BOISE STATE UNIVERSITY

University Policy 1020

Public Records Management

Effective Date

July 1987

Last Revision Date

September 19, 2022

Responsible Party

Office of the General Counsel, (208) 426-1203
Special Collections and Archives, Albertsons Library, (208) 426-3958

Scope and Audience

This policy applies to Public Records of the University.

This policy does not apply to records which do not relate to the conduct or administration of the University's business. Some files and correspondence of faculty and staff of the University do not pertain to their work at the University and are not, by law, regarded as Public Records.

Accordingly, such records are not required to be managed according to this policy; however, faculty and staff are encouraged to offer non-public records to University Archives so that materials having historical or research value may be permanently preserved in the University Archives.

Any questions about whether a record is a Public Record or a non-public record should be directed to the Office of the General Counsel.

Additional Authority

- Idaho Code § 33-2505B (Commission for Libraries – Submission by State Agencies)
- Idaho Code Title 74, Chapter 1 (Idaho Public Records Act)

- State of Idaho Records Manual
- State of Idaho General Records Retention Schedule
- Idaho State Board of Education - Higher Education Records Retention Schedule
- University Policy 1030 (Litigation Hold)
- University Policy 8060 (Information Privacy and Data Security)

1. Policy Purpose

To outline the appropriate retention, storage, archiving, and disposal of Public Records.

2. Policy Statement

The University is committed to effective records management to meet legal requirements, ensure security of confidential information, dispose of obsolete records, and preserve institutional history.

3. Definitions

3.1 Public Record

Any record, regardless of form or characteristic, which relates to the conduct or administration of the University's business and is prepared, owned, used, or retained by the University. Provided, however, that personal notes created by a University employee solely for their own use shall not be a Public Record as long as such personal notes are not shared with any other person or entity.

3.2 Office of Record

Division, college, department, office, or other unit which is responsible for managing the applicable record(s).

4. Employee Responsibilities

a. Every University employee creates Public Records and has a responsibility for their management.

b. Individual employees are responsible for:

- Sharing and/or storing Public Records in a manner that their office, department, college, division, or other unit may access them in the employee's absence if needed to conduct the University's business

- Sharing and/or storing Public Records in a manner that would allow their office, department, college, division, or other unit to comply with their applicable responsibilities (see Section 5)

- Ensuring that Public Records which contain sensitive and/or confidential information are securely stored and access is appropriately restricted. See Policy 8060 (Information Privacy and Data Security) for more detail

- Ensuring the proper disposal of Public Records (see Section 7)

5. Office of Record Responsibilities

Each Office of Record is responsible for:

- Organizing its Public Records in a manner that allows its employees to easily store and access them

- Organizing its Public Records in a manner that facilitates prompt compliance with requests for Public Records as outlined in University Policy 1040 (Public Records Requests)

- Ensuring that its Public Records which contain sensitive and/or confidential information are securely stored and access is appropriately restricted. See Policy 8060 (Information Privacy and Data Security) for more detail

- Organizing its Public Records in a manner that they may accurately retain them (see Section 6)

- Determining whether its Public Records should be retained permanently (see Section 6.3)

- Transferring its Public Records determined for permanent retention to University Archives unless a different office is identified in the University Retention Schedule below (Appendix A) (see Section 6.3)

- Ensuring the proper disposal of Public Records (see Section 7)

6. Retention of Public Records

6.1 Responsible Office

a. Each Office of Record is responsible for retaining its respective Public Records as indicated on the University Retention Schedule below (Appendix A).

b. If a particular type of record is not identified on the University Retention Schedule below (Appendix A), the Office of Record should consult the State of Idaho General Records Retention Schedule and/or the Idaho State Board of Education -Higher Education Records Retention Schedule.

c. If a question remains about what type of record the Public Record is after consulting the retention schedules, the Office of Record should seek advice from the Office of the General Counsel.

d. An Office of Record may transfer Public Records to the University warehouse for retention by submitting a Record Retention Request.

6.2 Retention Time Periods

a. Public Records should be maintained for the minimum time periods required to fulfill official functions. Such time periods are broadly outlined in the University Retention Schedule below (see Appendix A) and are more fully outlined in the State of Idaho General Records Retention Schedule and/or the Idaho State Board of Education -Higher Education Records Retention Schedule. Some records must be retained permanently (see Section 6.3).

b. Certain time periods for retention are required by relevant federal laws and/or regulations and are incorporated into the University Retention Schedule below (Appendix A).

c. The Office of General Counsel may, at their discretion, place a litigation hold on any Public Record. In that case, the retention time period for those records will be suspended, and disposal will not take place until the litigation hold is removed (see University Policy 1030 - Litigation Hold).

6.3 Determining Records for Permanent Retention

a. Records should be retained permanently if they have administrative, legal, fiscal, or historical significance to the University.

b. The Office of Record will determine permanent retention in accordance with the University Retention Schedule below (see Appendix A), the State of Idaho General Records Retention Schedule, and/or the Idaho State Board of Education - Higher Education Records Retention Schedule.

c. If a particular type of record is not identified in any Schedule, or the Office of Record believes there is an exception, or a question remains about whether a record should be permanently retained, the Office of Record should seek advice from the Head of Special Collections and Archives for a final decision.

6.4 Transfer to the University Archives

Records determined for permanent retention must be transferred to the University Archives, unless a different office is identified in the University Retention Schedule below (Appendix A). Contact the Head of Special Collections and Archives to arrange transfer of records.

6.5 Boise State University Publications

The Head of Special Collections and Archives will submit any University publications to the Idaho Commission for Libraries in accordance with Idaho Code § 33-2505B.

7. Disposal of Records

a. Once Public Records have been retained for the minimum time period required, they should be deleted or destroyed unless they have been determined for permanent retention (see Section 6.3).

- Public Records of a non-sensitive, non-confidential nature may be disposed of by any means appropriate such as deleting or recycling.

- Public Records of a sensitive and/or confidential nature must be destroyed by shredding, incineration, or in such a manner that they cannot be retrieved or recreated using reasonable means. An Office of Record may request disposal of Public Records by the University warehouse by submitting a Document Disposal Request.

b. Public Records of administrative, legal, fiscal, or historical significance to the University should be transferred to University Archives, unless a different office is identified in the University Retention Schedule below (Appendix A) (see Section 6.4).

8. Related Information

Idaho 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/

Record Retention and Document Disposal Request - Campus Operations Gage Warehouse
https://www.boisestate.edu/operations/facilities/salvage-request/

State of Idaho Records Manual
https://history.idaho.gov/wp-content/uploads/State-of-Idaho-Records-Manual.pdf

University Policy 1040 (Public Records Requests)

University Policy 1090 (Intellectual Property)

University Policy 4000 (Faculty Submission of Grades)

University Policy 6030 (University Contracts)

University Policy 7060 (Employee Records)

University Policy 7530 (Employee Files)

University Policy 11050 (Donor Records)

University Archives
https://www.boisestate.edu/archives/university-archives/

9. Appendix A - Retention Schedule

Type of Record	**Office of Record** (division, college, department, office, or other unit which is responsible for managing the applicable record(s))	**Retention Time Period**	**Disposition/Transfer Instruction**
Academic Records (Student)	Registrar's Office	Permanent	Retain in Registrar's Office vault on microfilm and alternate location
Academic Department Records	Respective Department	Five Years	Retain by faculty member or destroy
Accreditation Documents and Reports	Provost's Office	Permanent	Retain in Provost's Office and Univ. Archives
Annual/Biennial Reports	President's Office	Permanent	Retain in President's Office for Two Years then Transfer to University Archives
Audit Reports (Fiscal)	Audit	Five Years	Finance and Operations/University Financial Services
Canvas Course Content	Office of Information Technology (OIT)	Five Years	Transfer to Canvas archives after two years; purge from Canvas archives after five years*
Budget Records	Budget Office	Permanent	Retain in Budget Office for Five Years

Type of Record	**Office of Record** (division, college, department, office, or other unit which is responsible for managing the applicable record(s))	**Retention Time Period**	**Disposition/Transfer Instruction**
			then Transfer to University Archives
Contracts**			
a. Contracts- Building Construction and Inspection Records)	Architectural and Engineering Services	Permanent	Retain in Architectural and Engineering Services for life of the building then Transfer to University Archives
b. Contracts - Equipment Service Agreements	Respective Office	Life of Asset plus Three Years	Destroy
c. Contracts - Facility Leases	Respective Office	Term of Contract plus Six Years	Destroy
d. Contracts- other	Respective Office	Term of Contract plus Six Years	Destroy
Correspondence			
a. Correspondence (routine)*** including email	Individual	Time Needed	Delete/Destroy
b. Correspondence (Enduring long-term value to the university) including email	Individual	Permanent	University Archives

Type of Record	**Office of Record** (division, college, department, office, or other unit which is responsible for managing the applicable record(s))	**Retention Time Period**	**Disposition/Transfer Instruction**
Dept. or Unit Reports	Respective Office	Time Needed	Review--items of historical value to University Archives
Faculty Evaluation (Information, tenure, rank, or tenure review)	Dean's Office	Time Needed	Destroy
Grants (grant proposals, awards, reports)	Office of Sponsored Projects	Five Years	Destroy
Health Records	Health Services	As per established internal policies or insurer contracts	Destroy
Housing Records (Student)	Housing and Residence Life	Until the end of the fiscal year plus five years	Destroy
Institutional Reports	Office of Institutional Effectiveness	Permanent	Retain in Office of Institutional Effectiveness for Five Years then Transfer to University Archives
Payroll	Human Resources	Permanent	Retain in Human Resources
Personnel Records			
a. Personnel Records - employment contracts,	Human Resources	Fifty Years after Separation	Destroy

Type of Record	**Office of Record** (division, college, department, office, or other unit which is responsible for managing the applicable record(s))	**Retention Time Period**	**Disposition/Transfer Instruction**
employee verification records			
a. Personnel Records, other - non faculty	Human Resources	Six Years after Separation	Destroy
c. Personnel Records, other - faculty	Provost and Human Resources	Permanent	Retain in Provost's Office and Human Resources; transfer to University Archives after separation
Purchasing	Finance and Operations/University Financial Services	Five Years	Finance and Operations/University Financial Services
Student Records (other than academic or health records - e.g., conduct, financial, etc.)	Respective Office	Three Years after the end of the last semester attended	Destroy
Student Organization Files	Student Involvement and Leadership Center	Permanent	Retain in Student Involvement and Leadership Center for Five Years then Transfer to University Archives
University Publications (bulletins, catalogs, handbooks, programs, etc.)	University Archives	Permanent	Retain in University Archives

Type of Record	**Office of Record** (division, college, department, office, or other unit which is responsible for managing the applicable record(s))	**Retention Time Period**	**Disposition/Transfer Instruction**
Vehicle Titles and Registrations	Respective Office	Term of Document plus One Year	Destroy
Vehicles - Inspection Repair and Maintenance Records	Respective Office	Life of the Asset plus One year	Destroy
Minutes			
a. Faculty Senate	Faculty Senate Coordinator	Permanent	Retain in Provost's Office for Five Years then Transfer to University Archives
b. ASBSU	Student Involvement and Leadership Center	Permanent	Retain in Student Involvement and Leadership Center for Five Years then Transfer to University Archives
c. Other committees, councils, organizations, etc.	Chairperson Files	Permanent	Transfer to University Archives

*Opted out course sites will have their term identifier modified to prevent archive and/or purge.

** Many University Contracts are also retained by the Office of General Counsel; See University Policy 6030 (University Contracts). The Office of General Counsel will work with the Head of Special Collections and Archives to determine permanent retention of any additional contracts.

***Correspondence (routine) is internal or external transitory correspondence related to general University business. Records created while administering University functions and programs. May include:

- Orders, requests, inquiries;
- Replies;
- Acknowledgments; and
- Announcements.

Does not include correspondence related to policy decisions or directives, how the University is organized, how it functions, its pattern of action, procedures or achievements.

Revision History

November 1998; October 2007; September 2012; November 2015; April 2021; June 2022; September 19, 2022