

State Agency Public Records Questionnaire

1. Please describe your current public records request process and policy for maintaining records that may be requested.
 - a. What are the issues, if any, you see with your current office process and policy?
See Sean's email.
 - b. How could it be improved?
See Sean's email.
2. How many public records requests did your agency receive in the calendar year 2013? **96**
 - a. How many through May 2014? **34**
3. Of those requests, how many were granted in full? **57**
 - a. How many were denied in part? **55**
 - b. In full? **13**
4. Do you have frequent requesters? **Yes**
5. For each request, please provide the following information:
 - a. Type of record requested *see ISDA excel spreadsheet*
 - i. How many of each type of record was requested in total for the year? *see ISDA excel spreadsheet*
 - b. Granted/Denied in Part/Denied in Full *see ISDA excel spreadsheet*
 - i. How many of each? *see ISDA excel spreadsheet*
 - c. Reason for denial whether in whole or in part *info is noted on each written ISDA PRR response however, we do not record this on the excel spreadsheet.*
 - d. Time elapsed for response *see ISDA excel spreadsheet*
 - e. If the time elapsed was more than the statutory 3-day standard, why? Please explain. *Sometimes noted on excel spreadsheet or each written response.*
 - f. If the time elapsed was more than the statutory extended 10-day standard, why? Please explain *Sometimes noted on excel spreadsheet or each written response.*
 - g. What fees did you charge? Please itemize the charges-labor, copying fees, etc...*For fees charged, see excel spreadsheet. For itemized info please, see written ISDA response.*
 - h. Did you provide the first 100 pages and first two hours of labor free, as required by statute? Why or why not? *See excel spreadsheet*
 - i. Type of requester: individual, law firm, NPO, etc... *See excel spreadsheet*
 - j. Volume of request *See excel spreadsheet*
 - k. Were records provided to the requester with redactions? **Yes**
 - i. If so, please describe the extent of redactions and the labor cost charged for the redaction. *see each written ISDA PRR response*
 - l. In what medium were records provided? *See excel spreadsheet*
 - m. Did the requester dispute the decision? **None, in the last year**
 - i. If so, what was the outcome?
 - ii. Did the request go to court?

1. If so, what was the outcome
- iii. What type of staffer responded to the records request?
 1. Please list all
- n. Anything unusual about this request? ?

PRR Process and Records Retention

ISDA adheres to its Public Records Act Policy (see attached, last revised April 9, 2014). Simply put, ISDA attempts to funnel all PRRs to a central point within the agency for logging and tracking purposes. The request is then disbursed to any and all records custodians within the agency that may hold potentially responsive records. If needed, an estimate is then made of the records and labor necessary to respond to the request and an invoice is sent to the requester. If needed, a letter is sent to the requester to extend the response time to ten (10) days. The records are then compiled and analyzed by the custodian, management and Deputy Attorney(s) General generally and specifically for records or information legally exempt from disclosure. The request is then sent alongside a letter explaining any applicable exemptions, the process for appealing a partial or full denial and a certificate of service.

ISDA adheres to its Record Management Policy (see attached, adopted May 1, 2008) and the Department of Agriculture Records Retention Schedule of the Records Management Guide prepared by the Idaho State Historical Society (attached). ISDA retains records for periods of time based on type and responds to any PRRs with any and all retained records according to the request.

Issues with and Improvements to Current Process

Currently ISDA is experiencing a shift toward more electronic records retention in programs conducive to such retention. While this allows some divisions to respond to PRRs in a more efficient and less costly manner, it also creates an inconsistency between certain responses. For example, a PRR may be filled with almost no copying or labor costs due to the fact that it already exists electronically and can be redacted electronically. On the other hand, certain programs may only compile paper records and therefore, requests for these documents involve greater copying and labor (redaction) expensed. A shift toward more, or dual paper/electronic records retention may alleviate what could be characterized as a disparity by requesters.

Due to turnover, some records custodians are unfamiliar with the PRR process and require real-time training. The agency is attempting to address this issue by conducting PRR training(s) with its assigned Deputy Attorneys General. The first training will be October 28, 2014.

Unlike FOIA, Idaho's Public Records Act does not provide a means or process for regulated entities to claim trade secrets prior to submitting records to ISDA. Therefore, in rare circumstances, ISDA must use its discretion in the redaction of trade secret information. A company claiming a trade secret is in the best position to support any claimed trade secret and Idaho's Public Records Law should provide a means for it to do so alongside its submittal of proprietary information to state government.

Let me know how I can best help beyond this.

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**IDAHO STATE
DEPARTMENT OF AGRICULTURE**

APPROVED BY:

Celia K. Gould

ORIGINAL EFFECTIVE DATE:

May 1, 2008

REVISION DATE:

TITLE: ISDA Record Management Policy

I. Introduction

The Idaho State Department of Agriculture (ISDA) recognizes the need for orderly management and retrieval of all official records, and a documented records retention and destruction schedule congruent with all state and federal laws, and related regulations. All official records (paper, microform, electronic, or any other media) will be retained for the minimum period stated in the Records Retention Schedule, as listed in the Idaho Records Management Guide found on the Internet at http://adm.idaho.gov/purchasing/record_cnt.htm and approved by the Record Management Division of the Department of Administration in compliance with *Idaho Code* §67-5751.

After a specified period of time, as stated in the official Retention Schedules found in Appendix 3 of this policy, records must be disposed of in a manner that is consistent with, and systematically carried out in accordance with, prescribed records management guidelines and procedures.

Duplicate files, duplicate copies, and stocks of obsolete forms or pamphlets originally intended for distribution are not considered to be official records or record copies. Duplicates or non-record convenience copies should be destroyed when they cease to be useful and should never be kept longer than the official record copy.

II. Purpose

Records management is the systematic control of information from the time of creation until its ultimate disposition. An effective records management system will:

- Make records readily accessible;
- Protect the safety and integrity of documents and data;
- Eliminate paper and electronic clutter;
- Reduce storage costs and free up computer memory capacity; and
- Ensure compliance with legal and statutory requirements.

III. Goals

The goals of this Record Management Policy are to:

- Promote coordination and collaboration in records management among all areas of the Idaho State Department of Agriculture;
- Establish uniformity in standards, guidelines, retention policies, files management and records security;
- Preserve records that have historical/archival value;
- Transfer inactive records to lower cost storage areas; and
- Establish regular and approved destruction of records that have served their purpose because they have limited retention value.

IV. Standards

Each employee is responsible for meeting professional standards that apply to all records on paper, as well as, electronic or other storage media. All records must be:

- Retained according to the retention schedule listed in Appendix 3 of this policy;
- Organized in a logical, intelligible, and systematic manner, and entered into the division's inventory, located in their Division Inventory Binder as when received or created.
- Reviewed annually for destruction, erasure, or continued retention onsite or at an off-site facility.

V. Policy Basics

This records management policy covers four primary issues that apply to all employees within ISDA:

- Ease of *retrieval*;
- Consistency of *retention*;
- Thoroughness of records *reduction*; and
- Dependability of *recovery* from a records disaster.

A. Records Retrieval

The whole point of having records is to be able to retrieve them when you need them - that requires systemized file management. The same record management principles apply to files on paper and to electronic media:

1. File in an orderly and systematic fashion.
2. Eliminate working versions and drafts when final versions are complete.
3. Move records to division or bureau files when you are through using them.
4. Re-file current working papers to clear your work space.
5. Prevent unauthorized access to sensitive information by locking up paper files and following computer security guidelines.

B. Records Retention

Entire categories of files should be saved and/or purged systematically, following the normal course of scheduled document retention and destruction as outlined in Appendix 3 of this policy.

1. Handle all records as valuable assets of the department.
2. Save or purge records consistently and according to document retention guidelines.

3. Make sure records are useable by others with a legitimate need to know.
4. Treat computer systems as state-owned facilities, to be used in compliance with state and department policies.
5. Update documents on personal computers, laptops, servers and backups so all files match.
6. Record retention schedules will be reviewed annually and revised if necessary before the end of each year to include newly created record series, to change retention periods, or to delete a record series that is no longer useful. Appropriate approval procedures must be followed and completed before any revisions become effective.

C. Records Reduction

Another purpose of this department-wide records management policy is to systematically reduce the cost, floor space, and hardware resources required to store records.

1. Cooperate in records reduction to save storage costs and retrieval time.
2. Do not save excess records or extend retention deadlines on a "just in case" basis.
3. Do not save unessential duplicates, transmittals, courtesy copies, information notes, routine email and memos, etc., beyond their active use.
4. Comply with the retention schedules as defined in Appendix 3 when saving or purging files.
5. Index master documents, source documents, and directories to facilitate systematic purges of records.
6. Treat email as department documents; write with care and professionalism; save or erase systematically in accordance with the records retention policy.
7. No state records may be destroyed without consulting the Records Retention Schedule and logging the destruction of the record on the Records Disposition Sheets located in the Division Inventory Binders. The Records Retention Schedule provides all legal authority to archive or destroy documents that have been retained for the required time.
8. State records may not be destroyed until any litigation, claim, negotiation, audit, public records request, administrative review, or other action involving the record initiated before the expiration of the retention period for the record series in the approved Records Retention Schedule reaches the completion of the action and the resolution of all issues that arise from it.

D. Records Recovery

Records and electronic backups are essential to business resumption after a disaster.

1. Be prepared for disaster recovery.
2. Follow department/division guidelines for labeling and saving records.
3. Document electronic files and make them accessible for systematic backup.
4. Move designated records on paper, electronic and other media to safe storage away from the work location.
5. Secure all sensitive documents at the end of each day.

E. Annual Reviews

Each year ISDA will conduct a review of its Records Management Policy, Records Retention Schedule, and the record keeping practices of its employees by the third Friday of every October. All inventories and records disposition sheets will be reviewed in this process. ISDA employees will be responsible for following the policy, keeping their inventory up to date, and properly archiving or destroying old records. They will need to assess whether new records they have received are properly addressed in the policy and the retention schedule, and take appropriate action should they not be. ISDA will adhere to any new developments in the Idaho State laws pertaining to record keeping, including but not limited to, revision of the policy, its retention requirements, and new storage practices.

VI. Special Requirements

A. Office of Record/Responsibility.

1. Office of Record/Responsibility refers to the ISDA group, department, or office that originates the document and is responsible for maintaining the official record for the total retention period. If a program is moved within the department to another division, records should also be moved to the new area of assignment.
 - The bureau chief or program specialist in charge of the program or service shall be deemed the official custodian of the records.
 - Division assistants or technicians are those assigned to handle public information requests for that area.
2. Examples:
 - Letters/comments originating on rangeland issues will be maintained within the Animal Industries Division under the rangeland program.
 - Minutes of the Idaho Preferred Advisory Board will be maintained by Marketing.
3. All records deemed by the Legal Bureau to be primarily of a legal nature are under the purview of the Attorney General's Office.
4. Any communications to or from the Legal Bureau shall be physically segregated in a confidential section of the relevant file.
5. All official records involving department personnel will be maintained by ISDA's Human Resources office.
 - Personnel records of seasonal workers hired by ISDA's Fresh Fruits and Vegetable field staff offices will be retained by the respective hiring field office as the official record for the time determined in the official retention schedule.
6. All official records involving department monetary funds will be maintained by ISDA's Finance Office except for paper and electronic accounts receivable records which should be retained within each respective program.
7. Any materials which qualify, or potentially qualify, for a business information exemption to disclosure (trade secrets, business records, or environmental audit materials) shall be physically segregated in a confidential section of the relevant file, and labeled "Confidential".

8. Each division, bureau and/or regional office within ISDA which conducts investigations shall adopt, in consultation with the Legal Bureau, a written procedure to be used to govern the filing and storage of investigatory records. These procedures must be consistent with SG 1508 and SG 1509 as defined in the Idaho Records Management Guide.

B. Electronic Records

1. Electronic record means any information that is recorded in a form that requires a computer or other machine to process it.
2. Electronic records created in the normal course of official business and retained as evidence of official policies, actions, decisions or transactions are subject to the management requirements of this plan.
3. Records generated and stored on computers and related systems must be monitored and assessed for value in relation to ISDA's record retention schedule. These records shall be inventoried, just as if on paper, and have destruction or preservation timeframes established as with other record formats. This includes all records and files on individual and shared drives.
4. All electronic records deemed as permanent records by an ISDA record retention schedule shall be printed and filed as the official record. Originators of electronic records are responsible for proper filing and retention of those electronic records concerning ISDA's business.
5. All employees of the ISDA who are issued a computer are responsible for the records kept on their computer. Specifically they are responsible for all files within their My Documents folder and all files on their "H" drive. These are to be held and managed directly by the employee. They are backed up regularly on the schedule currently held by IT staff. Other files on employee C:\ drives are not backed up. Keep any permanent or important documents in one of these two locations. Be sure to note the specific location in the inventory entry of a file. Employees are responsible for properly storing and for properly deleting files on these drives, and to use the electronic resources available to them efficiently.
6. Shared Network drives have been prepared for each division. It is important to note that these are accessible by other persons in your division and are not secure from these persons. The Division Administrators and Administrative Assistants shall act as the custodians of the files on these drives and ensure that they are purged of unnecessary material regularly. These are also backed up by the department's IT staff.
7. The "M" Drive was created and intended to store temporary files and facilitate division communication. Files on the drive are not secure from anyone within the department who has network access. It is not intended to be a permanent storage area. Permanent files should be kept on your "My Documents" file, your "H" drive, or in the case of division files the shared network drives. Files on this drive should be moved to these locations as soon as the administrative need for them on the "M" drive ends to avoid backlog.
8. Disaster Recovery. Information Technology administrators and internal control staff are responsible for maintaining electronic record security,

backup, and disaster recovery plans for those records placed under their administration.

C. Electronic Messaging Systems

1. Electronic messaging systems are a distinct communication system. Currently, information is communicated in a number of electronic forms including electronic mail, voice messaging, facsimile transmissions and data and file transfers via the Internet and Intranet. Messages should not be retained for extended periods of time. Users should remove all electronic messaging system communications in a timely manner in accordance with the requirements of the Records Retention Schedule. If a user needs to retain information in an electronic message for an extended period, he or she should transfer it from the system to an appropriate electronic or other filing system.
2. ISDA Guidelines on Electronic Mail (E-mail)
 - a. Electronic mail to be retained for recordkeeping purposes should be removed from "in-boxes" and stored in file folders located on employees' hard drives and not left on agency servers.
 - b. E-mails that are not required to be kept for official recordkeeping purposes should be kept for no longer than 60 days.
 - c. E-mail records generated and stored on computers and related systems must be monitored and assessed for value in relation to ISDA's record retention schedule. These records shall be inventoried, just as if on paper, and have destruction or preservation timeframes established as with other record formats. This includes records kept on multiple servers. These records shall be systematically removed on a regular basis.

D. Imaging

1. Management of electronic versions of paper documents, originating from scanning or from camera-like applications, is a complex challenge for record management programs. While electronic versions of records are attractive for the ease of retrieval and the reduction in physical storage space, industry standards and legal questions are still in flux.
2. Until the Idaho Records Management Guide, which is produced and maintained by the Record Management Division of the Idaho Department of Administration, officially adopts an Idaho standard for this type of electronic records, original documents must be retained; however, electronic versions of documents, such as receipts, are encouraged for ease of retrieval and to eliminate the necessity for duplicate, hard copies.
3. As with all other electronic record formats, retention of any record is based on purpose and content. ISDA record retention schedules must be followed.

VII. Storage Standards

A. Active Records

1. An active record is any record needed to perform current operations. This record is subject to current use and is usually located near the

Office of Record. These records can be accessed manually or online via a computer system.

2. Active records should be filed in a systematic manner for ease of retrieval. Please review and follow the Policy Basics found in section V of this policy.
3. All active record series are to be kept for the minimum length of time listed in the record retention schedules in Appendix 3 before destruction or archival preservation.
4. Records stored outside of the immediate area of the Office of Record should be clearly labeled on the front face as to the division, item and year of documents contained within. Each box should also clearly show the date beyond which storage is no longer required.
5. Notwithstanding such minimum retention periods, all records must be maintained until all required audits are completed and should be retained beyond the listed retention periods when there is a probability of litigation, either involving records or requiring their use.

B. Inactive Non-Permanent Records

1. Any record series marked for long-term retention that is not in the process of being destroyed or transferred to State Archives must be reviewed on an annual basis by the administrator or bureau chief to ensure that further retention is necessary.
2. These records might include non-current records approved for retention of less than five years that are not suitable for transfer to a records storage facility due to requirements for high security, technical servicing, or other special record keeping provisions.

C. Permanent Records

1. In order to preserve records that have enduring historical or archival value, the State Archivist has established standards for the storage of such records either at the State Archives Building, the State Record Center, or for those retained at the Office of Record.
2. Archival documents, identified in the record retention schedules as "permanent," are to be maintained in accordance with *Idaho Code* §67-5751. An archival state record is any state record that is retained permanently for lasting historical value and is used for research and reference by university offices and the general public.
3. Archival or historical records are to be transferred to the Idaho State Archives using the "Transfer of Records to State Archivist" form found in Appendix 2d1 and following the directions found in Appendix 2d2.
4. Storage of Public Records Standards is set forth in Appendix 4 of the Idaho Records Management Guide as authorized by *Idaho Code* §67-4167. (<http://www.adm.idaho.gov/purchasing/RecordsCenter/RecordRetentionBook.pdf>)

D. Physical Storage Guidelines: To ensure your records are useable for the required retention periods and are reasonably well protected from disaster, use the following guidelines:

1. Store records in metal filing cabinets or on metal shelving; avoid wooden cabinets/shelving.

2. Keep to a minimum the exposure of records to sunlight, strong indirect natural light, and strong artificial light, particularly florescent light.
 3. Maintain a relatively constant temperature between 60 and 70 degrees Fahrenheit.
 4. Maintain a constant relative humidity between 45 percent and 55 percent.
 5. Control dust and chemical vapors.
 6. Store records on cabinets/shelving raised four to six inches above floor level (distance shown to be effective against potential water damage from fire-fighting efforts or minor floods).
 7. Maintain a fire-suppression system (water sprinkler), and/or fire detection and alarm system wired directly to the local fire department.
 8. Place chemical fire extinguishers (preferable to sprinkler system due to possible water damage) conspicuously in file storage areas.
 9. Maintain an intrusion alarm system to protect against theft and vandalism.
- E. Storage of Electronic Media. State standards require:
1. Agencies shall maintain all long-term and permanent backup or secure electronic recording media in a storage facility, either on-site or off-site, with constant temperature (below 68 degrees Fahrenheit) and relative humidity (30 to 40 percent) controls unless other standards are promulgated for a particular media herein.
 2. Agencies shall annually read a statistical sample of all electronic media containing long-term or permanent records to identify any loss of information and to discover and correct the cause of data loss.
 3. Agencies shall copy all long-term or permanent electronic records before the media are 10 years old onto tested and verified new media. Agencies shall back up and refresh electronic records on a regular basis to safeguard against the loss of information due to equipment malfunctions or human error. Duplicate copies of long-term or permanent records shall be maintained in storage areas located in buildings separate from the location of the records that have been copied.
 4. Agencies shall prohibit smoking and eating in any electronic media storage libraries or other storage facilities, including test or evaluation areas.
 5. Agencies shall ensure that all authorized users can identify and retrieve information stored on diskettes, removable disks, tapes, or optical disks by establishing and adopting procedures for external labeling of the contents of such diskettes, disks, tapes, or optical disks.
 6. External labels (or the equivalent automated management system) for electronic recording media used to store long-term or permanent records shall provide unique identification for each storage media, including:
 - a. The name of the organizational unit responsible for the data;
 - b. System title, including the version number of the application;
 - c. Special security requirements or restrictions on access, if any; and
 - d. Software in use at the time of creation.
 7. Information shall be maintained for all media used to store electronic records designated for long-term or permanent retention and storage in the inventory entries in the Division Inventory Binders, including:

- a. File title;
- b. Dates of creation or recent modification;
- c. Dates of coverage
- d. The recording density;
- e. Type of internal labels;
- f. Volume serial number, if applicable;
- g. The number of tracks;
- h. Character code/software dependency;
- i. Information about block size; and
- j. Sequence number, if the file is part of a multi-media set.

VIII. Disaster Recovery

- A. Until such time as ISDA can develop a records disaster recovery plan tailored to fit agency needs and idiosyncrasies, employees will be guided by the state disaster recovery guidelines found at:
<http://www.idahohistory.net/IDDISASTER.pdf>.
- B. Electronic Records. Information Technology administrators and internal control staff are responsible for maintaining electronic record security, backup, and for disaster recovery plans for those records placed under their administration.
- C. The Disaster Action Team- Under the Department's current configuration this shall consist of the Department's Chief of Staff who shall serve as the Records Management Officer and the Administrative Assistants who shall act as Recorders. One individual shall be made the Emergency Coordinator and one the Work Coordinator for the Disaster Action Team. The Records Management Officer and the Work and Emergency Coordinators should receive Records Disaster Recovery Training. The Recorders should prepare the necessary forms for prioritizing their Division's Vital Records and responding to disasters available at:
<http://www.idahohistory.net/IDDISASTER.pdf>. All members of the Disaster Action Team will be required to be familiar with the procedures and their individual roles in it. In addition they will each keep two copies of the policy and filled out forms that pertain to their duties, one in their office and the other in their home in case of emergency.
- D. All personnel should read and have access to this policy and its attendant forms. All personnel appointed to the Disaster Recovery Team should be trained in records recovery via the web-based training program offered by the State Archives and obtainable by contacting the State Archivist (at this time it is Steve Walker Steve.Walker@ishs.idaho.gov). If possible the Team should receive disaster training from the State Archivist.
- E. The Prevention Plan Information and Forms- Pages 1-3 of the State Guidelines found at: <http://www.idahohistory.net/IDDISASTER.pdf> should be included in the department's safety policies and procedures. Additionally the forms from pages 6, 7, 8, 9, 10, 13-14, and 29 should be filled out and kept. They include:

1. The Inventory Priority Lists should be built from each division's inventory of their vital/essential documents, their locations, and size. Each division's recorder should prioritize their division's inventory deciding which of their records they should 1) salvage at all costs, 2) salvage if time permits, and 3) salvage as part of general cleanup. A copy of the list should be kept in their office and their home. (pgs. 3 & 8).
2. Disaster recovery instructions: Assess the damage and plan recovery: how much damage occurred? Consider what kind of damage is it (fire, smoke, soot, clean water, dirty water). Plan the stabilization of the environment including what equipment or services will be required to conduct the salvage operation.
3. Disaster Prevention/Safety checklist
4. Request for Correction of Hazard
5. Phone Tree- This should go from Director to the administrators and administrative staff to the individual members
6. Needed Off-site services
7. Collection Salvage Priorities- This should be organized based on the Inventory Priority Lists. A preliminary list should be drawn up by the Disaster Action Team. If a disaster strikes they should review the list and prioritize the potentially salvageable material.
8. Storm and Flood Watch Checklist
9. Instructions for Minor Emergencies
10. Salvage Procedures for water damaged materials
11. Preparation for Freeze, Vacuum, and Air drying materials
12. Top 10 things to do while awaiting clearance

**Idaho State Department of Agriculture
Records Retention Schedule**

Department Agriculture		Division	Address 2270 Old Penitentiary Rd.	City Boise	State ID	Zip code 83712	Page OF
Department Approval (Include Title)			Records Management Approval		Date	Date	
RECORDS CONTROL NO.	RECORD TITLE	Retention Information				REMARKS	
		OFFICE	Record Center/ ISHS	Microfilm	Mag Tape		
SG0002	Administrative Hearing Transcripts	3 years	Permanent				
SG0003	Administrative Reference and Reading Files	1 year or as needed					
SG0004	Administrative Rule Records	4 years					
SG0005	Administrative Rulemaking Files	1year or as needed					
SG0006	Agency Written Histories	3 years	Permanent				
SG0007	Attorney General's Opinions	Permanent				Contact State Archivist for specific information on when, how, and where to archive them.	
SG0008	Committee and Administrative Hearing Records	1 year				After minutes approved	
SG0009	Committee and Conference Files	Permanent				Contact State Archivist for specific information on when, how, and where to archive them.	
SG0010	Daily Activity Schedules	1 year					
SG0014	Executive Correspondence	3 years	Permanent			Archive after 3 years	
SG0018	Correspondence (Routine)	3 years					
SG0020	Incoming Documents	1 year					
SG0021	Internal Administrative Correspondence	2 years					
SG0023	Litigation Case Files	Permanent				Contact State Archivist for specific information on when, how, and where to archive them.	
SG0024	Mailing Lists	Until superseded					
SG0026	Organizational Files	3 years	Permanent			Archive after 3 years	
SG0029	Performance Audit Reports	Permanent				Contact State Archivist for specific information on when, how, and where to archive them.	

Appendix 3.

SG0030	Policy and Procedures Manual	3 years	Permanent			Archive after 3 years
SG0031	Policy and Procedure Case Files	2 years				
SG0032	Proposed Legislation Records	3 years	Permanent			Archive after 3 years
SG0033	Publications	3 years	Permanent			Archive after 3 years
SG0034	Public Record Register Sheets	Permanent				Retain on site for reference
SG0035	Records Disposition Files	3 years	Permanent			Archive after 3 years
SG0036	Record Management Files	3 years	Permanent			Archive after 3 years
SG0037	Records Transfer Sheets	5 years after records are destroyed				
SG0038	Technical Reference Files	1 year or as needed				
SG0042	Working Papers	As needed				
SG0101	Budget Reports Annual	3 years	Permanent			Archive after 3 years
SG0104	Budget Allocation Files	3 years				
SG0105	Budget Background Reports	3 years				
SG0107	Budget Policy Files	3 years	Permanent			Archive after 3 years
SG0108	Grant Case Files	3 yrs after expiration				
SG0110	Periodic Budget Reports	3 years				
SG0111	Unsuccessful Grant/Cooperative Agreement Files	3 years				
SG0301	Mail Control Records	3 years				
SG0302	State Mail and Delivery Service Receipts	1 year				
SG0305	Telecommunications Service Records	5 years				
SG0307	Telephone Message Registers	6 months				
SG0308	Telephone Records	2 months				
SG0401	Activity Monitoring Records	1 year or as needed				
SG0402	Batch Data Entry Control Forms	3 years				

Appendix 3.

SG0403	Computer Hardware and Maintenance Records	1 year after disposal of equipment					
SG0404	Computer Job Schedules and Reports	1 year or as needed					
SG0405	Computer Utilization and Billing Reports	5 years					
SG0406	Computer Produced Output	2 years					
SG0407	Data Documentation for Non-Permanent Databases	1 year after superceded					May also be destroyed if the database is deleted
SG0409	Data Processing Planning Records	Permanent					Contact State Archivist for specific information on when, how, and where to archive them.
SG0410	Program Source Code	3 years after program is discontinued					
SG0412	System Documentation for Non-Permanent Databases	1 year after superceded					
SG0413	System Documentation for Permanent Database	N/A	Permanent				Transfer to State Archives Immediately
SG0501	Americans With Disabilities Act (ADA) Files	15 years					
SG0601	Accounting Administrative Files	1 year					
SG0602	Accounts Receivable Invoices	3 years					
SG0603	Adjustment Forms	3 years or after audit					
SG0604	Auditor's Financial Report	Permanent					
SG0606	Bank Statements	State Treasurer's Office for 3 years					
SG0610	Cash Receipts	3 years or after audit					
SG0612	Cost Accounting Reports	3 years or after audit					
SG0613	Cost Report Data Files	3 years or after audit					
SG0614	Deposits With State Treasurer	3 years					
SG0615	Employee Travel Reimbursement Files	3 years					
SG0616	Expenditure Accounting General Correspondence and Subject Files	2 years					
SG0618	Freight Files	3 years after account settled or audit					
SG0620	General Accounting Ledger	7 years after audit					
SG0621	Inventory of Fixed Assets	2 years					

Appendix 3.

SG0626	Personnel Accounting Administrative Files	2 years				
SG0628	Refund Requests	3 years				
SG0631	Telephone & Cell Phone Bills	3 years				
SG0632	Travel and Transportation Files	3 years				
SG0633	Vendor Payment Vouchers- Canceled	7 years or after audit				
SG0634	Warrant Requests	3 years or after audit				
SG0635	Warrant Requests Used in the Purchase of Real Property	Permanent				
SG0636	Warrant/Check	Office of the State Treasurer 7 years				
SG0637	Warrant/Check--Lost	State Controller's Office 7 years				
SG0752	Applications- Classified Employment (Unsolicited)	None -->				Forward to DHR upon Receipt
SG0753	Applications- Non-Classified Employment (Unsolicited)	Unsuccessful Applicants 4 years, Successful				
SG0754	Equal Employment Opportunity Commission and Office of Federal Contract Compliance Program Records	3 yrs after resolution/ completion of project				EEOC & OFCCP
SG0765	Medical Files- Terminated Employee	5 years				If involved in a court case retain 5 years after settlement
SG0768	PERSI Transmittal Documents/Report	Until superseded				
SG0770	Personnel Files- Former Employees	5 years after employment ends				
SG0771	Personnel Files- Active Employee Files	See Guide				
SG0780	Problem Solving (Grievance) Files- Employee	5 years after last day of employment				
SG0782	Recruitment Files- Classified Positions	4 years				
SG0784	Reports Division of Human Resources and Controller's Office	Until Obsolete				
SG0786	Training Records -- Employee	5 years after last day of employment				
SG0787	Training Records -- Miscellaneous	2 years				May be held longer if instructed to do so by certifying agency
SG0788	Training -- Program Administration	2 years				
SG0801	Motor Vehicle Titles	Until Vehicle is Sold				
SG0802	Certificates of Mileage	3 years				

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SG0803	Gasoline Sales Tickets	3 years				
SG0804	Insurance Adjuster's Estimates Accident Reports	3 years				
SG0806	Motor Vehicle Cost Files	5 years				
SG0807	Motor Vehicle Public Employee Operational Files	5 years				
SG0808	Motor Vehicle Release Files	5 years				
SG0809	Motor Vehicle Maintenance, Operation, & Registration Files	Until obsolete				
SG0905	Time Tracker	3years				
SG0913	Leave Summary Reports	Retain until part of Personnel Files				
SG0922	Taxable Wage Earning Reports	3 years or after audit				
SG1001	Declaration of Surplus Property	3 years				
SG1002	Property Disposal Case Files	3 years				
SG1104	Contract Purchasing Files	3 yrs after final payment				
SG1107	Leasing Contract Files	3 yrs after termination				
SG1108	Professional Contractual Agreement	3 years after payment or termination				
SG1110	Purchase Requisition Files	3 years after termination				Contact State Archivist for specific information on when, how, and where to archive them.
SG1201	Agency Commendation Files	Permanent				
SG1202	Complaint/ Informant Files	7 years after final resolution				
SG1203	Indexes and Checklists	Until superseded				
SG1204	Information Project Files	1 year after close of file				
SG1205	Press Release	Permanent				Contact State Archivist for specific information on when, how, and where to archive them.
SG1206	Public Relations Files	Permanent				Contact State Archivist for specific information on when, how, and where to archive them.
SG1502	Board and Commission Member Records	3 years				
SG1503	Board and Commission Members Personnel Records	3 years	Permanent			Transfer to Archives after 3 years
SG1504	Institute Meeting Minutes	Permanent				Contact State Archivist for specific information on when, how, and where to archive them.

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SG1505	Institute Formation		Permanent		Transfer to Archives after 3 years
SG1506	Commodity Assessment Records	3 years or as needed			
SG1508	Complaint & Disciplinary Records, Individual	5 years after case closed			
SG1509	Complaint & Disciplinary Records, Establishment	10 years after case closed			
SG1510	Crop Production and Acreage Records	3 years or as needed			
SG1511	Education Program Review Records	3 years			
SG1512	Examination and Administration Records	3 years	Permanent		Transfer to Archives after 3 years
SG1513	Incomplete License Application Records	3 years			
SG1514	Inspection Records Establishment	2 years			
SG1515	Licensee Rosters	3 years	Permanent		Transfer to Archives after 3 years
SG1516	Licensing Records-- Establishment	3 years	Permanent		Type B: retain for 7 years after expiration of license
SG1517	Licensing Records-- Individual	3 years or license becomes inactive			
SG1518	Lobbyist Records	3 years			
SG1519	Reports and Studies	Permanent			Contact State Archivist about the Permanent Final Drafts. Destroy working files as soon as final copy has been produced
SG1602	Alarm Records	2 years			
SG1606	Bulletins from Other Agencies	Until superseded			
SG1607	Civil Enforcement Case Files	3 years after completion			
SG1608	Communications Logs	1 year			
SG1640	Internal Investigation Case Files	3 years			
SG1646	Inspector Notes	As needed			
SG1649	Photo ID Records	Permanent			Contact State Archivist for specific information on when, how, and where to archive them.
SG1652	Property Registration Records	Until expiration			
SG1653	Property Sales Records	7 years			
SG1655	Records Request File	1 year after grant or final determination			

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SG1702	Annual Reports	3 years	Permanent			Record Copy: Transfer to State Archives after 3 years. Duplicate Copies: 3 years or as needed, then destroy.
SG1704	Borrower Registration Records	As needed				
SG1707	Copyright and Reproduction Records	6 yrs or as needed				
SG1708	Director's Records	3 years	Permanent			Archive after 3 years
SG1709	Division Administrative Files	3 years or as needed				
SG 1711	Educational Program Records	3 yrs or need ends				
SG1712	Exhibit Records	3 years	Permanent			Record Copy: Transfer to State Archives after 3 years. Duplicate Copies: 3 years or as needed, then destroy.
SG1716	Master Shelf Lists/Inventories	Until superseded				
SG1717	Member Records	3 years after membership ends				
SG1720	Publications Promotional	3 years	Permanent			Record Copy: Transfer to State Archives after 3 years. Duplicate Copies: 3 years or as needed, then destroy.
SG1721	Research Inquiry and Response Records	2 years or as needed				
SG1722	Temporary Loan Records	3 years or as needed				
SG1723	Volunteer Records	3 years				Covers unpaid interns
SG1901	Agriculture Water Quality Project Files	Permanent				Retain until no longer needed on regular basis then archive. Data: maps, results, and analysis for published reports
SG1902	Approved Chemigation Equipment Records	Until Superseded				When superseded, destroy. lists of approved chemigation equipment
SG1903	Hazardous Material Records	3 years	Permanent			Retain 3 years then transfer to state Archivist. Pesticide & Container collection & disposal. Contact State Archivist.
SG1904	Hazardous Materials Training Records	30 years				Retain for length of employment, plus 5 years, then transfer to state Archivist. Records for hazardous materials training
SG1905	Homeowner and well Information	Permanent				Retain within agency until no longer needed on a regular basis and then archive.
SG1906	Personal Protective Equipment Fit Test Files	Until superseded				Retain until equipment tested is replaced. Equipment Fit tests of employees who could be exposed to pesticides
SG1907	Pesticide Management Plans	Permanent				Plans & related Docs related to managing pesticides in groundwater. Contact State Archivist.
SG1908	Licensing Records - Device	3 years after expiration of license				Destroy after expiration of license
SG1909	Medical Monitoring Files	3 years	30 years after last day of employment			Transfer to state record center after 3 years. Physical examinations of employees who could be exposed to Pesticides
SG1910	Well Logs	Permanent				Retain in agency until no longer needed on regular basis and then archive.
SG1911	Worker Protection Standard Training Materials	Until superseded				Training Materials

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SG1912	Worker Protection Standard Train-the-Trainer Records	3 years	Permanent			lists & related records of trainers of handlers and workers. Contact State Archivist
SG1913	Agricultural Inspection Reports	5 years				

SUBMIT COMPLETED TRANSFER FORM TO: 1. Page of

Idaho Public Archives and Research Library, Idaho State Historical Society, 2205 East Old Penitentiary Road, Boise, Idaho 83712-8250
 (208) 334-2620 (phone) (208) 334-2626 (fax) steve.walker@ishs.idaho.gov (e-mail)
<http://idahohistory.net/> (web site)

TRANSFER OF RECORDS TO STATE ARCHIVES

2. STATE AGENCY/LOCAL GOVERNMENT NAME				Please Type or Print		STATE ARCHIVES USE ONLY			
OFFICE/DEPARTMENT NAME & ADDRESS (please include building, street address, city zip code)		3. ARCHIVES CODE (State Archives Use Only)		Please attach sheets containing additional information about the folder contents of each box. Please list sequential box number, folder number and/or title, inclusive date span. Transfer only inactive		BOX COUNT	DATE RECEIVED		
4. RESTRICTIONS						Received By (Name/Title)			
5. VOLUME / BOX NUMBER		6. DESCRIPTION OF RECORDS SERIES (Type of records in each box)		7. RECORDS ID NO. State Archives Use Only		8. INCLUSIVE YEAR DATES FROM TO		9. LOCATION IN STATE ARCHIVES	
VOLUME IN CUBIC FEET	SEQUENTIAL NUMBER								
10. TRANSFER DATE		11. NAME (Please Print) & SIGNATURE OF PERSON RELEASING RECORD name _____ signature _____		12. DEPARTMENT CONTACT NAME (PRINT)		SHELVED BY		DATE	
13. TELEPHONE NUMBER				14. EMAIL ADDRESS		CHECKED BY		DATE	
								How many additional archival boxes are needed?	

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 your agency's archival records, please follow the steps below.

Inventory Records for Transfer

- 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 at http://www.idahohistory.net/SHRAB_PR_COVER.pdf or contact the State Archives directly at 334-2620.
- 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 calling the State Archives at (208) 334-2620 or faxing your information to (208) 334-2626.

Pack the Records

- Assemble the boxes using the directions printed on the box.
- Put only one type of record in each box.
- Place the records in the box vertically, and in the same order they were kept in the office.
- Place letter-sized folders across the 12-inch side, facing the front of the box.
- Place legal-sized folders across the 15-inch side, facing the left side of the box.
- Do not over pack or force records into a box; leave at least one inch of space for ease of access.
- Submit any box folder file listing or index with the 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.
- 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. For information and assistance in providing long-term access to records in electronic format, contact the State Archives.

Complete the Archival Records Transmittal Form

- Archival Records Transfer Forms may be obtained from the State Archives or copied from the internet at <http://www.idahohistory.net/StateArchivesTransferForm.pdf> For each type of record 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.
 1. **State Agency/Local Government Name:** Official name of state agency or local government.
 Example: Public Utilities Commission or County of Shoshone or City of Arco
 2. **Office/Department:** Name of your office or department and address.
 Example: Clerk's Office; Shoshone County Courthouse; 700 Bank Street; Suite 120, Wallace, 83873
 3. **Archives Code:** Leave blank. Will be entered by State Archives staff.
 4. **Restrictions:** If there are legal restrictions on records, cite authority.
 Example: ID Code 9-340C (4e).
 5. **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 there are additional sheets at top of form.
 Example: Page 3 of 14
 6. **Description of Records Series:** Standardized title from Records of Enduring Value List.
 Example: Official Minutes and Hearings Proceedings
 7. **Records Identification Number:** Leave blank. Will be entered by State Archives staff.
 8. **Inclusive Year Dates:** Date Span within box from earliest year to most recent year.
 Example: FROM: 1914 TO: 1932
 9. **Location in State Archives:** Leave blank. Will be entered by State Archives staff.
 10. **Transfer Date:** Date the records are transferred to State Archives.
 11. **Name & Signature of Person Releasing Record:** Printed name and signature of person authorized to release records to State Archives.
 12. **Office/Department Contact Name:** Person to contact for questions on records if different from name in item number 11.
 13. **Telephone Number:** Telephone number and extension of office/department contact.
 14. **Email Address:** E-mail address of contact person, if available.
 15. **How many additional archival boxes are needed?** Place amount of boxes needed for future transfer of records to State Archives in this space.

- Send the transmittal form for review by the State Archives to the address indicated at the top of the form. If the transmittal form is incomplete or inaccurate, it may be returned to the agency for correction. If this is the first time your agency has transferred records to the Archives, or if the volume of records being transferred is large, contact the State Archives prior to transfer. After approval, the records can be transferred to the Archives.

Transfer of Records to the Archives

You will be contacted to arrange a convenient time for delivery by the agency or 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.

For further assistance please contact:

Steve Walker, State Archivist at Steve.Walker@ishs.idaho.gov



Idaho Records Center

A Program of the Idaho State Archives

Department of Agriculture Records Retention Schedule of the Records Management Guide

(This Schedule Revised April, 2008)



C.L. "BUTCH" OTTER, GOVERNOR

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history.idaho.gov

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APPENDIX 9: RECORDS RETENTION SCHEDULE FOR STATE GOVERNMENT AGENCIES

GUIDELINES

A record is recorded information, in any form, including data in computer systems, created or received and maintained by an organization or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

The following records retention schedule is reviewed and modified, if necessary, on a yearly basis. The schedule is designed to be a reference in designing individualized agency retention schedules and to provide a level of uniformity in records retention throughout Idaho state government. The State Record Center, Department of Administration, should be contacted regarding proposed changes or modifications to the records in this schedule, or if activities of an agency require different retention.

All retention periods are filed by either the fiscal or calendar year. For all UNANNOTATED DUPLICATE COPIES, preferably destroy immediately after administrative need ends by either the fiscal or calendar year.

INTRODUCTION TO RECORDS RETENTION SCHEDULE

This schedule is intended for use within an agency's records management program. Regardless, until an agency creates a version of this records retention series specific to its facilities, these are the accepted and established time frames and limitations that should be adhered to.

Retention Schedule Headings Definitions	
Series #	Number associated with each schedule type
Series Title	A general description of the series
Office of Record	Office that commonly creates the record and holds it during its active period
Retention Period	Time to retain the record; life of the record
Transfer Instructions	Where a record goes after its active period
Archival	<p>A – Indicates the record is or may be permanent and have historic value</p> <p>R – Indicates a required review by the Records Manager to determine value</p>
Vital	X – Record is vital for immediate operation of the office of origin or the institution.
Guidance: Restricted Access	<p>RA – Refers to the security needs of a record series. Must be justified.</p> <p><i>Access to applicable records should be limited to authorized personnel and approved individuals due to privacy and educational interests. Questions about limits should be based on the type of records, its content and the nature of the request for access and use.</i></p> <p>Records may contain, but are not limited to, confidential, personal or proprietary information.</p>
Guidance: Authorities	Federal and State laws, regulations or requirements that pertain to the series. Where not specifically referenced, Idaho Code § 9-337 through 9-347 of the Public Records Law has been applied. Note that there are exemptions for the access requirements of this law. These may be noted as well.

Retention Codes (Refer to Records Regardless of Format; Type May Vary)	
AC	After closed, terminated, completed, expired, settled or last date of contract
AV	As long as administratively valuable
CE	Calendar Year End (December 31 st)
FE	Fiscal Year End (June 30 th)
LA	Life of Asset
PM	Permanent
UA	University Archives
US	Until Superseded

HOW TO USE THESE SCHEDULES

ESTABLISHING A SCHEDULE

This schedule assumes that:

- The person using it is knowledgeable about his/her office or agency's records;
- An inventory of the records of the office or agency will be performed;
- Time will be taken to apply the definitions to the records found on hand; and
- Records will not be destroyed or reorganized without supervision of the agency's Records Manager or consultation with the State Archivist.

FUNCTIONS AND TYPES OF RECORDS

This schedule is intended to address records common to most offices and agencies of the State of Idaho. Not every type of record listed here will occur in every agency. Some agencies will discover they have records that do not appear to fit any of these series. For those records, contact the State Archivist or the agency's Records Manager for guidance.

HIERARCHY OF RECORDS WITHIN AN AGENCY

Put simply, not every office holding a copy of a record is holding the *record copy*. An example is time sheets. The record copy of a time sheet is the one signed and sent to the payroll office. Any copies kept in other offices to confirm later payroll reports (e.g., proper charges to accounts, etc.) are a short-term record, as are any personal copies in other offices. The Office of Record is the payroll office.

When trying to assess the value of a record in the focus area, bear this concept in mind: Where does the ultimate responsibility for a document, report or record lie? There are instances where a record has value for different reasons in different offices. This is the primary reason a physical inventory of records is essential to this process.

WHEN A RECORD SHOULD BE RETAINED LONGER THAN ITS RETENTION

Documents, regardless of format or storage media (e.g., electronic files), associated with any dispute, audit or legal proceeding should not be destroyed or altered without consultation with the agency's Records Manager, General Counsel, Deputy Attorney General or the State Archivist.

CONFIDENTIALITY, RESTRICTED ACCESS AND PUBLIC RECORDS

The need to limit access to a record type does not mean that it is unavailable as a public record.

- Requests for access to public records should be handled by personnel familiar with the requirements of the laws and regulations that apply to the information requested; and
- For some records flagged in this schedule as "RA – Restrict Access," copies can be furnished where restricted information is blocked out or redacted to make it available to a public records request. An example is a contract that may be copied if social security number, names, etc., have been obscured.

Concerns about making records available to a public records request should be addressed to the agency's Records Manager, General Counsel, Deputy Attorney General or the State Archivist.

CREATING AN AGENCY'S RETENTION SCHEDULE

Once an inventory is completed and a summary of the record series which occur in the agency's office has been compiled, based on this general schedule, a set of decisions will need to be made to establish the Office of Record for each record type. **NOTE:** For many common series, like "correspondence," the Office of Record will probably be the "office of origin" until it is time to transfer the inactive years of material to the State Archives. Other records have obvious "homes," like payroll records (Accounting or Payroll) and permanent or long-term personnel files (Human Resources). It should be noted that smaller-scale agencies may find that a central office becomes the Office of Record for many record types because of staffing or the preference of the agency director. For agencies with regional offices around the State, these decisions may seem problematic. However, with a careful focus on the needs of the offices within an agency and by consulting the State Archivist, these decisions can be made to the benefit of all.

One of the established benefits of records management, with improved accountability of the Office of Record, is efficiency, in both expense and time, of being able to retrieve a record when it is truly needed, without multiple copies taking up space throughout an agency or an office.

HOW TO USE THE RETENTION SCHEDULE FORMAT

Please consider the sample inserted below. Microsoft Excel was used to create this version of the retention schedule document. The fields of the table should be adhered to for compatibility with other State agencies and offices within a given agency.

The *Records Retention Form*, an online Excel fill-in form document, may be accessed at http://adm.idaho.gov/purchasing/record_cnt.htm.

SAMPLE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0110	PERIODIC BUDGET REPORTS Monthly or routine reports on the status of agency appropriation accounts and apportionment, excluding Annual Budget Reports.		FE +3, then destroy			
SG1310	LOSS CONTROL INSPECTION REPORTS An annual self-inspection report used to identify potential hazards within the building or on the agency property. This record may also be used as evidence in defense of a claim. GUIDANCE: - Retain by agency until superseded or obsolete, then send to Risk Management.	Risk Manage- ment	US +12, then destroy			
SG18312	STUDENTS - FINANCIAL AID RECORDS - FFEL AND DIRECT LOANS Records related to borrower's eligibility and participation. All audit requirements to be met prior to disposal. GUIDANCE: - AC - End of the award year in which the student last attended. - Retention based on 34 CFR § 668.24		AC +3, then destroy			RA -Access: FERPA, Confi- dential Record.
SG18559	COMPUTER SYSTEMS - HARDWARE DOCUMENTATION Operational and maintenance requirements of computer hardware, such as operating manuals, hardware configurations, control systems. GUIDANCE: - Series may relate to property management schedules.		PM	A	X	RA -Access may be restricted as part of facility security plans.

NOTE: A column may be added for specific agency series numbers to allow for associating a records series with an in-house procedure or policy.

AGRICULTURE, DEPARTMENT OF RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG1901	<p>AGRICULTURE WATER QUALITY PROJECT FILES</p> <p>Files pertaining to the Agriculture Water Quality Project which is designed to monitor and maintain water purity. These records involve tests, maps, analysts, reports, plans and other documents necessary to conducting the project.</p> <p>GUIDANCE: - Retain within agency until no longer needed on a regular basis, then archive.</p>		PM			
SG1902	<p>APPROVED CHEMIGATION EQUIPMENT RECORDS</p> <p>Contains lists and specifications for State approved chemigation equipment for licensed chemigators.</p>		US, then destroy			
SG1903	<p>HAZARDOUS MATERIAL RECORDS</p> <p>Records of hazardous material, their qualities, users, dangers associated with exposures, locations, movements, restrictions, containers, and the disposal of such materials and their containers.</p>		AC +3, then PM			

LEGEND:

Retention Codes: **AC**-After closed, terminated, completed, expired, settled or last date of contact; **AV**-As long as administratively valuable; **CE**-Calendar Year End (December 31st); **FE**-Fiscal Year End (June 30th); **LA**-Life of Asset; **PM**-Permanent; **UA**-University Archives; **US**-Until Superseded

Archival: **A**-Record is or may be permanent and have historic value; **R**-Required review by the Records Manager to determine value.

Vital: **X**-Record is vital for immediate operation of the office of origin or the institution

Guidance: **RA**-Refers to the security needs of a record series. Must be justified.

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG1904	<p>HAZARDOUS MATERIAL TRAINING RECORDS</p> <p>Contains records of all training related to handling of hazardous material.</p> <p>GUIDANCE: - Retain by division for length of employment plus 5 years, then retain 25 years at State Archives.</p>		AC +30, then destroy			
SG1905	<p>HOMEOWNER AND WELL INFORMATION</p> <p>Information about the property and owners of wells. May include descriptions, photographs, directions to the locations, and other information pertinent to testing wells.</p> <p>GUIDANCE: - Retain within agency until no longer needed on a regular basis, then archive.</p>		PM			
SG1906	<p>PERSONAL PROTECTIVE EQUIPMENT FIT TEST FILES</p> <p>Records of the results of fit tests for the protective equipment used by the department to ensure the safety of its employees when handling hazardous or potentially hazardous materials.</p> <p>GUIDANCE: - LA - Until equipment tested is replaced.</p>		LA, then destroy			

LEGEND:

Retention Codes: **AC**-After closed, terminated, completed, expired, settled or last date of contact; **AV**-As long as administratively valuable; **CE**-Calendar Year End (December 31st); **FE**-Fiscal Year End (June 30th); **LA**-Life of Asset; **PM**-Permanent; **UA**-University Archives; **US**-Until Superseded

Archival: **A**-Record is or may be permanent and have historic value; **R**-Required review by the Records Manager to determine value.

Vital: **X**-Record is vital for immediate operation of the office of origin or the institution

Guidance: **RA**-Refers to the security needs of a record series. Must be justified.

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG1907	<p>PESTICIDE MANAGEMENT PLANS</p> <p>Plans for controlling the exposure of groundwater to pesticide, results of tests, policy, substance regulation, treatment practice, and other documents which indicate the procedure of handing and controlling the use of pesticides.</p> <p>GUIDANCE: - Retain within agency until no longer needed on a regular basis, then archive.</p>		PM			
SG1908	<p>LICENSING RECORDS – DEVICE</p> <p>Record of machines that have been inspected for proper calibration and functionality in respect to their given role in the standardization of commerce and have been found to meet the requirements of the State or Federal standards. Such machines may be used for commerce within the state for the duration of their license.</p>		AC +3, then destroy			
SG1909	<p>MEDICAL MONITORING FILES</p> <p>These include records of substance, pests, or other potential causes of medical conditions to which the employees may have been exposed. They may include physical examinations of the employee while they are/were employed and records of medical examinations after the end of their employment.</p> <p>GUIDANCE: - AC - After last date of employment. - Retain by agency for 3 years, then transfer to State Archives.</p>		AC +30, then destroy			

LEGEND:

Retention Codes: **AC**-After closed, terminated, completed, expired, settled or last date of contact; **AV**-As long as administratively valuable; **CE**-Calendar Year End (December 31st); **FE**-Fiscal Year End (June 30th); **LA**-Life of Asset; **PM**-Permanent; **UA**-University Archives; **US**-Until Superseded

Archival: **A**-Record is or may be permanent and have historic value; **R**-Required review by the Records Manager to determine value.

Vital: **X**-Record is vital for immediate operation of the office of origin or the institution

Guidance: **RA**-Refers to the security needs of a record series. Must be justified.

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG1910	WELL LOGS Logs of tests of the water quality of wells in the state. GUIDANCE: - Retain within agency until no longer needed on a regular basis, then archive.		PM			
SG1911	WORKER PROTECTION STANDARD TRAINING MATERIALS Materials and presentations to workers and handlers of pesticides and others.		US, then destroy			
SG1912	WORKER PROTECTION STANDARD TRAIN THE TRAINERS RECORDS List of handler/worker trainers under the Worker Protection Standard. GUIDANCE: - Retain by agency for 3 years, then transfer to State Archives.		PM			

LEGEND:

Retention Codes: **AC**-After closed, terminated, completed, expired, settled or last date of contact; **AV**-As long as administratively valuable; **CE**-Calendar Year End (December 31st); **FE**-Fiscal Year End (June 30th); **LA**-Life of Asset; **PM**-Permanent; **UA**-University Archives; **US**-Until Superseded

Archival: **A**-Record is or may be permanent and have historic value; **R**-Required review by the Records Manager to determine value.

Vital: **X**-Record is vital for immediate operation of the office of origin or the institution

Guidance: **RA**-Refers to the security needs of a record series. Must be justified.

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG1913	<p>AGRICULTURAL INSPECTION REPORTS</p> <p>The series includes inspections detailing the sanitation and presence of diseases, noxious weeds or pests in a given location where agricultural activities are conducted, and inspections which detail the fitness of a particular establishment to conduct agricultural or agriculture related commercial activities.</p> <p><i>GUIDANCE:</i> - Retain by agency for 5 years.</p>		AC +5, then destroy			

LEGEND:

Retention Codes: **AC**-After closed, terminated, completed, expired, settled or last date of contact; **AV**-As long as administratively valuable; **CE**-Calendar Year End (December 31st); **FE**-Fiscal Year End (June 30th); **LA**-Life of Asset; **PM**-Permanent; **UA**-University Archives; **US**-Until Superseded

Archival: **A**-Record is or may be permanent and have historic value; **R**-Required review by the Records Manager to determine value.

Vital: **X**-Record is vital for immediate operation of the office of origin or the institution

Guidance: **RA**-Refers to the security needs of a record series. Must be justified.

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG1914	<p>LABORATORY TEST RECORDS</p> <p>This record series documents the conducting of and results of laboratory tests that are done for private or public organizations by a state agency's laboratory. They may be informative or regulatory in nature. Any and all documents pertaining to the request for the test, the conducting of the test, and the final result of the test are laboratory test records.</p> <p>General Laboratory Records:</p> <p>A. Laboratory protocol and testing procedures</p> <p>B. Laboratory inspection reports</p> <p>Animal Disease Test Results and Records:</p> <p>C. Reportable / notifiable disease test records</p> <p>D. Other test records</p>		<p>A. US, then PM</p> <p>B. US or 10, then destroy</p> <p>C. AC +10, then destroy</p> <p>D. AC +3, then destroy</p>			Contact State Archivist.

LEGEND:

Retention Codes: **AC**-After closed, terminated, completed, expired, settled or last date of contact; **AV**-As long as administratively valuable; **CE**-Calendar Year End (December 31st); **FE**-Fiscal Year End (June 30th); **LA**-Life of Asset; **PM**-Permanent; **UA**-University Archives; **US**-Until Superseded

Archival: **A**-Record is or may be permanent and have historic value; **R**-Required review by the Records Manager to determine value.

Vital: **X**-Record is vital for immediate operation of the office of origin or the institution

Guidance: **RA**-Refers to the security needs of a record series. Must be justified.

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG1915	<p>PHYTOS PPQ FORMS 577, 578, 579</p> <p>These forms detail the actions in the department regarding the operation of businesses under national policy for the international standards of plant sanitation.</p> <p>GUIDANCE: - Retain by agency for 3 years.</p>		AC +3, then destroy			

LEGEND:

Retention Codes: **AC**-After closed, terminated, completed, expired, settled or last date of contact; **AV**-As long as administratively valuable; **CE**-Calendar Year End (December 31st); **FE**-Fiscal Year End (June 30th); **LA**-Life of Asset; **PM**-Permanent; **UA**-University Archives; **US**-Until Superseded

Archival: **A**-Record is or may be permanent and have historic value; **R**-Required review by the Records Manager to determine value.

Vital: **X**-Record is vital for immediate operation of the office of origin or the institution

Guidance: **RA**-Refers to the security needs of a record series. Must be justified.

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG1916	<p>LICENSING RECORDS, ESTABLISHMENT</p> <p>Series documents the application process and licensing history of establishments regulated by state law and administrative rule. Types of establishments may include cemeteries, barber and beauty shops, mortuaries, crematoriums, funeral homes, pharmacies, animal euthanasia sites, dog kennels, drug manufacturers, or drug wholesalers, etc. Records may include, but are not limited to, license and certificate records, applications, inspection reports, background investigations, staff résumés, reports, lists of licensed establishments, and related correspondence and documentation.</p> <p>A. Cemeteries, barber and beauty shops, mortuaries, crematoriums, funeral homes, pharmacies, animal euthanasia sites, dog kennels, drug manufacturers, drug wholesalers, etc.</p> <p>B. All others, including licenses for nurseries, cheese factories, cheese re-processors, condensers, creameries, ice cream makers, mix making plants, powdered milk plants, cream buyers / shippers, haulers, bee keepers, herb growers, egg distributors and candlers, grade "A" dairy permits, grade "A" milk processor permits, manufacture milk producer permits, manufacture milk processors permits, sampler permits, or other similar documents for similar industries and licenses in accordance with the requirements of state and federal law. This series also includes inspections, reports, and information directly pertinent to the issuing of the license or permit.</p>		<p>A. AC +3, then PM</p> <p>B. AC +7, then destroy</p>			Contact State Archivist.

LEGEND:

Retention Codes: **AC**-After closed, terminated, completed, expired, settled or last date of contact; **AV**-As long as administratively valuable; **CE**-Calendar Year End (December 31st); **FE**-Fiscal Year End (June 30th); **LA**-Life of Asset; **PM**-Permanent; **UA**-University Archives; **US**-Until Superseded

Archival: **A**-Record is or may be permanent and have historic value; **R**-Required review by the Records Manager to determine value.

Vital: **X**-Record is vital for immediate operation of the office of origin or the institution

Guidance: **RA**-Refers to the security needs of a record series. Must be justified.

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Materials ----- A-9-22

<i>Topic</i>	<i>Case No.</i>	<i>Received via</i>	<i>Date Received</i>	<i>Date Due</i>	<i>Date Granted/ Filed</i>	<i>Date Sent Out</i>
request for case number 13016	13016	email	12/28/2012	1/3/2013		1/3/2013
clarification of Title 37, Chapter 11 (cow or goat share program). Also a list of all cow/goat share operations in Twin Falls County.		letter	1/3/2013	1/8/2013		1/3/2013
a list of dairy and beef producers for the entire state that need their NMPs written or rewritten for this year		email	1/4/2013	1/9/2013		1/7/2013
request for case number 13016	13016	email	1/7/2013	1/10/2013		1/9/2013
list of largest (per head count) to smallest Idaho Dairy Farms.		email	1/9/2013	1/14/2013		1/10/2013
case number 13OT1802	13OT1802	email	1/14/2013	1/17/2013		1/14/2013

All notes, emails, reports, test results and other written documentation of contact between inspector Christine Braumiller and Kurt S. Bucklin, Jr., doing business as NWPD, Incorporated and Al and Kelly Czap regarding distressed trees and/or inspection results of said trees all of which would have occurred in the fall of 2010 and/or the spring of 2011 at the Czap residence on Highway 2, Dover, Idaho. copies of the 2011, 2012 and any 2013 inspection forms, as well as any correspondence (sic) between...Idaho Department of Lands.

Fax	1/14/2013	1/17/2013	1/15/2013
email	1/18/2013	1/23/2013	1/23/2013

list of Dairy and Beef Producers...with a Nutrient Management Plan...list the producers Name, Facility Name, Facilities Address... the approval letter on the Nutrient Management Plan that was submitted by Mr. DeRuyter for his proposed operation. If a milk permit is in place I would appreciate that as well.

email	1/22/2013	1/25/2013	1/23/2013
email	Jan-13	2/4/2013	1/30/2013

13015 email	1/28/2013	1/31/2013	1/31/2013
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the name and address of all farms/compan(ies) or individuals or entities listed in Idaho under any farm and ag programs

email	1/31/2013	2/5/2013	2/1/2013
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I request that the following records regarding Rangen, Inc. or its operations in Idaho during the period between January 1, 2005, and the present be provided to me all files the ISDA has on Victor T. Hillman, Professional Applicator, License 4103, relating to his state crop consulting licenses.

letter 2/4/2013 2/7/2013 2/6/2013 2/19/2013

all files the ISDA has on Richard L. Pocock, Professional Applicator, License 2497, relating to his state crop consulting licenses

fax 2/5/2013 2/8/2013 2/8/2013

Grade A Dairy Farm Inspection reports since September 1, 2012 for all three Cedar Arch dairies...records for milk quality violations...

fax 2/5/2013 2/8/2013 2/8/2013

email 2/6/2013 2/11/2012 2/6/2013

13019 email 2/12/2013 2/15/2013 2/13/2013

Exhibit 15b summary End of Year Match Forms from each of the Cooperative Weed Management Area, Cost Share Grant Forms...for the 2012 grant cycle...both the State and Federal Match Forms.

fax 2/14/2013 2/20/2013 2/20/2013

13019 email 2/19/2013 2/22/2013 2/20/2013

ALL laboratory testing done on ALL water sources, which includes...ALL domestic and ALL monitoring wells, any/all chiller water sampling, any/all lagoon testing located on the Teunissen Dairy property from 01-01-2008 through 02-15-2013...

email 2/19/2013 2/22/2013 2/20/2013

copies of inspection and analytical files relating to the White Clover Dairy	email	2/21/2013	2/26/2013	2/25/2013
13USE61 quality records and dairy inspections From 01-01-12 to 03-01-13.	email	3/11/2013	3/14/2013	3/12/2013
quality & Farm inspection records for the 3 Dairy's for Jimmy Prince? Date range 01-01-12 to 03-01-13.	email	3/4/2013	3/7/2013	3/4/2013
13019	email	3/26/2013	3/29/2013	3/26/2013
13009	email	3/27/2013	4/1/2013	3/29/2013
the approval letter for the NMP on the Sunview Dairy	email	4/1/2013	4/4/2013	4/1/2013
copies of violations of discharges that occurred on Silva dairy #1 October 2008 and Silva dairy #2 April of 2008....all stipulations, maps and anything that pertains to the matter.	fax	4/5/2013	4/10/2013	4/8/2013
the producers by county list that includes animal numbers? Is there a map too that John might have...	email	4/8/2013	4/11/2013	4/8/2013
a list of licensed dairymen...with numbers by county.	email	4/8/2013	4/11/2013	4/8/2013
get the names/contact info of all the farms utilizing the herdshare and small herd exemption	email	4/8/2013	4/11/2013	4/8/2013
the final approved pond dimensions and volume for South Ridge Milk	email	4/16/13 & 4/23/13		4/23/2013
the final apond approval for Jose Pulido	email	4/19/2013	4/24/2013	4/23/2013

12OT1304 email	5/3/2013	5/8/2013	5/6/2013
the current Grade A Permits for the following dairies owned by Luis Bettencourt...Rock Creek 1...Rock Creek 2...Rock Creek 3...	email	5/15/2013	5/20/2013
information about weather modification efforts in Pocatello, ID area	email	5/13/2013	5/16/2013
13018 email	5/21/2013	5/24/2013	5/22/2013
abstracts of 2013 Specialty Crop Block Grant applications not selected for funding.	email	6/7/2013	6/12/2013
any available information that you are able and willing to share about the numbers of registered honeybee hives in Idaho, what diseases are present and prevalent, and the numbers (if any) of bee hives allowed to migrate into Idaho. We would like as many years of this data as you are able and willing to share, and at whatever spatial resolution(state, county, etc.) you are able and willing to share.	email	6/12/2013	6/17/2013
12025 email	7/9/2013	7/12/2013	7/9/2013
12012 email	7/9/2013	7/12/2013	7/10/2013
the last inspection report that he performed on us.	email	7/24/2013	7/29/2013

any copies that Carney1, LLC or Evard Gibby may have filed on some property they recently purchased South of Hollister, Idaho. I am looking for a Nutrient Management Plan that may have been filed in the last year.

email 7/25/2013 7/30/2013 7/30/2013

13USE89 email 7/23/2013 7/26/2013 7/25/2013

13027 email 7/25/2013 7/30/2013 7/26/2013

a copy of the Nutrient Management Plan from Matt Thompson as well as from the Department of Ag and DEQ

email 7/25/2013 7/30/2013 7/30/2013

the Mike Vierstra Heifer facility...a copy of the letter/producer summary.

email 7/31/2013 8/5/2013 7/31/2013

well water test for Kipper facility on Sandy Avenue...Nitrate, Ammonia & Isotope.

email 8/1/2013 8/5/2013 8/1/2013

a map showing the treatment block that contains your neighborhood and maps showing treatment blocks adjacent to your neighborhood.

6/30/2013 8/1/2013

13PEI03 email 8/1/2013 8/6/2013 8/5/2013

13031 email 8/5/2013 8/8/2013 8/8/2013

All notices of violations,
 settlement agreements and
 decisions of hearing officers
 issued or entered into with
 the Idaho State Department
 of Agriculture since January
 1, 2008, involving 1.

Violations or alleged
 violations of IDAPA

02.04.29.410 IDAPA

02.04.20.202 IDAPA

02.04.21.100 IDAPA

02.04.21.101 IDAPA

02.04.21.240 2.

Revocation of approved
 feedlot status under IDAPA

02.04.20.256.01.

fax 8/8/2013 8/13/2013 8/13/2013 8/20/2013

Idaho Ag Retailers Assn
 book

email 8/12/2013 8/15/2013 8/12/2013

all public records from April
 14, 2011...through the
 present (environmental
 documents)

email 8/15/2013 8/20/2013 8/15/2013

13030 email 8/14/2013 8/19/2013 8/16/2013

the NMP approval letter...for
 the Frank Veenstra Dairy

email 8/20/2013 8/23/2013 8/20/2013

all Idaho raw cow milk
 producers (both grade A
 dairies and small herds) milk
 quality test results...for the
 last 6 months

email 8/21/2013 8/26/2013 8/21/2013

test results for Peter Dill's
 organic field sprayed by
 Gem County Mosquito
 Abatement District

fax 8/22/2013 8/27/2013 8/22/2013

13037 email 8/20/2013 8/23/2013 8/22/2013

14008 email 8/26/2013 8/29/2013 8/27/2013

14008 email 8/26/2013 8/29/2013 8/27/2013

for the August 22, 2013 letter that Director Gould sent to the Indemnity Fund Advisory Committees concerning protocol for review of claims to be paid from the Indemnity Funds.	email	8/27/2013	8/30/2013	8/27/2013
complaint from Russell Peugh in mid July 2013 construction specs for the lagoon at Wilson Creek Cattle Feeders	email	8/28/2013	9/3/2013	9/3/2013
any and all documentation from your office noting that mitigation recommendations, if any, have been implemented.	email	9/4/2013	9/9/2013	9/5/2013
please send all documentation that relates to any and all types of mold or other organic pathogens that are commonly found in dairy environments as attested to by Mr. Ulukaya and supported by the FDA.	email	9/5/2013	9/10/2013	9/9/2013
you would like a list of all the names of all the molds and other pathogens that are commonly found in dairy environments	email	9/10/2013	9/13/2013	9/12/2013
the where, when and how this product had been destroyed and the State or Federal agencies involved as well as the contact email address for those State or Federal agency representatives on scene/in charge.	email	9/13/2013	9/18/2013	9/16/2013
a list of all the cheese producers and processors in the state.	email	9/9/2013	9/12/2013	9/9/2013
all records in any way related to the Idaho Seed Indemnity Fund's payment to Kyle N. Hawley & Lisa M. Hawley set forth in Warrant no. 125728920, expressly including: (list of 5 things)	email	9/9/2013	9/12/2013	9/10/2013 9/13/2013

a list of all Idaho approved feedlots	fax	9/19/2013	9/23/2013	9/23/2013
	14009 email	9/26/2013	10/1/2013	9/30/2013
	14009 email	9/25/2013	9/30/2013	9/30/2013
list of all complaints received concerning Giltner Dairy, LLC.	fax	9/30/2013	10/3/2013	10/1/2013
all certified seed potato shipping point inspections conducted by the Idaho Federal/State Inspection Service for R. Lloyd Bros., 1116 Harwood Rd., Grace, ID 83241, in the 2013 shipping and tagging period, as per the MOU between the University of Idaho, Idaho Crop Improvement Association, and the Idaho State Department of Agriculture Federal/State Inspection Service.	fax	10/8/2013	#####	10/9/2013
the address for Scarrow Dairies (#3)	email	10/9/2013	#####	10/9/2013
see the (food safety) inspection reports...a copy of the reports for the past three years.	email	9/30/2013	10/3/2013	10/3/2013 #####
	14USE12 email	10/21/2013	#####	#####
	14USE42 email	10/21/2013	#####	#####
	14009 email	10/24/2013	#####	#####

<p>Weitze & Kristy Devries Dairy the most recent approval letter for their NMP greenhouse operations in public and private schools, colleges, senior centers, and churches...(who have) regular and temporary nursery licenses or exemptions</p>	<p>email</p>	<p>10/25/2013 #####</p>	<p>#####</p>
<p>record of all unusable pesticides collected in Idaho in 2013 and the cities in which they were collected.</p>	<p>written</p>	<p>11/12/2013 #####</p>	<p>#####</p>
<p>14USE58</p>	<p>email</p>	<p>11/15/2013 #####</p>	<p>#####</p>
<p>The four year recap reports for Shoshone County...(and) Benewah County ARRA Stimulus Noxious Weed</p>	<p>email</p>	<p>11/19/2013 #####</p>	<p>#####</p>
<p>all health certificates dating back to January 1, 2010 for shipments of beef cattle going to and/or from Nevada and California where either the owner, seller or shipper's name is "Severe". Also, all investigations on record involving Robert Severe, Daric Severe, Amand Severe or Severe Livestock.</p>	<p>fax</p>	<p>10/15/2013 #####</p>	<p>10/16/13-10/23/13 #####</p>
<p>waste related: inspections, discharge reports, complaint responses, complaint inspections, and sample results at Sage Dairy...</p>	<p>email</p>	<p>11/22/2013 #####</p>	<p>#####</p>

request for records regarding Rangen, Inc., or its operations in Idaho created between January 2, 2013 to the present...	Fax	11/18/2013	#####	#####	#####
information pertaining to the soil testing of the dairy that is South of Hollister	email	11/26/2013	12/2/2013		12/2/2013
records related to National Feeds, Inc. from the period between Jan. 1, 2005 to the present	Fax	12/4/2013	12/9/2013		12/6/2013
request to examine and/or copy public records	AI-2013-02 Fax	12/9/2013	#####		12/9/2013
	13031 email	12/16/2013	#####		#####
records regarding Chobani including: the monthly quality reports that are sent to your office for the Jim Prince Dairy 1 INC., and Prince Dairy 2 INC...the last six months data.	email	12/23/2013	#####		#####
	email	12/23/2013	#####		#####
the latest Ammonia Permit and BTU Inspection for our Dry Creek Dairy	email	12/30/2013	1/3/2014		#####
copies of the Idaho Noxious Weed Law...Idaho County Weed Control Plan using Biological Control as stated by Carl Crabtree...(and) for the Livestock and Open Range Law	written	12/26/2013	#####		#####
master list of all retail fuel sites	email	12/27/2013	1/2/2014		#####

requesting results from tests performed at several gas stations by the Bureau of Weights and Measures on Wed., January 8th.	email	1/8/2014	1/13/2014	1/8/2014
well water test for Jones/Sage facility...Nitrate, Ammonia & Isotope...compliance and or No-Compliance records...discharge into Sand Hollow...field Inspection reports...information related to the discharge into Sand Hollow Creek...do not include emails or documents which I sent to Marv Patten...coliform & Ecoli samples...taken off of Sandy Ave property...Formal & or informal action(s) by ISDA...	email	1/8/2014	1/13/2014	1/13/2014
documents pertaining to the organic certification of Jackson Hop, LLC.	Written	15-Jan-14	1/21/2014	1/16/2014
request for 2013 residue sampling results	email	1/27/2014	1/30/2014	1/27/2014
the monthly quality reports that are sent to your office for the Windmill Dairy..., and Peter Doornenbal...the last six month data.	email	1/28/2014	1/31/2014	1/28/2014
12012 and 14001	email	2/3/2014	2/6/2014	2/5/2014
copy of your investigative file with regard to the matter referenced in the February 5, 2014, Notice of Violation...	written	2/12/2014	2/18/2014	2/13/2014
current active producers with inspections/total animal summary	fax	2/13/2014	2/19/2014	2/14/2014

all Idaho Dept of Ag Dairy Bureau HTST pasteurization equipment test reports that aren't blacked out, as well as any investigation reports that aren't blacked out, whether from the ISDA or FDA	email	2/10/2014	2/13/2014	2/11/2014	2/14/2014
any records related to David Palmer, Ryan Hardy, Regan Hardy, John Hepton and/or their businesses. Any records related to Hockey Ranch.	email	2/24/2014	2/27/2014		3/5/2014
12USE05	email	2/26/2014	3/3/2014		2/27/2014
information concerning CWD testing and ingress/egress issues for all domestic elk operation in 2012 and 2013 all of the elk producers contact information in the state that you can provide me with	email	2/25/2014	2/28/2014		2/26/2014
		3/4/2014	3/7/2014		3/6/2014
on the waste management systems located at the South Hills Cattle Co. facility in Twin Falls, Id...	email	3/5/2014	3/10/2014		3/7/2014
14ACI02	email	3/7/2014	3/12/2014		3/12/2014
PETA Foundation request a breakdown of the latest cow numbers...how many dairy CAFO's we have and what are the cow numbers...how many individual owners.	email	3/5/2014		3/10/2014 & 3/19/2014 & 3/10/2014 & & 4/10/14 & 3/19/2014	4/18/14
	email	3/10/2014	3/13/2014		3/12/2014

any wildlife related violations within your state for Mr. Dexter Osborn, date of birth 01/13/1986.

email 3/11/2014 3/14/2014 3/12/2014

14016 email 3/13/2014 3/18/2014 3/14/2014

all records associated with Western Aerial Applicators and all records for anyone associated with Western Aerial Applicators, including but not limited to spray licenses, etc.

email 3/12/2014 3/17/2014 3/17/2014 3/21/2014

a list of truck (heavy capacity) scales registered in 2013; 2013 truck scale installation permits granted or

email 3/14/2014 3/19/2014 3/17/2014

certified copies of the Verified Complaint and the Joint Stipulation of Facts

email 3/18/2014 3/21/2014 3/19/2014

Business License of fertilizer company(ies) selling products in (the) State of Idaho for 2013/2014.

Fax 3/17/2014 3/20/2014 3/18/2014

all 2012 and 2013 and 2014 documents that are associated with any dairy/CAFO that has been issued an ISDA Violation for allowing their irrigation and /or manure water and/or solid waste to leave their property	email	3/17/2014	3/20/2014	waiting for payment- no payment was received by April 24, 2014, so no action was taken to process this PRR.
the most recent nutrient management of the Antonio Azevedo dairy	email	4/2/2014	4/7/2014	4/2/2014
the amount of cattle that were on the facility (Antonio H. Azevedo 2054 E 3900 N Filer, ID 83328) during the calendar year 1999.	email	4/11/2014	4/16/2014	4/15/2014
the STIP agreement & consent order dated March 7th, 2014 between ISDA and Bettencourt Dairies LLC	email	4/11/2014	4/16/2014	4/15/2014
a list of Idaho Seed Dealers licensees	email	4/28/2014	5/1/2014	4/29/2014
an electronic copy of the NMP for the Simplot Arena Valley in Wilder, which I believe is also referred to as the Grand View Farms.	email	5/7/2014	5/12/2014	5/8/2014
a list of licensed dairy producers in the state...the number of cows on each operation	email	5/8/2014	5/13/2014	5/12/2014
verification that the hay field located at T4N-R35E Section 11 was certified organic in 2010 by Ida-Best Hay Farm, LLC/Darren Sponseller.	email	5/12/2014	5/15/2014	5/14/2014 6/4/2014

listing of all dairies in the state of Idaho..dairy name, dairy owner, address, phone number.	fax	5/14/2014	5/19/2014	5/15/2014
list of heavy capacity scales certified for operation within Idaho	email	5/19/2014	5/22/2014	5/19/2014
the final dimensions or storage volumes for the lagoons at the Dry Creek Dairy, also could you include the nitrate samples for the dairy...	email	5/27/2014	5/30/2014	5/28/2014
waste inspection records, any violation related documents, or any permits issued for what was formally the Battle Creek (Bruneau Cattle Company) feedlot operated by Eric Davis, now under the ownership of Simplot (Battle Creek Feedlot)	email	6/9/2014	6/12/2014	6/13/2014
all records, notes and files regarding manure and animal waste at the Simplot Livestock Company, Caldwell Feedlot, 233 Rodeo Avenue, Caldwell,Idaho	?	6/12/2014	6/17/2014	6/13/2014
Maps from 2013 grasshoppers spraying	email	6/12/2014	6/17/2014	6/13/2014
most recent pre-qualifying inspection and all current lagoon approvals for the old Lekkerkerk/Azevedo #2	email	6/18/2014	6/23/2014	6/18/2014
a list of dry fertilizer distributors in Idaho	email	6/18/2014	6/23/2014	6/18/2014
most recent pre-qualifying inspection on the milking parlor	email	6/19/2014	6/24/2014	6/19/2014
all info we spoke about in regards to the Choutchourrouo Dairy	email	6/23/2014	6/26/2014	6/23/2014

any scale certification you have on file for 2011 and owned by Donoho Sand and Gravel and Physical Address 2139 Killebrew Dr. Payette ID 83661	14023 email	6/26/2014	7/1/2014	6/27/2014
a copy of all beef CAFO (confined animal feeding operation(s)) permits for the state of Idaho	email	6/26/2014	7/1/2014	6/27/2014
	email	6/27/2014	7/2/2014	6/27/2014
investigating an allegation of pesticide damage to 640 acres (about 588 actually in cultivation) of Sugar beets of Alan Parks in the Blackfoot area...I would like a copy of your departments report for my file.	14032 email	6/30/2014	7/3/2014	7/1/2014
	14029	7/1/2014	7/7/2014	7/2/2014
most recent dairy inspection report done for Van Straalen Dairy	email	7/7/2014	7/10/2014	7/9/2014
information on the K & W Dairy owned and operated by Weitze DeVries...status of the lagoon construction inspection on Steve Vandervegts...	email	7/9/2014	7/14/2014	7/10/2014
the list of inactive dairies...since2004, and the current GIS shape files for the active dairies...	email	7/11/2014	7/16/2014	7/16/2014
abstracts of 2014 Speciality Crop Block Grant applications not selected for funding	12USE754 and 12AC1783 email	7/17/2014	7/17/2014	7/18/2014
		7/22/2014	7/25/2014	7/23/2014

GIS layers...Diary (sic) farm locations	email	7/21/2014	7/24/2014	7/21/2014	
	14032 email	7/25/2014	7/30/2014	7/28/2014	
	14032 email	7/23/2014	7/28/2014	7/28/2014	
any documents relating to current and former pesticide applicator licenses issued to individuals affiliated with Bestway Fuel & Spray Service, Inc., a Washington corporation.....	fax	7/28/2014	7/31/2014	7/29/2014	
Public Records relating to Alan Parks Farm, LLC, May 2014	email	8/4/2014	8/7/2014	8/7/2014	
Public Records relating to Alan Parks Farm, LLC, May 2014	email	8/7/2014	8/12/2014	8/8/2014	
to copy Public Records relating to Alan Parks and/or Alan Parks Farm, LLC, May 2014	email	8/4/2014	8/7/2014	8/13/2014	8/13/2014
inspection history on a feedlot...in Eastern Idaho...Leroy Beddes...	email	7/31/2014	8/5/2014	8/1/2014	
honey bee colony registration numbers for as far back as your data allows	email	8/5/2014	8/8/2014	8/8/2014	
honey bee annual colony registration figures compiled by the ISDA Palnt Industry Division	email	8/11/2014	8/14/2014	8/13/2014	

a copy of the investigation report for case number 14029	14029 email	8/8/2014	8/13/2014	8/13/2014
a copy of case #14029	14029 email	8/12/2014	8/15/2014	8/14/2014
investigating an allegation of pesticide damage to 640 acres (about 588 actually in cultivation) of Sugar beets of Alan Parks in the Blackfoot area...I would like a copy of your departments report for my file.	written	7/1/2014	7/7/2014	wait to respond until investigation is complete 8/14/2014
all files, reports and any documents related to Case No. 14029/Alan Parks/Parks Farms	14029 email	8/18/2014	8/21/2014	8/20/2014
a copy of the investigation report 14029	14029 email	8/18/2014	8/21/2014	8/20/2014
enforcement letters for Case #14029	14029 email	8/28/2014	9/3/2014	8/29/2014

Reviewed by Legal	Disposition* A/D/NSD/PD/ W	Requested By/Sent to	Prepared By/Sent By	Division/Section	# of Pages	# of CD's, DVD's, or tapes	Total Time (minutes)	Total Cost
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Yes	PD	Jeff Weier/Sprague Pest Solutions	Robert Spencer/Laura Morris	Ag Resources	1 electronic file sent		60	
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Yes	D	Kathryn Hodulik	Marv Patten/Martha Walbey	Dairy Bureau		2	15	
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Yes	D	Steve Thomas	Marv Patten/Martha Walbey	Dairy Bureau		1	15	
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Yes	A	Tawny Lewis Jason Blatt/Sandton	Rodney Gabehart/Laura Morris	Ag Resources	116 sent electronically		5	
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Yes	A	Capital Partners	Marv Patten/Martha Walbey	Dairy Bureau		13	20	
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Yes	PD	PJ Maxwell	Robert Spencer/Laura Morris	Ag Resources	51 sent electronically		20	
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Yes	PD	Mr. Fred R. Palmer Attorney at Law	Lloyd B. Knight/Gaillyn Jorgensen	Plant Industries		13	30
Yes	PD	Alma Hasse	Marv Patten/Martha Walbey	Dairy Bureau		36	60
Yes	D	Steve Thomas	Marv Patten/Martha Walbey	Dairy Bureau	Denial Letter only		30
Yes	A	Ken Brush	Marv Patten/Martha Walbey	Dairy Bureau		2	20
Yes Legal didn't review because this request has been made	PD	Jaclyn Folsom/Stan dlee Hay Company Inc	Robert Spencer/Laura Morris	Ag Resources		153 electronic pages sent on CD	30
	D	Liane Brewer	Pamela Juker/Chanel Tewart	Directors Office			5

Yes	PD	Graham Gilbert/Smith Hartvigsen	Brian Oakey/Melinda Bouldin	Director's Office	1419	34.75	\$1,494.25
Yes	PD	Chris Thometz	Ben Miller/Laura Morris	Ag Resources	16	30	
Yes	PD	Chris Thometz	Ben Miller/Laura Morris	Ag Resources	192	120	\$77.20
Yes	PD	Russ DeKruyf/Glan bia Foods, Inc.	Marv Patten/Martha Walbey Robert Spencer/ Laura Morris	Dairy Bureau Ag Resources	8	30	
Yes	PD	Bruce Hansen	Robert Spencer/ Laura Morris	Ag Resources	e-file	30	
Yes	PD	Daniel Bertram	Mike Cooper / Gaillyn Jorgensen	Plant Industries	56	60	
Yes	PD	Boyd Phillips	Robert Spencer /Laura Morris	Ag Resources	e-file	5	
Yes	A	Alma Hasse	Marv Patten/Martha Walbey	Dairy Bureau	32	60	

Yes	A	Linda Ader/Ecology and Environment, Inc.	Marv Patten /Martha Walbey	Dairy Bureau	5	30
Yes	PD	Dennis L. Huett/Monsanto Vegetable Seeds	Robert Spencer /Laura Morris	Ag Resources	e-file	30
Yes	PD	Kirk Mackert	Marv Patten/Martha Walbey	Dairy Bureau	38	45
Yes	PD	Kirk Mackert	Marv Patten/Martha Walbey	Dairy Bureau	28	40
Yes	PD	Bruce E. Bates	Robert Spencer/Laura Morris	Ag Resources	40 electronic pages	10
Yes	PD	Steve Kelso	Robert Spencer/Laura Morris	Ag Resources	67 electronic pages	10
Yes	A	Dennis Bortz	Marv Patten/Martha Walbey	Dairy Bureau	1	20
Yes	A	Max Silva	Marv Patten/Martha Walbey	Dairy Bureau	87	60
Yes	A	Kenneth McClure/Givens Pursley	Marv Patten/Martha Walbey	Dairy Bureau	11 plus Google Earth link to dairies	20
Yes	A	Jaclyn Folsom/Stanley Hay Company Inc	Marv Patten/Martha Walbey	Dairy Bureau	11	20
Yes	A	Beth Tysdal/Cable Creek Farm	Marv Patten/Martha Walbey	Dairy Bureau	2	20
Yes	A	Matthew Thompson	Marv Patten/Martha Walbey	Dairy Bureau	2	20
Yes	A	Matthew Thompson	Marv Patten/Martha Walbey	Dairy Bureau	3	20

Yes	PD	A J Balukoff	Robert Spencer/Laura Morris	Ag Resources	4	2
Yes	A	Leslie Iverson/Clear Creek Land & Mortgage	Marv Patten/Martha Walbey	Dairy Bureau	3	20
Yes	D	Ashley Spurgeon	Pamela Juker/Chanel Tewalt	Administratio n	1	15
Yes	PD	Lorraine Wright	Robert Spencer/Laura Morris	Ag Resources	79 electronic pages	30
Yes	A	Sean Ellis	Amanda Gibson	Marketing	7 electronic pages	30
Yes	PD	Steven A. Highland/Pos tdoctoral Fellow Utah State University USDA-ARS Pollinating Insects Research Unit	Lloyd B. Knight/Gaillyn Jorgensen	Plants	24	60
Yes	A	Brent Gruvman	Robert Spencer/Laura Morris	Ag Resources	22 electronic pages	30
Yes	A	Esther Allen Kyle	Robert Spencer/Laura Morris	Ag Resources	80 electronic pages	60
Yes	A	Kyle Stokes/HB Specialty Foods	Marv Patten/Martha Walbey	Dairy Bureau	7	20

Yes	D	Dixie Choate, Mayor/City of Hollister	Brian Oakey/Chanel I Tewalt	Director's Office	2	20
Yes	A	Paul Janssen	Robert Spencer/Laura Morris	Ag Resources	43 electronic pages	30
Yes	A	Richard Kizer	Robert Spencer/Laura Morris	Ag Resources	78 electronic pages	30
Yes	PD	Lee Halper Dennis Bortz/Rabot Agrifinance	Brian Oakey/Chanel I Tewalt Marv Patten/Martha Walbey	Administration Dairy Bureau	3	20
Yes	A	Joe Morton	Marv Patten/Martha Walbey	Dairy Bureau	1	20
Yes	PD	Carol Coyle Steve Sailors/Tessenderlo Kerley, Inc.	Lloyd Knight/Gaillyn Jorgensen Robert Spencer/Laura Morris	Plant Industries Ag Resources	3	30
Yes	PD	Jeff Hunter	Robert Spencer/Laura Morris	Ag Resources	85 electronic pages	30
Yes	PD		Robert Spencer/Laura Morris	Ag Resources	36 electronic pages	30

Yes	A	Gregory A. Byron/Thornton Byron LLP Aaron Dye/Bentrei Sales & Logistics	Denise Walters/Miranda Jucker	Animal Industries	228	60	46.26
No	D	Steven McRae/McRae Law Office, PLLC Tregg Scott, Adjuster	Brenda Thomasson	Plant Industries	1	5	
Yes	PD	Intermountain Claims Dennis Bortz/Rabo Agrifinance	Marv Patten/Martha Walbey	Dairy Bureau	20	30	
Yes	PD		Robert Spencer/Laura Morris	Ag Resources	43 electronic pages	30	
Yes	A		Marv Patten/Martha Walbey	Dairy Bureau	2	20	
Yes	A	Laura Grout	Marv Patten/Martha Walbey	Dairy Bureau	15	40	
Yes	A	Jason Kinley	Andrew Smith	Organic's	6	20	
Yes	PD	Rowan Brons	Robert Spencer/Laura Morris	Ag Resources	47 electronic pages	30	
Yes	PD	Chris Phillips	Robert Spencer/Laura Morris	Ag Resources	77 electronic pages	30	
Yes	PD	Rick Brune	Robert Spencer/Laura Morris	Ag Resources	77 electronic pages	30	

		Russ Hendricks Director, Governmental Affairs Idaho Farm Bureau	Dave Ogden	Ag Inspections	1	15	
Yes	A	Bill Begeman/Mil ky Way	Marv Patten/Martha Walbey	Dairy Bureau	4	20	
Yes	PD	Valerie Greear/DEQ	Marv Patten/Martha Walbey	Dairy Bureau	3	20	
Yes	A	Joe Morton	Marv Patten/Martha Walbey	Dairy Bureau	2	30	
Yes	D	ISDA asked for clarificatio n	Lee Halper	Marv Patten/Martha Walbey	Dairy Bureau	1	30
Yes	NSD	Lee Halper	Marv Patten/M artha Walbey	Dairy Bureau	1	30	
Yes	NSD	Lee Halper	Marv Patten/Martha Walbey	Dairy Bureau	1	20	
Yes	A	Emily w/ Gourmet Magazine	Marv Patten/Martha Walbey	Dairy Bureau	1	15	
Yes	PD	Robert W. Rembert/IMS B	David Ogden/Tim Tracy	Ag Inspections		electronic response	

Yes	A	Greg Byron/Thornton Byron LLP Mike McGruder/Charlottesville	Dr. Leibsle/Martha Walbey	Animal Industries		2	20
Yes	PD	Insurance Jim and Kristen Crowe Tani McCoy/Glitter Dairy LLC	Robert Spencer/Laura Morris Robert Spencer/Laura Morris Marv Patten/Martha Walbey	Ag Resources Ag Resources Dairy Bureau	65 electronic pages 65 electronic pages		5 30 50

Yes	A	Doug Boze/Idaho Crop Improvement Association	Cindy Stark/Tim Tracy	Ag Inspections	185 scanned pages		255
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Yes	A	Andrew Stolworthy/Stricker Farms	Marv Patten/Martha Walbey	Dairy Bureau		1	20
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Yes	PD	Gitte Laasby/Milwaukee Journal Sentinel Dennis R. Parent, CF/Silviculture Technical Services	Brian Oakey/Martha Walbey	Dairy Bureau		141	
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Yes	PD	Inland Empire Paper Co.	Robert Spencer/Laura Morris	Ag Resources	33 electronic pages		30
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Yes	A	David Klaw	Robert Spencer/Laura Morris	Ag Resources		13	10
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Yes	PD	Yvonne Armenta	Robert Spencer/Laura Morris	Ag Resources	65 electronic pages		10
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Yes	A	Dennis Bortz/Rabo Agrifinance	Marv Patten/Martha Walbey	Dairy Bureau	1	20
Yes	A	Cindy Hawker/Cathy & Dean Blue Ribbon Nursery	Lloyd Knight/Gaillyn Jorgensen	Plant	5	30
Yes	A	Melissa Montierth Dennis R. Parent, CF/Silviculture Technical Services	Bob Spencer	Ag Resources	1	
Yes	A	Inland Empire Paper Co	Bob Spencer/Laura Morris	Ag Resources	26 electronic pages	30
Yes	A	Bill Hargrave/Kotenai County Weed Assistant	Lloyd Knight/Gaillyn Jorgensen	Plant Industries	31 pages	20
Yes	A	David I. Stanish/Holland & Hart LLP	Dr. Scott Leibsle/Denise Walters	Animal Industries	15 electronic pages	45
Yes	PD	Steven Potokar/..EP A Region10	Marv Patten/Martha Walbey	Dairy Bureau	198	50

Yes	PD	Megan E. Garrett, Esq./Smith Hartvigsen, PLLC Betty Morris/Hollister City Council	Brian Oakey/Angel O'Brien	Administration	133	810	
Yes	A	Megan E. Garrett, Esq./Smith Hartvigsen, PLLC	Marv Patten/Martha Walbey	Dairy Bureau	2	25	
Yes	PD	Megan E. Garrett, Esq./Smith Hartvigsen, PLLC	Sean Costello/Angel O'Brien	Deputy Attorney General	2	45	
Yes	D	Gregory A. Byron/Thornton Byron LLP	Sean Costello	Deputy Attorney General	2	30	
Yes	PD	Howard Ray	Robert Spencer/Laura Morris	Ag Resources	36 electronic pages 11 pages at 10 cents/page and 100 pages at no charge	5	3.5 hours at \$20.54/hour and 2 hours at no charge
Yes	A	David E. Perry/Charles Taylor Adjusting	Brian Oakey/Charles I Tewart	Administration	pages at no charge		\$78.24
Yes	A	Roland Wood/Dairy Farmers of America	Marv Patten/Martha Walbey	Dairy & CAFO Bureau	2	20	
Yes	PD	Rick Onaindia/Bettencourt Dairy	Marv Patten/Martha Walbey	Dairy & CAFO Bureau	11	30	
Yes	PD	Mr. Kurt Largent Ryan	Lloyd Knight/Gaillyn Jorgensen	Plant Industries	44	30	
Yes	PD	Lassiter/Gilbarco/Veeder-Root	Kevin Merritt/Stacie Ybarra	Weights & Measures	2	60	

she cancelled her request Jamir Grey/KTVB W&M

Yes	A	Joe Morton	Marv Patten/Martha Walbey	Dairy Ag Inspections	TBD		60 TBD
Yes	PD	James Thomson	Andrew Smyth	Organic Program Ag Inspections		1	30
Yes	A	Nathaniel Lewis	Andrew Smyth	Organic Program		81 electronic pages	90
Yes	A	Roland Wood/Dairy Farmers of America Brandon Visser/Visser Ag. Inc. Robert Williams/Williams, Meservy, & Lothspeich, LLP Glen Workman/NW Farm Credit Services	Marv Patten/Martha Walbey George Robinson/Laura Morris John Bilderback/Martha Walbey Marv Patten/Martha Walbey	Dairy & CAFO Bureau Ag Resources Dairy/CAFO Bureau Dairy/CAFO Bureau		1 145 electronic pages 29	20 30 20
Yes	A					22	30

Yes	PD	Julia Musall	Brian Oakey/Chanel I Tewart	Administration	232	90	
Yes	PD	Kersti Kennedy/Stonel Rives	Brian Oakey/Chanel I Tewart	Administration	53	270	\$47.74
Yes	PD	Thomas G. Moorhouse/Clean Lakes, Inc. Tony Haflla President Idaho Chapter of Safari Club	Robert Spencer/Laura Morris	Ag Resources	73 electronic pages	30	
Yes	PD		Dr. Scott Leibsle DVM, DABVP	Animal Industries	2		
Yes	A	Chase Jones	Miranda Juker/Dana Downum	Animal Industries	3	120	
Yes	PD	Teresa Disotell/Key Bank	Scott Leibsle DVM, DABVP/Martha Walbey	Animal Industries	5	45	
Yes	A	Boyd Peterson/Farmer's Supply Cooperative Samantha Sandfort Litigation Paralegal PETA Foundation	George Robinson/Laura Morris	Ag Resources	123 pages/case file no charge	60	
Yes	PD		Brian Oakey/Chanel I Tewart	Administration	7,000	58.33 staff & 14.58 attorney	\$2,643.89
Yes	A	Alma Hasse	Marv Patten/Martha Walbey	Dairy	28	30	

Yes	A	Jennifer C. Wiwi/Crime Intelligence Analyst II, Division of Law Enforcement Florida Fish & Wildlife Conservation Commission Hayzen Corder/Crop Consultant/Crop Production Services	Denise Walters/Miranda Juker	Animal Industries	1	10	
Yes	PD	Robert Spencer/Laura Morris	Ag Resources	209 electronic pages		60	
Yes	PD	Craig Meadows/Hawley Troxell Ennis & Hawley LLP Jennifer Graham Marketing Intern/Rice Lake Weighing Systems	Robert Spencer/Laura Morris	Ag Resources	251 pages	180	\$92.15
Yes	D	Kevin Merritt/Penny MacAllister	Ag Inspections/Weights and Measures State of Idaho Office of the Attorney General		2	90	
Yes	PD	Robert W. Rembert/IMS B	Sean Costello/Angela O'Brien	Attorney General		21	60
Yes	A	David Spearin	Lloyd Knight/Gaillyn Jorgensen	Plant Industries		10	30

		Alma Hasse/ICAR E	Brian Oakey				\$209.08
Yes	D	Alex Reed	Marv Patton/Martha Walbey	Dairy & CAFO Bureau	2	20	
Yes	A	Mr. Herkie Alves	John Bilderback	Dairy, Beef and Poultry Programs	3	60	
Yes	A	Mr. Art Brown/Administrator Jerome County	John Bilderback	Dairy, Beef and Poultry Programs	10	60	
Yes	A	Tom Miles/Alforex Seeds, Meridian ID and Homedale ID	Katie Mink/FernPer ry	Plant Industries	11	30	
Yes	Rescinded	Valerie Greear/Idaho DEQ, Boise Regional Office	Brian Oakey	Administration	1	10	
Yes	A	Michael Goeldi/Agri-King Inc.	Marv Patten/Martha Walbey	Dairy		28	30
Yes	PD	Richard Friess	Cindy Stark/Tim Tracy	Ag Inspections	2	352	

Yes	D	Bruce Arnold/Alta Genetics	Marv Patten/Martha Walbey	Dairy	2	
Yes	PD	Christopher Jendralski/Sc aleit USDA	Kevin Merritt/Penny MacAllister	Weights & Measures	3	30
Yes	A	Matthew Thompson	Marv Patten/Martha Walbey	Dairy & CAFO Bureau	12	45
Yes	PD	Mary Huff/Planning and Zoning Administrator Owyhee County	Bill Barton, DVM/Miranda Juker	Animal Industries	145	180
Yes	D	Carol Liese-Rodriguez/Anderson, Julian & Hull, LLP	Kevin Miner/Simplot Land & Livestock	Dr. Bill Barton Animal Industries	1	15
Yes	A		Lloyd Knight	Plant Industries	19	90
Yes	PD	Alex Reed	Marv Patten/Martha Walbey	Dairy & CAFO	7	45
Yes	D	Matthew Waite	Lloyd Knight/Brend a Thomasson	Plant Industries	1	60
Yes	A	Alex Reed	Marv Patten/Martha Walbey	Dairy & CAFO	2	20
Yes	PD	Chad Dickerson/Dickerson Land Group	Marv Patten/Martha Walbey	Dairy & CAFO	1	20

Yes	A	Jill Ann Sorensen/Helena Chemical Co.	Robert Spencer/Laura Morris	Ag Resources	80	1 CD	30
Yes	A	Eric Howe/Construction Coordinator	Kevin Merritt/Penny MacAllister	Weights and Measures/Ag Inspections	3		60
Yes	PD	Lauren Clark/Idaho Cattle Association	Dr. Bill Barton/Miranda Juker	Animal Industry	30		120
	A	Rett Cameron	Robert Spencer/Laura Morris	Ag Resources	2		5
Yes	D	Roy Galbreath/JR Simplot Co.	Kevin Kostka/Laura Morris	Ag Resources	2		
Yes	PD	Courtney Swart/Farmers Alliance Mutual Insurance	Marv Patten/Martha Walbey	Dairy	2		20
Yes	A	Bob Ohlensehlen/O&H Associates	Marv Patten/Martha Walbey	Dairy& CAFO Bureau	1		20
Yes	PD	Reagon Hatch	John P. Bilberback, PE/Martha Walbey	Dairy, Beef, & Poultry Programs	23		45
Yes	A	Jeff Bjorkman, Pres./Bestway Spray Services, Inc.	Robert Spencer/Laura Morris	Ag Resources	8		30
Yes	A	Sean Ellis/Capital Press	Amanda N. Gibson	Marketing	9		20

Yes	A	Tempe Regan/Raptor Biology Program/Boise State University	John P. Bilderback, P.E./Martha Walbey Robert Spencer/Laura Morris	Dairy, Beef & Poultry Programs Ag Resources Ag Resources	electronic response 109 electronic pages 109 electronic pages	20		
Yes	A	Brent Griffin	Robert Spencer/Laura Morris	Ag Resources	electronic pages 109	30		
Yes	A	Alex Heward	Robert Spencer/Laura Morris	Ag Resources	electronic pages	5		
Yes	A	Lindsey R. Simon c/o Lukins & Annis, P.S.	Benjamin Miller/Laura Morris	Ag Resources	54 electronic pages	60		
Yes	possible extension	Joyce A. Hemmer/Powers Tolman Farley, PLLC	Robert Spencer/Laura Morris	Ag Resources				
Yes	possible extension	Joyce A. Hemmer/Powers Tolman Farley, PLLC	Robert Spencer/Laura Morris	Ag Resources				
Yes	A	Joyce A. Hemmer/Powers Tolman Farley, PLLC	Robert Spencer/Laura Morris	Ag Resources	387 electronic pages	420	\$113.22	
Yes	PD	Scott R. Robb Steinke/Rabo AgriFinance Mr. Michael Burgett/Professor	Leiblsle DVM, DABVP/Martha Walbey Katie Mink/Gaillyn Jorgensen	Animal Industries Plan Industries		7	30	
Yes	PD	Michael Burgett/Professor	Katie Mink/Gaillyn Jorgensen	Plan Industries		12	90	
Yes	request cancelled	Michael Burgett/Professor Emeritus, OSU	Lloyd Knight/Gaillyn Jorgensen	Plant Industries		2	5	

Yes	PD	Richard R. McDonough/ Dow AgroScience s	Robert Spencer/Laru a Morris	Ag Resources	238 electronic pages	30	
Yes	PD	Travis Sensenbach	Robert Spencer/Laur a Morris	Ag Resources	116 color copies/ 122 B&W copies	30	\$25.52
Yes	PD	Roy Galbreith/JR Simplot Co.	Robert Spencer/Laur a Morris	Ag Resources	238 electronic pages	30	
Yes	PD	Gary Cooper/Coop er & Larsen	Robert Spencer/Laur a Morris	Ag Resources	electronic pages	30	
Yes	PD	David Cooper	Robert Spencer/Laur a Morris	Ag Resources	116 color copies/ 122 B&W copies	30	\$25.52
Yes	PD	Richard R. McDonough/ Dow AgroScience s	Robert Spencer/Laur a Morris	Ag Resources	14	5	

Payment Received	Drop Down Menu		
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2/15/2013

2/25/13
payment
received.

8/16/2013

19.15

\$309.32...
ck and
\$27.99
ck..for
copies
and labor.

3/12/2014

4/10/2014

pd \$76.35
by check
and then
paid
\$15.80 by
check on
3-26-14

no
payment
was
received
by April
24, 2014,
so no
action was
taken to
process
this PRR.

8-12-14
CK

we sent
invoice but
they did
not pay.

sent him
invoice but
he did not
pay.