University Records, Archives, and Publications
ISUPP 1030

POLICY INFORMATION

Policy Section: *Governance/Legal*

Policy Title: *University Records, Archives, and Publications*

Responsible Executive: *Office of General Counsel*

Sponsoring Organization: *Office of General Counsel*

Dates: Effective Date: *February 12, 2018*

Revised: *February, 2020*

I. INTRODUCTION

Idaho State University maintains a records management policy to facilitate historical record keeping and institutional compliance with Idaho public records laws.

II. POLICY STATEMENT

An established and supported records policy is important to the role that records and other institutional publications play in maintaining the organization's history and identity. A records management policy provides guidelines to ensure that documents necessary for the preservation of that history are handled correctly.

III. AUTHORITY AND RESPONSIBILITIES

In accordance Idaho Code, the University must adopt rules and procedures pertaining to the management of state records. The individual colleges, departments, divisions, units, offices, and Record Coordinators shall coordinate their own ongoing training in this regard. University colleges, departments, divisions, units, offices, and Record Coordinators are responsible for management of their own records. The University shall use the retention schedule from the State Board of Education – Public Higher Education Records Retention Schedule (https://boardofed.idaho.gov/resources/state-board-of-education-public-higher-education-records-retention-schedule/) for managing records, including the provisions of the Idaho Public Records Act and all other federal and state statutes, rules, and regulations that govern University records management practices. Colleges, departments, divisions, units, offices, and Record Coordinators shall:

1. Ensure records system integrity and accessibility
2. Transfer historically valuable records to either the University/State Archives
3. Protect and backup records essential to University operations
4. Be prepared for disaster with a Records Emergency Action Plan

IV.   DEFINITIONS

A. Institutional Record—Document produced during the routine course of business that notes the occurrence of an event or activity of the University. A record can exist in a number of formats, including various sizes of paper (original or photocopy), microfilm or any microform, electronic media, optical disk media, Mylar, photographs, audio and video tape, punched cards, books, and maps.

B. Records Coordinator – Individual responsible for coordinating Records Management activities within a department, chosen by an officer in charge of each administrative unit or division. There must be a minimum of one records coordinator per each division or college.

C. Records Management—Systematic control of all records from their creation, or receipt, through their processing, distribution, organization, storage, and retrieval to their ultimate disposition.

D. Records Retention Schedule—State Board of Education - Public Higher Education Records Retention Schedule containing all information necessary to manage the records management program at the University, e.g., policy statement, retention schedules, procedures, vital records, records inventories, etc. (https://boardofed.idaho.gov/resources/state-board-of-education-public-higher-education-records-retention-schedule/)

E. University Archives – Documents or records defined above which have been deposited with the University archivist for permanent preservation and control and to be made available for use in accordance with the provisions under which they have been placed in the archives.

F. Public Records—Correspondence, minutes, reports, and other materials that are related to the official function of the University are public records. Their preservation, transfer, disposal, and destruction are governed by this policy.

G. Private Records—Personal files of faculty and staff of the University that pertain to their professional careers, such as lecture notes, syllabi, manuscripts and so forth, are not regarded as public records. Faculty and staff are encouraged to offer these types of records to the University so that materials having historical or research value may be preserved in the University archives.

V.   PROCEDURES TO IMPLEMENT

A. The officer in charge of each administrative unit, including department chairpersons, is responsible for division or department initiating and maintaining an inventory of records under his or her direct control. The officer in charge selects a Record Coordinator.

B. The Record Coordinator is responsible for maintaining the records for the division or department and ensuring the following occur:

    a.   Remove non-current records from active office storage.

    b.   Systematically identify and dispose of records that have reached the end of the retention period as specified in the Idaho Records Manual and other applicable retention guidelines, in accordance with the scheduled provided in the appendix below.

C. Any University department, unit, or organization desiring to destroy unwanted records that have not reached the appropriate disposition date must write a letter

of request to the appropriate vice-president. If the specific vice-president concurs that the records in question should be destroyed, he or she will write to the Director of Department of Administration for the State of Idaho, describing the records to be destroyed with sufficient detail to establish whether or not the records have fiscal or historical significance.

D. Upon receipt of the university's request (through the respective vice-president), the Department of Administration will obtain the necessary sign-offs from both the Legislative Auditor and the State Historical Society.

E. The University will receive written notification authorizing destruction of records as requested, or stating reasons why the records should be retained.

F. Records that have been authorized for destruction should be disposed of according to the following methods:

    a.   Confidential records will be shredded by the generating agency.

VI. RELATED LAWS

A. Idaho Code §67-5751
B. Idaho Code §33-2505B
C. Idaho Code Title 74

PRESIDENTIAL CERTIFICATION

_____   Date:_____

Approved by Kevin Satterlee
President, Idaho State University

Records	Responsible Party	Minimum Period of Retention
Academic Records (Student)	Registrar	Permanent
Accreditation Documents & Reports	Provost	Permanent
Annual/Biennial Reports	President	Two Years
Audit Reports (Fiscal)	Audit	Five Years
Moodle course content	Information Technology Services (ITS)	Archive after two years
Budget Records	Budget Officer	Five Years
Contracts>$10,000 or VP Designated	General Counsel	Six Years
Contracts (Buildings)	University Archives	Building Life
Contracts <$10,000	Respective Offices	Six Years
Correspondence (Univ. Offices)	Respective Offices	Time Needed
Departmental Academic Records	Faculty or Dept. Files	Five Years

Dept. or Unit Reports	Respective Offices	Time Needed
Faculty Evaluation (Information, tenure, rank, or tenure review)	Department Chairperson or Dean's Office	Time Needed
Sponsored Projects	Office for Research	Five Years
Health Records	Health Service	Discretion of Physician (as per established internal policies)
Institutional reports	Institutional Research	Five Years
Payroll	Human Resources	Permanent
Personnel Records	Human Resources	Permanent
Purchasing	Finance & Business Affairs	Five Years
Student Placement Records	Dept. Files	Discretion of Director (as per established internal policies)
Student Records (other than academic, health, and placement)	Respective Staff Office	Time Needed
Student Organization Files	Student Activities	Five Years

University Publications (bulletins, catalogs, handbooks, programs, etc.)	Library & Univ. Archives	Permanent
Minutes:		
-- A. Faculty Senate	Fac. Sen. Secretary	Five Years
-- B. ASBSU	Student Union (Director's Office)	Five Years
-- C. Other committees, councils, etc	Chairperson Files	Two Years