

IN THE HOUSE OF REPRESENTATIVES

HOUSE BILL NO. 535

BY STATE AFFAIRS COMMITTEE

AN ACT

RELATING TO THE IDAHO STATE HISTORICAL SOCIETY; AMENDING SECTION 67-4126, IDAHO CODE, TO REVISE PROVISIONS RELATING TO THE POWERS AND DUTIES OF THE BOARD; AMENDING CHAPTER 41, TITLE 67, IDAHO CODE, BY THE ADDITION OF A NEW SECTION 67-4129C, IDAHO CODE, TO ESTABLISH THE RECORDS MANAGEMENT SERVICES FUND; AMENDING CHAPTER 41, TITLE 67, IDAHO CODE, BY THE ADDITION OF A NEW SECTION 67-4131, IDAHO CODE, TO ESTABLISH PROVISIONS RELATING TO RECORDS MANAGEMENT SERVICES AND RULES, GUIDELINES AND PROCEDURES; REPEALING SECTION 67-5751, IDAHO CODE, RELATING TO RECORDS MANAGEMENT; REPEALING SECTION 67-5751A, IDAHO CODE, RELATING TO HISTORICAL RECORDS; REPEALING SECTION 67-5752, IDAHO CODE, RELATING TO A RECORDS MANAGEMENT MANUAL; AND REPEALING SECTION 67-5753, IDAHO CODE, RELATING TO MICROFILMING SERVICES.

Be It Enacted by the Legislature of the State of Idaho:

SECTION 1. That Section 67-4126, Idaho Code, be, and the same is hereby amended to read as follows:

67-4126. POWERS AND DUTIES OF BOARD. The board of trustees of the society shall have powers and duties as follows:

1. To appoint a director of the society as provided herein and advise him in the performance of his duties and formulate general policies affecting the society.

2. To encourage and promote interest in the history of Idaho and encourage membership in the society.

3. To collect for preservation and display artifacts and information illustrative of Idaho history, culture and society.

4. To print such publications and reports as may be deemed necessary.

5. To encourage creation of county historical societies and museums in the counties of Idaho.

6. To facilitate the use of Idaho records for official reference and historical research.

7. To be responsible for records management services for state government. Records management services include the management, storage and retrieval of all state created records under retention. State created records shall mean any document, book, paper photograph, sound recording or other material, regardless of physical form or characteristic, made or received pursuant to law or in connection with the transaction of official state business. The board may charge reasonable amounts for records management services.

8. To accept from any state, county, or city, or any public official, any official books, records, documents, original papers, newspaper files, printed books, or portraits, not in current use. When such documents are so accepted, copies therefrom shall be made and certified under the seal of

1 the society upon application of any person, which person shall pay for such
2 copies reasonable fees established by the society.

3 ~~89~~. To require that any state, county, or city, or any public official,
4 deposit official books, records, documents, or original papers, not in cur-
5 rent use, which are of definite historical importance, in the society for
6 preservation and to provide methods whereby such materials, which have no
7 significance, may be destroyed.

8 ~~910~~. To establish such rules as may be necessary to discharge the duties
9 of the society.

10 ~~101~~. To employ such personnel as may be necessary for the administration
11 of its duties in accordance with the rules of the administrator of the divi-
12 sion of human resources promulgated pursuant to chapter 52, title 67, Idaho
13 Code.

14 ~~112~~. To have and use an official seal.

15 ~~123~~. To delegate and provide subdelegation of any such authority.

16 ~~134~~. To identify historic, architectural, archaeological, and cultural
17 sites, buildings, or districts, and to coordinate activities of local his-
18 toric preservation commissions.

19 ~~145~~. To serve as the geographic names board of the state of Idaho.

20 SECTION 2. That Chapter 41, Title 67, Idaho Code, be, and the same is
21 hereby amended by the addition thereto of a NEW SECTION, to be known and des-
22 ignated as Section 67-4129C, Idaho Code, and to read as follows:

23 67-4129C. RECORDS MANAGEMENT SERVICES FUND. There is hereby created
24 in the state treasury the "records management services fund." Moneys in the
25 fund shall consist of funds received from state and local governmental agen-
26 cies for records management services. The Idaho state historical society
27 shall have the authority to charge and receive payment from such agencies in
28 accordance with rules promulgated or procedures or guidelines established
29 by the agency. Moneys received pursuant to this section are for the oper-
30 ations of maintaining, storing and retrieving governmental records. The
31 legislature shall appropriate all moneys in the records management services
32 fund.

33 SECTION 3. That Chapter 41, Title 67, Idaho Code, be, and the same is
34 hereby amended by the addition thereto of a NEW SECTION, to be known and des-
35 ignated as Section 67-4131, Idaho Code, and to read as follows:

36 67-4131. RECORDS MANAGEMENT SERVICES -- RULES, GUIDELINES, PROCE-
37 DURES. (1) The Idaho state historical society may develop, subject to the
38 provisions of chapter 52, title 67, Idaho Code, rules and procedures per-
39 taining to records management services. Rules, or if rules are not adopted,
40 guidelines and procedures shall be established:

41 (a) Pertaining to retention periods for all state created records;

42 (b) Prescribing conditions and procedures for destruction of state
43 created records;

44 (c) Ensuring efficient utilization of manpower, building space and
45 supplies with regard to paper flow and forms usage;

46 (d) Pertaining to proper and efficient utilization of microfilming and
47 imaging services; and

1 (e) Pertaining to protocols for an electronic records management pro-
2 gram.

3 (2) The Idaho state historical society shall develop and shall provide
4 to all state agencies a records management manual containing all the rules
5 and procedures developed for records management. Such manual may be pro-
6 vided to state agencies in an electronic format.

7 SECTION 4. That Section [67-5751](#), Idaho Code, be, and the same is hereby
8 repealed.

9 SECTION 5. That Section [67-5751A](#), Idaho Code, be, and the same is hereby
10 repealed.

11 SECTION 6. That Section [67-5752](#), Idaho Code, be, and the same is hereby
12 repealed.

13 SECTION 7. That Section [67-5753](#), Idaho Code, be, and the same is hereby
14 repealed.