

City of Coeur d'Alene



City of
Coeur d'Alene
IDAHO

RECORDS RETENTION MANUAL

Prepared 2006

Adopted per Resolution 06-075

As Amended by Resolution 14-036 and Resolution 16-056

TABLE OF CONTENTS

Introduction.....4

Municipal Records Manager.....5

Municipal Records Managers6

DEFINITIONS7

STORAGE OF RECORDS25

DEPARTMENT FILING SYSTEM PROCEDURES26

DEPARTMENT: ADMINISTRATION27

DEPARTMENT: BUILDING DEPARTMENT28

DEPARTMENT: CITY CLERK’S OFFICE/ MUNICIPAL SERVICES DEPARTMENT30

DEPARTMENT: ENGINEERING33

DEPARTMENT: FINANCE34

DEPARTMENT: FIRE37

DEPARTMENT: HUMAN RESOURCES37

DEPARTMENT: LEGAL DEPARTMENT - CIVIL DIVISION40

LEGAL DEPARTMENT - CRIMINAL DIVISION46

DEPARTMENT: COEUR D’ALENE PUBLIC LIBRARY49

DEPARTMENT: PARKS DEPARTMENT50

 PARKS (Office)..... 50

 URBAN FORESTRY 51

 BUILDING MAINTENANCE 51

 CEMETERY 51

DEPARTMENT: PLANNING DEPARTMENT.....53

DEPARTMENT: POLICE DEPARTMENT54

DEPARTMENT: RECREATION58

DEPARTMENT: STREETS MAINTENANCE DEPARTMENT.....60

RECORDS RETENTION MANUAL 2

DEPARTMENT: WASTEWATER UTILITY DEPARTMENT.....	61
DEPARTMENT: WATER DEPARTMENT	63
DESTRUCTION OF SEMI-PERMANENT AND TEMPORARY RECORDS	69
TRANSFERRING ARCHIVAL RECORDS TO THE STATE ARCHIVES	71
DISASTER RECOVERY PLAN.....	74

INTRODUCTION

In 2005, the Idaho State Legislature amended I.C. 50-907, 50-908, and 50-909 which relate to the retention of public records for municipalities.

Part of the changes require that each City adopt by resolution a records retention schedule listing the various types of city records and the retention period for each type of record.

In January 2006, a Records Retention Manual Committee was formed which was comprised of each department's designated records manager. Through their efforts, the following manual has been developed for the City of Coeur d'Alene for use in the retention of city records.

In October 2013, the Committee met to review the policy and make applicable amendments. Specific changes included an updated list of records custodians, clarification to the transitory records definition and the addition of exempt records.

In 2015 the Idaho Code was amended to place all of the related transparency and ethical acts into one Idaho Code Title. This new title, Title 74, went into effect on July 1, 2015. No substantive changes were made to the records retention and disclosure code.

In 2016 the Idaho Code was amended to add a new category entitled "historical records" and to clarify how to dispose of electronic/digital records. The new code went into effect on July 1, 2016.

MUNICIPAL RECORDS MANAGER

In accordance with Idaho Code, the City Clerk shall serve as the Municipal Records Manager for the City of Coeur d'Alene. Each department may designate a department records manager that reports to the City Clerk.

The Municipal Records Manager shall supervise the administration of city records, including:

- A. Ensuring the orderly and efficient management of municipal records in compliance with state and federal statutes and regulations and city ordinances, resolutions and policies;
- B. Identification and appropriate administration of records with enduring value for historical or other research;
- C. Overseeing retention and destruction of municipal records as directed by State and Federal statutes and regulations and City ordinances, resolutions and policies;
- D. Coordinating transfer of permanent records to the State archives, with the assistance of the State Archivist.

All designated department records managers as well as city officials, elected, appointed and staff shall:

- A. Protect the records in their custody;
- B. Cooperate with the municipal records manager on the orderly and efficient management of records including identification and management of inactive records and identification and preservation of records of enduring value;
- C. Pass on to their successor records necessary for the continuing conduct of City business.

All records are the property of the City, and no City official, elected or appointed, or staff shall have any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction or removal of city records is prohibited.

MUNICIPAL RECORDS MANAGERS

The following are the designated municipal records managers:

City Clerk Renata McLeod

Official City Municipal Records Manager

Department Records Manager	Department
Amy Ferguson	Administration
Linda Wilson	Building
Chrisdee Imthurn	Finance
Jamie McDaniel	Fire
Melissa Tosi	Human Resources
Juanita Knight	Legal
Bette Ammon	Library
Alison Palmer	Municipal Services
Paula Austin	Parks and Cemetery/Recreation
Shana Stuhlmiller	Planning
Becky Mumford	Police
Suzanne Sims	Streets Maintenance/Engineering
Torri Green	Wastewater
Diane Melchiore	Water
Randy Adams, Deputy City Attorney	Legal Counsel

DEFINITIONS

The following terms have been adopted from the Glossary of Records and Information Management Terms, which is an American National Standard and distributed through the Association of Idaho Cities.

-A-

ACID-FREE PAPER

Paper having a pH of 7.0 or greater that has been treated with an alkaline substance capable of neutralizing acids. Acid-free paper may become acidic through contact with acidic material or atmospheric pollutants. Also called *acid neutral*.

ACTIVE RECORD

Record needed to perform current operations. Subject to frequent use and usually located near the user. Can be accessed manually or on-line via a computer system. See also CURRENT RECORD and INACTIVE RECORD.

ADMINISTRATIVE RECORD

A record that is related to budget, personnel, supply, and similar administrative or facilitative operations common to all organizations. It is distinguished from an operational record that relates to an organization's specific functions.

ADMINISTRATIVE VALUE

The usefulness of a record to the originating group in the conduct of its business.

ANNOTATION

A note added or attached to an original record.

ARCHIVAL INTEGRITY

The certification of a recording medium that has been tested to last longer than the mandated term of retention is said to have "archival integrity".

ARCHIVAL QUALITY

1. The ability of a recording medium to permanently retain its original characteristics.
2. The ability of a medium to resist deterioration for a lengthy, specified time.

3. The extent to which something will or will not last for an extended period of time. See also DURABILITY.

ARCHIVAL STANDARDS

Standards set by such agencies as the U.S. Bureau of Standards or the American National Standards Institute (ANSI) to ensure permanence of microfilm, paper, or electronic images.

ARCHIVES

1. The records created or received and accumulated by a person or organization in the course of the conduct of affairs, and preserved because of their historical or continuing value.
2. The building or part of a building where archival materials are located.
3. The agency or program responsible for selecting, acquiring, preserving, and making available archival materials.

ARCHIVING

1. Used for electronic records, it is the procedure for transferring information from an active file to an inactive file, storage medium, or facility.
2. Act of creating a backup copy of computer files. See BACKUP.

AUTOMATIC RECORDS SYSTEM

Any system that applies computer technology to any or all records management tasks such as the creation, collection, processing, maintenance, retrieval, use, storage, dissemination, and disposition of records.

-B-

BACKFILE CONVERSION

The process of identifying, indexing, coding, and/or inputting a large volume or backlog of documents into a newly designed record keeping system.

BACKUP

1. The process of duplicating information primarily for protection in case the original is lost or destroyed.
2. A copy of the record. See also ARCHIVING.

BAR CODE

A coding system of vertical lines or bars set in a predetermined pattern that, when read by an optical reader, can be converted to machine-readable language. Used in tracking locations of files or boxes of records as well as other applications, e.g. libraries, shipping/receiving, shelf stocking, billing, etc.

BASELINE

A specification or product that has been formally reviewed and agreed upon, that thereafter serves as the basis for comparison and further development.

BATCHING

Grouping a series of records by common factors, such as a period of time or an alphabetical or numerical segment that can be processed at one time.

BROWSABILITY

The ability of an automated index, or collection of records, to lend itself to systematic or random searches.

-C-

CHRONOLOGICAL FILE

Records filed in date sequence either in reverse (latest date on top) or forward (earliest date on top) chronological order.

CLOSED FILE

1. A file where access is denied to users and retrieval is only performed by authorized personnel.
2. A file on which action has been completed and to which documents are unlikely to be added.

COLD SITE

An alternative facility that is void of any resources or equipment except air-conditioning and raised flooring, that can be used as a backup site for disaster recovery. See also HOT SITE.

COLOR CODING

Using color as an aid in a filing system.

COMMERCIAL RECORD CENTER

A records center that stores the records of several organizations and provides services on a fee basis.

COMPOUND DOCUMENT

A computer-generated document composed of a variety of data types and formats such as text and graphics. It also refers to electronic files that are supported by internal links to other files that are modifiable, e.g. Microsoft Word.

COMPRESSION

Electronic activity that compresses data stored electronically. The process whereby unused space is removed from an image during the transmission of digitized data.

COMPUTER LITERATE

Quality attributed to a person who feels comfortable working with computers and understands how to use them.

COMPUTER-ASSISTED DESIGN (CAD)

Computer software in which drawings, graphics and designs can be created and edited interactively by using a digitizer or mouse to move the cursor around the screen.

COMPUTER-ASSISTED RETRIEVAL (CAR)

Systems that combine the document storage capabilities of micrographics with the indexing and retrieval capabilities of a computer database.

COMPUTER-INPUT MICROFORM (CIM)

The process whereby computer input can be taken directly from microforms by scanning and character recognition.

CONFIDENTIAL RECORD

1. A record or document requiring protection against unauthorized disclosure, modification, or destruction.
2. In government, a document containing information, the disclosure of which would harm the national security.

COPY

Duplicate of a document prepared simultaneously or separately by the action of duplicating.

COPYRIGHT

The right vested by law in the author of a document and his/her heirs or assignees to publish or reproduce the document.

CORRESPONDENCE

Any form of addressed communication sent and received, including memos, letters, postcards, e-mails, etc.

CROSS REFERENCE

1. A notation in a file or on a list showing that a record has been stored elsewhere.
2. An entry directing attention to one or more related items.

CUMULATIVE INDEX

An index in which successive entries are added or interfiled as the records collection grows.

CURRENT RECORD

The most recent record or collection of records that is used on a regular basis. See Also ACTIVE RECORD.

-D-

DATA

Groups of characters that represent a specific value or condition. Data provides the building block of information.

DATABASE

A collection of related data stored on a computer system that can be manipulated or extracted for use with various applications but managed independently of them.

DECENTRALIZED FILE

Records located and maintained in or near the unit immediately responsible for the functions in which they are used.

DESTRUCTION

See RECORDS DISPOSITION.

DIRECT ACCESS

1. A system that permits access to files without reference to an index or other finding aid.
2. The capability of electronically locating a given item within a series without having to examine all the items sequentially.

DISASTER RECOVERY PLAN

A written and approved course of action to take when disaster strikes ensuring an organization's ability to respond to an interruption in services by restoring the critical business functions.

DISPOSITION

The actions taken with regard to records as determined through their appraisal. Actions might include transfer to storage, destruction, or preservation for archival purposes.

DOCUMENT

1. Recorded information regardless of medium or characteristics. Frequently used interchangeably with the word *record*.
2. A single record item (letter, memorandum, form, or report) consisting of one or more pages.

DOTS PER INCH (DPI)

A linear unit of measurement used to give the resolution of non-impact page printers. Dots per inch is the equivalent of *spots per inch* (spi). See also PIXEL.

DRAFT

A rough or preliminary form of a document.

DURABILITY

The degree to which a storage medium retains its original strength or properties especially under conditions of heavy, sustained use. See also ARCHIVAL QUALITY.

ELECTRONIC DOCUMENT MANAGEMENT (EDM)

A computer system that allows one to create, access, store, locate, retrieve, and otherwise manage electronic documents.

ELECTRONIC FILING

Capturing and storing document images on an electronic system. Through the indexing or key words or identifying elements, the documents can be retrieved electronically.

ELECTRONIC MAIL (E-MAIL)

A system that enables users to compose, transmit, receive, and manage electronic messages and images across the networks and through gateways connecting to other local area networks.

ELECTRONIC RECORD/DOCUMENT

A record stored on electronic storage media that can be readily accessed or changed.

ELECTRONIC SIGNATURE

The acceptance of, or method of authenticating, a document through use of a password or other electronic method.

ERASE

The process of permanently removing, overwriting, or obliterating information from an erasable storage medium.

ESSENTIAL RECORD

See VITAL RECORD and IMPORTANT RECORD

EVIDENTIAL VALUE

The value of those records of an organization that are necessary to provide legal, authentic, and adequate documentation of its structure and functioning.

EXEMPT RECORDS

The City of Coeur d'Alene abides by I.C. §9-335, I.C. § 9-340A through 9-340H regarding City records that are exempt from disclosure. However, all other information relating to an employee or applicant, such as home address and phone numbers shall not be disclosed to the public without the written consent of the employee, applicant, or authorized representative.

FACSIMILE (FAX)

An electronic means of transferring an exact reproduction of an image using telephone lines. The image is scanned by the transmitter and reconstructed at the receiving station.

FILE

1. A collection of related records filed together usually in reverse chronological order.
2. The action of arranging documents into a predetermined sequence.
3. A cabinet housing file folders containing documents.
4. A named set of records stored or processed as a unit electronically.

FILE INTEGRITY

The ability to retrieve and use a document without the chance of it being lost or misfiled. Also refers to the thoroughness of a file.

FILING INCH

The linear capacity of filing expressed in inches. Generally, 25 filing inches are in a standard letter-size vertical file drawer.

FILING SYSTEM

The systematic indexing and arrangement of records based on procedures, supplies (guides and folders) and housing.

FROZEN RECORDS

A suspension of the records destruction process because of special circumstances such as an audit, court order, or investigation.

GUIDE

A divider or finding aid with a projecting tab used in files to identify a section and to facilitate reference.

GUSSET

An expansion spine on file folders used to increase capacity.

-H-

HARD COPY

Printed copy of a record that can be read without use of mechanical assistance.

HEADING

Keyword or phrase set apart from the text as a title or a summary of the text that follows.

HISTORICAL VALUE

Records that are retained permanently for purposes of enduring value and not necessarily for business purposes.

HOT SITE

An alternate facility that has the equipment and resources to recover the business functions affected by the occurrence of a disaster. See also COLD SITE.

-I-

IMAGE

A digital/photographic representation of a record, on any medium such as on microfilm or optical disk.

IMPORTANT RECORDS

Records that contain information pertinent to an organization that would need to be re-created or replaced if lost or destroyed.

INACTIVE RECORD

A record that does not have to be readily available, but which must be kept for legal, fiscal, or historical purposes. See also ACTIVE RECORD.

INDEX

A systematic guide that allows access to specific items contained within a larger body of information.

INFORMATIONAL VALUE

The value of a record derived from the information it contains on persons, places, etc. and not on the originating agency itself.

IN-HOUSE

A function that is performed and managed within the organization as opposed to being performed by a third party contractor (outsourced).

INTERNET

A worldwide network of computers that allows public access to send, store and receive electronic information over public networks. It is a network of networks.

INTRANET

A private Internet network set up within a organization behind a firewall for use, depending on security clearance, by employees, business partners, customers or general Internet users.

INTRINSIC VALUE

The inherent value of a record dependent upon unique factors such as age, circumstances of creation, a signature, or an attached seal.

-J-

-K-

-L-

LATERAL FILE CABINET

Storage equipment that is wider than it is deep – records are accessed from the side (horizontally). File can be arranged front to back or side by side. See also VERTICAL FILE CABINET.

LATERAL FILING

File system where file access is horizontal (side by side rather than front to back).

LEGAL SIZE

Paper that measures 8 ½ inches by 14 inches.

LEGAL VALUE

1. Value inherent in records that provide legal proof of business transactions.
2. The value of records in demonstrating compliance with legal, statutory, and regulatory requirements.

LETTER SIZE

Paper that measures 8 ½ inches by 11 inches.

LICENSE

A document evidencing a right or permission, granted to an individual/organization by a competent authority to engage in some transaction or to do some act.

LIFE CYCLE (of a record)

The span of time of a record from its creation or receipt, through its useful life to its final disposition or retention as a historical record.

LINEAR FOOT

Measurement of files within a drawer across the top of the files perpendicular to the file folders (twelve inches). Usually does not equal a cubic foot; with letter size files, a linear foot equals approximately ¾ cubic foot.

LOG

A list, either in electronic or hard-copy format, that is used in posting the sequence of transactions or events.

LONG-TERM RECORD

Records that have historical significance; record having enduring value to the organization.

-M-

MAIN HEADING

In indexing, the heading under which a related group of subheadings or other subdivisions is found.

MICROFICHE

Microform in the shape of a rectangular sheet having one or more micro-images arranged in a grid pattern with a heading area across the top requiring a reader for viewing.

MICROFILM

1. A photographic reproduction of a document greatly reduced in size from the original on fine grain, high-resolution film and requiring a reader for viewing.

2. Microform in the shape of a roll or strip.
3. To record micrographs on film.

MOBILE FILE SYSTEM

Rows of shelving, used for compact storage, situated on wheel-fitted carriages that travel on track and allow one or more aisles to be opened to access the system.

-N-

NOMENCLATURE

A set of terms or symbols and their definitions.

NONESSENTIAL RECORD

A record that has no predictable value to the organization after its initial use.

NONRECORD

1. Items that are not usually included within the scope of official records, e.g. convenience file, day file, reference materials, drafts, etc.
2. Documents not required to be retained and therefore not appearing on a records retention schedule.

-O-

OFFICE OF RECORD

An office designated to maintain the record or official copy of a particular record in an organization.

OFFICIAL RECORD

1. Significant, vital, or important records of continuing value to be protected, managed, and retained according to established retention schedules. Often but not necessarily an original.
2. In law, an official record has the legally recognized and judicially enforceable quality of establishing some fact.

OFF-SITE STORAGE

A potentially secure location, removed from the primary location, at which inactive or vital records are stored.

OPEN ACCESS

1. The concept of allowing users to retrieve documents themselves.
2. Non-restricted, non-confidential records.

OPEN-SHELF FILING

Files placed on shelves without any doors or drawers; usually side- (or end-) tab file folder labels and guides are used to locate the file titles.

OPTICAL SCANNER

A device that automatically reads printed/written characters or graphics and converts them to a digital form.

ORIGINAL RECORD

A primary or first generation record from which copies can be made.

ORIGINATING DEPARTMENT

The department that originates a record.

OUTCARD/OUTGUIDE

A device used to physically replace material that is removed from a file that indicates what was taken, by whom, and the date removed.

-P-

PENDING FILE

Materials held for further settlement or action.

PERMANENT RECORD

Information that has been designated for continuous preservation because of reference, historical or administrative significance to the organization.

PIXEL

The smallest unit of a digitized picture, either on the screen or printed.

PRIVILEGED RECORD

A document with restricted access.

PUBLIC RECORD

Any paper, written or printed book, document or drawing, map or plan, photograph or microfilm, sound-recording or similar device, that has been made or received by any official, officer, board, commission, agency, authority, district, institution, or other instrumentality of government, in connection with the transaction of public business and has been retained by an agency as evidence of its activities or because of the information contained therein.

PURGE

To remove information from a file that has not further value, usually according to a records retention schedule. This process can be done to both active and inactive records.

-R-

RANDOM FILING

The filing of documents without regard to strict sequence; usually used in conjunction with computer access programs.

RECORD

Recorded information, regardless of medium or characteristics, made or received by an organization that is evidence of its operations, and had value requiring its retention for a specific period of time.

RECORD COPY

The official copy of a record that is retained for legal, operational, or historical purposes, sometimes the original.

RECORDS DISPOSITION

After records have reached the end of their retention period in active and/or inactive storage, they may be transferred to an archive for retention or be destroyed.

RECORDS RETENTION SCHEDULE

A comprehensive list of records series titles, indicating for each series the length of time it is to be maintained. May include retention in active office areas, inactive storage areas, and when and if such series may be destroyed or formally transferred to another entity such as an archive for historical preservation.

RECORDS SERIES

A group of related records filed/used together as a unit and evaluated as a unit for retention purposes, e.g. a personnel file consisting of application, reference letters, benefit forms, etc.

RECORDS VALUE

The usefulness of records for operational, legal, regulatory, fiscal and historical purposes.

REMOTE STORAGE

Off-site storage (not in the same geographical area) of records in a company-owned commercial, or cooperative records center. See also OFF-SITE STORAGE.

REPORT

A document containing a presentation of facts or the record of some proceeding, investigation, or event.

RESTRICTED ACCESS

A limitation on the use of records. Restrictions may be imposed by law, the organization, or donors of the records to a collection.

RETRIEVAL

1. The process of locating and withdrawing a record from a filing system or records center.
2. The action of accessing information from stored data on a computer system.

ROUTING

The manual or electronic circulation of material among staff members.

-S-

SCANNER

A device that converts an image of a document to electronic form for processing and storage.

SEARCH

Extended investigation for requested information. A systematic examination of the available information in a specific field of interest.

SECOND-DIGIT ORDER

A system of numeric filing in which the secondary digits are used as the finding tool.

SHELF LIFE

The period of time before deterioration renders materials unusable or the content of no value.

SHELF LIST

A listing of files/records in the exact order in which they are located as files on shelves.

SOURCE DOCUMENT

Record on which an original transaction was captured; can be hard copy or electronic.

STANDARD OPERATING PROCEDURE (SOP)

Specified instructions established to aid in the performance of individual tasks and responsibilities.

-T-

TAPE

1. Recording medium for data in computer programs. Generally used as a mass or portable storage medium in magnetic form.
2. Audio- or videotapes can also be records.

TEMPORARY RECORDS

1. Records appraised as having temporary or limited value and approved for destruction, either immediately or after a short specified retention period.
2. Also, records temporarily in a holding area until they are placed in their final location.

TERMINAL DIGIT FILING

A system of numeric filing using the last two or three digits right to left of each number as the primary division under which the record is filed.

TICKLER FILE

A date-sequenced file by which matters pending are flagged for attention on the proper date.

TRANSFER

1. The act of changing the physical custody of records with or without legal title.
2. The relocating of records from one storage area to another.

TRANSITORY RECORD

Shall mean records which are not “permanent,” “semi-permanent,” “temporary,” or “historical,” as defined by Idaho Code Section 50-907. Transitory records shall be retained until they are no longer needed for the conduct of city business. Examples of such items include but are not limited to: internal information records such as telephone messages, notes, appointment books, calendars /schedules, routing slips, used solely to disseminate information or similar administrative purposes audio tapes used for meeting minute preparation not related to land use and security tape footage.

TRANSMITTAL LIST

A document that lists the records being transferred from one area to another such as from active storage to inactive storage. The document may also transfer legal responsibility for the records as well as physical custody.

-U-

UNSCHEDULED RECORDS

Records for which no retention period has yet been determined.

-V-

VALUATION

The determination, based on fair market prices, of the monetary value of documents.

VAULT

A security storage area constructed of fire-resistant material and structurally independent from the building in which it is located.

VERTICAL FILE CABINET

Storage equipment that is deeper than it is wide. Files are arranged front to back.

VITAL RECORD

A record identified as essential for the continuation or survival of the organization if a disaster strikes. Such records are necessary to re-create the organization’s legal and financial status and to determine the rights and obligations of employees, customers, stockholders, and citizens.

VITAL RECORDS SCHEDULE

A detailed list identifying the vital records, their locations, protection instructions, and method of protection in case the records were lost during a disaster.

-W-

WATERMARK

A translucent mark or design in paper incorporated during manufacture for purposes of decoration or identification.

WEEDING

The removal of individual documents or files lacking continuing value. Also known as purging.

WORKING COPY

A duplicate or copy of a document that may be marked up or annotated.

WORKING PAPERS

Documents such as notes, calculations, or drafts assembled or created and used in the preparation or analysis of other documents. Usually retained by the originator at the point of use with limited retention value.

STORAGE OF RECORDS

1. Excluding records retained by the City Clerk, records shall be maintained in the department of their origination.
2. Records shall be filed within the department in conformance with the established filing system of that department.
3. Any procedure on how to file a record within a department shall be contained in the individual department's Records Retention Manual with a copy of each department's filing procedure maintained in the City's Master Records Retention Manual.

DEPARTMENT FILING SYSTEM PROCEDURES

Each department maintains their files that relate to the operations of their department. The following pages contain a description of the filing systems set up for each department.

DEPARTMENT: ADMINISTRATION

The Administration Department has an alphabetical filing system, with the exception of the Public Works Committee files, which are maintained by date.

1. A two drawer file cabinet is maintained in the Executive Assistant's office area for the current year's Mayor and City Administrator files (correspondence and miscellaneous file). Older files and correspondence from the Mayor' Office are scanned and located in the Pigeonhole Document Management Program, Library/Mayor.
2. There is a large black filing cabinet in the hallway area north of the IT server room that contains older files from the previous City Administrator. These files will be reviewed, scanned as necessary, and a request for destruction submitted in 2016.
3. The Mayor and City Administrator maintain personal working files in their offices.
4. Files for Boards, Commissions, and Committees are maintained by the Executive Assistant. The files have been scanned and are located in the Pigeonhole Document Management program, Library/Mayor/Boards Committees Commissions.
5. Files for the Public Works Committee are maintained by the Executive Assistant. The current year's files, along with all hard copies of the minutes and agendas are located at the Executive Assistant's desk. Files older than one year have been scanned and are located in the Pigeonhole Document Management program, Library/City council/Public Works.
6. Computers files are located in AmyF/My Documents.

OVERVIEW: The Building Department filing system employs several methods depending on the type of information.

FILE CATEGORIES:

Residential and Commercial Building, Mechanical and Plumbing – Active Permits

Residential and Commercial Building, Mechanical and Plumbing – Closed Permits

Irrigation/Backflow Permits, Residential and Commercial

General Office Correspondence

Inspectors' Correspondence

Abatement Files

Budget information and check requests.

Permits in process.

Permits ready to be issued.

BUILDING PERMITS

Active: Residential and Commercial building, mechanical and plumbing permits are filed in alphabetic order by address in the cabinets in the Permit Tech area.

Closed: Residential and Commercial building, mechanical and plumbing permits are filed by permit number in the storage room at the lower level of City Hall in the file cabinets. Files are maintained in the department for approximately 6 months and then are scanned as funds are available.

Irrigation/Backflow Permits: for residential and commercial are filed in Permit Tech area in alphabetic order by address. When the permit is “closed” because it is complete or has expired due to inactivity, it is placed in a filing box to be scanned in the building storage room.

General Office Correspondence: files are maintained in alphabetic order in the black filing cabinet in the Permit Tech area.

Building Services Director/Building Official and Inspectors: Correspondence is maintained on the computer for each individual. Incoming and outgoing correspondence is maintained in the building permit file.

Abatement Files: for residential and commercial are filed in the cabinet by the Permit Coordinator's desk in alphabetic order by address. When the matter becomes a legal issue then a file is maintained in the legal department. Abatement files are placed in the building permit file when resolved.

Budget Information and check requests: check requests and budget information is maintained by the Permit Tech assigned to this task and are filed chronically by month and year.

Permits in Process:

Residential: Application and plans are routed to each department either electronically or by paper. The database is updated where the paperwork is during the permit process. The Permit Techs maintains the information until it is issued and paid for.

Commercial: Application and plans are routed to each department either electronically or by paper. The database is updated where the paperwork is during the permit process. The Permit Coordinator maintains the information until it is issued and paid for. The approved information is filed by address in the filing bins behind the Coordinator's desk.

Permits ready to be issued: After the applicant has been notified that their permit is ready, the information is filed in the black filing cabinet in the Permit Tech area.

Overview: The City Clerk's filing system is based on a terminal digit filing system.

File Categories: Files are created according to category. Each category is color coded with bar labels on the side of each folder.

- Acquisitions
- Agreement/contracts
- Allocations
- Appraisals
- Appeals
- Audit
- Award
- Bills of Sale
- Deeds
- Elections
- Franchises
- Grants
- Guarantees
- History
- Inventories
- Leases
- Licenses
- Litigations
- Minutes
- Notices
- Oaths of Office
- Ordinances
- Permits
- Petitions
- Proclamations
- Rates
- Reports
- Resolutions
- Signatures Certified by the Secretary of State
- Titles

File Numbers: Within each category, a file is created using a 6-digit number, e.g.

06-0160.

The first two digits **06**-1234 are determined by the last two numbers for the year in which the file was created. This file was created in 2006 since the last two digits of the year end in 06.

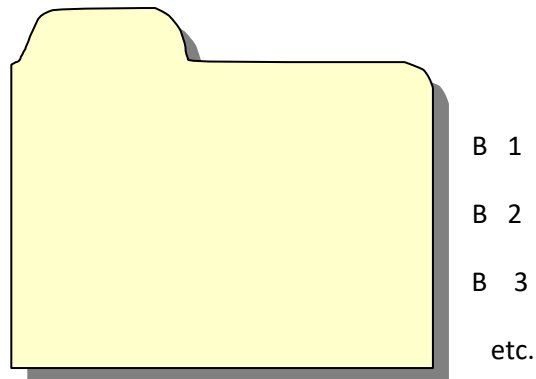
The final four digits are assigned in the order in which a file was created with the first file being assigned 0001 up to 0160 (this last number would indicate that there has been 160 files created in a particular category).

A master index is maintained which lists each category and the numeric order of numbers assigned to files.

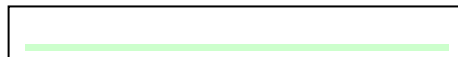
A number is placed on the side of the folder. Numbers are grouped in units of ten starting with the number 0 and ending with 9. Using the last two digits of the file number 06(0160) - this file would have the number "6" placed on the side of the folder.

Beneath the above-noted number a small black tab from 0 to 9 is located on the side of the file folder in a descending fashion and indicates the last digit of the file number. In our example 06(0160)

A black tab would be placed where it aligns with the location for a "0" on the side of the folder.



File Label: Each folder has a file label which contains the Name/Title of the file's content and file number, e.g.:



Filing Folders: Folders are filed numerically within each category beginning with the last two digits of the file number 06(0160).

If there is more than one folder in a category with a file number ending in “60, then they are filed numerically using the next set of number 06(0160). Example a series of folders would be filed as follows: 0060, 0160, 0260, 0360, 0460, etc.

Other Files Are:

Sign permits - filed in the black file cabinet in upstairs vault in numerical order.

Ordinance, Resolution & council minutes books – on shelf in upstairs vault.

Bid request for proposals are kept on the top shelf of the upstairs vault in folders, labeled by project and bid date.

Affidavits of publication - stored in boxes on floor of upstairs vault in date order and boxes labeled according to subject i.e. bid opening, public hearing etc.

Fingerprints - original requests & results stored downstairs at Kathy’s desk.

Electronic Files:

Pigeonhole is the electronic method for maintaining files in the Municipal Services Department. The following subjects can be found in Pigeonhole:

Ordinances

Resolutions

Council Minutes

Planning Commission Minutes

General Services Minutes

Public Works Minutes

Cemetery Board

Park & Recreation

Sign Board

Traffic Safety

Urban Forestry

Deeds

Claims

Personnel Files

Agreements – old one

Clerks system – licensing, deeds, resolutions & ordinances

Fingerprints – electronic record that will state the date fingerprints cleared or not

DEPARTMENT: ENGINEERING

DOCUMENT	MEDIA	LOCATION
Encroachment Permits	Electronic	Building Permit Program
Project Files	Paper	Filing Cabinet in Engineering
Record Drawings	Electronic	Server
Surveying Records	Paper	Hanging Files in Engineering
Vacation Files	Paper	Filing Cabinet in Engineering

Files located in Customer Service (lower level of City Hall):

Baskets on shelving unit contain **Work Orders** which are filed by request date. Work orders are bundled monthly and stored in boxes on shelves.

Small Black File Cabinet – bottom drawer – payment coupons bundled by day.

Binders stored on desk top contain:

Meter proofs – filed sequentially by date

Shut offs- filed sequentially by date

Files located in the file cabinet behind the Accounts Payable desk:

Filed Alphabetical by Vendor, each letter having a misc. file this contains invoices of vendors rarely used. Tan lateral directly behind **Account Payable** desk contains **current year** files, file cabinet to its left contains **prior year**. All years prior to that are stored in the storage room.

Files located in lateral file cabinet behind the Utility Billing desk in the upstairs location of the Finance Department:

Black Lateral File Cabinet -Filed alphabetically

First drawer contains (top)– Miscellaneous files with unused data.

Second and third drawers contain all street light information.

Fourth drawer container reports in alphabetical order -stacked.

Tall Tan Cabinet – filed (stacked) by most current date on top

Contains utility billing\cash receipting proofs

Files located in the Payroll Coordinators area:

Lateral File Cabinet – filed alphabetical for current year payables.

Storage cabinet hanging on the wall – binders are labeled and stacked in current period order.

Prior year files are located in the vault in storage boxes appropriately labeled by year and files are alphabetical in boxes.

Files located in the Payroll Coordinators area: (continued)

Gray Tall File Cabinets against wall –

Far left cabinet – Fixed asset data filed by asset purchase date.

Third drawer contains additional Account Payable information filed by vendor.

Second cabinet in from left –

Top drawer - Invoice proof lists – filed by month for prior fiscal year.

Second drawer – EMS files & garbage charges clipped by date

Third drawer – Prior street light information filed by topic

Fourth drawer – Miscellaneous LID information - no filing system

Third cabinet in from left-

Top drawer – Direct deposit stubs – Acco'ed by pay period

Files located in the Deputy Finance Directors area:

Tall Black Lateral File Cabinet –

First drawer (top) – Grant information for past seven years filed by year

Second drawer – Misc. – filed by year

Third drawer – Cash receipting information for current year filed by date

Fourth drawer – Check stubs Acco'ed numerically filed.

Tall Tan Lateral File Cabinet - filed by month – contains reports.

Short tan lateral –

First drawer - misc. receipts from cash receipting – filed daily, alphabetically

Second drawer – bank statements – filed by month

Top drawer in desk – filed by Fund

Second drawer – grant and fixed asset information – no filing system.

Files located in the Finance Directors office:

Black Lateral File Cabinet –

Filed Alphabetically

Credenza –

Binders contain Impact fee information

Box – Kroc Center information by topic

Inter fund transfer study - Bound Appraisals by Asset

Right Drawer of Desk:

Personnel files – alphabetically

Tax information files by topic

Black Desk Top Shelving Unit Stored Under Desk:

Foster rental property information by event

Bond Sale information by date

Files located in “Vault”:

Boxes:

Accounts Payable and Payroll - Contain prior year information by date

Cash Receipting – bound sequentially by date

Check Stubs – numerically by year.

Binders:

Payroll data – by pay period.

Brown Bankers Boxes – Cemetery information – alphabetical

Gray File Cabinet – Fixed Asset print outs – no order

Small Green Draw boxes - Cemetery information – alphabetical

Overview: The Human Resources Department has an alphabetical filing system for all files maintained within the department.

File Categories:

- Files are maintained in Human Resources for the following:
 - Current employee files, including employees general file and medical file;
 - Temporary/Seasonal Recreation and Parks Employees;
 - Terminated Employee Files;
 - I-9's;
 - Benefit enrollment and change forms;
 - Reference Files for various Human Resources related topics, city benefits, and policies;

The following files are alphabetized by department, then by job title;

- Active Recruitment Files;
- Completed Recruitment Files;
- Job Class Specifications;
- Affirmative Action Data.

The following files are sorted by calendar year and then alphabetized by employee name:

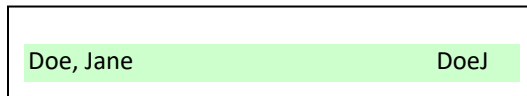
- Workers Compensation Claims;
- Drug Testing Information.

- The Human Resources Department also has archived files in the downstairs vault at City Hall.

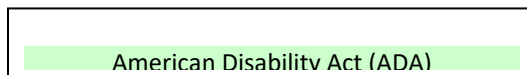
File Label

- Each employee file has a label which consists of the employee's name, job title, employee identifier, and date of hire, for example:

- Employee File:



- All other file labels are titled by topic, for example:



- Reference File:

- Recruitment File:

Police Officer ~ August 2006

DEPARTMENT: LEGAL DEPARTMENT - CIVIL DIVISION

DOCUMENTS	DESCRIPTION	MEDIA	PATH & / Or METHOD	PHYSICAL LOCATION
BANKRUPTCY FILES	Various notices of bankruptcy, discharge of debtor, bankruptcy court case notifications, etc. (utility accounts)	Electronic	F:\Legal-Civil\Filing Cabinet\General files\BANKRUPTCY	
BUDGET PREPARATIONS	Working papers for budget development: History of expenses and personnel costs along with summaries of anticipated increases and other documentation used to justify or develop the annual budget request.	Electronic & Paper Based	F:\Legal-Civil\Office\Budget	Senior Legal Office
BILLS TO COUNCIL	Copies of invoices, spreadsheets for tracking bills, etc.	Electronic & Paper Based	F:\Legal-Civil\Office\Budget\Bills To Council	Senior Legal Office
CITIFIT COMMITTEE	Misc documents regarding the committee and events held by the committee	Electronic	F:\Legal-Civil\Office\Juanita\Citifit	
COEUR D'ALENE MUNICIPAL CODE BOOK	Copy of Coeur d'Alene Municipal Code Book detailing municipal code sections within the city.	Paper Based	Three Ring Binder	Book Case

COUNCIL PACKET	Resolutions, Ordinances, Agreements, Staff Reports etc., in draft format. Packet Procedures, spreadsheets.	Electronic & Paper Based	F:\Legal-Civil\Office\Council Pkt	Senior Legal Office
ELECTRONIC SPREADSHEETS / DATABASES	Various records maintained in spreadsheets or databases on the City's computer system for reference/research purposes.	Electronic	F:\Legal-Civil\Filing Cabinet	
FORMS	Misc documents created for continued use. I.e. Resolutions, Ordinances, Agreements, Easements, etc.	Electronic	F:\Legal-Civil\Office\Forms	
GENERAL FILES	Miscellaneous documents to include communication, memos, research, notes, maps, press articles, legal descriptions, photos, draft agreements, contracts, etc.	Electronic & Paper Based	F:\Legal-Civil\Filing Cabinet\General files	City & Deputy City Attorney's office: working paper files. Folders filed by subject name in no particular order. When files are no longer needed by the attorney, the file will be scanned to the server.
GENERAL LEDGER/COURT FINES	City Traffic Fine / Agency Reports	Electronic	F:\Legal-Civil\Office\General Ledger	
GENERAL SERVICES COMMITTEE	Meeting Minutes	Electronic	F:\Legal-Civil\Filing Cabinet\Packet - General Services	

HEADS UP	Document created for Heads Up to Mayor and Council	Electronic	F:\Legal-Civil\Office\Juanita\Heads Up	
INTERN RESEARCH FILES	Misc. notes, research done by Legal Interns	Electronic	F:\Legal-Civil\Office\Intern Office Documents	
INVOICES	Scanned vendor invoices paid for services rendered and/or goods received. Filed by month payment was made.	Electronic	F:\Legal-Civil\Office\Budget\Bills To Council	
LAWSUIT FILES	Correspondence to include letters; memos; e-mails and faxes, etc.	Electronic	F:\Legal-Civil\Filing Cabinet\Lawsuits	City & Deputy City Attorney's office: working paper files. Folders filed by subject name in no particular order. When files are no longer needed by the attorney, the file will be scanned to the server.
	Miscellaneous documents to include maps, press articles, legal descriptions, draft agreements, contracts, etc; research. Pleadings misc. pleadings from both parties to the lawsuit.			
	Notes to include misc. hand written notes by attorneys.			
LEGAL LIBRARY IN STORAGE	Various books, binders, pamphlets, etc.	Electronic & Paper Based	F:\Legal-Civil\Office\Legal Library in storage	Legal's Storage Room in Parks Department

MEMO & LETTERS	Misc memo's and letters drafted by the legal department staff	Electronic	F:\Legal-Civil\Office\Memo & Ltrs	
OFFICE CREDIT CARD	Scanned credit card statements and supporting documents. The card itself is kept in a paper file.	Electronic & Paper Based	F:\Legal-Civil\Office\Budget\Bills To Council\USBankCCStatements	Senior Legal Office
OFFICE EQUIPMENT & OFFICE INFORMATION	Misc documents on office equipment & office information	Electronic & Paper Based	F:\Legal-Civil\Office\Office Equipment F:\Legal-Civil\Office\Office Information	Senior Legal Office
OPINION FILES	Various legal opinion memo's prepared by Attorneys, AG's Office and Legal Interns	Electronic	F:\Legal-Civil\Filing Cabinet\Opinions	
ORDINANCES & RESOLUTIONS	Scanned / Electronic Ordinances and Resolutions drafted by the Legal Dept. that are passed by a vote of the City Council & attested by the City Clerk. Ordinances establish city policy &/or law. Resolutions give council authorization for specific action by dept. or division.	Electronic	F:\Legal-Civil\Resolutions & Ordinances	

PED BIKE COMMITTEE	Misc documents from creation to 2011 to include Bikeways Plan; Bike to Work; Budget; Emails; Forms; Letters & Memos, etc.	Electronic	F:\Legal-Civil\Ped Bike Committee	
PERSONNEL FILES	Active and inactive employee files. May contain copies of resume, performance evaluations, PAFs, notices of award achievements &/or disciplinary actions, etc.	Electronic	F:\Legal-Civil\Filing Cabinet\Employee Files	
PHONE MESSAGES	Transmitted via E-mail.	Electronic		
RESTITUTION CHECKS RECEIVED	Scanned checks received for restitution	Electronic	F:\Legal-Civil\Office\General Ledger\Restitution	
TRAVEL & TRAINING ARRANGEMENTS	Arrangements notes, flights, hotels, registrations, confirmations, etc.	Electronic & Paper Based	F:\Legal-Civil\Filing Cabinet\Travel and Training	Senior Legal Office
VARIOUS MAPS	Various maps for various projects. Maps are obtained from other departments or entities	Paper Based		City & Deputy City Attorney's office
YEARLY DUES/SUBSCRIPTION & BOOKS	Scanned usage agreements; subscription notices; updates for legal books; etc.	Electronic	F:\Legal-Civil\Filing Cabinet\Memberships and Subscriptions	

CLAIMS / CODE ENFORCEMENT / RISK MANAGEMENT

DOCUMENTS	DESCRIPTION	MEDIA	PATH & / Or METHOD	PHYSICAL LOCATION
ANIMAL CONTROL	Documents on Animal Control Advisory Board. Documents on Dangerous Dog issues. Other Misc document regarding Animal Control Issues	Electronic	F:\Legal-Civil\Filing Cabinet\Animal Control	
			F:\Legal-Civil\Office\Animal Control	
CLAIMS	Claims filed; Memos, letters, research, photo's, misc,	Electronic	F:\Legal-Civil\Filing Cabinet\Claims - Resolved	
			F:\Legal-Civil\Office\Claims	
CODE ENFORCEMENT	Case files of city code violations. Correspondence with owners, site inspections, photographs, enforcement actions and hearings	Electronic	F:\Legal-Civil\Filing Cabinet\Code Enforcement - Resolved	
			F:\Legal-Civil\Office\Code Enforcement	
RISK MANAGEMENT	Letters, Emails, Insurance Info, Training, Risk Reduction Team: Agenda, Newsletters, Research, etc.	Electronic	F:\Legal-Civil\Office\Risk Management	
PARKING COMMISSION	Commission Liaison: Agenda's, Minutes, Correspondence, Forms, Ticket Appeals, Member Information, etc	Electronic	F:\Legal-Civil\Office\Judy\Parking Commission	

Updated: October 2013

Working criminal case files consist of police reports, record history, work product notes, certified driver's packets, officer certifications, intoxilyzer logs and cards, photographs and CD/DVD recordings, pleadings, correspondence, court notice of hearings, evaluations, treatment progress, judgments, restitution documentation and orders and briefs.

Cabinets located in filing room

Tan 4 drawer cabinet: Working criminal case files – pending (awaiting court date) filed alphabetically that contain original certified packets and/or media only [case evidence].

Tan 4 drawer cabinet: Appeal files – filed alphabetically

Cabinets located in basement

Black 2 drawer cabinet: Brief bank – filed under topic of appeal

Media Storage

Tan 4 drawer bottom drawer of pending files – Expando folder containing media for closed criminal cases awaiting appeal period to run before return of evidence to victim or destruction.

Reception Area

Public Records Request (held for 6 months)

Sr. Legal Assistant Office

Black 2 drawer cabinet:

 Certified copies of Municipal Codes

Vehicle Maintenance

Black 2 drawer cabinet:

 Calibration Decibel Meter Certification

 Certified Intoxilyzer logs

 Certified Nursing Licenses

 Forensics Vitae

 Police Vehicle Information

 Radar/Laser Information

 Sims Calibration

 Taser Certification

Electronic Filing (f:legalcriminal/filing cabinet)

Beell Calibration

Calibration Decibel Meter Certification

Calibration Speedometer

Case Review

City Newsletter

Code Violations

Correspondence files:

Correspondence

Attorney General

County Prosecutor

Court

Idaho Prosecutors Association

Judges

Miscellaneous

Police Department

Public Defender

Sheriff's Office

Treatment Providers

Electronic Filing (f:legalcriminal/filing cabinet) cont:

Domestic Violence Courts

Fire Code Violations

Forensic Lab

Global Testing Lab

Interns

Intox. Packets:

Supporting Documents for Intox.

Certificate of Analysis

Lifeloc and Manuel

Long-term Stability of Ethanol Solutions

ISP Curriculum Vitae

Nursing Licenses

Office:

Flex Time Info.

Copy Machine

Fax

Intern

Mail Run Vehicle

Old Office Procedures

Westlaw letters and memos

Officer Files

Officer Schedules

Parking Ticket Fail to Pay

Police policies

Post Certification Issues

Prior Officer Certifications

Public Records Requests

Alive @ 25 Workbook

CJIS Information Letters
DUI Detection and SFST's
Firearm Rights, Disabilities and Restoration
Operation Life Saver
WA Abstract Key

Files located in Administrative Assistant office:

Travel and Training arrangements – filed by date

Board agenda, packet information, correspondence, memos, staff reports and notes from meeting – filed by date

Misc office information folders – filed by alphabetically by subject

Copies timesheets – filed by date

Files located in Library Director's office:

Bound volumes of official library board minutes – filed by date

Annual reports submitted to Idaho Commission for Libraries – filed by year

Working documents for budget preparation – filed by year

Project files – filed by project name

Copies staff evaluations – filed alphabetically

Files located in Bookkeeper's office filing cabinets:

Copies of vendor invoices paid for services rendered and/or goods received. Filed by month payment was made

DEPARTMENT: PARKS DEPARTMENT

The Parks Department has four main divisions, each with their own filing system:

Parks
Cemetery
Urban Forestry
Building Maintenance

Working or quick reference files are kept in hanging file folders in a filing cabinet in each division's office. These files are divided into categories and are color-coded. Within each category the files are arranged alphabetically.

PARKS (OFFICE)

Grey File Cabinet (Folders filed alphabetically)

- General reference materials for park information.

BLUE – Administration

GREEN – Parks

BURGUNDY – Vendors & Products

GRAY – Equipment

NAVY – Construction

RED – Budget / Purchasing

MISC - Employees

Under Front Counter

- Binders for various Committees, Commissions and Boards
- Cemetery Contracts Binders (2 years)
- Cemetery Archival Interrment, Index and Map Books
- Forms (Facility Use Permits, Blank Cemetery Contracts)
- Supply of brochures

"Break" Room Shelves (binders filed alphabetically)

- Current Parks Department Projects
- Misc Reference Materials

Vertical Hanging Map File (in Parks Director's office)

- Plans & concepts for all park properties and amenities filed alphabetically
- (a duplicate set of these files are kept at the Parks Shop)

URBAN FORESTRY

Black File Cabinet (Folders filed alphabetically)

- General reference materials for tree information.

BLUE – Construction

GREEN – Parks

BURGUNDY – Vendors & Products

GRAY – Equipment

NAVY – Misc Products

RED – Budget / Purchasing

MISC - Employees

Shelves (Binders filed by year)

- Tree Permits
- Urban Forestry Committee
- Tree Reference Materials

BUILDING MAINTENANCE

Black File Cabinet (Folders filed alphabetically)

BLUE – Safety

BROWN – Individual Buildings

GREEN – Parks

BURGUNDY – Vendors & Products

GRAY – HVAC

NAVY – Communications

RED – Budget / Purchasing

MISC - Employees

Shelves

- General reference information concerning building issues
- Binders of current projects

Vertical Hanging Map File

- Hanging floorplans for all city buildings filed alphabetically

CEMETERY

Working or quick reference files are kept in hanging file folders in a small filing cabinet in the Parks Department office. These files are divided into categories such as Advertising, Financial,

Forms/Maps, Historical, Headstones/Nameplates, Lot Repurchases/Delinquencies. Within each category are alpha files.

Files to be kept for more than 24 months are stored in the "CELL" in labeled boxes.

Archival files generally consist of files that are kept for more than 24 months. They are stored in several places.

"THE CELL" is located in the southwest corner of the lower level of City Hall. There are 3 "cells" each used by a different department. Parks and Cemetery use their "cell" for storage of:

- All older cemetery records such as contracts and burial slips filed by year.
- Binders of past projects filed in boxes with labels.
- Bulky items, such as park concepts, maps or plans on poster board, older framed pictures or concepts.

"MEN'S RESTROOM" is located behind the Building Maintenance Office. Parks and Urban Forestry use the shelves in this room for storage of:

- Binders of Facility Use Permits and Summer Concert Series filed by year.
- Copies of bids for various park projects.
- Binders of completed parks filed by year in boxes
- Slides and photos of various park activities and sites filed by category
- Older Employee Files
- Annual Tree Projects

"MISC. ROOM" is located behind the Building Maintenance Office. This storage room is used by the Parks Department, Recreation, Municipal Services, IT and various other departments in City Hall. Parks, Urban Forestry, and Cemetery use some of the shelves in this room for:

- Supplies of various brochures
- Misc supplies for special projects

File Categories:

PUD'S
ZONE CHANGES
SPECIAL USE PERMITS
ANNEXATIONS
VARIANCES
INTERPRETATIONS
ORDINANCES
SUBDIVISIONS

File Numbers: When an application is received it is assigned a category (PUD, Zone Change etc. . .) and that application is then given a number within that category when received. Example: (PUD-1-06). The last number in that sequence is the year the application was received.

File Label: Each folder has a file label which contains the file number/applicant/location.

PUD-1-04
Applicant: Jane Doe
Location: 710 Mullan

Filing Folders: Files are filed by category and then by numerical sequence. Example: PUD-1-06, PUD 2-06, etc. . .

The Police department has 8 divisions.

Files for the Evidence:

- Asset Seizure/Forfeiture Files – filed by case number in the Records filing room.
- Auction Records – filed by case number in the Records filing room.
- Drug Destruction Log - filed by case number in the Records filing room.
- Evidence Ledgers - filed by case number in the Records filing room.
- Firearm Dispositions - filed by case number in the Records filing room.
- Property Control Invoice Log – maintained in Spillman by case number.
- Property receipts – filed in property file cabinet by date returned.
- Property Room Sign In Logs – filed in property file cabinet by date.

File for Records:

Records with case numbers are filed in the Records filing room by case number.

Case numbers are 6 digits and assigned by dispatch ex. 06C205356 “06” being the year, “C” for Coeur d’Alene and then the numeric 6 –digit number

Adult & Juv Arrest & Accident reports – filed by case number in the Records filing room.

Audit Records – copies filed by date in TAC officer drawer.

Briefing Sheets and Log – copies filed in date order in the brown filing cabinet in the Record’s file room for 6 months.

Cash Balance Sheets – filed by date in envelope by cash register.

Court Calendar Book – no filing required the book is destroyed at end of Calendar year.

Court Dispositions – no filing required copy destroyed after information is entered in Spillman.

Criminal Case Closing Sheets (Dispositions) – filed with case file in filing room.

III FBI Log for Criminal Histories - filed in white 3 ring binder kept at Records front desk.

Impound Vehicle Files – filed in the short brown filing cabinet in Records by year and month. 1 file for the Scrapped or Sold vehicles and one file for the vehicles that are picked up.

Leave Request Forms – filed by date in Records supervisor desk

NCIC Entry Validation - one black 3 ring binder labeled Vehicles, one black 3 ring binder labeled Runaway & one blue 3 ring binder for Guns, Boats, Vehicles, and License plates at Record’s Front Desk.

NCO/Protection orders - filed alphabetical by Respondent last name in black 3 ring binders at Records front desk

Parking Tickets – filed by date written in banker box at Records front desk.

Pawn Shop Tickets – no filing of pawn slips. Shredded after entered into Spillman

Polygraph Exams – filed by case number in the Records filing room

Record Requests – filed by year and month in brown file cabinet labeled “Record Requests” in the Records filing room

Files for Detectives:

Audio/Video – maintained in file cabinet by case number

Buy Accounts – copies of log kept in Drug Task Force file cabinet by case number.

Confidential Informant file – files kept alphabetical by informant name.

Photographic evidence – filed with case files in records file room or transferred to Boise if permanent file.

Files for Chief of Police Assistant:

Administrative Files – maintained in Alpha order by date in file cabinet in the Administrative Assistants filing room.

Collective Labor Agreements – maintained in 3 ring binder on shelf behind Administrative Assistants desk.

Employee Evaluations – maintained in employee personnel file in locked cabinet in the Assistants filing room.

Expenditure Budget Summary – maintained in file cabinet in the Administrative Assistants filing room.

Grievances – filed in alpha order by name in locked file cabinet in the Administrative Assistants filing room.

Invoices – filed in alpha order by Vendor name in a file cabinet in the Administrative Assistants filing room.

Job Class Specifications – maintained in 3 ring binder on shelf behind Administrative Assistants desk

Manual Check Requests – maintained in 3 ring binder on shelf behind Administrative Assistants desk.

Personnel Files - filed in alpha order by name in locked file cabinet in the Administrative Assistants filing room.

Petty Cash Records – filed in Petty cash file in Administrative Assistants desk file drawer.

Random & Preemployment Drug Testing Information – filed in Personnel files.

Time Sheets - maintained in 3 ring binders on shelf behind Administrative Assistants desk.

Files for Training:

Bank Checking Account Records for Reserve Academy – filed in training office file cabinet.

Post Academy – filed by year in banker boxes in training office.

Training Records – maintained in computer

Travel Arrangements / Itineraries – maintained in 3 ring binder in training office.

Travel/Training Expenses – maintained in 3 ring binder in training office.

Files for Public Relations:

Community Service Programs – filed in Community Relations officer's file cabinet by name of project or officer.

Employee Opinion Survey – filed in Community Relations officer's file cabinet by date completed.

Press releases – electronic copies located on the Police F drive under Press Releases.

Volunteer Files – maintained in file cabinet in the Volunteer office by volunteer last name.

Files for Equipment:

Vehicle & Equipment Inventories - files located on Equipment Clerk's computer with historical hard copies filed in Equipment Clerk's office filed by equipment type. Current inventories filed in Equipment Specialist Guide binder at Equipment Clerk's desk

Vehicle Usage and Fuel Records -copies filed chronologically in Equipment Clerk's file cabinet.

Vehicle Maintenance – filed numerically by vehicle license plate in individual vehicle files located in Equipment Clerk's file cabinet.

Vehicle Procurement - copies filed in New Vehicle binder in Equipment Clerk's office.

Vehicle Daily Maintenance & Inspection Reports - Vehicle Inspection Slips filed chronologically in Equipment Clerk's file cabinet. Daily Vehicle Status Reports filed chronologically in Equipment

Specialist Guide binder at Equipment Clerk's desk.

Printing Reproduction - Copies of print requests filed chronologically in Equipment Clerk's file cabinet office. Print Request Logs filed chronologically in Equipment Specialist Guide binder at Equipment Clerk's desk.

Supplies- Supply Order Log (filed chronologically) & vendor lists filed in Equipment Specialist Guide binder at Equipment Clerk's desk. Packing Lists held at Equipment Clerk's desk until invoice received then destroyed. Copies of invoices filed by the Chief's Executive Assistant.

Equipment Repair (except vehicles) – Copies of invoices filed by the Chief's Executive Assistant. Radio repair documentation in Radio Communications Equipment binder at Equipment Clerk's desk. All other documents located in Equipment Specialist Guide binder at Equipment Clerk's Desk.

Uniforms - Uniform orders and inventories in Equipment Specialist Guide binder at Equipment Clerk's desk. Invoices filed by the Chief's Executive Assistant. Issue documentation in Uniform binder at Equipment Clerk's desk.

Files for Care Unit:

K-9 Records – maintained in the K-9 Program binder in the Care Supervisor overhead cabinet and is divided into document sections.

Park Permits – filed in order by the time they arrive in the Care office in a translucent file box.

Reserve Academy Application – During the hiring process 2 different files are created; one for P.O.S.T., and one for the Police Dept. The one for P.O.S.T. maintained in the CARE office in the lower right filing drawer in alphabetical order by applicant's name. Once process is completed this file is sent to P.O.S.T.. The file maintained by the Police Department is placed in a secure filing cabinet in the training LTS. office.

DEPARTMENT: RECREATION

DOCUMENTS	MEDIA	METHOD	PHYSICAL LOCATION
Game Schedules	Paper Based	Filed by leagues alphabetically	Storage room in recreation office
			stored in boxes
Individual Player	Paper Based	Filed by grades & divisions	Storage room in recreation office
Registration forms		alphabetically	stored in boxes
Manager/Coach List	Paper Based	Filed by divisions & grades	Storage room in recreation office
			stored in boxes
Team Player Roster	Paper Based	Filed by division & grades	Storage room in recreation office
			stored in boxes

Time Sheets	Paper Based	Filed by Month & Year- Most	Storage room in recreation office
		recent first	stored in boxes

DEPARTMENT: STREETS MAINTENANCE DEPARTMENT

Files maintained alphabetically for the Street Dept. are listed below:

Contract Agreements	By Vendor/Entity Names
Cooperative Agreements	By Entity Name
Invoice Copies by Vendor Name	By Vendor Name
Personnel Files/Records	By Employee Last Name

Files maintained numerically for the Street Dept. are listed below:

Daily Time Sheets	By Fiscal Year/Month/Date
	Alphabetically by Employee's Last Name
Employee Absence Requests	By Fiscal Year/Month
	Alphabetically by Employee's Last Name
Phone Logs/Citizen/911	By Year/Month/Date
Maintenance Logs	By Year/Month/Date Received
Vehicle Inventory	Kept in Labeled 3-ring Binders by Last 2 Digits of VIN
Work Orders	By Department Assigned Unit Number

Other files maintained alphabetically by category

Overview: The Wastewater Department filing system employs several methods depending on the type of information.

File Categories:

Files are generally color coded by Division:

- ADMIN – Red
- COLLECTION – Blue
- COMPOST – Brown
- LAB – Green
- PLANT - Yellow

Files at Administrative Support Desk:

- Personnel and Confidential Files are in a locked file cabinet and are filed alphabetically per Division.
- Non-Residential Service Applications (NRF's), filed alphabetically by business name
- Vehicle Maintenance Records, filed numerically per Vehicle number
- Project Reviews, filed in binders by month – numbered by date and terminal digit. Eg. 06-1011-006 – Project Review scheduled Oct. 11, 2006, and is the 6th review scheduled in the month
- Miscellaneous working files

Files in the File Room/Library:

- Administration files, filed alphabetically.
- Master project files, explained below

Master project files are filed by the following categories:

- | | |
|--------------------|-------------------|
| Compost Plant | Lift Stations |
| Equipment/Supplies | Regional Planning |
| Financial Planning | Sewers |
| G.I.S. | Treatment Plant |
| Harbor Center | Utility Planning |
| Land Acquisition | |

There are general project manager files, filed A-Z.

Under the above categories, files are assigned a number based on the year and then a three digit number series. The three digit number is assigned in the order that the file is introduced to the system, with the exception of Financial Planning, which always gets the designations of 005 and 010. Dave Shults is the staff member who assigns number designations.

Files in the Basement:

- Master project files archive
- Lab archives
- Miscellaneous files

Files in Don Keil's office:

Files regarding all aspects of the department are filed alphabetically.

Files in Map Room:

These are copies of plan sets which include sewer related data. They are filed in hanging files. They are organized by subdivisions, sewer extensions, replacement by project, construction sets, and quarter-sized plans.

<u>TITLE</u>	<u>DEFINITION</u>	<u>FILING</u>
ACCOUNTS PAYABLE PROOF LIST	This is a list summarizing a portion of the department's bills to council for the current month	By date In binder Admin. Asst.
ANNUAL WORK ORDER BINDERS	These are a condensed version of the work order files-they contain portable vital information	Assigned Number by Yr In Binders Inspection/Foreman
BAC-T TESTS	Bac-T water test reports	By date In binder Draftsman
BAT FILES	These files consist of a backflow tester's certification and equipment certification	Alpha File Cabinet Cross Connection
BILLING SUMMARIES	These records contain information we use to complete pump reports, specifically # of accounts, gallons sold, total billed	By Month File Admin Asst
BUDGETS	Copies of annual budgets	By Year Self-Binder Supt/Asst Supt/Admin Asst
BULK WATER FILES	Files documenting usage, correspondence, & billing for customer bulk water hydrant usage	By Date In Binders Admin Asst
CERTIFICATION FILES	Contains copies of employee's certification cards, renewal invoices and test documentation; used to keep employee's annual certifications up-to-date	Alpha File Cabinet Admin Asst

CHEMICAL ANALYSES	Water chemical analysis test reports	By Date In Binder Draftsman
CL2 RESIDUAL TESTS	Daily chlorine residual tests	By Date In Binder Pump Operators
COMMERCIAL PERMIT COPIES	Annual binder of commercial permit copies with appropriate notes & follow-ups attached	By Date By Year In Binder Lobby
COMPREHENSIVE MASTER PLANS	Copies of department comprehensive master plans	By Year Self Binder Supt
CONSERVATION CREDIT FILES	Documentation of customer submitted requirements for conservation credits	By Date In Binder Admin Asst
CONTRACTS	Working copies of contracts	By Date By Project File Cabinet Supt/Asst Supt
CROSS CONNECTION FILES	These files contain backflow assembly test results, correspondence and any other cross connection information for each identified property	By Street File Cabinet Cross Connection
DEEDS & EASEMENTS	Copies of applicable deeds and easements	By Date By Project File Cabinet Supt/Asst Supt
DEPARTMENT ISSUED INVOICES	Copies of invoices issued by the Water Department (e.g. cap fees, hydrant repairs, etc.)	By Date In Binder Admin Asst

DEPARTMENT WORK ORDER FILES	These files consist of all documentation on Water Department projects including cost summary sheet, correspondence and as-builts	Assigned Number by Yr In Binders Lobby
DEQ APPROVALS	File of DEQ project approvals	By Date In Binder Lobby
DRT MEETING INFORMATION	DRT meeting agendas, pertinent information & notes on these weekly meetings	By Date File Cabinet Asst Supt
EMERGENCY RESPONSE PLAN	Emergency contacts and procedures	Stand Alone Document In Binder Supt
EMPLOYEE FILE	Active & inactive employee files including copies of performance evaluations, PAF's, and notices of awards, achievements, and/or disciplinary actions.	Alpha File Cabinet Admin Asst
HYDRANT CARDS	Official documentation of all City fire hydrants including location and other pertinent information	Assigned Numerical (Map page + Alpha letter) File Cabinet Lobby
INVOICES	Copies of vendor invoices paid for services rendered and/or goods received. Filed by month payment was made.	By Date By Fiscal Year Hutch Stack Admin Asst
LOCATES	Request to locate specific water service faxed from the Call-Before-You-Dig company	By Date Stand Stack FAX - Lobby
MANUAL CHECK REQUESTS	Copies of manual check requests	By Date By Fiscal Year Hutch Stack Admin Asst

MAPS	Water system maps	Grid Based Computer/Map Table/Books Offices/Lobby/Trucks
PROJECT FILES	Files containing information on potential, up-coming, or in-process projects including correspondence, maps, notes, change orders, etc.	By Name Desktop File Inspection
PROJECT REVIEWS	Documentation of Water Department requirements for proposed projects conveyed during meeting for same.	By Date By Calendar Year File Tray(curr)-File Box (prev) Admin Asst/Back Office
PUMP RECORDS	Daily record of quantities of water pumped	By Date In Binder Pump Operators
PUMP REPORT	This record contains # of accounts, gallons sold, total billed & total pumped on a monthly basis	By Date In Binder Pump Operators
RATE STUDIES	Records of rate studies done	By Year Self Binder Supt
RECORDED AGREEMENTS	Copies of recorded agreements	By Date By Project File Cabinet Supt/Asst Supt
REFUNDS	Copies of refunds issued	By Date By Type In Binder Admin Asst
RESIDENTIAL PERMIT COPIES	Annual binder of residential permit copies with appropriate notes & follow-ups attached	By Date By Year In Binder Lobby

SAFETY MANUAL	Manual of departmental safety guidelines & requirements	Stand Alone Document In Binder Asst Supt
SERVICE WORK ORDERS	Sheet printed from Springbrook for service people to take out in the field and record repair/change data, which is then transferred to Springbrook when finished	By Date Completed Hutch Stack Admin Asst
SPEC BOOK	Manual of departmental specifications for water system construction & installations	Stand Alone Document In Binder Asst Supt/Inspection
SYSTEM TEST WAIVERS	Test waivers issued by DEQ	By Date In Binder Draftsman
TAP CARDS	Official documentation of all City water services, including location, meter, service, and other pertinent information	Assigned Numerical By Year File Cabinet Lobby
TRAINING FILES	These files contain documents pertinent to training attended by department personnel including: travel itineraries, training schedules, and related information	By Date File Cabinet Admin Asst
VEHICLE RECORDS	Reports of maintenance work done on Water Department vehicles	By Vehicle Number In Binder Admin Asst
VULNERABILITY ASSESSMENT	Water system report	Stand Alone Document N/A
WATER QUALITY REPORT	Annual report on the status of the water system	By Year Computer/Annual Mailing Draftsman/Copies in Lobby

WEEKLY PERMIT REPORTS	Report printed weekly from the Building Permit program that identifies permits issued	By Date In Binder Lobby
WELL-BOOSTER- STORAGE FILES	These files contain important well, booster, & storage facility information such as driller's records, O & M manuals, pertinent notes, and other applicable data	Alpha File Cabinet Utility Worker Front Office

DESTRUCTION OF SEMI-PERMANENT AND TEMPORARY RECORDS

1. Semi-permanent and temporary records may only be destroyed by resolution of the City Council. Such disposition shall be under the direction and supervision of the City Clerk. Upon electronic retention of such documents the paper copy will be deemed a copy and may be destroyed outside of the resolution process.
2. To obtain approval for the destruction of certain records, the following process shall be followed:
 - a. Submit a detailed list of records the department wishes to be destroyed to the City Clerk. Such list shall include a minimum of type of record (semi-permanent/temporary), dates of records and a brief description of what the record is, e.g. contracts, invoices, purchase orders.
 - b. The City Clerk shall compile a list of all records the departments wish to be destroyed and submit the list to the City Attorney for review and authorization to proceed.
 - c. The City Attorney's office shall prepare a resolution listing the records recommended for destruction.
 - d. The Resolution will be presented to the City Council for adoption.
3. Prior to the destruction of permanent records, the City Clerk shall provide written notice, including the detailed list of the records proposed for destruction, to the Idaho State Historical Society thirty (30) days prior to the destruction of any permanent or historical records.
4. Once the approvals have been obtained for the destruction of records, the designated custodian of records may destroy the records under the supervision of the City Clerk.

TRANSFERRING ARCHIVAL RECORDS TO THE STATE ARCHIVES

The following explains procedures for transferring the archival records of state and local government agencies to the State Archives also known as the **Idaho Public Archives and Research Library**. To transfer City permanent archival records, please follow the steps below.

Inventory Records for Transfer

1. You must first determine if the records you wish to transfer are eligible for transfer to the Archives. Consult the Records of Enduring value list included in this manual or contact the State archives directly at (208)334-2620.
2. After identifying records eligible for transfer to the Archives, estimate the number of boxes you will need to pack and transfer the records. **The Archives requires the use of specially designed acid-free boxes, 15" x 12" x 10" in size.** Each box holds one cubic foot of records. In comparison, a letter-sized file drawer holds 1.5 cubic feet, and a legal-sized drawer holds 2 cubic feet. **Archival transfer storage boxes may be ordered by contacting the City Clerk's Office.**
3. Pack the Records
 - a. Assemble the boxes, using the directions printed on the box.
 - b. Put only one type of record in each box.
 - c. Place the records in the box vertically, and in the same order that they were kept in the office.
 - d. Place letter-sized folders across the 12-inch side, facing the front of the box.
 - e. Place legal-sized folders across the 15-inch side, facing the left side of the box.
 - f. Do not over pack or force records into a box; leave at least one inch of space for ease of access.
 - g. Submit any box folder file listing or index with Archival Records Transfer Form. If you create a container listing on your computer, copy that listing onto a 3.5" floppy diskette and send it with the records or email it as an attachment. Be sure to label the diskette and to indicate the type of software used to create the listing.
 - h. If you have bound volumes or other materials that will not fit in a box, please contact the State Archives for further instructions.

Note: the procedures covered in this leaflet do not apply to electronic records.

4. Complete the Archival Records Transmittal Form

a. For each type of record that you wish to transfer (e.g., Minutes of Meetings, Case Files), you must complete a separate transmittal form. Type or print (in ink) the following information.

b. State Agency/Local Government Name: List City of Coeur d'Alene

c. Office/Department: Name of your office or department and address.

Ex: Clerk's Office; City of Coeur d'Alene; 710 Mullan Ave., Coeur d'Alene, ID 83814.

d. Archives code: Leave blank. Will be entered by State Archives staff.

e. Restrictions: If there are legal restrictions on records, cite authority. Ex: ID Code 9-340C(4e).

f. Volume/Box Number : Cubic foot equivalent plus the number you assign to the box. For boxes, start with number 1 and number each box in the shipment. If your shipment is too large to list on a single sheet, use additional Archival Records Transfer Form pages to complete the transfer and identify at top of form. Ex: Page 3 of 14

g. Description of Records Series: Standardized title from Records of Enduring Value (See list below) List. Ex: Official Minutes and Hearings Proceedings

h. Records Identification Number: Leave blank. Will be entered by State Archives staff.

i. Inclusive Year Dates: Date Span within box from earliest year to most recent year. Ex: FROM: 1914 TO: 1932

j. Location in State Archives: Leave blank. Will be entered by State Archives staff.

k. Transfer Date: Date the records are transferred to State Archives.

l. Name & Signature of Person Releasing Record: Printed name and signature of person authorized to release records to State Archives.

m. Office/Department Contact Name: Person to contact for questions on records if different from name in item number 11.

n. Telephone Number: Telephone number and extension of office/department contact.

o. Email address: e-mail address of contact person if available

5. Transfer of Records to the Archives

The City Clerk shall be contacted to arrange a convenient time for the Archives staff to pick up the records. After the Archives has received the records and formally accessioned them, you will be sent a copy of the transmittal form with an assigned records ID number and location to acknowledge the legal transfer of custody to the Archives. This action also acknowledges the State Archives' responsibility for the security of and access to the records.

Be sure to keep the transmittal form as your record of the transfer and refer to it if you need to contact the Archives about your records.

DISASTER RECOVERY PLAN

In the unfortunate event of a major disaster or system failure, the City has instituted the following backup programs which will allow the City to continue its operation with minimal interruption with the following systems:

Information Systems Disaster Recovery Plan for City Hall

Priority Server Restore

Springbrook:

Springbrook Database is backed up live at 7:00 PM daily. This backup is compressed and then sent offsite over our network to a server at the Police Department. (\\Vortex\D\$\CH-Backups\B2Disc

Information Systems can restore and run Springbrook from servers located at the Police Department if the need arises.

Email:

Email Servers are backed up nightly to an offsite server at the Police Department. In the event of a disaster, new servers would have to be ordered and installed at a disaster recovery site so we could restore the City Hall email servers to working condition.

FileServers:

Fileservers are backed up nightly to tape, and that tape is rotated out of the building every Tuesday morning.

Database/Applications/Web Servers:

Other servers are backed up nightly, to tape, or to offsite file locations over our network. To begin restoring we would need to obtain new servers and storage to restore the backups onto.

Server Hardware

In the event that City Hall would become unusable, we'd need to quickly rebuild several servers, with comparable hardware to that of the original source server. The use of virtualization in server deployment would help facilitate a quicker recovery.

Desktop Workstations

There are currently 120 workstation in use at City Hall. We would need to acquire new workstations to replace any lost in a disaster event.

Orphaned buildings

City Hall is a Critical hub for the information that flows through the city. In event that City Hall were destroyed, all other buildings would lose internet connectivity, phone services, and various other communications access.

A redundant fiber ring or backbone would allow us to keep these buildings online in the event of a disaster at city hall, or any other city location for that matter.