


Idaho Commission of Pardons and Parole 	Standard Operating Procedure	Title: Record Retention Commission records		Page: 1 of 3
		Control Number: 113	Version: 1.1	Adopted: 6/30/2025

Christine Starr, Executive Director, approved this document on 6/30/2025.

Open to the public: Yes No ☐

Redacted version available: ☐ Yes ☐ No

SCOPE

This standard operating procedure (SOP) applies to staff of the Idaho Commission of Pardons and Parole (Commission) and concerns procedures for record retention.

Revision Summary
Revision date (7/7/21) version _1.1_: Added Summary minutes of all parole hearings and case reviews to retention policy. Revision date (/ /) updated policy to include violation and victim information.

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PAROLE COMMISSION IDAPA RULE NUMBER

N/A

POLICY CONTROL NUMBER

113

PURPOSE

The purpose of this policy is to provide for the retention of records prepared or used by the Commission in the ordinary course of business.-

RESPONSIBILITY

This SOP applies to all Commission staff.

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GENERAL REQUIREMENTS

1. Commission Records

Parole Records: all documents used in the determination of parole which includes a designated report, risk assessments, PSI report, medical or psychological information, victim information, institutional history, and criminal history.

Violation reports include legal documents, reports, submissions, statements, and support documents used in making decisions regarding the violations and sanctions. All Commission forms signed by the parolee for the revocation process will be held in the parole violators file.

Victim files include the victim name and case number, date of birth (if a minor), address, phone number and email if available, case overview and notes, notification of all parole hearings, release to parole, absconding from parole, and apprehension of offender, and any additional information regarding the victim or case management.

Pardon, Firearm Restoration and Remission of Fines Records: include the investigatory report stating pro-social behavior in the community, employment, residential and criminal history.

Commutation Petition Records: include an investigatory report, institutional history or behavior in the community, criminal history, current risk assessment, program compliance and completion.

Commission Business Records: Quarterly business meetings, agendas and meeting notices, parole statistics, hearing decisions, administrative rules, and commission hearing schedules are stored on the commission website.

Hearing session records: work sheets used to prepare the hearing session which include time calculations, coding sheets, action taken notices, etc.

Financial Records: which include Commission bills, p-cards, travel requests and Commissioners reimbursements.

Summary Minutes: which include summary minutes for all parole hearings, revocation hearings, case reviews, pardon and firearm hearings, commutation hearings, SIPR hearings, and remission of fines hearings.

2. Retention periods and Storage of Records

Retention Timeframe:

- Victim files will be retained for 15 years after discharge of an offender's sentence.
- Hearing session records will be retained for 6 months after the session.
- All files associated with a specific individual will be maintained for 10 years after sentence discharge.
- Pardon, Firearm Restoration, and Commutation Hearing records will be maintained in perpetuity.
- Summary Business Meeting Minutes will be maintained for 10 years.

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The Commission website does not require a record retention schedule as the documents are maintained electronically in the Commission office.

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 authorization of the Executive Director or Deputy Attorneys General assigned to represent the Commission.

Storage Location:

All files will be stored electronically in the Commission office.

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Destruction of Files:

Commission staff are responsible for the destruction of any paper files stored in the Commission office following the expiration of the retention period.

The Commission's Business Operations Manager is responsible for the maintenance and destruction of electronic files.

REFERENCES

Idaho Records Center-Idaho State Historical Society Records Management Guide

Idaho Code Sections 74-101 through 74-126

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