

BEFORE THE BOARD OF TRUSTEES
FOR THE COLLEGE OF EASTERN IDAHO

In the Matter of Approving a Public)
Records Retention and Inspection)
Policy for College of Eastern Idaho)

RESOLUTION NO.: 17-05

BE IT HEREBY ORDERED BY THE BOARD OF TRUSTEES FOR THE COLLEGE OF EASTERN IDAHO, as follows:

WHEREAS, on August 16, 2017, the Board of Trustees met in a regular meeting and considered a Public Records Retention Policy for the College of Eastern Idaho; and

WHEREAS, at said hearing, the Board of Trustees approved the following Public Records Retention Policy;

NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED, AND ORDERED as follows:

1. That the Board of Trustees hereby approves the following language as the Public Records Retention Policy for CEI:

Inspection of Records:

Most College of Eastern Idaho financial and other records are open to inspection to any student or citizen pursuant to the state of Idaho public records laws, per Idaho Statutes Title 74, Chapter 1. These laws include the right to charge reasonable fees for copies, provide reasonable regulations to insure the safety of the records, avoid unreasonable disruption of the work in the offices where records are kept and assure efficient and timely release of requested information to the public.

Except in the case of legal compulsion as provided by the public records laws, the following CEI records are not open to public inspection without the prior written consent of the person or persons to whom such records pertain: (1) the personnel records of employees, (2) the transcripts or grades or other education records of students in accordance with the Family Educational Rights and Privacy Act (FERPA), (3) the medical records of persons as maintained by the vice president for student services in accordance with current Health Information Portability and Accountability Act (HIPPA) procedures, (4) individual records as maintained by a counseling center, or (5) other similar records as provided by the privacy protection and public records laws of United States and the State of Idaho.

Retention of Records:

- External and internal operational notes, memoranda, and correspondence having only momentary significance need not be kept beyond one year.
- External and internal correspondence concerning long range subjects or projects, agreements and contracts, etc., should be kept for at least five years, and longer if the subject of the correspondence indicates that such a period is desirable.
- Minutes of the meetings of the board of trustees, or other meetings where minutes are kept are to be sent on a regular basis to the college library. Audio recordings of said meetings are to be kept for at least five years, and, where still of value to the College, should be considered to be kept even longer.
- Documents of probable historical value to the College should be transferred to the college library.
- Documents of probable historical value, but not to the College, should be kept in appropriate permanent files.

- Digital storage of documents should be carefully considered and utilized when and where appropriate.

ADOPTED THIS _____ DAY OF _____, 2017.

BOARD OF TRUSTEES:

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