (60x through 90x), and ultra high (above 90x); see also “Magnification Ratio.”

Reference Frequency: The rate at which people use a set of records.

Remediation: Actions taken to improve the conditions of facilities and records after a disaster has occurred.

Resolution: A relative, rather than an absolute, value usually expressed as the density of elements, such as pixels, within a specific distance, most commonly an inch.

Resolution Target: A chart containing a number of increasingly smaller resolution test patterns consisting of sets of horizontal and vertical lines of specific size and spacing; also called “Resolution Test Chart” or “Microcopy Resolution Test Chart.”

Retention: The process of keeping records for the period designated in the city’s record retention schedule.

Retention Period: The amount of time a record must be kept as determined by its administrative, fiscal, legal, policy or historical value; the retention period is defined by the city’s records retention schedule (some retention periods are set by state or federal law or regulations).

Retrieval: The process of locating a record and taking it to the place where it will be used.

Risk: A potential source of danger that could expose an organization to a lapse in essential functions or to the loss of vital or archival records; also called a “Threat” or “Hazard.”

Risk Assessment: An evaluation of the probability of an adverse event occurring, and an estimation of the possible extent of the damage, in order to help minimize the organization’s exposure.

Risk Identification Checklist: A questionnaire used to assess possible threats to records, security, information systems, or personnel of the city.

Risk Management: The discipline that includes disaster management and ensures that an organization reduces its level of risk to a reasonable level.

Roll Microform: Microform consisting of microfilm on reels, cartridges or cassettes.

Rotary Camera: A microfilm camera that photographs documents while they are being moved by one device in connection with another device that moves the film at the same relative rate.

Safety Film: A relatively nonflammable film base that meets ANSI criteria for safety photographic film.

Salvage Procedure: An action taken to recover any records or equipment that may have been damaged during a disaster.

Scanning: In electronic records, the process of converting alphanumeric or graphic information on paper or microforms to picture elements, or bit-mapped representation; also referred to as “Image Scanning”; see also “Optical Character Recognition (OCR).”

Security: Protecting records by controlling user access to documents for specific purposes.

Series: See “Record Series.”

Shredder: A machine used for destruction of records by cutting into fine shreds.

Silver Gelatin Film: In microform records, archival-quality film containing images produced by using light-sensitive silver halide crystals suspended in a gelatin emulsion; silver gelatin film should be distinguished from dry silver film, which is of nonarchival quality; see also “Archival Microfilm,” “Dry Silver Film,” and “Microfilm.”

Simulation Test: A method of analyzing a disaster recovery plan by approximating a specific disaster scenario and running through a drill of the plan.

Software: The programs, procedures, and rules used to operate a computer; see also “Hardware.”

Source Document Microfilming: Converting documents, usually paper-based, to microimages.

Specific Authorization: The legal authority, exercised by resolution of the city council, authorizing the city clerk to destroy records that are no longer needed by the city.

Splice: A joint made by welding two pieces of film together so they will function as a single piece when passing through a microfilm reader; splicing is used to correct errors and should only be done in the clear leader at the beginning of the roll of film.

State Archives: Operated by the Idaho State Historical Society, the State Archives in Boise accepts and houses permanent records from the state and local governments.

Step-and-Repeat Camera: A microfilm camera that exposes a series of separate images on an area of film according to a set format, usually in orderly rows and columns, such as in a microfiche.

Tabletop Test: A method of analyzing a disaster recovery plan by having a disaster recovery team discuss and evaluate the actions they would take in the event of a specified disaster.

Tagged Image File Format (TIFF): A digital image format, TIFF supports black and white, gray-scaled, and color; TIFF is a nonproprietary format offering the option of lossless compression; files indicated with .tif extension.

Terabyte: 1,024 gigabytes of digital data.

Tickler File: A collection of pending items arranged by the date of action and kept to remind someone to resolve the issues on time.

Transitory Records: Records of short-lived utility, involving routine activities (such as phone messages and routine correspondence) with no substantive information.

Turnkey System: In electronic records, a computer system that is ready to run, typically with all necessary software already installed.

Ultrafiche: Microfiche with images reduced more than 90 times the original.

Updatable Microform: A microform to which more images can be added at any time.

Version Control: A method for monitoring changes to a document; systematic management of different drafts or revisions of a document to ensure that the record copy of a document can always be distinguished from an earlier draft.

Vesicular Film: In microform records, film containing images produced by exposure to ultraviolet light and then heat for the purpose of copying the microform master; this film is sometimes preferred because the duplication process does not require chemicals.

Virus: A piece of computer code that, once loaded onto a computer, carries out mischief or destruction against a computer system.

Vital Record: A record without which a city could not carry out its powers and responsibilities.

Warm Site: An alternate site that is only partially equipped; see also "Hot Site."

Washing: A film-processing step that uses water to remove unwanted soluble chemicals from photographic material.

Workflow: The path that a record takes and the processes that occur as a record travels through an organization.

Working Copy: A preliminary version of a document, not the final record or master copy.

Write Once Read Many (WORM): Of or relating to a type of optical disk on which information can be recorded only once but from which it can be retrieved and read many times.

Appendix A
Model Resolution for Adoption of Records Retention Schedule

RESOLUTION NO. ____

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF _____, IDAHO, ADOPTING A RECORD RETENTION SCHEDULE.

WHEREAS, a record retention schedule establishes minimum retention periods for the various types of city records; and,

WHEREAS, Idaho Code 50-907 requires the City Council to adopt by resolution a record retention schedule, listing the various types of city records with the applicable retention periods; and,

WHEREAS, adoption of a record retention schedule assists in efficient and effective records management by identifying records that have exceeded their minimum retention that may be destroyed following approval by the City Attorney and, as required for semi-permanent records, approval by the Idaho State Historical Society and upon resolution of the City Council in accordance with the provisions of Idaho Code 50-907; and,

WHEREAS, a record retention schedule also enhances protection of historic records by identifying records of enduring value as permanent records that are retained by the city in perpetuity or transferred to the Idaho State Historical Society's Permanent Records Repository for permanent retention upon resolution of the City Council.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of _____, Idaho that the city hereby adopts the record retention schedule attached as Exhibit "A."

Records identified as permanent shall not be destroyed, but shall be retained by the city in perpetuity or transferred to the Idaho State Historical Society's Permanent Records Repository for permanent retention upon resolution of the City Council.

Records that are not considered permanent shall be retained for the period specified in the retention schedule and until destruction is approved by resolution of the City Council pursuant to the provisions of Idaho Code 50-907.

[CONSULT YOUR CITY ATTORNEY REGARDING YOUR CITY'S POLICY ON RETENTION AND DISPOSITION OF TRANSITORY RECORDS.]

The administrative staff of the City is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

PASSED BY THE CITY COUNCIL
SIGNED BY THE MAYOR

(Date).
(Date).

MAYOR

ATTEST:

CITY CLERK

Appendix B
Model Resolution Authorizing Destruction of Records

RESOLUTION NO. _____

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF _____,
IDAHO, AUTHORIZING DESTRUCTION OF RECORDS.**

WHEREAS, Idaho Code 50-907 requires the City Council to authorize destruction of records that are not required to be retained as permanent records and that have met the minimum retention period provided by the city's record retention schedule and are no longer required by law or for city business; and,

WHEREAS, the City Clerk has proposed for destruction certain records that have exceeded their minimum retention; and,

WHEREAS, approval for the destruction of the belowlisted records has been obtained from the Idaho State Historical Society, when required, and the City Attorney, as provided by Idaho Code 50-907.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of _____, Idaho that the belowlisted records shall be destroyed under the direction and supervision of the City Clerk.

[List of Records to be Destroyed with Date Ranges]

The administrative staff of the City is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

PASSED BY THE CITY COUNCIL
SIGNED BY THE MAYOR

(Date).
(Date).

MAYOR

ATTEST:

CITY CLERK

Appendix C
Model Resolution Transferring Permanent Records to State Archives

RESOLUTION NO. _____

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF _____,
IDAHO, TRANSFERRING PERMANENT RECORDS TO THE PERMANENT
RECORDS REPOSITORY OF THE IDAHO STATE HISTORICAL SOCIETY.**

WHEREAS, Idaho Code 67-4126 provides that the Idaho State Historical Society Board of Trustees has authority to accept city records not in current use; and,

WHEREAS, Idaho Code 50-907 provides that records designated by the City Council or state law as “permanent” may be transferred to the Idaho State Historical Society’s Permanent Records Repository upon resolution of the City Council; and,

WHEREAS, the Idaho State Historical Society’s Permanent Records Repository is a facility specifically constructed with records storage in mind, ensuring that records of enduring value will be available for succeeding generations.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of _____, Idaho that the city hereby transfers the belowlisted records to the Permanent Records Repository of the Idaho State Historical Society under the direction and supervision of the City Clerk.

[List of Records to be Transferred with Date Ranges]

The administrative staff of the City is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

PASSED BY THE CITY COUNCIL
SIGNED BY THE MAYOR

(Date).
(Date).

MAYOR

ATTEST:

CITY CLERK

Appendix D

Model Record Retention Schedule

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Library Records	98
Parks & Recreation Records	101
Personnel Records	103
Police & Law Enforcement Records	109
Public Works & Engineering Records	119

Administrative Records

- **Activity & Room Scheduling & Reservation Records:** Records documenting scheduling and reservations related to public participation in and use of various city activities, events, classes and meeting rooms. Includes schedules, logs, lists, requests, etc. (SEE ALSO Recreation Program Files and Park & Facility Use Permits in the Parks & Recreation section.)

Transitory: Keep one year.

- **Activity Reports, General:** Daily, weekly, monthly, or annual reports documenting the activities of city employees. Useful for compiling annual reports, planning and budgeting, monitoring work progress, etc. Usually tracks type of activity, employees and/or volunteers involved, time spent on activity, work completed, and related information in narrative or statistical form. (SEE ALSO Grant Records in the Accounting, Budget, Finance & Payroll section.)

Permanent: Keep reports summarizing activities on an annual basis permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Appointment Files:** These files document appointments to fill vacancies in the offices of mayor and councilmember, and also appointments to city boards, commissions and committees. Documents may include: letters of recommendation, letters of appointment, resumes, and related correspondence.

Permanent: Keep records relating to mayoral and council appointments permanently.

Semipermanent: Keep all other records five years after service with city ends.

- **Calendars, Appointment Books & Scheduling Records:** Records including calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, and other activities of city officials.

Transitory: Keep one year.

- **Capital Asset Records:** Records documenting purchase, maintenance, inventory, depreciation and disposition of capital assets, such as buildings, real estate, infrastructure, vehicles, equipment, and other assets with a useful life generally more than five years. (SEE ALSO Technical Manuals, Specifications & Warranties and Vehicle Maintenance & Repair Records in this section and the Public Works & Engineering section for a variety of records relating to capital assets.)

Semipermanent: Keep records (except inventories) five years or three years after disposal or replacement of capital asset (whichever is longer).

Transitory: Keep inventories until superseded.

- **Citizen Awards:** Awards presented to honor citizens for civic contributions. Records may include award nominations, certificates, ceremony records, photographs, lists of recipients, etc. Some records may have historic value.

Permanent: Keep lists of recipients permanently.

Semipermanent: Keep other records five years.

- **City Boards, Commissions & Committees:** Bylaws, meeting minutes and agendas of city boards, commissions and committees.

Permanent: Bylaws, adopted meeting minutes and agendas of city boards, commissions and committees are permanent.

Transitory: Keep notes for meeting minutes until minutes officially approved.

Note: Idaho Code 50-907(1)(a) provides that adopted meeting minutes of city boards and commissions are permanent.

- **City Council Meeting Agenda, Minutes & Recordings:** Records documenting meetings of the city council and motions, resolutions, ordinances and other actions taken at council meetings. (SEE ALSO Land Use Hearing Recordings & Exhibits in the Building, Planning & Zoning section.)

Permanent: Adopted council meeting minutes and council meeting agendas (if not included in the minutes) are permanent.

Transitory: Keep audio/visual recordings of non-land use issues until superseded, obsolete, or administrative needs end. Keep notes for meeting minutes until minutes officially approved.

Note: Idaho Code 50-907(1)(a) provides that adopted meeting minutes of the city council are permanent.

- **Conferences, Seminars & Workshops:** Records documenting attendance and presentations by city employees at conventions, conferences, seminars, workshops, and similar events, including staff reports, instructional materials, related correspondence, etc. (SEE ALSO Employee Travel Records in the Accounting, Budget, Finance & Payroll section.)

Semipermanent: Keep presentations by city employees five years.

Temporary: Keep all other records two years.

- **Contracts & Agreements:** Agreements with vendors and other parties for the acquisition, lease, lease-purchase or sale of equipment, supplies, services or property.

Semipermanent: Keep five years after contract term expires.

Note: Idaho Code 50-907(2)(b) provides that contracts must be kept at least five years.

- **Correspondence:** Correspondence is divided into three types. *Transitory Correspondence* covers day-to-day office and housekeeping correspondence and does not contain unique information about city functions or programs. *General Administrative Correspondence* includes records created or received in the course of administering city policies/programs, but these records do not provide insight into significant policy/program discussions or decisions. *Policy/Program Correspondence* documents the formulation, adoption, and implementation of significant policy/program decisions. All three classifications of correspondence include records on various types of media, including paper, email, and other media.

Permanent: Policy/program correspondence is permanent.

Semipermanent: Keep general administrative correspondence for five years.

Transitory: Keep transitory correspondence until administrative needs end.

- **Deeds & Real Property Records:** Records relating to ownership of real property, including deeds, title opinions, abstracts and certificates of title, title insurance, documentation concerning alteration or transfer of title, and records relating to acquisition and disposal of real property such as offer letters, options, agreements of short duration, staff reports, appraisal and inspection reports, letters of transmittal, and related records.

Permanent.

Note: Idaho Code 50-907(1)(e) provides that records affecting the title to real property or liens thereon are permanent.

- **Disaster Preparedness & Response Records:** Records documenting planning for, impact of, and actions taken by the city in response to disasters, emergencies, and civil disorder, including: earthquakes, wildfires, severe storms, floods, drought, utility failures, hazardous materials incidents, riots, etc. Records may include: plans and studies, logs, diaries, damage assessment reports, response reports, situation and resource status reports, resource ordering and tracking records, financial documentation, messages, photographs, etc.

Permanent.

- **Easement Records:** Records relating to acquisition of city-owned easements and rights-of-way for public works or other local government purposes, including deeds, correspondence and legal documentation. (SEE ALSO Vacation Records in this section and Temporary Access/Construction Easement Records and Right-of-Way Permit Records in the Public Works & Engineering section.)

Permanent.

- **Franchise Records:** Records relating to franchises for electricity and natural gas distribution, cable television and garbage collection, including: contracts, franchise fee information, election information, audits and other verification of revenue from franchisee, published franchise ordinance, and other records.

Semipermanent: Keep six years after expiration of franchise agreement.

- **Historical File:** Includes historical information about the city. May include maps, newspaper clippings, scrapbooks, photographs, compiled histories of the city, information on historic homes and properties, special events & celebrations, etc.

Permanent.

- **Key & Keycard Records:** Document the issuance of keys/keycards to city staff for entrance to city buildings.

Transitory: Keep until superseded.

- **Legislative Issues:** Bulletins, publications, bills, and other information about state/federal legislation affecting the city.

Transitory: Keep until administrative needs end.

- **News Releases:** Prepared statements, announcements, and news conference transcripts issued to the news media by the city.

Permanent.

- **Notary Bond Records:** Bond posted by notaries conditioned on the faithful performance of their duties. Note—other notary records, including application, appointment, journal and other records are the property of the notary.

Semipermanent: Keep six years after expiration.

- **Oaths of Office:** Signed oaths of elected officials swearing to uphold the federal and state constitutions and laws of the city.

Permanent.

- **Ordinances & Resolutions:** Ordinances and resolutions passed or considered by the city council.

Permanent: Adopted ordinances and resolutions are permanent.

Transitory: Keep proposed ordinances and resolutions that are not adopted until administrative needs end.

Note: Idaho Code 50-907(1)(b) provides that ordinances and resolutions are permanent.

- **Permits & Licenses:** Includes records relating to city permits and licenses, including: beer, wine and liquor by the drink, animal licenses, business licenses, daycare licenses, pawn shop licenses, taxicab licenses, etc.

Semipermanent: Keep five years after expiration, revocation or denial.

Note: Idaho Code 50-907(2)(d) provides that license applications must be kept for at least five years.

- **Postage Records:** Document transactions with the U.S. Postal Service and private carriers, including: postage meter records, receipts for registered and certified mail, insured mail, special delivery receipt and forms, loss reports, etc.

Temporary: Keep three years.

- **Proclamations:** Ceremonial or celebratory statements issued by the mayor.

Permanent: Proclamations are permanent, with the exception of those requested by outside groups or organizations (see below).

Transitory: Keep proclamations requested by outside groups/organizations one year.

- **Professional Membership Records:** Records documenting city-paid individual memberships and activities in professional organizations (i.e. Idaho City Clerks, Treasurers & Finance Officers Association, Association of Public Treasurers, etc.).

Semipermanent: Keep five years.

- **Public Addresses:** Includes speeches (State of the City), addresses and other comments or remarks made at formal ceremonies by elected officials. Format may be paper, audio or videotape, etc.

Permanent.

- **Public Records Requests:** Includes written public records requests, city denials of public records requests, appeals information, etc.

Temporary: Keep two years after last action or final disposition of appeal (whichever is longer).

- **Publications:** Includes newsletters, annual reports, policies (e.g. personnel, internet use, drug testing, etc.), manuals, pamphlets, brochures, leaflets, reports, plans, feasibility studies, proposals, etc. published by the city or at the city's request.

Permanent: Keep one copy of newsletters, annual reports, policies and procedures manuals, plans, feasibility studies and other publications with lasting significance permanently.

Semipermanent: Keep other publications five years.

- **Purchasing & Quality-Based Selection Records:** Records documenting competitive bidding and purchase of goods, services, and public works construction, and procurement of design professionals. Records include: published notices and solicitations, specifications, bids, requests for qualifications, statements of qualifications, etc.

Semipermanent: Keep five years.

Note: Idaho Code 67-2805(2)(3) and 67-2806(1)(3) require that if a city finds it impracticable or impossible to obtain three bids for personal property or from licensed public works contractors for public works projects, documentation of the efforts undertaken to procure three bids must be kept at least six months after the procurement decision is made.

- **Purchase Orders & Requisitions:** Requests and purchase orders for goods or services purchased by the city. Information includes: department, delivery location, date, quantity, description, unit and total price, and authorizing signatures.

Semipermanent: Keep five years.

Note: Idaho Code 50-907(2)(a) provides that purchase orders must be kept at least five years.

- **Records Management Records:** Records documenting the inventory, retention, management and disposition of city records, including: records retention schedules, inventory worksheets, correspondence, etc. (SEE ALSO Public Records Requests in this section).

Permanent: Keep record retention schedules and amendments, and destruction records including destruction resolution and authorization from Idaho State Historical Society and legal counsel, permanently.

Semipermanent: All other records relating to records management keep five years.

- **Sister City Records:** Records of sister city relationships with cities in other countries, including correspondence, ceremonial agreements, proclamations, exchange visit records, photographs and related documents.

Permanent: Keep ceremonial agreements and proclamations permanently.

Semipermanent: Keep other records five years.

- **Surveys, Polls & Questionnaires:** Records documenting measurement of public opinion, including surveys, polls, questionnaires, studies, etc.

Permanent: Keep summaries permanently.

Transitory: Keep survey forms and other records one year.

- **Technical Manuals, Specifications & Warranties:** Owners manuals and warranties for city-owned vehicles and equipment. Includes specifications, operating instructions, safety information, and terms for coverage of repair or replacement of equipment. (SEE ALSO Vehicle Maintenance & Repair Records and Capital Asset Records in this section).

Semipermanent: Keep until vehicle/equipment is removed from service.

- **Telephone Messages:** Includes actual telephone messages and telephone message registers.

Transitory: Keep for one week or until administrative needs end.

- **Urban Renewal Records:** Includes urban renewal plans, annual financial reports, audit reports, budgets, project records, tax-increment financing information and related documents.

Permanent: Keep urban renewal plans, annual financial reports, audit reports, feasibility studies, financial impact analyses, and other written studies or reports permanently.

Semipermanent: Keep urban renewal project records ten years after closeout of the urban renewal agency.

- **Vacation Records:** Recorded property vacations by the city, including streets, alleys, easements, public utilities, subdivisions, and rights-of-way. Records may include: petitions to vacate, maps, descriptions of property, staff reports, and related correspondence.

Permanent.

- **Vehicle Maintenance & Repair Records:** Document the maintenance and repair history of city-owned vehicles. Records typically include: description of work completed, parts and

supplies used, date of service, date purchased, price, vehicle identification number, make and model, registration, etc. (SEE ALSO Technical Manuals, Specifications & Warranties and Capital Asset Records in this section)

Semipermanent: Keep until vehicle is removed from service.

- **Visitor Logs:** Records documenting visitors to city buildings, and typically include: visitor's name, visitor badge issued, and entrance and exit times.

Transitory: Keep one year.

Accounting, Budget, Finance & Payroll Records

- **Accounts Payable:** Records documenting payment of city bills, including reports, invoices, statements, vouchers, purchase orders, payment authorizations, receipt records, canceled checks or warrants, etc. (SEE ALSO Grant Records in this section for records documenting expenditure of grant funds.)

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Accounts Receivable:** Records documenting billing and collection of monies owed to the city by vendors, citizens, organizations, governments, etc. Records include: reports, receipts, invoices, awards, logs, lists, summaries, statements, etc. Information typically includes: receipt amount, date, invoice number, name, account number, account balance, adjustments, etc. (SEE ALSO Grant Records in this section for records documenting receipt of grant funds.)

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Audit Report:** Documents the city's annual audit, examining compliance with generally accepted accounting principles and methods, the accuracy and legality of transactions and accounts, and compliance with requirements, orders, and regulations pertaining to the financial condition and operation of the city. Information includes: auditor's report and recommendations, single audit information concerning federal grants, and other information.

Permanent.

- **Bank Transaction Records:** Records documenting the status and transaction activity of city bank accounts, including account statements, deposit and withdrawal slips, checks, checkbook stubs and check registers, etc. (SEE ALSO Grant Files in this section for records documenting grant transactions.)

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Bankruptcy Notices:** Records documenting notification to the city that certain individuals have filed for bankruptcy, and used to determine if the individual owes money to the city and to file notice or claim with the court. Information may include: debtor's name, accounts information, prepared repayment plan and related documentation.

Temporary: Keep three years after discharge of debt or last action (whichever is shorter).

- **Bond Records:** Records documenting financing of city improvements through bonded indebtedness. Records include: bond rating information, bond and election ordinances, legal notices announcing bond election, bond counsel information and opinions, covenants, paid bonds and coupons, bond registers, State Treasurer public bond issue reports (IDAPA 54.01.01), etc.

Permanent: Bond and election ordinances are permanent.

Semipermanent: Keep all other records five years after the bonds are paid off.

Note: Idaho Code 50-907(2)(f) provides that these records must be kept at least five years.

- **Budget Records:** Records used in preparing and adopting the city budget, including revenue projections, instructions, department requests, worksheets, council-approved tentative budget and notice of budget hearing, adopted appropriations ordinance and amendments, and other information.

Permanent: Keep notice of budget hearing (with tentative budget) and appropriations ordinance and amendments permanently.

Temporary: Keep all other records three years after fiscal year end.

- **Deduction Authorization Records:** Records documenting employee application and authorization for voluntary payroll deductions, direct bank deposits, and related actions. Payroll deductions are directly deposited or remitted to the authorized financial institution, insurance company, or other agency or vendor. Records may include: insurance applications, enrollment cards, deduction authorizations, approval notices, deduction terminations, and related records.

Semipermanent: Keep five years after superseded, terminated, or employee separation.

Note: Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **Deduction Registers:** Registers or records documenting voluntary and/or required deductions from the gross pay of city employees. Types of deductions include: federal income and social security taxes, state income tax, workers' compensation, union dues, insurance, deferred compensation, credit union, parking permit, garnishments, levies, charitable contributions, and others. Information may include: employee name and social security number, pay period, total deductions, net pay, check number, and related data.

Semipermanent: Keep five years after fiscal year end.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Employee Bond Records:** Records documenting the posting of fidelity, performance or position bonds to guarantee the honest and faithful performance of elected officials, individual employees or groups of employees. Information typically includes: name and position(s) of the individual or group, amount of coverage, effective and expiration dates, and related information.

Semipermanent: Keep six years after expiration.

- **Employee Time Records:** Records documenting hours worked, leave hours accrued, and leave hours taken by city employees. Information usually includes: employee name and social security number, hours worked, type and number of leave hours taken, total hours, dates and related data. (SEE ALSO Leave Applications in this section.)

Semipermanent: For records documenting expenditure of grant funds, see Grant Records in this section. Keep all other records five years after fiscal year end.

Note: Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.

- **Employee Travel Records:** Records documenting requests, authorizations, reimbursements, and other actions related to employee travel, including expense reports and receipts, vouchers and related documents. Information typically includes: estimated and final cost, destination, method of transportation, travel dates, approval signatures, etc.

Temporary: Keep five years after fiscal year end.

Note: Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due.

- **Federal & State Tax Records:** Records, in addition to those itemized in this section, used to report the collection, distribution, deposit, and transmittal of federal and state income taxes as well as social security tax. Examples include: the federal miscellaneous income statement (1099), request for taxpayer identification number and certificate (W-9), employers' quarterly federal tax return (941, 941E), tax deposit coupon (8109), and similar federal and state completed forms. (SEE ALSO Wage & Tax Statements and Withholding Allowance Certificates in this section for related records.)

Semipermanent: Keep five years after fiscal year end.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **Financial Reports:** Reports documenting the financial condition and operation of the city, issued on a monthly, quarterly, annual or other basis, including quarterly published treasurer's report and year-end financial reports. Reports include information on revenues and expenditures in relation to the final budget.

Permanent: Keep fiscal year-end financial reports and quarterly published treasurer's reports permanently.

Semipermanent: Keep all other reports five years after fiscal year end.

Note: Idaho Code 50-907(1)(d) requires fiscal year-end financial reports to be kept permanently.

Idaho Code 50-907(2)(a) provides that other financial reports must be kept at least five years.

- **Garnishment Records:** Records documenting requests and court orders to withhold wages from employee earnings for garnishments, tax levies, support payments, and other reasons. Usually includes original writs of garnishment, orders to withhold, federal or state tax levies, recapitulations of amounts withheld, and related records. Information usually includes: employee name and social security number, name of agency ordering garnishment, amount, name of party to whom payment is submitted, dates, and related data.

Semipermanent: Keep five years after resolution.

Note: Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **General Ledgers:** Records documenting the summary of accounts reflecting the financial position of the city, showing debit, credit and balance amounts per account, budget, fund and department, and totals for notes receivable, interest income, amounts due from other funds, federal grants received, bank loans received, cash in escrow, deferred loans received, cash, encumbrances, revenue, accounts receivable, accounts payable, etc.

Semipermanent: Keep year-end ledgers 10 years after fiscal year end. Keep all other general ledgers five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Gift & Contribution Records:** Records documenting gifts and contributions to the city, including donor and acknowledgment letters, acquisition lists itemizing purchases made with contributed money, checks, receipts and related records.

Temporary: Keep three years after completion of the terms of the gift/contribution, unless otherwise specifically provided.

- **Grant Records:** Records documenting the application, evaluation, awarding, administration, reporting and status of grants applied for, received, awarded or administered by the city. Records include: applications and proposals, summaries, objectives, activities, budgets, exhibits, award notices, progress reports, contracts, financial reports, and related correspondence and documentation.

Permanent: Keep final reports from significant grants permanently.

Semipermanent: Keep records documenting the purchase and/or disposal of real property 10 years after substantial completion or as specified in the agreement, whichever is longer. Keep other grant records five years or as specified in the agreement, whichever is longer.

Temporary: Keep unsuccessful grant applications three years.

- **Interdepartmental Billings:** These are accounting documents that request the transfer of funds between departments for services rendered or materials purchased.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Investment Records:** Reports, statements, summaries, correspondence and other records documenting and tracking investments made by the city, including the Local Government Investment Pool.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Leave Applications:** Applications or requests submitted by city employees for sick, vacation, compensatory, personal business, family and medical leave, long term leave, and other leave time. Information usually includes: employee name, department, date, leave dates requested, type of leave requested, and related data. (SEE ALSO Employee Time Records in this section.)

Temporary: Keep three years.

- **Leave Balance Reports:** Reports documenting individual city employee accrual and use of sick, vacation, compensatory, personal business, family and medical leave, and other leave time. Information usually includes: employee name and social security number, leave beginning balance, leave time accrued, leave time used, ending balance, and related data. (SEE ALSO Employee Benefits Records in the Personnel section.)

Semipermanent: Keep year-end leave balance reports 10 years after employee separation. Keep all other records five years after fiscal year end.

Note: Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **Local Improvement Districts:** Records documenting the formation of a local improvement district and levying of special assessments, including: ordinance, published notices, assessment roll, appeals, affidavits, bonds and coupons, delinquencies, and related correspondence and documents.

Permanent: Ordinances, assessment rolls and payment records (if kept separately from the roll itself) are permanent.

Semipermanent: Keep other records five years after the local improvement district is closed and all bonds are paid off.

- **Payroll Administrative Reports:** Reports, statistical studies, and other records designed and used for budget preparation, projections, workload and personnel management, and research and general reference. Often consists of recapitulation reports organizing wages, deductions, and other data into categories such as quarter-to-date, year-to-date, fiscal year-to-date, department, division, section, employee/employer contributions, and others.

Temporary: Keep three years after fiscal year end.

- **Payroll Registers:** Registers or records serving the same function of documenting the earnings, voluntary and required deductions, and withholdings of city employees. Information usually includes employee name and social security number, hours worked, rate, overtime, vacation value, various allowance, gross pay, federal and state withholding, voluntary deductions, net pay, and related data.

Semipermanent: Keep year-end (or month-end, if year-end registers not used) 75 years after fiscal year end. Keep all other payroll registers five years after fiscal year end.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.

IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due.

- **PERSI Records:** Records relating to PERSI, including Employer Remittance Forms, invoices, correspondence, financial adjustments, etc.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Receipts:** Copies of receipts, showing the date, from whom received, amount, purpose, etc.

Semipermanent: Keep five years after fiscal year end.

Note: IRS regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Note: Idaho Code 50-907(2)(a) provides that cash receipts subject to audit must be kept at least two years.

- **Sales & Use Tax Forms:** Used to report and remit sales tax collected and due to the state.

Semipermanent: Keep five years after fiscal year end.

- **Signature Authorization Records:** Records documenting authorization of designated employees to sign fiscal and contractual documents.

Semipermanent: Keep six years after authorization superseded or expired.

- **Subsidiary Ledgers, Journals & Registers:** Records documenting details of transactions such as those related to receipts and expenditures on a daily, monthly, quarterly or similar

basis. Includes journals, ledgers, registers, daybooks and other account books that provide backup documentation for the general ledger.

Semipermanent: Keep year-end payroll register 75 years after fiscal year end. Keep all other records five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Unemployment Compensation Claim Records:** Records documenting claims submitted by former city employees for unemployment compensation. Usually includes: claims, notices, reports, and related records. May also include records generated by the appeal of claim determinations.

Temporary: Keep three years.

- **Unemployment Reports:** Records documenting employee earnings on a quarterly basis. Used to document costs and charges in the event of an unemployment compensation claim. Information includes: employee name and social security number, quarterly earnings, days worked, totals, and other data.

Temporary: Keep three years.

- **Utility Account Change Records:** Records documenting routine information changes to customer accounts, including name and address.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Application/Disconnect Records:** Applications completed by customers requesting or disconnecting water, sewer, power, garbage or other city-provided services. Information typically includes: customer's name, address, phone number, meter information, date and approval signatures.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Bill Remittance Stubs:** Bill stubs received with payments for water, sewer, power, garbage and other city-provided services that document receipt and posting of customer payments. Information typically includes: account number, name, service address, payment received, and receipt date and number.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Billing Adjustment Records:** Records documenting adjustments to customer water, sewer, power, garbage or other city-provided service billings for debits, credits, refunds, returned checks, and related reasons. Information usually includes: customer's name and address, type of adjustment, justification, amount changed, authorizing signatures and other information.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Billing Register:** Records documenting transactions on the water, sewer, power, garbage or other city-provided service account of each customer. Useful for reference to assure accurate customer billings. Information often includes: customer's name, service address, meter reading, water or power usage, utility charges, payments, adjustments, prior balance due, current balance due and related data.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Customer Security Deposit Records:** Records documenting customer payment of a security deposit to receive water, sewer, power, garbage or other services. Information usually includes date, amount of deposit, customer's name, address, and account number, date account closed, refund date, amount of deposit confiscated, reason for confiscation, and related information.

Semipermanent: Keep five years after refund or last action.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Meter Books:** Document the readings of customer water/power meters by city employees for billing purposes. Information typically includes: name of meter reader, meter reading, date read, account number, billing code, final reading, reason for turnoff, meter changes, and related data.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Vendor Lists:** Lists of vendors providing goods and services to the city.

Transitory: Keep until superseded or obsolete.

- **Wage & Tax Statements:** Annual statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax, also known as federal tax form W-2. Information includes: city name and tax identification number, employee name and social security number, wages paid, amounts withheld, and related data. (SEE ALSO Federal & State Tax Records in this section.)

Semipermanent: Keep five years.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **Withholding Allowance Certificates:** Certificates documenting the exemption status of individual city employees, also known as W-4 forms. Information includes: employee name and address, social security number, designation of exemption status, and signature. (SEE ALSO Federal & State Tax Records in this section.)

Semipermanent: Keep five years after employee separation.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Airport Records

- **Activity Reports:** Records documenting various indicators of activity associated with city airports, including: arrivals and departures, type of aircraft served, number of passengers, amount of cargo, amount of fuel used, and activities of related operations such as restaurants, gift shops, and car rental outlets.

Permanent: Keep reports summarizing activities on an annual basis permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Air Traffic Record:** Submitted by the Air Traffic Control Tower, and includes an airport operations count for civil, military, itinerant, and local aircraft landings.

Permanent: Keep reports summarizing activities on an annual basis permanently.

Semipermanent: Keep other reports five years.

- **Airport Certification Records:** Documents on certification, licenses, or permits from the Federal Aviation Administration (FAA) or other federal or state agencies. Includes any documentation bearing directly on the application for issuance or renewal. FAA-related records include city-prepared airport certification manuals and airport certification specifications for “limited” airports. Manuals include procedures for: maintenance of paved and unpaved areas, lighting systems, traffic and wind direction indicators, self-inspection, rescue and fire fighting, control of hazardous substances, ground vehicles, plans for snow and ice control, emergencies, wildlife hazard management, etc.

Permanent: Keep certification manuals & specifications permanently.

Temporary: Keep other records two years after expiration.

- **Airport Condition Records:** Required by FAA regulations (14 CFR 139.339), these records document collection and dissemination of airport condition information that could affect safe operations of air carriers, including: construction or maintenance activity; surface irregularities; snow, ice, slush or water; objects in movement and safety areas; lighting system or sign malfunctions; unresolved wildlife hazards; nonavailability of rescue and firefighting capability; and any other condition specified in the Airport Certification Manual or that may otherwise adversely affect the safe operations of air carriers.

Semipermanent: Keep five years.

Note: FAA regulations require airport condition records to be kept at least 12 consecutive calendar months.

- **Airport Construction Project Files:** Includes plans, bids, specifications, project diaries, correspondence, and agreements relating to airport construction projects.

Permanent.

- **Airport Master Record:** Forms created by the FAA to document basic information about airports, including: owner and manager contact information, facilities, service, runway data, lighting and approach aids, obstruction data and other information.

Permanent.

- **Airport Revenue Statements:** Monthly invoices/statements sent to air carriers, concession operators and lessees of airport land, buildings or terminal space.

Semipermanent: Keep five years.

- **Airport Security Program Records:** Document the city airport’s objectives, methods, and procedures designed to prevent or reduce illegal activities or interference with civil aviation. Includes: a description of the airport, security procedures, incident management, law enforcement support, contingency plan, etc. Also includes criminal history records checks and training and information for individuals with unescorted access authority.

Permanent: Keep security program outlined in 49 CFR 1542.103 permanently.

Temporary: Criminal history records checks as provided by 49 CFR 1542.209 must be kept 180 days after termination of the individual’s unescorted access authority, at which point they must be destroyed by the airport operator.

Training and information provided by 49 CFR 1542.213 must be kept for 180 days after termination of the individual’s unescorted access authority.

Keep other records for two years after superseded.

- **Airspace Construction Records:** These records contain applications (FAA Form 7460) required by the FAA for construction or alteration of facilities which may obstruct air space affecting flights at the airport. The information on the structure is placed on aeronautical charts.

Semipermanent: Keep five years.

- **Complaint Records:** Records documenting complaints or requests related to noise or other aspects of airport operations, and typically include the name, phone number and address of the person making the complaint, the name of the person receiving and/or responding to the complaint, a description of the complaint, resolution, etc.

Temporary: Keep two years after resolution of complaint or final action.

- **Emergency Personnel Training Records:** Required by FAA regulations (14 CFR 139.319), these records document training of rescue and firefighting personnel which must be received prior to initial performance of duties and at least annually. Training areas include: airport and aircraft familiarization; rescue and firefighting safety; emergency communications systems; use of equipment; application of extinguishing agents; emergency aircraft evacuation assistance; firefighting operations; adapting and using structural rescue and firefighting equipment for aircraft rescue and firefighting; aircraft cargo hazards; firefighters' duties under the airport emergency plan; emergency medical services and live-fire drills. Information includes a description and date of training received.

Semipermanent: Keep five years.

Note: FAA regulations require these records be kept at least 24 consecutive calendar months after completion of training.

- **Fuel & De-Icer Consumption Records:** Consumption and dispensing records for fuel, oil, or similar products used by service vehicles, equipment or airplanes.

Semipermanent: Keep five years.

- **Fueling Agent Inspection & Fueling Personnel Training Records:** Required by FAA regulations (14 CFR 139.321), these records document inspections of the physical facilities of each airport tenant fueling agent at least once every three consecutive months for compliance with federal regulations requiring bonding; public protection; controlled access to storage areas; fire safety in fuel farm and storage areas; fire safety in mobile fuelers, fueling pits and cabinets; training of fueling personnel in fire safety and compliance with fire code. Also includes annual written confirmation from airport tenant fueling agents that their personnel have completed required fire safety training.

Semipermanent: Keep five years.

Note: FAA regulations require these records be kept at least 12 consecutive calendar months.

- **Law Enforcement Action Records:** Document various types of law enforcement actions taken at the airport, as provided by 49 CFR 1542.221, including: the number and type of weapons, explosives or incendiaries discovered during any passenger screening process, and the method of detection of each; the number of acts and attempted acts of aircraft piracy; the number of bomb threats received, real and simulated bombs found, and actual bombings; and the number of arrests with the name and address of individual and immediate disposition of each.

Temporary: Keep two years.

Note: FAA regulations require these records be kept at least 180 days.

- **Movement & Safety Area Training & Accident Records:** Required by FAA regulations (14 CFR 139.329), these records document training of employees, tenants and contractors on procedures for safe and orderly access to, and operation in, movement and safety areas. Also includes records relating to accidents or incidents in movement and safety areas involving air carrier aircraft, ground vehicles or pedestrians.

Semipermanent: Keep five years.

Note: FAA regulations require movement and safety areas training records to be kept for 24 consecutive months after the termination of an individual's access to these areas, and accident/incident records must be kept at least 12 consecutive calendar months from the date of the accident/incident.

- **Noise Compatibility Records:** Includes records relating to noise compatibility programs voluntarily submitted by city airports in accordance with 14 CFR 150.21 and 150.23. Records include: noise exposure map and supporting documentation, description and analysis of alternatives for noise reduction, measures proposed for noise reduction, public participation and consultation with federal, state and local entities, anticipated effects of the program, how future actions may impact program, summary of hearing comments and written testimony with airport operator's response and disposition of comments, the period covered by the program, implementation and funding.

Permanent: Keep program records described in 14 CFR 150.21 and 150.23 permanently.

Semipermanent: Keep other records five years after program approved.

- **Non-Federal Navigation Facility Reports:** Record of meter readings and adjustments, facility maintenance log, radio equipment operation record, ground check error data, facility equipment performance and adjustment data, technical performance report, and similar documentation relating to local government-owned and operated navigational facilities such as VHF Omnidirectional Range (VOR) facilities, nondirectional radio beacons, instrument landing systems, simplified directional facilities, distance measuring equipment, VHF marker beacons, interim standard microwave landing systems and microwave landing systems.

Permanent.

Note: Retention periods are established by FAA regulations (14 CFR 171.13, 171.33, 171.53, 171.117, 171.163, 171.213, 171.275, and 171.327).

- **Notice to Airmen Records:** Reports documenting the notification of air carriers as to changes in airport conditions, including construction, maintenance, surface irregularities, snow, ice, water, light malfunctions, unresolved wildlife hazards, etc. Includes Notice to

Airmen (NOTAM) forms. Information includes date and time of issue, message from airport manager, and distribution data.

Temporary: Keep two years.

- **Passenger Facility Charges Report:** Used to document fees charged to air passengers by the city used for FAA-approved airport-improvement projects (see 14 CFR 158.63 and 158.65).

Permanent.

- **Personnel Training Records:** Required by FAA regulations (14 CFR 139.303), these records document training of personnel accessing movement and safety areas and performing duties in compliance with the requirements of the Airport Certification manual and federal regulations. The training covers the following areas: airport familiarization; movement and safety areas; airport communications; and duties required under the Airport Certification Manual and federal regulations. The training must be received prior to initial performance of duties and on an annual basis. Information includes a description and date of training received.

Semipermanent: Keep five years.

Note: FAA regulations require these records be kept at least 24 consecutive calendar months after completion of training.

- **Runway Inspection Reports:** Notices of closure of runways for maintenance, repair or weather, log shows effective date and time with estimate of duration of closure and condition.

Semipermanent: Keep five years.

- **Self-Inspection Records:** Required by FAA regulations (14 CFR 139.327), these records document self-inspections conducted on a daily basis, when required by unusual conditions (such as construction or weather), and immediately after an accident or incident. Also includes records documenting training of personnel performing inspections, required prior to initial performance of duties and at least annually on the following areas: airport familiarization, airport emergency plan, Notice to Airmen (NOTAM) notification procedures, procedures for pedestrians and ground vehicles in movement and safety areas and discrepancy reporting procedures.

Semipermanent: Keep five years.

Note: FAA regulations require self-inspection records to be kept at least 12 consecutive calendar months, and inspection personnel training records to be kept at least 24 consecutive calendar months.

Building, Planning & Zoning Records

- **Annexation Records:** Document the annexation of new land into the city. Records may include: application, annexation agreement, notices of hearing, staff report, recommendations of the planning and zoning commission, maps, etc.

Permanent.

- **Area of Impact Records:** Document the negotiation and adoption of area of impact agreements and ordinances with the county, including: public notices, correspondence, notices of hearing, recommendations from the planning and zoning commission, maps, “committee of nine” proceedings, etc.

Permanent.

- **Building Activity Records:** Reports or statistical compilations tracking building activity on a monthly or annual basis, used to plan budgets and staffing and monitor growth and building trends. Typically tracks number of permits issued, type of activity, value of projects, fees collected, etc.

Permanent: Keep reports summarizing activity on an annual basis permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Building Codes:** Codes that may be adopted by local ordinance, including: the International Building Code, International Residential Code, International Energy Conservation Code, International Mechanical Code, International Fuel Gas Code, Uniform Plumbing Code, National Electrical Code, International Fire Code, etc.

Permanent.

- **Building Inspection Reports & Working Papers:** Records documenting inspections to ensure compliance with the city’s adopted codes, including inspection reports, logs, requests for inspections, correspondence, etc.

Semipermanent: Keep for the life of the structure.

- **Building Permit Applications & Review:** Applications for construction, structural modifications, installation of plumbing, electrical or mechanical equipment, etc.

Permanent.

- **Building Permits:** Permits granted to property owners for construction, structural modifications, installation of plumbing, electrical or mechanical equipment, etc.

Permanent: Keep building permits for completed structures permanently.

Semipermanent: Keep revoked or expired building permits two years after revocation/expiration.

- **Building Plans & Specifications:** Blueprints and other graphic illustrations of designs submitted by contractors for the construction, reconstruction or alteration of buildings. These plans and accompanying specifications are submitted to ensure compliance with building codes, setbacks and other regulations. Documents include: site plan, scale of floor plan, elevation plan, electrical plan, typical wall section and foundation, and specifications.

Permanent: Keep plans and specifications for publicly-owned and commercial structures permanently.

Temporary: Keep plans and specifications for residences two years after issuance of certificate of occupancy.

Note: Idaho Code 50-907(1)(c) requires building plans and specifications for commercial projects and government buildings to be kept permanently. Idaho Code 50-907(2)(c) requires building applications for commercial projects and government buildings to be kept for at least five years. Idaho Code 50-907(3)(a) requires building applications, plans and specifications for noncommercial and nongovernment projects to be kept at least two years after final inspection and approval.

- **Certificates of Occupancy:** Certification that a building complies with city codes and is safe for occupancy. Information may include: type of building, building permit number, type of construction, owner of building, address, contractor name, date built and certified in compliance with code. Includes requests for temporary occupancy.

Permanent.

- **Code Enforcement:** Case files on city code violations including: correspondence with owners, site inspections, photographs, enforcement actions, and hearings.

Permanent.

- **Comprehensive Plan:** The plan used to guide the long-term growth and development of a city. Records typically include: the plan document, periodic updates, citizen surveys and participation information, notices of hearing, maps, photographs, staff reports, recommendations from the planning and zoning commission, etc.

Permanent.

- **Conditional Use Permits:** Permits allowing construction of buildings in specific areas when impacts to neighbors are mitigated. Documents typically include: application, blueprint drawings, notices of hearing, staff report, planning and zoning commission recommendations/decision, and related correspondence.

Permanent: Keep application and decision documents permanently.

Semipermanent: Keep other records 10 years after expiration, revocation or discontinuance of use.

- **Correction Notices:** Notices to contractor/builder to correct defects noted during the inspection process.

Permanent.

- **Design Review Records:** Records related to design review overlay districts, including: applications, staff reports, committee recommendations, maps, photographs, and other records.

Permanent: Keep application and decision documents permanently.

Semipermanent: Keep other records 10 years after approval or denial.

- **Development Agreements:** Records documenting formation, modification and termination of development agreements, in which the city requires the developer to make a written commitment concerning use or development of the subject parcel as a condition of rezoning. The agreements are recorded and binding on subsequent property owners.

Permanent.

- **Flood Plain Permit Records:** Permits issued for construction within a flood plain zone. Records also may include: elevation certificates, applications, review records, checklists, and other documents.

Semipermanent: Keep permits and elevation certificates 10 years after the life of the structure or until area is determined not to be a flood plain, whichever is longer. Keep other records 10 years.

- **Future Acquisitions Map:** Records relating to the future acquisitions map, which identifies land proposed for acquisition for infrastructure and services over the next 20 years.

Permanent.

- **Historic District Records:** Records relating to historic district overlay zones, including: applications, staff reports, committee recommendations, maps, photographs, list of historic structures and other records.

Permanent.

- **Land Use Hearing Recordings & Exhibits:** Includes maps, plans, drawings, and other exhibits prepared for land use hearings and audio recordings of land use hearings before the planning and zoning commission and city council.

Permanent: Keep land use exhibits referenced in minutes permanently.

Semipermanent: Keep exhibits not referenced in minutes five years.

Transitory: Keep audio recordings one year after the date of the hearing, unless a longer period is required due to litigation.

Note: Idaho Code 67-6536 requires that audio recordings of planning and zoning hearings (transcribable verbatim record) be kept at least six months after the final decision.

- **Nonconforming Use Records:** Records pertaining to uses that are “grandfathered” in when zoning regulations change for a particular property. Changes or expansions of nonconforming uses may require city approval. Records may include: site plan, verification of original and current use, nonconforming use certificate, and records regarding changes or expansion of the nonconforming use.

Permanent.

- **Plan Review Reports:** Reports indicating compliance with adopted building codes, planning and zoning ordinances, and other city requirements.

Permanent: Keep plan review reports for commercial buildings permanently.

Semipermanent: Keep plan review reports for residential buildings five years after issuance of certificate of occupancy.

- **Planned Unit Development Records:** PUDs allow for flexibility in subdivision and zoning regulations with greater amenities provided by the developer. These records include: application, maps, diagrams, site plans, notices of hearing, staff report, recommendation/decision by the planning and zoning commission, correspondence, etc.

Permanent: Keep application and decision documents permanently.

Semipermanent: Keep other records 10 years after approval or denial.

- **Planning Studies:** Reports completed in-house or by outside consultants on specific planning issues, including transportation plans, affordable housing plans, etc.

Permanent.

- **Rezoning Records:** Document applications for rezoning property within the city, including: application, review forms, maps of areas involved, notices of hearing, staff report, recommendation of the planning and zoning commission, written decision by the council, appeals, correspondence, etc.

Permanent: Keep application and decision documents permanently.

Semipermanent: Keep other records 10 years after approval or denial.

- **Sign Review Case Files:** Applications and related records for sign permits, including: approvals, photographs or renderings of proposed signs, etc.

Semipermanent: Keep for the life of the structure.

- **Subdivision Records:** Document the preliminary and final plat stages of subdivision approval, including: application, maps, diagrams, site plans, staff report, recommendation by planning and zoning commission, written decision by the council, correspondence, appeals, etc. Includes administrative lot split or “short plat” applications involving less than five lots.

Permanent: Keep records relating to approved subdivisions permanently.

Semipermanent: Keep records relating to denied, expired or revoked applications 10 years after denial, expiration or revocation.

- **Variance Records:** Document variance applications for relief from a quantifiable zoning standard (such as setback, lot size, etc.). Records include: application, staff recommendation, recommendation/decision by planning and zoning commission and council, correspondence, etc.

Semipermanent: Keep 10 years after the life of the structure.

- **Zoning Ordinance Interpretations:** Records providing interpretations of city ordinances by the planning director.

Permanent.

- **Zoning Maps:** Show zoning boundaries in the city, with streets, property lines, and zoning classifications.

Permanent.

Cemetery Records

Because of their historical significance, most cemetery records are permanent and may not be destroyed. Idaho Code 50-907(1)(f) provides that “Cemetery records of lot ownership, headstone inscriptions, interment, exhumation and removal records, and cemetery maps, plot plans and surveys” are permanent records.

- **Burial Register (Section Books):** Register of burials and index by lot, block and section number with the name of the lot owner, purchase date, occupant and burial date.

Permanent.

Note: Idaho Code 50-907(1)(f) provides that this record is permanent.

- **Burial Transit Permits:** Part of state Death Certificate, labeled “Disposal—Transit Permit” and delivered to the cemetery office by the funeral home. Shows the name of the deceased, place of death, mortician, and date of death.

Permanent.

Note: Idaho Code 50-907(1)(f) provides that this record is permanent.

- **Cemetery Complaints, Requests & Repairs:** Brief description of complaint/request with the name of the person initiating the complaint/request, name of the deceased, location, cost of repair estimate, etc.

Temporary: Keep two years.

- **Cemetery Lot Inventory:** Records showing cemetery lots by section, block and lot number and the status of the lot (sold, unsold, available or unusable).

Transitory: Keep until superseded.

- **Deeds or Certificates of Ownership:** Record of deeds or certificates of ownership of lots that have been surrendered or exchanged or deeds that have had a transfer of title.

Permanent.

Note: Idaho Code 50-907(1)(f) provides that this record is permanent.

- **Maps:** Maps showing the sections, blocks and lots of the cemetery.

Permanent.

Note: Idaho Code 50-907(1)(f) provides that this record is permanent.

- **Monument & Marker Register:** Monument register or installation sheet showing name, location, and date the monument/marker was set.

Permanent.

Note: Idaho Code 50-907(1)(f) provides that this record is permanent.

Election Records

- **Ballots:** Includes voted ballots, unused ballots, absentee ballots, spoiled ballots, and ballot stubs.

Temporary: Keep two years.

Note: Idaho Code 50-907(3)(c) requires ballots to be kept at least two years.

- **Campaign Finance Reports:** Reports showing contributions and expenditures in city campaigns by mayor/council candidates, political committees and independent persons/entities. Includes C-1 (Certification of Treasurer), C-2 (Campaign Financial Disclosure Report), C-4 (Independent Expenditures), C-5 (48 Hour Notice of Contributions/ Loans Received), C-6 (Statement by Nonbusiness Entity), and C-7 (48 Hour Notice of Independent Expenditures).

Permanent.

Note: Idaho Code 50-907(1)(g) requires campaign finance reports be kept permanently.

- **Candidate Declarations & Petitions:** Includes declarations of candidacy and intent for candidates for city elective office. Declarations of candidacy are filed by candidates to get their name on the election ballot, and are accompanied by a filing fee of \$40 or a petition with the signatures of at least five qualified city electors, including a certification by the county clerk of the number of signatures that are of qualified city electors. Declarations of intent are filed by write-in candidates, and do not require the filing fee or petition.

Permanent.

Note: Idaho Code 50-907(1)(g) requires candidate declarations and petitions be kept permanently.

- **Election Working Files:** Includes the following records: absentee voting, polling places, judges and clerks, challengers and watchers, voting machines and vote tally systems, correspondence, and other records not specifically listed in this schedule.

Semipermanent: Keep five years.

- **Notices of Election & Sample Ballots:** Includes the first and second notice of election and sample ballot, which are published in the official newspaper.

Permanent.

Note: Idaho Code 50-907(1)(g) requires notices of election and sample ballots to be kept permanently.

- **Petitions:** Petitions for initiative, referendum, recall, liquor by the drink, & other elections.

Permanent.

- **Poll Books:** Books showing the name, address and signature of those voting in city elections.

Permanent: Keep one poll book from each precinct permanently.

Temporary: Duplicate copies of poll book may be destroyed after two years.

Note: Idaho Code 50-907(1)(g) provides that one poll book from each precinct must be kept permanently. Idaho Code 50-907(3)(c) provides that duplicate poll books must be kept at least two years.

- **Tally Books:** The book in which election staff record and total the votes cast for each candidate and ballot question at the polling precinct.

Permanent.

Note: Idaho Code 50-907(1)(g) provides that tally books must be kept permanently.

Emergency Communications

- **Activity Reports:** Daily, weekly, monthly or other reports documenting the activities of employees, including: type of activity, employees involved, time spent on activity, work completed, equipment used, etc.

Permanent: Keep reports summarizing activities on an annual basis permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Briefing Records:** Records documenting internal communication between supervisors and shift workers or between staff on different shifts to alert them to problems, issues or activities. Records may include, but are not limited to: briefing logs, teletype messages, and bulletins from other agencies.

Transitory: Keep until administrative needs end.

- **Data Management System Records:** Records documenting the maintenance and update of current information used to provide and direct incident response within a 911 service area. Information may include, but is not limited to: address data, response unit assignments, response codes, responsible person data, and related documentation.

Transitory: Keep until superseded or obsolete.

- **Dispatch Incident Records:** Document specific incidents when a call is received by the 911 dispatch center and subsequent response activities. Information may include, but is not limited to: caller's name, address, and telephone number; details of incident or complaint; dispatcher's name; responding agency and time of response; and incident disposition. Additional information received through an enhanced system is the Automatic Number Identification and Automatic Location Identification (ANI/ALI) which includes the telephone subscriber name, subscriber's telephone number and location.

Temporary: Keep two years.

- **Master Street Address Guide Maintenance Forms:** Records document the city's notification to the phone service provider about the addition of new streets or revision to existing streets on the Master Street Address Guide (MSAG). The MSAG is maintained by the phone service provider or its independent contractor. Information may include, but is not limited to: new or updated address, customer, and responder information.

Transitory: Keep until superseded.

- **Master 24-Hour Audio Tapes:** Document recorded incoming emergency and non-emergency calls; law enforcement, fire and emergency medical services dispatches; radio activity; and 911 calls. Tapes are maintained on a 24-hour basis.

Transitory: Keep tapes not needed for investigations, litigation, etc. six months.

- **Operational Logs:** Records documenting chronological tracking of activities related to 911 dispatch center operations, including, but not limited to: radio logs, telephone logs, and criminal background check request logs.

Transitory: Keep one year.

- **Premise Information Records:** Records documenting information about specific premises or locations that emergency responders need to know in advance of arrival at an incident site. Information may include, but is not limited to: hazardous materials storage locations, building plans submitted to the fire department, location of utility shut-offs, and related information.

Temporary: Keep two years, or until renewed, superseded or expired, whichever is longer.

- **Quality Assurance Records:** Records documenting the evaluation, analysis, and assessment of the performance and quality of 911 dispatch services. Records may include, but are not limited to: system evaluations, performance reports, surveys and questionnaires, quality improvement reports and recommendations, and related documentation.

Temporary: Keep two years.

- **Statistical Reports:** Records documenting the compilation of statistical data about the actions and activities of the 911 dispatch center. Data may be compiled on a daily, weekly, monthly, quarterly and/or annual basis and may be used for analysis, evaluation, and budget development purposes. Information may include, but is not limited to: data about response times, number of calls received and dispatched, and responses by individual agency.

Permanent: Keep annual reports permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **System Error/Malfunction Records:** Records documenting 911 electronic system errors or malfunctions and corrective action. Records may include, but are not limited to: enhanced system error reports, trouble logs, work orders, correspondence, and related documentation.

Temporary: Keep two years.

Fire & Emergency Medical Services Records

- **Activity Reports:** Individual, shift, project or other activity reports or logs filed on a daily, weekly, monthly or similar basis. Useful for reference, performance monitoring, compiling annual reports, planning and budgeting, and briefing subsequent shifts. Information typically includes: name, shift, date, description of activities, and various statistical categories for tracking responses, such as training, public outreach, inspections, maintenance and other work.

Permanent: Keep reports summarizing activities on an annual basis permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Burn Permits:** Applications and other documents relating to permits issued for open air burning within the city. Information may include: name, phone number, address, amount and location of burn, fire protection equipment and conditions required, date and signatures of permittee and issuing officer.

Temporary: Keep two years.

- **Certification Records:** Applications, supporting materials and certifications from the Idaho Department of Health and Welfare for certification of first responders, EMTs and paramedics.

Semipermanent: Keep five years or until employee separation, whichever is longer.

- **Emergency Medical Equipment Maintenance Records:** Records used to verify regular maintenance of emergency medical equipment. Includes: copies of contracts, maintenance schedules, test protocols, equipment inventory, performance test records, repair records, parts used and service reports.

Temporary: Keep one year after equipment is replaced.

- **Emergency Services Billings:** Records relating to billings for transporting patients treated by EMS personnel. Information typically includes: account number, incident number, service date and time, patient information, insurance information, next of kin information, responsible party, services provided and charges, signature authorizing insurance payments and signature of patient or next of kin recognizing financial responsibility.

Temporary: Keep four years.

- **False Alarm Record:** Monthly and annual lists of false alarms by street address.

Semipermanent: Keep five years.

- **Fire & Security Alarm System Records:** Records documenting the city fire department role in issuing permits, testing and maintaining fire and security alarms that connect to a city alarm system. May include permits, applications, malfunction reports, maintenance reports, and related documents. Permit information often includes name and address of property owner, name and address of company installing the system, permit number, alarm location, and date. Maintenance information often includes date, malfunction (if any), tests conducted, corrective actions taken, location of alarm, and related data.

Temporary: Keep permit records two years after expiration. Keep other records two years.

- **Fire Investigation Records:** Arson investigation case files, including investigative reports; witness statements; photographs; maps; correspondence; notes; video and cassette tape recordings; copies of property releases; laboratory reports; and incident, injury and police department general reports.

Semipermanent: Keep 10 years.

- **Hose & Pump Test Reports:** Document that fire hoses and pumping equipment are in good working condition. Includes: test date, date previously tested, apparatus number, station number, hose diameter, conditions found, service date, defects corrected, etc.

Temporary: Keep one year after hose/equipment is replaced.

- **House Burns Training File:** Record of house burns for training, results and evacuations.

Semipermanent: Keep 10 years.

- **Hydrant Installation & Maintenance:** Record of fire hydrant locations and repairs. Indexed by hydrant number, map coordinate, location or street intersection. Includes: date last checked, service record, date installed, physical characteristics, operation, flow check, pressure and leakage.

Semipermanent: Keep one year after hydrant removed.

- **Incident Reports:** Uniform Fire Incident Reports. Made for each fire run, medical emergency, or casualty. Returned monthly to State Fire Marshal. Information includes: date, run number, location of fire, owner's name and address, property damage, loss estimate and other data. Also includes the Civilian & Fire Service Casualty Reports, EMS Report, HazMat Report, etc.

Semipermanent: Keep arson-related records ten years. Keep all other records five years,

- **Inspection & Occupancy Records:** Documents relating to fire code inspections performed by the city fire department. Inspection records may include: reports, notices, citations, and related documents. Information typically includes: occupant name, location, contact person, violations found, inspector's name, number of days to correct violations, comments, etc. Also may include occupancy and pre-fire planning records such as: floor plans, sketches, reports, lists and related documents.

Semipermanent: Keep ten years.

- **Maps:** Maps and related records maintained by the city fire department for address location, reference and for tracking various trends, such as fire frequency and location, arson fires, etc. Includes lists, books and other methods of address location.

Transitory: Keep until superseded or obsolete.

- **Mutual Aid Agreements:** Agreements for cooperative fire fighting policy and procedures (includes EMS).

Permanent.

- **Public Education Programs & Publications:** Records related to the design and implementation of educational and other outreach programs provided to the public by the city fire department. Often includes: class descriptions, instructional materials, course outlines, class enrollment and attendance records, reports, speeches, etc. Also includes publications on: CPR, electric wiring, fire prevention, fire safety for children, Christmas fire safety, etc.

Permanent: Keep annual reports summarizing activities permanently.

Temporary: Keep other records three years.

Information Systems Records

- **Computer System Maintenance Records:** These records document the maintenance of city computer systems and are used to ensure compliance with warranties and service contracts; schedule regular maintenance; diagnose system or component problems; and document system backups. Records may include, but are not limited to: computer equipment inventories, hardware performance reports, component maintenance records (invoices, warranties, maintenance logs, correspondence, maintenance reports, etc.), system backup reports and procedures, backup tape inventories, etc. (SEE ALSO Technical Manuals, Specifications & Warranties in the Administrative section).

Temporary: Keep records related to system or component repair or service for the life of the system or component. Keep records related to regular or essential records backups one year after superseded or obsolete.

- **Computer System Program Documentation:** Records documenting the development, installation, modification, troubleshooting, operation and removal of software from city computer systems; records required to plan, develop, operate, maintain and use electronic records; system specifications, file specifications, codebooks, record layouts, user guides and output specifications. (SEE ALSO Software Management Records in this section.)

Temporary: Keep migration plans until superseded or obsolete. Keep other records one year after system superseded or obsolete.

- **Computer System Security Records:** Records documenting the security of the city's computer systems, including: employee access requests, passwords, access authorizations, and related documents.

Temporary: Keep three years after superseded or obsolete.

- **Network Records:** Records containing information on network circuits used by the city, including: circuit number, vendor, type of connection, terminal series, software, contact person and other relevant information. Also includes records used to implement a computer network, including; reports, network diagrams, and wiring schematics.

Transitory: Keep until superseded or obsolete.

- **Information Service Subscription Records:** Records documenting city subscriptions to information services, including: subscriptions, invoices, and correspondence.

Temporary: Keep two years.

- **Information System Planning & Development Records:** Records documenting the planning and development of city information systems, including: information technology plans, feasibility studies, cost-benefit analyses, institution studies and surveys, information management project records, system specifications and revisions, software evaluations,

component proposals, technical literature, vendor literature and proposals and correspondence.

Semipermanent: Keep information relating to implemented systems for the life of the system.

Temporary: Keep information relating to unimplemented systems three years.

- **Quality Assurance Records:** Records verifying the quality of system, hardware or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories and other records needed as an audit trail to evaluate data accuracy.

Transitory: Keep until superseded or obsolete.

- **Software Management Records:** Records documenting the use of software in city information systems to ensure that institution software packages are compatible, that license and copyright provisions are complied with and that upgrades are obtained in a timely manner. Records may include, but are not limited to: software purchase records, inventories, licenses and correspondence.

Temporary: Keep two years after software disposed of or upgraded.

- **User Support Records:** Records documenting troubleshooting and problem-solving assistance provided by information systems personnel to users of the systems. Records may include: assistance requests, resolution records, and related documentation.

Transitory: Keep one year.

Insurance, Risk Management & Safety Records

- **City Vehicle Accident Records:** Records documenting accidents involving city vehicles, including: name and address of parties involved, date and time, complaint, description of damage, photographs, correspondence, etc. (SEE ALSO Liability Claims Records in this section.)

Temporary: If no claim is filed, keep three years.

- **Contractor Liability Insurance Verification Records:** Letters or certificates of coverage provided by insurance companies declaring that specific contractors are covered by appropriate liability insurance. Records include: insurance company name and address, issue date, expiration date, amount and type of coverage, special provisions, signature of insurance company representative, etc.

Semipermanent: For city public works projects keep 10 years after substantial completion. Keep all other records six years after expiration.

- **Contractor Performance Bond Records:** Records documenting the posting of performance guarantees or surety bonds by contractors performing work for the city, including letters, certificates, copies of bonds, etc. Information usually includes: name of individual or company covered, amount of coverage, effective dates, name of bonding agent, authorized signatures, etc.

Semipermanent: For city public works projects keep 10 years after substantial completion. Keep all other bond records six years after expiration.

- **Insurance Policy Records:** Records documenting the terms and conditions of city insurance policies covering liability, property, group employee health and life, motor vehicle, workers' compensation, etc. Records usually include: policies, endorsements, rate change notices, agent of record, and related documents.

Permanent: Keep group employee health and life, property and liability insurance policies permanently.

Semipermanent: Keep other insurance records six years after expiration if no claims pending.

- **Liability Claims Records:** Records documenting various types of liability claims filed against the city, including: personal injury, property damage, motor vehicle accident, false arrest, etc. Records often include: reports, photographs, summaries, reviews, notices, audio and videotapes, transcripts of recorded statements, correspondence and related documents.

Semipermanent: Keep 10 years after case closed or dismissed.

- **Liability Waiver Records:** Document the release of the city from liability related to various activities, including: police/fire ride-alongs, rekindling fires, participating in city-sponsored recreational events or classes, etc. Information usually includes: release terms, date, signatures, and related information.

Semipermanent: Keep six years.

- **Property Damage Records:** Records, photographs, and other records documenting damage to city property such as signs, trees, picnic tables, buildings, fountains, and fences. Information often includes: type and location of property damaged, description of damage, date and time of damage (if known), name and address of individual causing the damage (if known), value of damage, billing costs, etc. (SEE ALSO Liability Claims Records in this section.)

Temporary: If no claim is filed, keep three years.

- **Public Injury Reports:** Records documenting injuries sustained by non-employees on city property (i.e. parks, swimming pools, libraries, etc.). Information usually includes: date, time, and location; description of injury; name, address, phone number, sex and age; witnesses and other related information. (SEE ALSO Liability Claims Records in this section.)

Temporary: If no claim is filed, keep three years.

- **Risk Survey & Inspection Records:** Records documenting surveys, inspections, and other actions designed to identify potential hazards and liabilities to the city related to buildings, parks, playgrounds, swimming pools, etc. Useful for preventing liability claims and for illustrating a pattern of responsible action regarding hazards. Records may include: survey summaries and reports, safety audit and inspection reports, correspondence, etc.

Permanent: Keep records documenting the formation or change of policy permanently.

Semipermanent: Keep other records five years.

- **Safety Program Records:** Records documenting the city's program to promote a safe work environment for its employees. Records may include: safety policies, plans and procedures, workplace safety committee records, reports on inspections conducted by the safety officer, evacuation rosters and reports, and related documentation and correspondence.

Semipermanent: Keep safety policies, plans and procedures five years after superseded.
Keep inspection reports, evaluations, and recommendations ten years.
Keep all other records five years.

- **Workers' Compensation Claim Records:** Records documenting the processing of individual employee claims of job related injuries or illnesses, but not those describing actual medical conditions. Records may include: claim disposition notices, claim reporting and

status forms, injury reports, determination orders, insurance premium data, hearing requests, safety citations, inspection reports, medical status updates and reports, investigation reports, reimbursement and payment records, and related correspondence and documentation. (SEE ALSO Employee Medical Records in the Personnel Records section for retention of records describing injuries and illnesses).

Semipermanent: Keep five years after claim closed or final action.

Note: Idaho Code 72-601 requires employers to keep records of work-related injuries and illnesses and provides that failure to keep these records is a misdemeanor. Idaho Code 72-603 requires employers to keep records of the job classifications and wages of employees.

Legal Records

- **Civil Case Files:** Documentation of pending and closed cases filed by and against the city, including complaints, summons, investigations, reports, attorney's notes, orders and judgments, dispositions, pleadings, mediation information and related records.

Semipermanent: Keep 10 years after case closed or dismissed, or date of last action.

- **Claim Files:** These records contain claims for damages caused by city employees/equipment.

Semipermanent: Keep 10 years, provided there is no pending litigation.

- **Criminal Case Files:** Records related to the prosecution of criminal cases, including citations, police reports, driving records, tape recordings, complaints, subpoenas, motions, judgments, and related records.

Semipermanent: Keep 10 years after case closed or dismissed, or date of last action.

- **Land Use Appeals:** Records related to appeals of land use decisions, including staff reports, pleadings, briefs, and related records.

Semipermanent: Keep 10 years after final decision or date of last action.

- **Legal Opinions:** Formal and informal opinions rendered by the city attorney for the mayor, council or city departments, examining legal questions relating to state/federal law/rules or local ordinances/policies.

Permanent.

Library Records

- **Accession Records:** Document the accession of all library acquisitions into the library's holdings. Information may include: author, title, publisher, year purchased, price, and other related information. May include accession registers and documentation of materials deaccessioned from the library collection.

Transitory: Keep until superseded or obsolete.

- **Borrower Application Records:** Includes application filled out by patrons applying for a library card. This information is frequently computerized and is used for the checkout of library materials, monitoring of overdue books, fines and fees, and for ongoing verification of address and telephone number.

Transitory: Keep until materials returned and applicable fees and fines paid or until administrative needs end.

- **Circulation Records:** Records of all library materials checked out. May be automated or manual system, and information typically includes: item title, identification (or barcode) number, due date, patron name, and library card number.

Transitory: Keep until items returned and late fees paid.

- **Circulation & Other Library Statistical Reports:** Weekly, monthly, quarterly or annual statistical reports on the numbers and type of library materials checked out, number of library cards issued and totals.

Permanent: Keep reports summarizing activities on an annual basis permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Educational & Public Outreach Program Records:** Records relating to educational and public outreach programs, including: tours, lectures, workshops, children's story time and other adult and children's events. Records may include: brochures, fliers, reports, teaching packets, photographs, audio and video tapes, class schedules, attendance rosters, correspondence and related records.

Permanent: Keep annual reports summarizing activities permanently.

Temporary: Keep other records three years.

- **Holdings Catalog:** This is a catalog used by patrons to find materials in the library's collection. May be manual card catalog or online database. Information includes: call number, author, title, publisher, number of copies, subject, and other pertinent information.

Transitory: Keep until superseded or obsolete.

- **Interlibrary Loan Records:** These records document the lending and borrowing of library materials through the interlibrary loan network, including interlibrary loan forms, computer searches, related correspondence, etc. The interlibrary loan forms include: patron's name, address, telephone, description of material requested (author, title, publisher, etc.), date material provided and date material was returned.

Transitory: Keep until request completed or canceled, materials returned and applicable fees and fines paid, or until administrative needs end.

- **Library Complaints:** These records document complaints received and actions taken concerning library services, including programming and material selection policies. Information includes: complainant's name, address, telephone, date, explanation of complaint, etc.

Temporary: Keep two years after resolution of complaint or final action.

- **Library Operation Policies:** Policies concerning library operations, including materials selection.

Permanent.

- **Library Publications:** Publications distributed to the public to advertise library services, programs and activities, including brochures, newsletters, activities calendars, bookmobile schedules, special events fliers, etc.

Permanent: Keep one copy of newsletters and other publications with lasting significance permanently.

Semipermanent: Keep other publications five years.

- **Master Shelf List/Inventory:** Inventory of all library holdings, including volumes and titles added or withdrawn from the collection. Typically arranged by shelf, showing title, author, accession number, publisher, date purchased, cost and number of copies. Used as an inventory control by library personnel.

Transitory: Keep until superseded or obsolete.

- **Overdue Book Records:** Lists and notices used to monitor status of overdue books and other media, and notify patrons to return overdue materials.

Transitory: Keep until materials returned and fines collected, or debts deemed uncollectible.

- **Patron Requests:** Requests by library patrons for materials currently checked out or to add new materials to the library collection. Information may include: patron's name, library card number, address, and telephone; call number, author, and title of material requested.

Transitory: Keep until request approved or rejected.

- **Permanent Collection Records:** Records documenting the accession, use, care, maintenance, storage and disposition of objects in the library's permanent collection, and may also provide records of deaccession of objects no longer in the collection. Records may include: acquisition and deaccession policies and procedures, appraisal and authenticity records, accession and catalog paper copy and/or electronic catalog records, accession records, deaccession records, deeds of gift and other gift/donor records, inventory and location records, condition/conservation records, photographs of objects, collections use records and library shelf lists and finding aids.

Permanent.

- **Research Inquiry & Response Records:** Records relating to research requests received and responses made by library staff. Information typically includes: name of researcher, subject of inquiry or request, reply, information sources, etc.

Transitory: Keep until administrative needs end.

Parks & Recreation Records

- **Activity Reports:** Daily, weekly, monthly or other reports documenting the activities of parks and recreation department employees, including: type of activity, employees/volunteers involved, time spent on activity, work completed, etc.

Permanent: Keep reports summarizing activities on an annual basis permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Chemical Application Records:** Document the application of pesticides, herbicides and fertilizers to city parks, golf courses and other property. Information typically includes date used, weather conditions, application area, chemical applied, mix ratio, and coverage rate.

Temporary: Keep three years.

Note: IDAPA 02.03.03.150 requires professional pesticide and chemigation applicators to maintain records documenting each application for three years.

- **Delivery Tickets:** Tickets issued by suppliers to verify delivery of supplies or materials (mulch, sand, bark, topsoil, etc.). Information usually includes date, time, amount and type of supplies received, and related data.

Temporary: Keep two years.

- **Equipment Maintenance & Repair Records:** Records documenting the inspection, maintenance, and repair of city-owned equipment, including: mowers, trailers, edgers, blowers, aerators, office equipment, and furniture. Information often includes: description of work completed, parts and supplies used, date of service, date of purchase, purchase price, equipment number, make and model, and related data. (SEE ALSO Capital Asset Records in the Administrative section).

Temporary: Keep until equipment removed from service.

- **Facility & Equipment Rental/Loan Records:** Records documenting rental or loan of city-owned facilities (e.g. parks, ball fields, etc.) or equipment (e.g. sports equipment, tools, gardening implements). Records often include: applications, calendars, lists, receipts, and related documents. Information typically includes: name, address and phone number of renter/borrower; description of facility/equipment; date and time of reservation and signature.

Temporary: Keep three years.

- **Park & Facility Inspection & Maintenance Records:** Document periodic inspections, complaints, maintenance and repairs for parks, playgrounds, sidewalks, picnic tables, and other property, equipment and facilities.

Semipermanent: Keep five years.

- **Park & Facility Use Permits:** Permits issued to individuals or organizations for special uses of city parks and facilities. Examples include: fun runs, bicycle races, events with more than a specified number of participants, concerts, etc.

Temporary: Keep two years after date of event, denial, or revocation of permit.

- **Recreation Program Files:** Records relating to city recreation programs, including: fliers, class/activity rosters, participants, instructors, schedules, calendars, fees, advertisements, etc.

Permanent: Keep annual reports summarizing activities permanently.

Temporary: Keep other records three years.

- **Recreational Facility Files:** Records used to maintain a record of construction and renovation projects for each facility (parks, golf courses, swimming pools, etc.). Records may include: correspondence, construction information, architectural drawings, contracts, specifications, news clippings, histories of facilities, safety reports, photographs and maps.

Permanent.

- **Registration Records:** Registration records for city parks and recreation programs, classes and events. Information includes: participant's name, address, phone and signature of participant/guardian; program name and date(s); fee paid; etc. (SEE ALSO Liability Waiver Records in the Insurance, Risk Management & Safety Section.)

Temporary: Keep three years.

- **Sports Team Records:** Document information relating to adult/youth sports leagues, including team rosters, participant information, sponsors, game/tournament schedules, etc.

Temporary: Keep three years.

- **Swimming Pool Operation & Maintenance Records:** Records documenting the operation and maintenance of city swimming pools. Information typically includes: results of water quality tests, date and time of filter backwash, dates during which the pool was emptied and/or cleaned, inspections, and periods of recirculation equipment operation, malfunction and repair. May also include records documenting inspection and maintenance of safety equipment.

Semipermanent: Keep five years.

Personnel Records

- **Affirmative Action Records:** Records documenting city compliance with the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972 and the Americans with Disabilities Act. Records include: plans, updates, policy statements, reports, investigations, case files, complaints and related information. Also includes EEO-4 reports submitted to the Equal Employment Opportunity Commission (EEOC) documenting compliance with EEOC requirements by cities with 15 or more employees.

Permanent: Keep plans, updates and policy statements permanently.

Semipermanent: Keep EEO-4 reports and all other records five years.

- **Benefits Continuation Records:** Records documenting notice to employees, spouses and dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave and whether coverage was elected or rejected. Continuation may be under COBRA or another provision. Notice is also sent to a third party administrator who administers the extended coverage. Records may be filed with the Employee Benefits Records or Employee Personnel Records.

Semipermanent: Keep three years after employee separation or eligibility expired or five years, whichever is longer.

Note: No retention period specified in 26 CFR Part 54.

- **Collective Bargaining Records:** Records documenting negotiations between the city and employee representatives, including contracts, reports, negotiation notes, letters of agreement, arbitration findings, cost analyses, minutes, tape recordings, etc.

Semipermanent: Keep contracts and minutes 75 years after contract expires. Keep other records six years after contract expires.

Note: Federal regulations (29 CFR 516.5) requires certain employment contracts and collective bargaining agreements to be kept three years after their last effective date.

- **Employee Benefits Records:** Records relating to city employee benefit information such as: selection of insurance plans, retirement, pension and disability plans, deferred compensation plans, and other benefit information. Records may include, but are not limited to: plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, year-end leave balance reports, notices of disability payment made, and related documentation. Generally filed with Employee Personnel Records.

Semipermanent: Keep year-end leave balance reports and official copy of retirement enrollment records 75 years after date of hire. Keep other records five years after employee separation or eligibility expired.

Note: Numerous federal regulations provide retention periods for these records:

29 CFR 1627.3 (Age Discrimination) requires employee benefit plans such as pension and insurance plans to be kept for the full period the plan or system is in effect, and for at least one year after its termination. Payroll, recruitment and selection, personnel, and employee benefits records must also be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.

29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case.

Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.

IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due.

- **Employee Medical Records:** Document an individual employee's work-related medical history. These records are not personnel records and must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act. Records may include, but are not limited to: medical exam records (pre-employment, pre-assignment, periodic or episodic), X-rays, records of significant health or disability limitations related to job assignments, documentation of work-related injuries or illnesses, hearing test records, hazard exposure records, first-aid incident records, physician statements, release consent forms and related correspondence.

Semipermanent: Keep hazard exposure records 30 years after separation. Keep other records five years after separation or completion of litigation, whichever is longer.

Note: Idaho Code 72-601 requires employers to keep records of work-related injuries and illnesses and provides that failure to keep these records is a misdemeanor. Failure to keep these records is a misdemeanor.

- **Employee Personnel Records:** Document an employee's work history. Records may include, but are not limited to: employment applications, notices of appointment, training and certification records, records of health limitations, drug testing, salary schedules, personnel actions, performance evaluations, awards and other special recognition, letters of recommendation, investigation information, disciplinary action, notices of layoff, letters of resignation, home address and telephone, emergency notification forms, oaths of office, grievance and complaint records, and related correspondence and documentation. (SEE ALSO Employee Benefits Records, Employee Medical Records, Recruitment & Selection Records, and Volunteer Worker Records in this section.)

Semipermanent: Keep ten years after separation.

Note: Numerous regulations provide retention periods for these records:

29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case.

29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, the city is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action.

29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll and collective bargaining/contract records to be kept at least two years.

49 CFR 382.401 (Drug Testing for Holders of Commercial Driver's Licenses) provides various retention requirements for drug testing records.

Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.

IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due.

- **Employment Eligibility Verification Forms (I-9):** Document to the U.S. Immigration and Naturalization Service that an applicant or employee is eligible to work in the United States. Information includes: employee information and verification data such as citizenship or alien status and signature, and employer review and verification data such as documents, which establish identity and eligibility, and employer's signature certifying that documents were checked. This category includes forms completed for all new hires, as well as superseded or previous forms completed on rehires.

Semipermanent: Keep five years after separation.

Note: Federal regulations (8 CFR 274a.2) require these records be kept three years after the date of hiring or one year after the individual's employment is terminated, whichever is later.

- **Hazard Exposure Records:** Emergency response employees exhibiting signs or symptoms possibly resulting from exposure to hazardous substances are required to be provided medical examination and consultation. Records include: employee's name and social security number; physician's written opinion, recommended limitations; results of examinations and tests; employee medical complaints related to hazardous substance exposure; description of employee's duties as they relate to exposure; the employee's exposure levels or anticipated exposure levels; description of protective equipment used; and information from previous medical examinations of the employee which is not readily available to the physician and other information. (SEE ALSO Employee Medical Records in this section.)

Semipermanent: Keep 30 years after separation.

- **Photo Identification Records:** Photographs and other records used to identify city employees, private security personnel, contract workers and others. May include photographs taken for city identification cards, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and other data.

Transitory: Keep until superseded, obsolete or administrative needs end.

- **Position Description, Classification & Compensation Records:** Records documenting the description, classification and compensation of city jobs and positions. Usually includes details of duties and responsibilities of each position, time percentage breakdowns of tasks, skills and abilities needed for each position, and related records documenting the development, modification or redefinition of each job or position. Records often include: reports, position descriptions, position evaluations, salary & benefits studies, job analyses, interview data, selection criteria, authorizations, agreements and related records.

Temporary: Keep three years after superseded, obsolete or administrative needs end.

Note: 29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least

two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, the city is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action.

29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll and collective bargaining/contract records to be kept at least two years.

29 CFR 1627.3 (Age Discrimination) requires payroll, recruitment and selection, personnel, and employee benefits records to be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.

- **Recruitment & Selection Records:** Document the recruitment and selection of city employees, and contracted service providers such as attorneys, auditors, consultants, etc. Records may include, but are not limited to: job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, classification specifications, affirmative action records, interview questions, interview and application scoring notes, applicant background investigation information, polygraph test results, letters of reference, civil service records, position authorization forms, certification of eligibles, recruitment summary records (job announcement, position description, documentation relating to the announcement and test, and test items and rating levels), and related correspondence and documentation. (SEE ALSO Employee Personnel Records and Employment Eligibility Verification Forms (I-9) in this section.)

Semipermanent: Keep announcement records, position description, and test and rating records 10 years.

Keep unsuccessful applications and all other records five years after position filled or recruitment canceled.

Note: 29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires recruitment and selection, personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case.

29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least

two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, the city is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action.

29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll and collective bargaining/contract records to be kept at least two years.

29 CFR 1627.3 (Age Discrimination) requires payroll, recruitment and selection, personnel, and employee benefits records to be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.

- **Training Program Records:** Records related to the design and implementation of training programs provided to employees by the city. May include class descriptions, instructor certifications, planning documentation, instructional materials, course outlines, class enrollment and attendance records, and related records. (SEE ALSO Employee Personnel Records for training records related to individual employees.)

Semipermanent: Keep significant program records five years.

Temporary: Keep class enrollment and attendance records two years.

Transitory: Keep all other records one year.

- **Volunteer Program Records:** Records documenting the activities and administration of volunteer programs in the city. May include volunteer hours statistics, volunteer program publicity records, insurance information, inactive volunteer files, and related records. For records related to individual volunteers, see Volunteer Worker Records in this section.

Semipermanent: Keep five years.

- **Volunteer Worker Records:** Records documenting work performed for the city by citizens without compensation for their services. May include agreements, applications, skills test results, training documentation, task assignment and monitoring records, etc.

Semipermanent: Keep five years after separation.

Police & Law Enforcement Records

- **Accident Reports:** Document traffic accidents investigated by the police department. These reports typically include complete information on all cars and drivers involved in the accident, accident location, damage, cause of accident, date and time, accident diagram, description and weather conditions.

Temporary: Keep three years.

- **Activity Reports:** Individual officer, shift, and other activity reports usually filed on a daily, weekly, or monthly basis. Useful for reference, performance monitoring, compiling annual reports, planning and budgeting, and for briefing subsequent shifts or activities. Applies to various duties, including dispatch, investigations, and patrol. Information usually includes: name, shift, date, activities, and various statistical categories for tracking the number of arrests, phone calls, mileage, etc. Also includes monthly and annual law enforcement or uniform crime reports summarizing statistics on criminal activity and office operations.

Permanent: Keep reports summarizing activities on an annual basis permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Animal Control Records:** Records documenting animal control activities, often including: reports, logs, lists, cards, receipts, and related records. Subjects may include: lost and found animals, animals running at-large, dog bite reports, animals turned over to county animal control programs or humane society programs, etc.

Temporary: Keep three years.

- **Arrest Warrant Records:** Records relating to arrest warrants and documenting the status of warrants as served, unserved or recalled by the court. Records may also include detainer requests, informational documents related to the wanted person, teletypes, and other records relevant to the service of warrants. Warrant information includes: date, court, judge's name, individual's name and date of birth, charge, etc.

Temporary: Keep three years.

- **Booking Records:** Record of all persons arrested and booked by the police department. Information includes: case number, name, race, sex, date of birth, docket number, age, height, weight, hair, eyes, social security number, visible scars and marks, NCIC identification number, address, phone number, aliases, drivers license number, occupation, next of kin and address, booking officer's name, current date, charge information, medical information, release date, time and arresting officer.

Permanent: Keep homicide and felony booking records permanently.

Semipermanent: Keep misdemeanor booking records five years.

- **Bulletins from Other Agencies:** Records including bulletins, circulars, and related records received from federal, state and local law enforcement agencies. Usually contains descriptions and photographs of fugitives, missing persons, stolen property, etc.

Temporary: Keep records relied upon for police action three years.

Transitory: Keep all other records until superseded, obsolete or administrative needs end.

- **Civil Enforcement Case Files:** Records relating to actions taken on a specific civil case. Information may include: attempts at service, actual service information, and documentation of enforcement actions taken under the provisions of the order.

Temporary: Keep three years after action completed.

- **Community Service Programs:** Records relating to police community service programs, including: DARE, Neighborhood Watch, youth activities, etc. Records may include: publications, mailing lists, plans, evaluations, notes, reports, lesson plans and outlines, etc.

Permanent: Keep annual reports summarizing activities permanently.

Temporary: Keep other records three years.

- **Crime Analysis Files:** Records documenting police efforts to anticipate, prevent, or monitor criminal activity. May include reports, statistical summaries, photographs, audio/videotape, etc. Subjects often include: crime patterns or modes of operation, analysis of particular crimes, criminal profiles, forecasts, movements of known offenders, alerts from other agencies, etc.

Permanent: Keep records relating to homicides permanently.

Semipermanent: Keep records relating to major investigations 10 years after case closed.

Transitory: Keep all other records until superseded, obsolete or administrative needs end.

- **Crime Prevention Security Survey Records:** Records documenting citizen-requested officer surveys of homes and businesses and subsequent recommendations for improving security. Information usually includes: areas vulnerable to break-ins, blocked exits, landscaping that can hide crime, etc. Information is typically compiled in a report that is sent to the property owner/renter.

Temporary: Keep three years.

- **Crime Prevention Vacation House Inspection Records:** Records documenting inspection of homes and other properties while the occupants are away. Information typically includes: name, address, date received, vacation beginning and ending dates, emergency contact information, special conditions, dates and times officers checked the house or property, etc.

Temporary: Keep three years.

- **Criminal Arrest History Records:** Records documenting information on the accumulated criminal arrest history of individuals which may be useful in current or future investigations. Records may include: summary sheets or cards, arrest reports, fingerprint cards, mug shots, and related records. Information typically includes: name, aliases, residence, sex, age, date and place of birth, height, weight, hair and eye color, race, scars, marks, tattoos, abnormalities, date of arrest, offense committed, habits, closest relatives or friends, etc.

Permanent: Keep records relating to homicides or felonies permanently.

Semipermanent: Keep records relating to misdemeanors five years.

- **Criminal History Dissemination Records:** Records documenting the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. May include teletype and computer message logs. Information includes: date of release, subject of information, recipient of information, reason information was requested, and identification numbers.

Temporary: Keep three years.

- **Detoxification Confinement Logs:** Logs listing names of intoxicated individuals held and released when sober. Includes dates and times confined and released, name of individual and related information.

Temporary: Keep three years.

- **Equipment Issued Records:** These records document equipment issued to police department personnel, including: handcuffs, keys, uniforms, badges, bulletproof vests, and weapons (specifying the make, model, serial number and caliber).

Temporary: Keep three years after employee separation.

- **Expunged or Sealed Records:** Records documenting the arrest and/or conviction of a person who petitions and is granted by the court an order sealing records. Also applies to juvenile records.

Permanent.

- **Field Interrogation Reports:** Informational reports written by police officers relating to individuals, events or vehicles for which the officer does not have probable cause for enforcement. Typically includes: name and address of person contacted, physical description of person or vehicle, officer's name, location of contact, date and time, witnesses, reason for contact, etc.

Temporary: Keep three years.

- **Firearm Disposal Records:** These files contain records of firearms that have been disposed of through sale, trade or destruction. They include the manufacturer's name, serial number, model, caliber, disposal method, disposal date, name of business purchasing firearm, and bid.

Permanent.

- **Fingerprint Cards:** Cards containing fingerprints, palmprints, and other personal identifiers of arrested individuals. Used for identification and apprehension of suspects in criminal investigations. The cards also contain information necessary to identify the individual, including: fingerprint classification number, name, address, date of birth, date of arrest, social security number, photograph, occupation, employer, etc.

Permanent: Keep records relating to homicides or felonies permanently.

Semipermanent: Keep records relating to misdemeanors five years.

- **Fingerprint Cards (Latent):** Cards containing latent fingerprints and palm prints found at crime scenes without identification of suspects. These are compared against cards on file at the agency. Usually contains information related to the crime, location, date and time, and other details of the case.

Permanent: Keep records relating to homicides or felonies permanently.

Semipermanent: Keep records relating to misdemeanors five years.

- **Handgun Dealers Sales Records:** Records documenting purchases of handguns from dealers. May include duplicate register sheets mailed by the dealer to the police department and triplicate register sheets mailed by the dealer to the State Police for criminal records checks and then forwarded to the city police department. Information includes: series number, sheet number, sales person, date and time, city, make, serial number, caliber, name of purchaser, date of birth, address, height, occupation, race, eye and hair color, local address (if traveling) and signatures of purchaser and salesperson.

Semipermanent: Keep 50 years.

- **Indemnity Bonds:** Copies of insurance bonds issued to indemnify the police department against claims of wrongful actions in civil seizure cases.

Semipermanent: Keep five years after seizure completed and a return has been made to the court of issuance.

- **Impounded & Abandoned Vehicle Records:** Records documenting vehicles impounded by police due to accidents, abandonment, recovered stolen vehicles, vehicles used in commission of crimes, etc. May include reports, notifications, information cards or sheets, receipts, etc. Information typically includes: make, model, year, color, identification number, tag number, condition of vehicle and contents, reason for impounding, location of impoundment, charge (if any), towing company used, release conditions, and name and address of individual to whom the vehicle was released.

Temporary: Keep records not included in case files three years after disposition of vehicle.

- **Incident Case File Index:** Indexes to incident case files used as cross references between case numbers, names, dates, modus operandi, and other descriptive information.

Permanent.

- **Incident Case Files:** Central case files documenting complaints or other actions or incidents investigated by the police department. Usually filed by case number. Records may include investigative reports, fingerprint cards, arrest reports, supplemental reports, photographs, correspondence, teletypes, court orders, court dispositions, officer notes, laboratory reports, drug/alcohol test records, physical force records, citizen arrest certificates, copies of warrants, search warrants, booking sheets, property/evidence reports, custody reports, and other related documents. Information typically includes: suspect information, alleged activity, location, date, validity of source information and other data.

Permanent: Keep records relating to felonies and unsolved crimes where DNA was collected permanently.

Semipermanent: Keep records relating to misdemeanors five years.

Semipermanent/ Temporary: Keep protective custody files until the minor turns 18 or is emancipated.

Temporary:

- **Informant Case Files:** Records documenting information about informants used by department personnel. Records typically include: reports, correspondence, payment records, fingerprint cards, signature cards, letters of understanding on informant activities, and related records.

Temporary: Keep three years.

- **Internal Investigations Case Files:** Records documenting investigations of police department personnel for violations of laws, rules or policies and may include findings and dispositions of investigations. Records often include: complaints, correspondence,

investigatory reports, interviews, hearing summaries, testimony, etc. Information usually includes: the name of the officer investigated, reason, location of violation, date, accomplices' names and addresses, witnesses' names and addresses, action taken, etc.

Semipermanent: Keep 10 years after employee separation.

- **Juvenile Temporary Custody Records:** Records documenting youths taken into temporary custody by the department. The action is not considered an arrest. Information typically includes: name, age and address of the youth; name and address of the person having legal or physical custody of the youth; reasons for and circumstances under which the youth was taken into temporary custody; and related information.

Temporary: Keep three years.

- **Lost & Found Property Records:** Records documenting city receipt and maintenance of lost and found or abandoned property such as money, bicycles and other items not related to a crime. Includes: receipts, inventory lists, disposition information, etc. (SEE ALSO Property & Evidence Control & Disposition Records for records documenting property related to or held as evidence to an alleged crime. SEE ALSO Impounded & Abandoned Vehicle Records for records on abandoned vehicles.)

Temporary: Keep three years.

- **Maps:** Maps and related records maintained for reference and for tracking various trends. Examples include: Neighborhood Watch Program maps, street number location maps and books, parking meter maps, and maps plotting reported crimes in a given area.

Transitory: Keep until superseded, obsolete or administrative needs end.

- **Master Name Index Records:** Records documenting information on each individual who has been field interrogated or arrested, suspects or accomplices in crimes, victims, complainants, and witnesses to incidents. Information typically includes: name, address, date of birth, race, sex, date and time of incident or contact, incident number, and related data.

Permanent.

- **Mug Shots:** Photographs and negatives of arrested individuals used for identification and apprehension of suspects in criminal investigations. The photograph is stamped with the case number or a department number and the date the picture was taken.

Permanent: Keep records relating to homicides or felonies permanently.

Semipermanent: Keep records relating to misdemeanors five years.

- **National Crime Information Center (NCIC) Records:** NCIC is a computerized database of criminal justice information available to federal, state and local law enforcement agencies.

NCIC includes information on: wanted persons, individuals charged with serious/significant offenses, missing persons, gang members, etc. Categories of records in the system cover stolen vehicles, guns and articles, and wanted persons.

Transitory: Keep one year if not part of case file.

- **Neighborhood Dispute Resolution Records:** Records documenting the city's dispute resolution program to handle complaints by citizens about disputes with neighbors or merchants. Typical cases may cover: animal control, landlord/tenant issues, noise, harassment, property disputes, business/consumer issues, etc. Records may include: evaluation and intake records, service referrals, resolution agreements, and follow-up surveys. Information may include: name, phone number and address of person filing complaint; case number; date of activity; narration of request/complaint; name and address of offender; action taken; and other information.

Semipermanent: Keep case records five years after last action.

Temporary: Keep other records three years.

- **Officer Notes:** Notes written by officers during the course of a shift containing information which may or may not be included in an official report. Information may pertain to contacts, incidents, unusual circumstances, and other subjects. Notes are often used for writing reports and testifying in court. Information typically includes: names, dates, times, vehicles, activities, locations and related information.

Permanent: Keep records relating to homicides or felonies permanently.

Semipermanent: Keep all other records five years.

- **Parade Applications:** Applications and other records relating to parades on city streets, including: fees, insurance requirements, alternative routes for emergency vehicles, etc.

Temporary: Keep three years.

- **Parking & Traffic Warnings & Citations:** Police department copies of citations and records documenting warnings issued for traffic, motor vehicle and parking offenses. Information includes: date and time; name and address; date of birth, sex, and occupation; license number and state; year, make and model of vehicle; location and type of violation; name of officer issuing citation; etc.

Temporary: Keep citation records three years.

Transitory: Keep warning records until superseded, obsolete or administrative needs end.

- **Pawnbroker & Secondhand Dealer Reports:** Reports submitted to the police department documenting merchandise bought and sold by dealers. Useful in tracing stolen items. Information includes: name, address, identification, personal description of pledgor, date, dealer's name, and description of article.

Temporary: Keep three years.

- **Peer Court Records:** Records documenting the city's peer court program where youths who have committed certain first time offenses (typically status offenses, i.e. underage drinking) are judged by a court of their peers and typically sentenced to community service. Records may include: policy and procedure manuals, guidelines and instructions, agreements with juvenile and parents, verdict and terms of community service.

Semipermanent: Keep case records five years after final disposition of case or youth reaches age of majority, whichever is longer.

Temporary: Keep records not classified as semipermanent or transitory two years.

Transitory: Keep participant guidelines and instructions until superseded, obsolete or administrative needs end.

- **Photo Identification Records:** Photographs and other records used to identify agency employees, private security personnel, contract workers and others. May include photographs taken for agency identification cards, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and other data.

Transitory: Keep until superseded, obsolete or administrative needs end.

- **Polygraph Records:** Records documenting polygraph tests given to criminal suspects, for internal investigations and other purposes. Includes pre-examination records, questions, statements of consent, analysis reports, results charts, conclusions, interviewee statements, and related information. (SEE ALSO Recruitment & Selection Records in the Personnel section for records relating to prospective employees.)

Permanent: Keep records relating homicides or felonies permanently.

Semipermanent: Keep records relating to employees thirty years. Keep all other records five years.

- **Property & Evidence Control & Disposition Records:** Records used to track property and evidence coming into police department possession. Documents receipt, storage, and disposition of personal property and physical evidence from defendants, victims, etc. May include evidence photographs documenting crime scenes, accidents, and other incidents. Records often include: receipt forms, evidence logs (showing chain of possession of evidence), property reports, destruction lists, property consignment sheets, seized firearm

logs, homicide evidence inventories, etc. Information usually includes case number, tag number, date and time, property or evidence description, storage location, release date, etc. Often filed with Incident Case Files. (SEE ALSO Lost & Found Property Records in this section for property not related to an alleged crime.)

Semipermanent: Keep records relating to crimes with no statute of limitations 75 years after case closed. Keep records relating to felonies one year after statute of limitations expires.

Temporary: Keep records relating to all other cases one year after statute of limitations expires.

- **Property Registration Records:** Records documenting registration of property for identification in case of theft, loss or burglary. Property includes, but is not limited to: bicycles, televisions, cameras, stereos and guns. Information typically includes: name and contact information of owner, description of property, serial number, etc.

Transitory: Keep until registration expired, superseded or obsolete.

- **Property Sales Records:** Documents sale and conveyance of real and personal property by the police department. Records may include: certificates of levy, notices of sale, publication proofs, mailing receipts, copy of judgment and execution, certificate of sale, return of service, and copy of deed issued.

Semipermanent: Keep seven years.

- **Radar Equipment Certification & Maintenance Records:** Records documenting the calibration and maintenance of radar equipment that may be useful in documenting the accuracy of the readings. Often includes original factory certification of calibration. Information relating to maintenance and repair may include: a description of work completed, parts used, date of service, equipment number, make, model, etc.

Temporary: Keep three years after equipment replaced.

- **Teletype, Fax & Electronic Messages:** Incoming and outgoing teletype, fax or electronic messages concerning a variety of subjects, including: incidents, meetings, arrests, warrant confirmation, etc. Information typically includes: date, time, originating agency, and text. These are messages not warranting inclusion in Incident Case Files or other classifications of records.

Transitory: Keep until superseded, obsolete or administrative needs end.

- **Videotapes:** Videotapes documenting traffic stops and arrests, as well as surveillance videos of city facilities (including police facilities, airport, etc.).

Temporary: Keep tapes used as evidence three years after case reaches final disposition. Keep tapes used for internal investigations three years after investigation ends.

Transitory: Keep all other tapes 30 days.

Public Works & Engineering Records

Engineering

- **Engineering Project Technical Records:** Records related to the planning, design, and construction of various city projects, including, but not limited to: streets, sidewalks, traffic lights, streetlights, bikeways, water and wastewater facilities, buildings, etc. May be useful for litigation, reference, or budget planning. Records often include: impact statements, feasibility studies, plans, amendments, field test and laboratory reports, inspector reports, change orders, status reports, and related records. (SEE ALSO Maps, Plans, Drawings & Photos in this section and Purchasing & Quality-Based Selection Records in the Administrative section.)

Semipermanent: Keep records of project cost three years after disposal or replacement of facility, structure, or system. Keep all other records 10 years after substantial completion.

General

- **Activity Reports:** Daily, weekly, monthly or other reports documenting the activities of public works department employees, including: type of activity, employees involved, time spent on activity, work completed, equipment and fuel used, etc.

Permanent: Keep reports summarizing activities on an annual basis permanently.

Semipermanent: Keep all other reports five years.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Benchmark Records:** Benchmarks placed by the city or the U.S. Geological Survey to denote elevations above sea level. Records may include books, maps, cards, and other documents. Information includes: location, monument number, elevation, description, and related data. Usually filed numerically by benchmark number.

Permanent.

- **Delivery Tickets:** Tickets issued by suppliers to verify delivery of supplies or materials (concrete, road base, gravel, etc.). Information usually includes: date, time, amount and type of supplies/materials received, and related data.

Temporary: Keep two years.

- **Equipment Maintenance & Repair Records:** Records documenting the inspection, maintenance, and repair of city-owned equipment not listed elsewhere in this section. Examples include, but are not limited to: generators, sewage lift pumps, water pumps, office

equipment, and furniture. Records may include summaries, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes: description of work completed, parts and supplies used, date of service, date of purchase, purchase price, equipment number, make and model, and related data. (SEE ALSO Capital Asset Records in Administrative section.)

Semipermanent/ Keep until equipment removed from service.

Temporary:

- **Facilities & Grounds Maintenance & Repair Records:** Records of all minor maintenance and repairs to buildings and grounds owned or leased by the city. Used to verify that repairs were made. May include summaries, logs, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, materials used, personnel completing work, authorization, dates of activities, and related data.

Semipermanent: Keep records requiring engineering stamps 2 years after life of structure. Keep all other records five years.

- **Fill & Leaf Delivery Records:** Records documenting citizen requests and city delivery of fill material and leaves to private property. Often includes conditions; property owner address, phone number and signature; number of loads requested; desired dumping location; and related information. (SEE ALSO Street Surface Maintenance Records in this section for records documenting the removal of leaves from city streets.)

Temporary: Keep two years.

- **Maps, Plans, Drawings & Photos:** Maps, plans, drawings, and photos created by or for the city. These include various types of maps such as system schematic, as-built, topographic, planimetric, orthophoto, resource, and others. System schematic maps represent locational and other information about major systems such as water and sewer. Other maps are derived from aerial photographs and represent physical features such as building footprints, edge of pavement, and contours. This category also includes as-built plans, drawings, and details documenting city engineering and construction projects.

Permanent: Keep maps, plans, drawings, and photos permanently (with the exception of copies obtained from other agencies).

Transitory: Copies of maps, plans, drawings, and photos obtained from federal, state, county or other agencies may be destroyed when superseded, obsolete or administrative needs end.

- **Maintenance Request/Complaint Records:** Records documenting complaints or requests concerning a variety of maintenance responsibilities carried out by the public works department. Examples include, but are not limited to: brushing and limbing; road grading, rocking, sealing, patching, and marking; traffic signals and signs; city-owned buildings and

equipment; streetlights; and water and sewer system problems. Information often includes: name, phone number, and address of person making request/complaint; narration of request/complaint; name of person responding to request/complaint; dates of related activities; resolution of request/complaint; and other data.

Temporary: Keep two years after last action.

- **Master Plan Records:** Document the present and projected needs of the city for water, sewer, storm drainage, streets, bike paths, and other systems. Often includes an implementation schedule for construction. Records often include: plans, reports, evaluations, cost analyses, drawings, and related documents. Subjects may include: rates, inventory evaluations, system rehabilitation or replacement, distribution of services, etc.

Permanent.

- **Right-of-Way Permit Records:** Permits issued for private use or construction on public rights-of-way such as streets, sidewalks, and adjacent land. Examples of activities may include house moving, block parties and other uses. Information can include owner's name, address, and phone number; contractor's name, address, and phone number; location and description of activity; permit conditions; fee amount; date; signatures; and related data.

Semipermanent: Keep construction-related records 10 years after substantial completion of project.

Temporary: Keep other records two years after permit expiration, revocation, or discontinuance of use.

- **Survey Field Records:** Detailed field notes and other records related to surveys for boundary location or construction, including notes on traverses, right-of-way location, construction (including levels, cuts, and grades), sketches related to the survey, and other information.

Permanent: Keep general surveys and right-of-way location records permanently.

Semipermanent: Keep other records 10 years after substantial completion of project.

- **Temporary Access/Construction Easement Records:** Records documenting temporary easements allowing entrance and work on property or streets not owned by the easement holder. Permits usually apply to city crews and utility workers. Information can include: applicant name, address, and phone number; contractor name and license number; utility involved; location; description of work; security deposit; surface restoration material used; signature; date; comments; permit number; and related data. (SEE ALSO Right-of-Way Permit Records in this section and Easement Records in the Administrative section.)

Temporary: Keep two years after expiration of easement.

- **Utility Installation & Connection Records:** Records documenting installation of city utility systems or the connection of specific properties to city water, sewer, power, or similar systems. Does not apply to temporary stoppages or disconnections service. May include applications, permits, and similar records. Information often includes: applicant's name and address, permit number, fee charged, service level, type of structure, pipe size, meter size and number, and related data.

Semipermanent: Keep two years after physical disconnection.

- **Utility Line Location Request Records:** Records documenting requests and city action to locate underground lines in the vicinity of a construction site. Information often includes: name of person requesting location; planned and actual date and time of location; notations of water, sewer, storm drains, and other line locations; name and signature of person locating lines; and related data.

Temporary: Keep two years.

- **Utility Meter Installation, Location, Maintenance, & Repair Records:** Records documenting the installation, location, maintenance, testing, calibration and repair of city operated water and power meters. May include logs, summaries, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes: address, narrative of work completed, personnel completing work, dates, and related data.

Semipermanent: Keep one year after meter removed from service.

Streets, Streetlights & Bridges

- **Bridge & Culvert Maintenance & Repair Records:** Records documenting maintenance and repairs on city bridges and culverts, including pedestrian and bicycle bridges. May include summaries, reports, logs, and related records usually compiled from daily work records on a monthly or quarterly basis. Information often includes: location, narrative of work completed, materials used, personnel completing work, authorization, dates of activities, and related data. (SEE ALSO Activity Reports in this section.)

Semipermanent: Keep records with engineering stamps documenting structural maintenance or repairs two years after bridge/culvert permanently removed from service. Keep all other records five years.

- **Bridge Inspection Records:** Records related to bridge inspections required by the U.S. Department of Transportation (23 CFR 650.305). Inspections generally are done every two years. Records may include reports prepared in accordance with federal standards, photographs, correspondence and related documents.

Semipermanent: Keep two years after bridge removed from service.

- **Crosswalk Records:** Records documenting the location and use of crosswalks in the city. Useful in determining the need for and placement of existing and proposed crosswalks. May include striping records, reports, maps, studies, and related records.

Temporary: Keep two years after superseded or obsolete.

- **Railroad Crossing Records:** Records documenting city activities in relation to railroad crossings. Records may include: crossing plans and drawings, reports and studies, accident records, and related documentation and correspondence.

Permanent.

- **Special Event Records:** Records documenting preparation for and implementation of traffic changes related to special events such as parades, motorcades, and demonstrations. Includes situations resulting in heavy traffic or street use requiring street closures, traffic rerouting, barricades, signal timing changes, and other variations. May include notifications, planning documents, reports, and related records.

Temporary: Keep two years after event.

- **Speed Zone Records:** Records documenting the establishment and review of speed zones in the city, including reports, photographs, proposals, orders, maps, accident summaries, and related documents. Considerations include pedestrian and bicycle movements, environmental impact, adjacent land use, and other factors.

Temporary: Keep two years after superseded.

- **Street & Road Condition Inventory:** Records documenting the condition of city streets, roads, curbs, shoulders, sidewalks, bikeways, alleys, etc. Useful for reference and planning. Information can include street or road name and location; year surveyed, constructed, and surfaced; bed and surface type; surface size; condition; and other data.

Semipermanent: Keep five years.

- **Street Banner Records:** Records documenting proposals for and installations of banners on city streets, often in relation to civic events or celebrations. Records may include: plans, maps, proposals, reports, applications, and other documents. Applications usually include: applicant's name, address, and phone number; organization name; banner message; display period requested; signature of city official approving permit; and related information.

Temporary: Keep two years.

- **Streetlight Inventory, Maintenance & Repair Records:** Records documenting inventory, maintenance and repairs of city streetlights. May include reports, summaries, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes: location, pole numbers, maps, types of lights, dates of purchase

and installation, narratives of repair work completed, equipment repaired or replaced, supplies used, personnel completing work, authorization, dates of activities, and related data. (SEE ALSO Activity Records in this section.)

Temporary: Keep three years.

- **Streetlight Request & Survey Records:** Records documenting requests by citizens for the installation of streetlights, as well as city surveys to assess need and feasibility. Often includes request forms, correspondence, surveys, reports, and related records.

Temporary: Keep two years after last action.

- **Street Maintenance & Repair Records:** Records documenting maintenance and repairs of city-owned streets and sidewalks. May include reports, summaries, and similar documents usually compiled from daily work records on a monthly or quarterly basis. Information often includes: location, narrative of work completed, amount of materials used, personnel involved, authorization, dates of activities, and related data. (SEE ALSO Activity Reports in this section.)

Semipermanent: Keep records requiring engineering stamps 10 years after substantial completion. Keep all other records five years.

- **Street Surface Maintenance Records:** Records documenting routine and special street sweeping, cleaning, snow removal, sanding, leaf removal, and similar work. Often includes reports, summaries and similar records. Information can include: date and time, area covered, broom down time and mileage, traveling time and mileage, operator's name, equipment used, amount of sand applied, amount of leaves removed, weather conditions, and related data. (SEE ALSO Activity Reports in this section.)

Semipermanent: Keep five years.

- **Traffic Control Equipment Inventory, Maintenance & Repair Records:** Records documenting the location, type, use, maintenance and repair of traffic signals and signs in the city. May include inventories, reports, summaries, and similar records. Information often includes: location, type of signal/sign, timing intervals for signals, date of purchase and installation, narrative of work completed, equipment repaired or replaced, supplies used, personnel completing work, dates of activities, and related data. (SEE ALSO Activity Reports in this section.)

Semipermanent: Keep traffic signal records two years after equipment removed from service. Keep all other records five years.

- **Traffic Research & Accident Analysis Records:** Records documenting the study of traffic patterns, speed, direction, and accidents in the city. Records may include various statistical data such as: machine or manual traffic counts; information on vehicles, bicycles, and

pedestrians; types of accidents; complicated intersections; bridges; pedestrians; city streets/state highways; and other factors.

Semipermanent: Keep reports and summaries 10 years. Keep all other records five years.

- **Truck Route Records:** Records documenting the designation of truck routes for transporting goods within and through the city. May include reports, maps, studies, and related documents. Subjects often include: hazardous materials, triple trailer trucks, log trucks, buses, and others.

Temporary: Keep two years after superseded.

Wastewater & Stormwater

- **Discharge Monitoring Records:** Records documenting the amount of pollution discharged from the city wastewater treatment facility. May also include supporting documentation. Information includes: date; period covered; NPDES permit number; discharge number; frequency of analysis; sample type; and average and maximum quantities and concentrations of solids, ammonia, chlorine, nitrogen, and other chemicals.

Permanent: Keep reports permanently (with the exception of discharge monitoring reports, see below).

Semipermanent: Keep discharge monitoring reports 20 years after permit expiration. Keep all other records five years, until the end of the NPDES permit cycle, or as requested by state or federal agencies, whichever is longer.

- **Equipment Maintenance & Calibration Records:** Records documenting the maintenance and calibration of equipment and instruments used to undertake and monitor wastewater treatment operations. Useful to verify equipment reliability and for reference by regulatory agencies. Information includes: date, type of equipment maintained or calibrated, tests performed, repairs needed, comments, and related information.

Semipermanent: Keep five years after equipment removed from service, until the end of the NPDES permit cycle, or as requested by state or federal agencies, whichever is longer.

- **Industrial Pretreatment Permits:** Permits issued by the city to private industries allowing the discharge of specific pollutants under controlled conditions. Records typically include: applications, permits, addenda, modifications, and related supporting documentation. Information typically includes: influent and effluent limits, chemical analysis data, water flow, test and recording requirements, definitions and acronyms, compliance schedules, and related information.

Permanent: Keep permits, addenda, and modifications permanently.

Semipermanent: Keep other records five years after expiration or revocation.

- **Mobile Waste Hauler Dumping Records:** Records documenting the dumping of septic pumpings and other wastes from various sources at the city waste treatment facility. Records include logs, manifests, and similar documents. Information includes: name and signature of hauler, quantity of wastes dumped, location at which wastes were pumped, and related information.

Semipermanent: Keep five years.

- **National Pollutant Discharge Elimination System (NPDES) Records:** Records documenting the application for and issuance of a permit to the city under the NPDES program which allows discharge of specific pollutants under controlled conditions. Records typically include: applications, permits, addenda, modifications, and related supporting documentation. Information includes: influent and effluent limits, chemical analysis records, water flow, test and recording requirements, definitions and acronyms, compliance schedules, and related data. (SEE ALSO Wastewater Inspection Records in this section.)

Permanent: Keep permit, addenda, and modifications permanently.

Semipermanent: Keep other records five years, until the end of the permit cycle, or as requested by state or federal agencies, whichever is longer.

Note: Federal regulations (40 CFR 122.41) require that permittees must keep records of all monitoring information (including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation), all records required by the permit, and records of all data used to complete the permit application for at least 3 years from the date of the sample, measurement, report or application.

- **Sewage Sludge Application Landowner Agreements:** Agreements between the city and landowners related to the application of sewage sludge to approved sites. Records include signed agreements, exhibits, amendments, and related documents. Information typically includes: agreement number, date, conditions or terms, parties involved, period covered, and signatures.

Semipermanent: Keep six years after expiration.

- **Sewage Sludge Application Site Logs:** Logs documenting the agricultural application of sewage sludge to approved sites. Subjects include agronomic loading calculations related to maximum application of nitrogen in pounds per acre per year, and ultimate site life loading calculations tracking the amount of heavy metals applied.

Permanent.

Note: Federal regulations (40 CFR 503.27 and 40 CFR 503.17) require certain records relating to application of sewage sludge be kept permanently (including the location and acreage of sites, date of application, cumulative pollutants, tons of sludge applied and a certification from the employee) and other records must be kept at least five years.

- **Sewage Sludge Management Plans:** Plans submitted by the city to engage in sludge disposal or application activity. Information includes: method of sludge removal, land application or disposal sites, sludge stability determination methods, projected sludge storage basin use, sludge analyses, application rates, and heavy metal limitations.

Permanent.

- **Sewer & Storm Drainage Maintenance & Repair Records:** Records documenting the maintenance and repair of city sewers and storm drains. May include summaries, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, amount and type of material used, personnel completing work, dates of activities, authorization, and related information. (SEE ALSO Activity Reports and Sewer Television/Videoscan Inspection Records in this section.)

Semipermanent: Keep records requiring engineering stamps two years after life of structure. Keep other records five years.

- **Sewer Smoke Test Records:** Records documenting smoke tests undertaken to verify hookup to main sewer lines, check condition of pipes, or determine effectiveness of backflow prevention devices. Information typically includes: maps or diagrams of lines tested, location of leaks detected, inspector's name, pipe size, and related information.

Semipermanent: Keep 10 years.

- **Sewer Television/Videoscan Inspection Records:** Reports documenting television inspections used to locate problems and defects in sewer lines. Often consists of periodic inspections of existing lines, final inspections of newly constructed lines, and inspections at the end of warranty periods. Records usually contain videotapes and written reports. Information typically includes: date, type of inspection, conditions found, repairs needed, distances from manholes, and related information.

Semipermanent: Keep written reports one year after the life of the sewer line.

Transitory: Keep videotapes one year after written report submitted.

- **Strip & Circle Chart Records:** Records documenting the continuous monitoring of various wastewater treatment operations. May include strip charts, circle charts, and similar monitoring records. Information typically pertains to pump flows, influent and effluent water flows, secondary total flow, influent pH, chlorine residue, and related subjects.

Temporary: Keep three years, except for NPDES-related charts (see Wastewater Facilities Permit Records below).

- **Valve Maintenance Records:** Records documenting the location, specifications, maintenance, and repair of valves in the city sewer system. May include lists, charts, drawings, reports, logs, and related records. Information often includes: valve location, identification number, run of pipe, size, make, year installed, depth, turns to open and normal position, narratives of valve maintenance and repair, tests run, personnel completing work, dates, and related information.

Semipermanent: Keep location and specification records one year after valve removed from service. Keep all other records five years.

- **Wastewater Facilities Permit Records:** Records documenting the application for and issuance of a permit authorizing the city to construct and operate a disposal system with no discharge to navigable waters. Examples include: sewage lagoons, land application/reuse, septic tanks, and drain fields. Records often include: applications, permits, addenda, modifications, and related supporting documentation.

Permanent: Keep permit, addenda, and modifications permanently.

Semipermanent: Keep other records five years after permit expiration or revocation.

- **Wastewater Grant & Loan Records:** Records relating to Idaho Department of Environmental Quality grants and loans for wastewater facilities, including: application form and checklist, authorizing resolution, engineering contract checklist, certificate of negotiation, proof of professional liability insurance, certification of financial and management capability, and other documents.

Semipermanent: Keep three years after grant closure or loan payoff.

- **Wastewater Inspection Records:** Records documenting inspections of city wastewater treatment operations to monitor compliance with National Pollution Discharge Elimination System (NPDES) permit conditions. May include reports and supporting documentation. Information typically includes: date, location, areas evaluated during inspection, summary of findings, pre-treatment requirements review, sampling checklists, flow measurements, laboratory assurance checklists, and related information.

Permanent: Keep reports permanently.

Semipermanent: Keep other records five years, until the end of the NPDES permit cycle, or as requested by state or federal agencies, whichever is longer.

- **Wastewater Treatment Operations Records:** Records not listed elsewhere in this schedule which document wastewater treatment operations. Created on a daily, monthly, and annual basis. Usually consists of reports, logs, log sheets, and related records.

Permanent: Keep annual reports permanently.

Semipermanent: Keep other records five years, or as requested by state or federal agencies, whichever is longer.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

Water

- **Backflow Prevention Device Test Records:** Records documenting test results on backflow prevention devices designed to protect the city water system from pollution related to substances backing into water lines. Information typically includes: date, type and size of device, serial number, location, test records, line pressure, name of tester, name and address of device owner, and related data.

Temporary: Keep three years after subsequent test.

- **Cross Connection Control Survey Records:** Records documenting the monitoring of potential or actual water system health hazards from pollution entering water pipes from other pipes. Records may include: reports, surveys, checklists, and related documents. Information often includes: address, contact person, business name, date, inspector, type of facility, description of protection, comments, corrections made, and other information.

Semipermanent: Keep one year after disconnection or 10 years, whichever is longer.

- **Consumer Confidence Reports:** Records documenting the presence of any contaminants identified by the city in city water over the course of a year. Reports are mailed to city residences and businesses receiving city water.

Semipermanent: Keep five years.

Note: Federal regulations (40 CFR 141.155) require these records to be kept for at least three years.

- **Disinfection Profiling & Benchmarking Records:** Records relating to disinfection profiling and benchmarking for *Giardia lamblia* or virus inactivation.

Permanent.

Note: Federal regulations (40 CFR 141.571) require these records to be kept permanently.

- **Drinking Water Grant & Loan Records:** Records relating to Idaho Department of Environmental Quality grants and loans for water facilities, including: application form and checklist, authorizing resolution, engineering contract checklist, certificate of negotiation, proof of professional liability insurance, certification of financial and management capability, and other documents.

Semipermanent: Keep three years after grant closure or loan payoff.

- **Equipment Maintenance & Calibration Records:** Records documenting the maintenance and calibration of equipment and instruments used to monitor water treatment operations. Useful in verifying reliability and for reference by regulatory agencies. May include logs, reports, and related records. Information typically includes: date, type of equipment maintained or calibrated, tests conducted, repairs needed, comments, and related information.

Semipermanent: Keep until equipment removed from service.

- **Fluoride Analysis Records:** Daily records of flow and amounts of fluoride, and weekly analyses of fluoride in finished water.

Semipermanent: Keep five years.

Note: Idaho regulations (IDAPA 58.01.08.552.06) require these records to be kept at least five years.

- **Free Chlorine Residual Analysis Records:** Analyses made at least daily for free chlorine residual for systems using ground water that add chlorine for disinfection.

Transitory: Keep one year.

Note: Idaho regulations (58.01.08.552.05) require these records to be kept at least one year.

- **Hydrant Records:** Records documenting the location, specifications, maintenance, testing, and repair of water hydrants in the city water system. May include lists, charts, logs, reports, and related records. Information typically includes: location, make, description (main size, valve size, flow capacity, etc.), maintenance and repair narratives, dates, authorizations, and related information.

Semipermanent: Keep location and specification records until hydrant permanently removed from service. Keep all other records five years.

- **Lead & Copper Control Records:** Records documenting treatment triggered by lead and copper action levels measured in samples collected at consumers' taps, including corrosion control treatment, source water treatment, lead service line replacement, public education and supplemental monitoring.

Semipermanent: Keep twelve years.

Note: Federal regulations (40 CFR 141.91) require these records be kept at least 12 years.

- **Non-Compliance Corrective Action Records:** Records documenting action taken by the city to correct violations of primary drinking water regulations. May include reports, logs, and related records.

Temporary: Keep three years after last action.

Note: Federal regulations (40 CFR 141.33) require these records to be kept at least three years after the last action taken with respect to the particular violation.

- **Sanitary Survey Records:** Records documenting surveys examining the overall sanitary condition of the city water system. May be conducted by the city, private consultants, or state/federal agencies. Records may include written reports, summaries, and related documents.

Permanent: Keep reports and summaries permanently.

Semipermanent: Keep all other records ten years.

Note: Federal regulations (40 CFR 141.33) require written reports, summaries and communications relating to sanitary surveys must be kept at least 10 years after completion of the survey.

- **Secondary Contaminant Reports:** Reports documenting the analysis of water samples to determine the level of secondary contaminants. Secondary contaminants are those which, at levels generally found in drinking water, do not present a health risk but may affect taste, odor, and color of water, as well as stain plumbing fixtures and interfere with water treatment processes. Information typically includes: date, report number, analyst, time of sample collection, contaminant levels, and related information.

Semipermanent: Keep 10 years.

- **Strip & Circle Chart Records:** Records documenting the continuous monitoring of various water treatment operations. May include strip charts, circle charts, and similar monitoring records. Information often pertains to reservoir levels, pump flows, distribution line pressure, and related subjects.

Temporary: Keep three years.

- **Variance & Exception Records:** Records documenting variances and exceptions granted to the city by regulatory agencies concerning water treatment operations. Information typically includes: date, conditions of variance or exception, expiration date, and related information.

Semipermanent: Keep five years after expiration of variance/exception.

Note: Federal regulations (40 CFR 141.33) require these records be kept at least five years after expiration of the variance/exception.

- **Valve Maintenance Records:** Records documenting the location, specifications, maintenance, and repair of valves in the city water system. May include lists, charts, drawings, reports, logs, and related records. Information typically includes: valve location, identification number, run of pipe, size, make, year installed, depth, turns to open and normal position, narratives of valve maintenance and repair, tests run, personnel completing work, dates, and related information.

Semipermanent: Keep location and specification records one year after valve removed from service. Keep all other records five years.

- **Water Bacteriological Quality Analysis Reports:** Reports documenting water samples taken from various locations throughout the city water system and supply sources for bacteriological tests. Information includes: location, collection date, person taking samples, sample type, analysis date, laboratory name, person performing analysis, analytical method used, and the results of the analysis.

Semipermanent: Keep five years.

Note: Federal regulations (40 CFR 141.33) require these records be kept at least five years.

- **Water Chemical & Radiological Analysis Reports:** Records documenting water samples taken from various locations throughout the city water system and supply sources for chemical and radiological tests. Information includes: location, collection date, person collecting sample, sample type, analysis date, laboratory name, person conducting analysis, analytical method used, and results of the analysis.

Semipermanent: Keep 10 years.

Note: Federal regulations (40 CFR 141.33) require chemical analyses be kept at least 10 years.

- **Water Consumption Reports:** Reports documenting statistics of daily, monthly and annual water consumption. Useful for prediction of future flows and peak demands. Information may include water consumption in millions of gallons and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs.

Permanent: Keep annual reports permanently.

Semipermanent: Keep information not summarized in annual report 10 years.

Transitory: Keep information summarized in annual report one year.

- **Water Line Maintenance & Repair Records:** Records documenting the maintenance and repair of city-owned water lines. May include reports, summaries, and similar documents usually compiled from daily work records on a monthly or quarterly basis. Information often includes: location, narrative of work completed, amount and type of materials used, personnel completing work, dates of activities, authorization, and related data. (SEE ALSO Valve Maintenance Records, Hydrant Records, and Activity Reports in this section.)

Semipermanent: Keep records requiring an engineering stamp two years after water line permanently removed from service. Keep other records five years.

- **Water Quality Complaint Records:** Records documenting complaints received from the public about the quality of city water. Information typically includes: name, address, and phone number of complainant; nature of complaint; location; description of water; name of person responding to complaint; narrative of investigation; and resolution.

Temporary: Keep three years after last action.

- **Water Treatment Operations Records:** Records not listed elsewhere in this schedule, which document water treatment operations, created on a daily, monthly, or annual basis. Records may include state or federal required reports. May consist of reports, logs, log sheets, and related records. Subjects may include: amount and types of chemicals used, filter rates, etc.

Permanent: Retain annual reports permanently.

Semipermanent: Keep all other reports five years, or as requested by state or federal agencies, whichever is longer.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Water Turbidity Reports:** Reports documenting the analysis of water samples to determine the level of cloudiness caused by suspended particles. Information typically includes: date, report number, analyst, time of sample collection, turbidity unit values for routine and check samples, and related information.

Semipermanent: Keep 10 years.

Note: Federal regulations (40 CFR 141.175) require that the results of individual filter monitoring must be kept at least three years.