



DEQ POLICY MEMORANDUM PM13-02

POLICY FOR RECORDS MANAGEMENT

PURPOSE

The purpose of this policy memorandum is to formalize a policy by which the Department of Environmental Quality (DEQ) shall comply with the following statute and procedures for managing agency records:

1. "Records Management Services—Rules, Guidelines, Procedures" (Idaho Code 67-4131)
2. *Records Management Guide* (May 2012), Idaho State Historical Society
3. "Guidelines for Digitalization in State of Idaho Government Agencies," Idaho State Historical Society

This policy and procedure shall supersede and take the place of the DEQ "Policy for Records Management" (PM95-1), dated November 28, 1995. It is distinct from DEQ Policy Memorandum PM12-03, "Policy for Handling Public Records Requests."

Procedures for complying with this policy are contained in the DEQ *Records Management Manual* (December 2012).

STATEMENT OF POLICY

1. It is DEQ's policy to comply with Idaho law and procedures for managing agency records.
2. All records created or received in the conduct of DEQ business are considered property of DEQ and shall be managed according to the procedures outlined in the DEQ *Records Management Manual* (December 2012).
3. All DEQ records shall be retained according to the record classification and associated record type and retention period identified in the agency's records retention schedule.
4. As identified in the DEQ *Records Management Manual*, certain records must be kept in paper format. Whenever appropriate and feasible, however, DEQ records should be retained in electronic format and managed through the agency's electronic document management system. Creating paper copies of documents other than those required to be maintained in paper format is strongly discouraged as the agency advances toward digitization of its records.

5. Current records necessary for day-to-day business that must be kept in paper format shall be stored in a manner that ensures rapid access for the required retention periods, reasonable protection from disaster, and the appropriate level of confidentiality. Noncurrent DEQ records in paper format (i.e., those not necessary for day-to-day business but whose records retention periods remain in effect) shall be transferred to a records storage center away from the agency's active office area.
6. In general, DEQ records shall be destroyed when their retention schedules have expired. However, no record may be destroyed, even if its retention period has expired, if it is the subject of a public records request and/or legal action until the request/action is completed.

IMPLEMENTATION

This policy shall be effective immediately.

Dated this 11 day of Jan., 2013.



Curt A. Fransen
Director