



Records Retention & Destruction

Teton County records must be retained according to Idaho Code 31-871, contractual requirements, and county policies. County records may only be destroyed according to applicable law and only upon Resolution by the Board after receiving advice from the County Prosecutor.

All questions regarding the retention or destruction of records should be directed to the responsible Department Head or Elected Official. The Department Head or Elected Official should review the Records Retention Manual and Records Retention Schedule prepared by the Idaho Association of Counties in order to decide whether the records may be disposed of. If the Department Head or Elected Official determines that the records may be disposed of, a records destruction request must be sent to the County Prosecutor for review. The request shall include a detailed listing of the records to be destroyed. The County Prosecutor will review the request and provide advice concerning the length of time that specific records must be retained. If the records may be disposed of, a Resolution authorizing the destruction of such records must be prepared and approved by the Board prior to the destruction of the records.

However, if a digital version of a paper document has been created and retained in a searchable database, the paper version may be destroyed without regard to the retention schedule and without a Resolution by the Board.

Master copies of all paper and electronic records relating to Teton County business must be stored, kept or saved on property owned or leased by Teton County. All email relating to Teton County business should be done on the Teton County email system. Employees should not use personal email accounts for Teton County business. If an employee creates electronic records, such as Word or Excel documents, on hardware or software not owned by Teton County, the employee must ensure that a final version of such electronic record is saved on the Teton County network.

Emails in an *employee's* "deleted" folder are automatically deleted from that folder after 60 days and are permanently deleted from the server after 90 days. Emails in an *elected official's* "deleted" folder are automatically deleted from that folder after 120 days and are permanently deleted from the server after 150 days. Emails in a "sent" folder are automatically deleted after 360 days.

The destruction of any county record that is related to ongoing, potential, threatened or reasonably anticipated litigation is strictly prohibited. The destruction of any county record that must be retained for any legal or contractual reason is also strictly prohibited. If any employee knows of ongoing, potential, threatened or reasonably anticipated litigation that may be related to any county record, including any electronic record, that is set to be destroyed or disposed of, that employee must inform the person scheduling the records for destruction and the Department Head or Elected Official.