STATE OF IDAHO
DEPARTMENT OF
ENVIRONMENTAL QUALITY

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C. L. "Butch" Otter, Governor
Curt Fransen, Director

DEQ POLICY STATEMENT
PS18-05

POLICY FOR RECORDS MANAGEMENT

PURPOSE

This statement describes the Idaho Department of Environmental Quality's (DEQ's) records management policy that complies with the following statute and procedures:

1. "Records Management Services—Rules, Guidelines, Procedures" (Idaho Code §67-4131)
2. *Idaho State Records Manual* (May 2012), Idaho State Historical Society (2018ADV21)
3. *Guidelines for Digitalization in State of Idaho Government Agencies* (April 2012), Idaho State Historical Society

BACKGROUND

This policy and procedure shall supersede and replace the DEQ Policy Memorandum for Records Management (PM13-02), dated January, 11 2013. It is distinct from DEQ Policy Statement PS18-06, Policy for Handling Public Records Requests.

Procedures for complying with this policy are contained in the DEQ *Records Management Manual* (March 2018).

STATEMENT OF POLICY

1. DEQ's policy complies with the 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* (March 2018).
3. All DEQ records shall be retained according to the record's classification, record type, and retention period identified in the approved DEQ Record Retention Schedule.
4. DEQ records are expected to be retained in electronic format and managed through the agency's electronic document management system. However, certain records of evidentiary value must be kept in paper format as identified in the DEQ *Records Management Manual.*

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 are 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 retention period remains 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.

RESPONSIBILITY

The DEQ Record's Officer is responsible for maintaining this policy.

IMPLEMENTATION

This policy shall be effective immediately.

Dated this 20th day of June, 2018.

John H. Tippets

John H. Tippets
Director