



Records Retention Policy Kuna Library District

The Kuna Library District (the "District") is a public agency and as such considers all records maintained by the District to be public records that may be subject to disclosure pursuant to the Idaho Public Records Law. The Board of Trustees of the District (the "Board") has established this Record Retention Policy (this "Policy"), together with the incorporated Record Retention Schedule (the "Retention Schedule"), to address how the District manages its public records.

DOCUMENTS WHICH CONSTITUTE A PUBLIC RECORD

The definition of "public record" is found in the Idaho Public Records Law in Idaho Code § 74-101(13):

"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. Provided, however, that personal notes created by a public official solely for his own use shall not be a public record as long as such personal notes are not shared with any other person or entity.

Idaho Code § 74-101(17) defines "writing":

"Writing" includes, but is not limited to, handwriting, typewriting, printing, 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 a public agency, unless the record is exempt from disclosure by law. Public records can be paper documents, books, maps, pictures, audio/visual recordings, as well as electronic documents (including computer files). E-mail and texts are considered public records and are subject to the same laws as any other public record.

All District public records are property of the District, and no District official 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 District records is prohibited.

CLASSIFICATION AND RETENTION OF RECORDS

The District's records are retained in both paper and electronic format and stored on-site at District location and on servers. Routine backups are performed on servers to local and cloud storage mediums. Retention of electronic records is ever-changing and certain vital records will be archived in

electronic format because it is the only way to retain such records in a searchable format. Other electronic records will be promptly eliminated because they serve no durable purpose. The following value assessments will determine the District's records storage and management needs: (i) administrative value, (ii) policy value, (iii) fiscal value, (iv) legal value, and (v) historical value; provided, however, such value assessments shall not alter the record retention periods set for in this Policy and the Retention Schedule.

The Retention Schedule provides a detailed guide for District records retention and ultimate disposal. Each line item in the Retention Schedule identifies the retention policy for a particular records type. The types of records included in the Retention Schedule are:

- Accounting, Budget, Finance & Payroll Records
- Administrative Records
- Board of Trustees & Election Records
- Information Systems & Technology Records
- Insurance, Risk Management & Safety Records
- Legal Records
- Library Records
- Human Resources & Personnel Records

District records are to be kept and destroyed according to the Retention Schedule.

As indicated, Idaho law does not specifically provide for how District records are to be classified and maintained. Nor does Idaho law define the retention requirements for District records. However, Idaho Code does provide classification and retention requirements for other types of public agencies, and the District considers such statutes, although non-binding as to the District, to be illustrative of appropriate practices and timelines. As such, the District has determined to classify its records as: (1) permanent, (2) semi-permanent, or (3) temporary, as each such category is further described below.

1. "Permanent records" shall be retained by the District in perpetuity and consist of:
 1. Adopted meeting minutes of the Board;
 2. Resolutions;
 3. Building plans and specifications for District projects and buildings;
 4. Fiscal year-end financial reports;
 5. Audit;
 6. Records affecting the title to real property or liens thereon;
 7. Election records, including declarations of candidacy, declarations of intent, and notices of election; and
 8. Other documents or records as may be deemed of permanent nature by the District.
2. "Semi-permanent 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 and consist of:
 1. Payments, canceled checks, purchase orders, payable vouchers, receipts, utility, and other financial records;
 2. Payroll records and summaries;
 3. Personnel records;
 4. Contracts; and
 5. Other documents or records as may be deemed of semi-permanent nature by the District.

3. "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 annual independent financial audit to which such records pertain. Temporary records consist of:
 1. Cash receipts subject to audit;
 2. Employment applications;
 3. Other documents or records as may be deemed of temporary nature by the District.

DESTRUCTION OF RECORDS

The Library Director serves as custodian of the records of the District (the "Records Custodian").

Permanent Records shall not be destroyed. Semi-permanent records and temporary records may be disposed of under the direction and supervision of the Records Custodian only if the full retention period was met. Disposal of records outside of the authorized Retention Schedule requires approval by the Board.

Destruction shall be by shredding or other appropriate permanent and secure means at the end of the retention period.