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|  | **Title**: | RECORDS RETENTION | | **Policy #** | | RR.1.01 |
| **Division:** | Administration | | **Page:** | | Page 1 of 2 |
| **Coroner Signature:** | |  | **NAME Reference:** | | F1a,F1c,F1d,F1e,F1m,F1n, F1p,F1q,F1r,F6l,F6m | |
| **Approved/Revised Date:** | | **02-16-2024** | **IACME Reference:** | | A4g,A6a,A6b,A6n,A6o,A6p,B4i,B4j | |



**POLICY**:

To ensure that official records are retained in accordance with the requirements set forth by applicable Idaho State laws. All records, regardless of medium, shall be protected, secured, and stored in a manner that allows for timely retrieval. Digital records shall be permanently retained in both the Ada County Coroner’s Office (ACCO) case management system and the Ada County Archives digital system. ACCO’s working files and supporting documents shall be kept for a minimum of three (3) years.

The coroner is the official custodian of all Coroner Office records. These records shall transfer to any newly elected Coroner and administration as appropriate.

**PROCEDURE**:

All records, regardless of medium, will be electronically saved, backed up within the case management system, and secured in an appropriate, and maintained location.

1. **Active Files**
   1. Electronic case files will be stored, and backed up, in the case management system. The back up will be pursuant to the case management system providers protocols.
   2. All supporting documents and photographs will be uploaded to the case management system.
   3. Active working files will be stored in lockable cabinets in each investigator’s office.
2. **Inactive Files**
   1. Once a case is closed, the hard files will be secured in the casefile room at the Ada County Coroner’s Office (ACCO). Access to the casefile room is limited to administrative personnel via keycard control.
   2. Electronic files will be closed upon case completion.
      1. Reports and photos will be backed up in the case management system, and/or moved to an external storage device for permanent retention.
   3. Hard files will be tagged, boxed, and stored in the casefile room for a minimum of three (3) years.
   4. After the three (3) year minimum, the files will be digitized and stored in the Ada County Archives electronic filing system and backed up in accordance with their protocols.
   5. All ACCO and County Archive electronic files are retrievable by appropriate staff.
3. **Case Photos**
   1. Photos taken by ACCO personnel shall be uploaded immediately into the case management system and may be backed up using cloud computing software/external drives.
   2. Photos and videos received from outside agencies shall be saved to an external drive and uploaded into the case management system when possible.
4. **Dictation Recordings**
   1. Recordings made for the purpose of dictation are not retained.