

Hauser Lake Fire Protection District

Policy Statement

Administration: Records Retention

Effective Date: 05/09/2011

Policy #018

Purpose: This policy is required per Idaho Code §§ Title 9 and applicable IDAPA Rules. This policy is for the purpose of defining the types of records retained by the District, clarification of length of retention for such records and disposition or destruction of records.

History: The District is required to have a records management policy, adopted by resolution. The Fire District is defined by Idaho Statute as a Body Politic and a governmental entity of the state of Idaho and as such is required to comply with all state adopted statutes and regulations concerning public records.

CLASSIFICATION AND RETENTION OF RECORDS

1. Permanent Records:

- a. Adopted meeting minutes;
- b. 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. Poll books, excluding optional duplicate poll books used to record that a voter has voted, tally books, sample ballots, declarations of candidacy, declarations of intent and notices of election; and
- g. Other documents or records as may be deemed of permanent nature by the Board of Commissioners.
- h. Incident reports

Permanent records shall be retained by the District in perpetuity, or may be transferred to the Idaho state historical society's permanent record repository upon resolution of the board of commissioners.

2. Semi-permanent Records:

- a. Claims, canceled checks, warrants, duplicate warrants, purchase orders, vouchers, duplicate receipts, utility and other financial records;
- b. Contracts;
- c. Building applications for district buildings;
- d. Permit applications;
- e. Departmental reports;
- f. Bonds and coupons;
- g. Other documents or records as may be deemed of a semi-permanent nature by the board of commissioners.

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

3. Temporary Records:

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

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 district's financial audit as provided for in Idaho Code.

Semi-permanent and temporary records may only be destroyed by resolution of the board of fire district commissioners and upon the advice of the district's legal counsel. The resolution ordering destruction of semi-permanent and temporary shall include a detailed list of records to be destroyed.

4. Electronic Records:

- a. For purposes of this policy, a document is defined as an 'electronic information object' which resides in a computer system. These 'information objects' can take on a number of forms, including the following:
 - i. •Word Processing Files;
 - ii. •Spreadsheets;
 - iii. •Computer Aided Drafting (CAD) drawings;
 - iv. •Computer Output to Laser Disk (COLD) files;
 - v. •Scanned Images;
 - vi. •Audio files;
 - vii. •Video clips;
 - viii. •Database information including Binary Large Objects (BLOBs);
 - ix. •A sequence of events - called workflows;
 - x. Email used for official business; and
 - xi. •Others as specified.
- b. Electronic records shall be treated in the same manner as "paper" records.