

## **Procedure Title: Retention of Records**

**Impact:** Employees, Staff, Faculty, Students

**Responsibility:** Office of Community Relations

**Effective Date:** 12/15/1999

**Revised Date:** 10/26/2010

**Reviewed Date:** 02/01/2014

**Relates to Policy:** 2.01.06

**Legal Citation(s):** Idaho statutes Title 9 Chapter 3 Public Writings, Title 67 Chapter 23  
Miscellaneous Provisions

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### **Procedure Narrative**

This procedure applies only to non-student/non-financial/non-personnel records of the board of trustees.

Records of the North Idaho College Board of Trustees shall be identified as one of the following four (4) types of records and shall be retained for the time periods noted before the records are destroyed or disposed of.

#### **A. Permanent Records**

Retention period: indefinite. Records identified as permanent may only be destroyed or disposed of with the approval of the board of trustees at the proposed time of destruction.

Documents identified as having probable historic value may be identified as permanent records and retained in the Special Collections Room of the Molstead Library or other designated storage.

#### **B. Semi-permanent records**

Retention period: five (5) years.

#### **C. Temporary records**

Retention period: two (2) years.

#### **D. Momentary significance**

Retention period: six (6) months.

The Office of the President or the president's designee shall label and affix the notation of one of the record types, and the date of the proposed, authorized destruction.

The following is a partial listing of the records that may be associated with the types of documents or records as noted above.

Permanent Records – Minutes of the meetings of the board of trustees including policies, procedures, resolutions, strategic Plans, facilities master plans, other major long-term impact plans.

Semi-Permanent Records – Claims, some contracts, departmental reports, election records, and any other documents so identified as semi-permanent records by the Office of the President or the president's designee.

Temporary Records – Any records so identified by the Office of the President or the president's designee, including official board of trustee correspondence, notes from board retreats, and any other documents considered temporary by the Office of the President or the president's designee.

Short-Term Records – Telephone messages and similar short duration communication forms, memos, itineraries, e-mail and other communications documents deemed by the Office of the President or the president's designee to be of only momentary significance.