

# IDAHO STATE POLICE PROCEDURE

## 02.07 RECORDS MANAGEMENT

### A. General

Records Management is the systematic control of information from the time of creation until its ultimate disposition. Access to the information is maintained until the information meets administrative, fiscal, and legal reasons for keeping it; and there are no business or historical needs for the records.

In compliance with [Idaho Code §67-4126](#) Records Management, the records management procedure for the Idaho State Police (ISP):

1. Establishes records-keeping procedures for all programs and includes filing systems and records retention schedules.
2. Provides for systematic destruction of records.
3. Develops and implements a vital records program to protect agency information and aid in disaster recovery.
4. Ensures that the information needs of the agency are met.
5. Identifies and preserves historical records.
6. Provides records auditing and consulting services for ISP personnel by designated records custodians, upon request.

The ISP Retention Schedule lists those records unique to the ISP. Items not listed on this schedule follow the [State Records Management Guide](#).

### B. Definitions

“Destruction” means the shredding or burning of confidential records. Non-confidential records may be recycled.

“Electronic media” means any record that is located on disks, tapes, or any form of magnetic or optical media.

“Office of record” means the ISP group, department, or office that originates the document and is responsible for maintaining the official records for the total retention period.

“Records” means any document, book, paper, electronic file, photograph, sound recording, video, or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official state business.

## IDAHO STATE POLICE PROCEDURE

“Records custodian/designee” means the governmental official or employee having custody of, control of, or authorized access of public records.

“Records Manager” means the person designated by the Director to coordinate any agency-wide records process reviews.

“Retention schedule” means the ISP master plan for records storage and ultimate disposal.

### C. Standardized Filing System

1. ISP’s standardized filing system utilizes a common filing language in which records remain complete and accessible despite changes in personnel.
2. Records are identified by a 2-alpha code allowing for quick and accurate record filing and retrieval.
3. The system is audited within the annual management efficiency review process.

### D. Retention Schedules

1. A record retention schedule designates the period of storage time for standard agency records.
2. The ISP retention schedule is a basic overview of records retained and is approved by the:  
ISP Director  
ISP Chief Legal Counsel  
ISP Financial Executive Officer  
Department of Administration - Historical Society, which forwards the retention schedule to the Legislative Auditor.
3. The ISP Records Manager initiates an annual review of the retention schedule by all records custodians/designees.
4. Changes to the retention schedule are made after review by all records custodians/designees.

### E. Storage

1. Records custodians/designees annually review records for storage.
2. Records remain available for retrieval in storage until destroyed.

## IDAHO STATE POLICE PROCEDURE

3. Case files are not considered closed until after the time that a court order is entered and the time to appeal has expired.
4. To prepare records for storage:
  - a. estimate the number of standardized letter/legal banker's boxes (dimensions 15"D x 12"W x 10"H ) required;
  - b. obtain the required boxes by:
    - 1) submitting a requisition on Navision; or
    - 2) ordering through an approved vendor;
  - c. place the records in the boxes;
  - d. file the records in the same original sequence;
  - e. leave 1 inch of free space in each box for easy access to the files;
  - f. use the label form;
    - (1) order the labels by requisition through Navision;
    - (2) print the label and tape it securely to the box.
5. Complete an [EH 02 07-01 Records Storage Transmittal](#) form, for records stored at the Meridian complex:
  - a. label each box with the next sequential program box number, the program name, contents, and destruction date. Follow the format on the label;
  - b. for records stored at the ISP warehouse, complete a [02 07-02 Request for Records Disposal](#) form and notify the Warehouse that the boxes and transmittal are complete and ready for pickup;
  - c. complete an [EH 02 07-01 Records Storage Transmittal](#) form and send an electronic version to the Warehouse Mailbox;
  - d. complete an [EH 02 07-02 Request for Records Disposal](#) form using the same box numbers and description from the Records Transmittal form. **Only records with the same destruction date should appear on the same form;**
  - e. send the completed Request for Records Disposal form and Records Transmittal form with the boxes to the Warehouse;
  - f. retain a copy of the transmittal form until the records are destroyed;
  - g. retain a copy of the completed EH 02 07-02 Request for Records Disposal form permanently.
6. Records requiring permanent retention are transferred to the State Record Center to provide environmentally controlled permanent storage; records are accessible by the originating custodian/designee. Some records such as Executive Correspondence, POST Training Curriculum, and cases that have gained notoriety are of historical value and are permanently stored at Historical Archives. For help in determining if a record meets the criteria, you may contact the State Records Manager.
7. Records custodians/designees obtain permission to utilize the Records Inventory Tracking System (RITS) from the ISP Records Manager.

## IDAHO STATE POLICE PROCEDURE

8. To prepare records for archiving:
  - a. estimate the number of standardized letter/legal banker's boxes (dimensions 15"D x 12"W x 10"H) required;
  - b. obtain the required boxes by:
    - 1) submitting a requisition on Navision; or
    - 2) ordering through an approved vendor;
  - c. place the records in the boxes;
  - d. file the records in the same original sequence;
  - e. leave 1 inch of free space in each box for easy access to the files;
  - f. use the label form;
    - 1) order the labels by requisition through Navision;
    - 2) print the label and tape it securely to the box.
9. Complete the State Record Transfer List in the RITS and make 2 copies:
  - a. place 1 completed copy inside the box;
  - b. tape the other completed copy securely to the outside of the box of records.
10. Send prepared box(es) to the ISP Warehouse.
11. Warehouse staff contact the State Record Center to make arrangements to pick up the records.

### F. Record Retrieval from Meridian Warehouse Storage

1. Notify the warehouse with the program and program box number.
2. Warehouse staff deliver the boxes within 1 week of the request to offices at the Meridian Complex.
3. For retrieval requests from any program office in districts 1, 2, and 4-6, contact the Headquarters (HQ) Management Assistant and provide the program box number and file number.
4. The HQ Management Assistant coordinates retrieval with the warehouse following the procedure in paragraph 1 above.
5. When numerous boxes of records must be reviewed, make arrangements to review the records at the warehouse.
6. For a public records request, the retrieval must be accomplished within the time frames set forth in the [Public Writings Act](#), Idaho Code §§ 74-101 through 74-126 and ISP procedure [02.06 Public Records Requests](#).

### G. Destruction

## IDAHO STATE POLICE PROCEDURE

1. For destruction of records in the warehouse:
  - a. the Warehouse sends an email to records custodians/designees and managers notifying them 30 days before the destruction date when records will be destroyed, according to the destruction date on the form submitted;
  - b. records custodians/designees ensure the records are still in compliance with the retention schedule and respond to the Warehouse's email within 14 working days;
  - c. if the program fails to respond to the notification email, the records are destroyed according to the date on the form.
2. After destruction, Warehouse staff sends the original of the completed EH 02 07-02 Request for Records Disposal form to the program's records custodian.
3. The records custodian/designee maintains the original completed EH 02 07-02 Request for Records Disposal form as the permanent record; it is not sent to State Archives.
4. The warehouse maintains a copy of each completed EH 02 07-02 Request for Records Disposal form.
5. For records stored at all locations, a copy of the list of records destroyed and/or the completed EH 02 07-02 Request for Records Disposal is permanently retained by the program:
  - a. without this documentation, there is no proof that the records are unavailable when subpoenaed by the courts;
  - b. the destruction procedure provides credible evidence that all factors are considered before destroying records;
  - c. case files should be listed individually or by range, e.g., case files #06000100, 06000103, and 06000106, when case numbers are not consecutive or #06000100 - #06000112, when case numbers are consecutive;
  - d. other files may be listed by group, e.g., 2006 Equipment and Supplies.
6. Destruction of misdemeanor incident case files is coordinated between the records custodian and the evidence custodian:
  - a. no case files are destroyed prior to the destruction of the evidence;
  - b. all evidence records are filed in the incident case files after the time to appeal has passed;
    - (1) if the matter is litigated in Idaho State Criminal Court, the defendant has 42 days after conviction and sentencing in which to appeal;
    - (2) evidence must be retained for 42 days after the district court enters its final judgment of conviction and sentencing;
    - (3) in a federal criminal case, the United States District Court Appellate requires evidence must be retained 30 days after conviction and sentencing;
    - (4) when an appeal is filed, neither the evidence nor case files are destroyed until the appeals process is complete.

## IDAHO STATE POLICE PROCEDURE

### H. Expunged Records

1. Issuance of a court order to expunge requires that all records pertinent to the referenced case must be deleted from databases, including the Public Records Request Log.
2. The court order is placed in the case file, which is then sealed and sent to the court issuing the order.

### G. Civil Litigation

1. In some instances, a criminal case may give rise to a civil case.
2. In civil cases, records management and records retention are governed by ISP procedure [02.04 Response to Civil Legal Process](#).

**IDAHO STATE POLICE PROCEDURE**

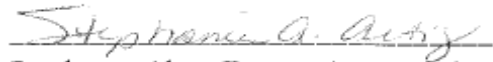
**IDAHO STATE POLICE PROCEDURE**

**APPROVAL OF RECORDS RETENTION SCHEDULE**

**RECORDS MANAGEMENT PROCEDURE**

  
\_\_\_\_\_  
Colonel Ralph W. Powell, Director

4-22-13  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Stephanie Altig, Deputy Attorney General

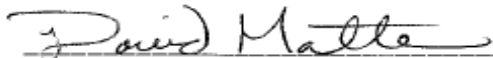
04/25/2013  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Financial Executive Officer

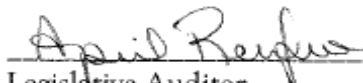
4/29/2013  
\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

  
\_\_\_\_\_  
Historical Society  
Acting State Archivist

5-28-13  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Legislative Auditor

6/3/13  
\_\_\_\_\_  
Date

## ISP RECORDS RETENTION SCHEDULE

CATEGORY	TITLE	SG#	PROGRAM	CUSTODIAN	RETENTION SCHEDULE	REASON/COMMENT
AR	Archives				Permanent	
AS	Associations	SG 0038			1 year or until need is over	
CS	<b>Case Files &amp; Evidence Tracking</b>					
	Forensic					
	Blood Alcohol/Toxicology	SG 1630	Forensics District	Major	10 years	
	Homicides & rape cases	SG 1630	Forensics	Major	Permanent	
	All other closed laboratory analysis files (including drug analysis)	SG1611A	Forensics	Major	10 years	
	<b>Visitor Logs</b>		Forensics	Major	10 years	
	<b>Case File</b>					
	Active	SG 1630	Investigation & Patrol	Captain/Lt	While active, retain in District	
	Closed	SG 1630	Investigation & Patrol	Captain/Lt	Misdemeanors – 5 years or 2 years after the case is adjudicated, whichever is longer Felonies - Permanent ; up to 5 years in district then to State Archives for permanent retention No criminal activity – 3 years	Fatals are kept permanently  Civil suits statute of limitations is 2 years
	<b>Pre-employment Background Investigations</b>	SG 1650	HR	HR Officer	3 years	
	<b>Denial to self-sponsored application for attendance to POST</b>		POST	Mgt. Asst.	5 years then destroy	
CA	Contracts/Agreements	SG 1104			Termination + 3 years	
CI	Confidential Informant	SG 1631	Investigation District	Captain	3 years	
CL	<b>Incident Reviews</b>					
	Pursuits, Complaints, Uses of Force	SG 1640	OPS	OPS Coordinator	Termination + 4 years	
	Administrative Investigations		OPS	OPS Coordinator	Termination + 4 years	



## ISP RECORDS RETENTION SCHEDULE

CATEGORY	TITLE	SG#	PROGRAM	CUSTODIAN	RETENTION SCHEDULE	REASON/COMMENT
CO	Committees/Conferences					
	Minutes, Agendas	SG 0009			Permanent	
CR	Correspondence	SG 0018			3 years	
DI	Disaster Reports	SG 0510			3 years then State Archives	permanent retention
	Drug Destruction Logs	SG1651	Investigations	District Lt.	10 years then destroy	
EM	employee daily activity notes (working papers, supporting documentation)	SG0771	All Programs	All supervisors	Current plus one year	
EN	Environmental				Permanent	chemical disposals
EQ	Equipment/Supplies	SG 1621			3 years	
	Maintenance, Calibration & Standards —Alco Sensor Intoxilyzer Radar	SG 1654	Forensics & Patrol	Major	2 years after disposal of equipment	Kept at Districts Current + 1 then sent to HQ for storage and disposal
HE	Health Information (Medical Release Forms)	SG0771	All Programs	HR	US, then destroy	Retained in HR confidential medical file
FI	Financial	SG 0601			5 years	
FO	Forms				Active	
GR	Grant Files	SG 0108			5 years after expiration	
IC	Incidents - After Incident Review	SG 0042	All	All	5 years	
LE	Legislation, records of proposed	SG0032	Directors Office		Active, then State Archives	permanent
LI	Litigation	SG 0023			Appeal + 1 year, then State Archive	
	Management Efficiency Reports	SG0029	All	Business Operations Specialist	1 year/then State Archives	Self MERs reports kept at Districts 1 year, then sent with original MER report to archives
OR	Organizational Charts	SG 0026	Director's Office	BOS	1 year/copy to State Archives	
OU	Outside Organizations/Requests	SG 0018	HQ	Major	5 years	
PA	Payroll Records	SG 0901			5 years	
PJ	Projects/Events	SG 1204			5 years	

## ISP RECORDS RETENTION SCHEDULE

CATEGORY	TITLE	SG#	PROGRAM	CUSTODIAN	RETENTION SCHEDULE	REASON/COMMENT
PP	Property Leases	SG 1107	Management Services	Business Operations Specialist	Expiration + 3 years or until audited	whichever is longer; FSO will notify when audit complete
PO	Policies/Procedures	SG 0030	Director's Office	BOS	1 year/ copy to Archives	
PR	Public Relations	SG 1205	HQ	Lt. Colonel	1 year/copy to Archives	(Press Releases)
PU	Publications/Bulletins	SG 0033			1 year/copy to Archives & State Library	
RM	<b>Records Management</b>		All	All		
	Public Records Requests fulfilled				1 year	
	Public Records Requests – denied	SG 1655			1 year	
	Internal Records Transmittal Form (not transmittal to Archives form)	SG 0038			Until records are destroyed	
	Request for Records Disposal	SG 0036			Permanent	
SA	Health & Safety Files	SG 0765	All	Captain/Manager	Termination +30 years	<a href="#">ISP Procedure 05.01</a>
SE	Security – visitor logs	SG 1315 – 1316			Per State Records Guide	
SM	Staff Meetings	SG 0022			2 years/original to State Archives	
	Minutes/Agendas	SG 0009			3 years/original to State Archives	
TE	Technical Reference	SG 0038			1 year or until need is over	
TR	<b>Training</b>					
	Lesson Plans	SG 0033	Training/POST	Captain/Manager Mgt. Asst.	Permanent	
	ISP Training Records		Training	Captain/Manager Mgt. Asst.	Permanent	
	ISP Fitness Tests		All	DFCs/HR	Permanent	Data base

## ISP RECORDS RETENTION SCHEDULE

CATEGORY	TITLE	SG#	PROGRAM	CUSTODIAN	RETENTION SCHEDULE	REASON/COMMENT
	POST Training Records (includes fitness assessment)		POST	Mgt. Asst.	Permanent	I.C. section <a href="#">19-5109(1)(i)</a>
	Individual Academy File		POST	Mgt. Asst.	Permanent	
	Individual Officer Files		POST	Mgt. Asst.	Permanent	
(All lesson plans from all training delivered by programs/sections will be kept permanently in the Training Section.)						
TV	Travel	SG 0632	FSO	Financial Manager	5 years	
VE	Vehicles	SG 0801 – 0809	FSO -Fleet	TRS 1	Per State Records Guide	Tiburon – source document maintained on a rolling 12 months
	Problem Solving (agency copy)	SG 0780	HR	HR Officer	Termination + 5 years	
	Fleet Accidents	SG 0807	OPS	OPS Coordinator	Termination + 4 years	
	Citations	SG 1660	All Districts	Captain	Misdemeanors - 3 years Infractions – 1 year	This includes arbitrator data.
	Tow Rotation list	SG 1658	Regional Communications Centers	Supervisor	2 years	
	Callout Logs - CAD (Law enforcement activity reports)	SG 1601B	Regional Communication Centers	Supervisor	3 years	
	Hepatitis B Inoculations		All Districts	Captain/Manager	Termination + 30 years District 1 yr/Warehouse 29 yrs	<a href="#">ISP Procedure 05.01</a>
	Clandestine Lab Exposure Reports		HQ	Major	Termination + 30 years	
	Hazardous Material Exposure Reports		HQ	Major	Termination + 30 years	
	Alcohol (Liquor)Licenses	SG 1516A	ABC	Captain	Permanent	To Archives or State Records Center after 3 years
	Alcohol (Beer & Wine) Licenses	SG1516B	ABC	Captain	AC + 3 years	
	Price Posting Reports	SG 1516B	ABC	Captain	Current + 1 year	<a href="#">I.C. section 23-1029</a>
	Beer and Wine Reports	SG 1516B	ABC	Captain	Current + 1 year	

## ISP RECORDS RETENTION SCHEDULE

CATEGORY	TITLE	SG#	PROGRAM	CUSTODIAN	RETENTION SCHEDULE	REASON/COMMENT
	Electronic media which do not contain footage of incidents for which case reports and corresponding case numbers have been or will be generated.	SG 1651	All Districts	Captain	Traffic – verbal warning: 180 days Abandoned Vehicle (tagged): 90 days General Law: 90 days	Traffic Stops
	Electronic media containing footage of incidents for which case reports and corresponding case numbers have been or will be generated	SG 1651	All Districts	Captain	same as the retention of the corresponding case	
	Electronic media which may require long term retention or possess particularly critical evidentiary or training value as identified by the district captain.	SG 0033	All Districts	Captain	Permanent	If part of a lesson, electronic media must be kept with lesson plan.
			<u>ISP PROGRAMS</u> ABC BCI BRANDS CJIS CVS DIRECTOR'S OFFICE FINANCIAL SERVICES FORENSICS GRANTS & RESEARCH HQ HUMAN RESOURCES INVESTIGATIONS LEGAL OFC PROF STANDARDS PATROL DISTIRCTS POST RACING REGIONAL COMM CENTERS TRAINING	<u>AND CUSTODIANS</u> CAPTAIN MANAGER MGT. ASSISTANT IS MANAGER RESEARCH ANALYST ADM. ASSISTANT 2 FINANCIAL MANAGER MAJOR GRANTS MGMT SUPERVISTOR/AA1 MAJOR/LT. COLONEL HRO DISTRICT CAPTAIN/LT. DEPUTY ATTORNEY GENERAL OPS COORDINATOR CAPTAIN MGT. ASSISTANT/TRS1 MGT. ASSISTANT SUPERVISORS CAPTAIN/MANAGER		