

**Idaho Department of  
Juvenile Corrections  
Administrative  
Policy/Procedure**

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**SUBJECT: RECORDS MANAGEMENT PROGRAM**

**CATEGORY: ADMINISTRATION**

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## **Policy**

The purpose of this policy is to establish a records management program to implement the Idaho Department of Juvenile Corrections' (IDJC's) policies and standard procedures for managing records according to the provisions of the Public Records Act and all other state statutes and federal regulations which govern IDJC records management practices, including:

1. Effective compliance with public disclosure requirements;
2. Ensuring the integrity and accessibility of the records systems;
3. Transfer of historically valuable records to the State Archives;
4. Removal of noncurrent records from active office storage;
5. Protection and secure backup of records essential to agency authority and operations;
6. Disaster preparedness; and
7. Systematic identification and disposal of records which have reached the end of the retention period specified on the retention schedule.

The IDJC recognizes the need to establish appropriate authorization levels for decision and action, and mechanisms for appropriate checks and balances in all areas of operation.

All IDJC records are declared to be the property of the citizens of Idaho. No employee has, by virtue of their position, any personal or property rights to such records even though they may have developed or compiled them. The unauthorized destruction, removal from files, or private use of such records is prohibited.

It is therefore the policy of the IDJC that a records management program shall be administered by the records officer. Records, regardless of physical form or characteristic, which have been created, received, filed, or recorded by IDJC employees in pursuance of law or in the conduct, transaction, or performance of any business or duty, whether or not confidential or restricted in use, will be maintained and disposed of in accordance with the provisions of law or procedures authorized by the IDJC and in no other manner.

## **Operating Procedures**

- I. Records Officer Responsibilities

- A. Coordinate records management operations, and direct and control the disposition of public records in accordance with laws and established procedures.
- B. Prepare records retention and disposition schedules in cooperation with IDJC employees.
- C. Define and identify, in collaboration with division administrators, vital, historical, and/or permanent records and establish retention periods for all records in accordance with laws, regulations, IDJC requirements, etc.
- D. Oversee maintenance of forms and policy and procedure control systems.
- E. Ensure IDJC employees are trained in the fundamentals of records management and their role in the records management program.
- F. Review retention schedules, as indicated in Section VIII, and update or amend as needed.
- G. Monitor the integrity and accessibility of public records in all formats.
- H. Develop, in conjunction with the agency emergency response coordinators, a disaster recovery plan to ensure maximum availability of records for reestablishing operations quickly with minimum disruption and expense.

## II. Division Administrator Responsibilities

- A. Oversight of the implementation and operation of the records management program.
- B. Identify functional areas within division.
- C. Identify records coordinator(s) to be responsible for records retention schedules and destruction of records for each functional area.
- D. Work with records coordinator(s) to finalize and approve records retention schedules for submission to records officer.
- E. Ensure that new employees are aware of applicable records retention schedules.

## III. Records Coordinator Responsibilities

- A. Provide support to and work with the records officer and oversee records management in their assigned area.
- B. Act as liaison between the records officer and division administrator.
- C. Oversee the disposal of records that have reached the end of the established retention period.
- D. Attend regularly scheduled meetings set by records officer.

## IV. Employee Responsibility

Know that the Department has approved records retention schedules and that records are destroyed according to those schedules.

V. Disposition of Non-Current Records

Records that are no longer required to support current operations may be transferred to less costly off-site storage (State Records Center), or be destroyed when such action is indicated by an approved records retention schedule.

VI. Disposition of Archival Records

The IDJC utilizes the Idaho State Historical Society to store permanent, inactive, and historically significant records which are open to the public.

VII. Disposition of Electronic Messages (E-mail, Chat, POSTS, etc.)

A. Microsoft Outlook (IDJC's e-mail program) automatically removes mail older than seven days from the "Deleted" folder. E-mail older than 90 days is removed from all other Outlook folders (including calendars and tasks).

B. The maximum size for a user Outlook account is 500 MB (includes attachments in calendars and tasks).

C. Deleted e-mail is archived and can be accessed by IDJC staff via a shortcut on their desktop for up to 12 months.

D. Chat(s) or IMs within Microsoft Teams older than seven days will be deleted.

E. Video recordings within Microsoft Teams older than seven days will be deleted.

F. Posts within Microsoft Teams older than 90 days will be deleted.

VIII. Development and Maintenance of Records Retention Schedules

A. A records retention schedule constitutes full authority for the IDJC to transfer, image, archive, destroy, or take other actions with respect to IDJC records. The IDJC must keep documentation of these activities.

B. Any public records that are to be destroyed and are not listed on an adopted records retention schedule must also have a detailed destruction list prepared. The list and a written notification of intended destruction is sent to the appropriate authorities for their approval.

C. Records retention schedules are reviewed by the respective schedule owner and submitted to the Policy Review Committee for approval every three years in July, or as needed.

*Reference:*        [Glossary of Terms and Acronyms](#)  
                         [Records Retention Schedules](#)

*Desk Manual(s):* None

*Related Policies:* [Forms and Policy and Procedure Control \(109\)](#)  
                         [Public Records \(901\)](#)

*Related Forms:* [Records Destruction Log \(DJC-279\)](#)  
[Cover Sheet for Policy Review Committee Document Approval \(DJC-147\)](#)  
[Cover Sheet for Retention Schedules Review and Approval \(DJC-141\)](#)