

CCS Administrative Procedure

1.50.02-B Records Management

Implementing Board Policy [1.50.02](#)

Contact: Chief Financial Officer, 434-5275

1.0 Purpose

To provide requirements and guidelines for managing the life cycle of all college records and information in accordance with Washington State law. Specifically, Chapter 40.14 RCW - Preservation and Destruction of Public Records, Chapter 40.10 RCW - Protection of Essential Records, and Chapter 434-622 WAC, Preservation of Electronic Public Records. CCS employees must adhere to and follow these procedures.

2.0 Limitations and Requirements

- 2.1 All records and copies of records made or received in the conduct of college business, regardless of physical form, are considered public records for the purposes of retention and disposition.
- 2.2 For retention purposes, e-mail and other electronic documents are retained under the same retention schedule as paper documents with identical content. For additional information regarding e-mail, see CCS Administrative Procedure 1.50.03-C – E-mail Retention.
- 2.3 Retention requirements for records created and received by CCS are provided in the State Government General Records Retention Schedule and the General Retention Schedule for Washington's Community and Technical College System (hereinafter, "retention schedule"). The retention schedules establish the legal authority for the disposition of public records.
- 2.4 Records pertaining to ongoing or pending audits, lawsuits (even reasonably anticipated lawsuits), or public records requests must not be destroyed, damaged, or altered until the issue is resolved and you are specifically advised by the CCS records officer that such records may be destroyed.
- 2.5 If any litigation, claim or audit is started before the expiration of the 3-year retention period for federally-funded grants, the records are retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

3.0 Organization

- 3.1 The chief financial officer is the designated CCS records officer. The office of the chief financial officer coordinates the CCS records management program and assists departments with records retention and disposition.
- 3.2 The chancellor and college presidents designate records coordinators to assist the CCS records officer and to manage the retention and disposition of the unit's records.
- 3.3 College departments designate records custodians to manage the retention and disposition of departmental records in accordance with the retention schedule.
- 3.4 The Central Services logistics manager facilitates destruction of confidential records and maintains the Records Disposition Logs documenting the disposition of CCS public records.

4.0 Retention and Disposition

- 4.1 Departments are responsible for securely maintaining records for the designated retention period indicated on the retention schedule. The department's responsibility includes ensuring the physical safety of the records, as well as ensuring that confidential records are protected from inappropriate or illegal access and/or release.
- 4.2 The retention period is the minimum period that records must be kept. Departments should review records and files annually, both paper and electronic, and dispose of records that have met their designated retention period in accordance with applicable procedures. Records designated as "archival" must be transferred to the state archives; contact the CCS records officer at 434-5275, for assistance.
- 4.3 Once the retention period is met, departments must complete a Records Disposition Log to dispose of primary records in any format (paper, electronic, audio, etc.). Confidential records, including non-paper media, must be reduced to an illegible condition to prevent undesirable or illegal disclosure.
 - 4.3.1 Once the Log is completed, the records can be recycled or, if confidential, shredded. Records containing any form of personal information; i.e., social security numbers, must be shredded.
 - 4.3.2 Confidential records may be disposed of through Central Services by completing a Records Shred Request.
 - 4.3.3 Regardless of how the records are destroyed, the original Records Disposition Log must be sent to the Central Services logistics manager.
- 4.4 Secondary copies are generally records kept for administrative use and can be discarded when their administrative purpose has been fulfilled. It is not necessary to complete a Records Disposition Log to dispose of secondary copies.

5.0 Electronic Records

- 5.1 Electronic records must be retained in electronic format and remain useable, searchable, retrievable and authentic for the length of the designated retention period.
- 5.2 Electronic records, including e-mail, must be retained and disposed of based on their content. Electronic records are retained under the same retention schedule as paper records with identical content. For additional information regarding e-mail records, see CCS Administrative Procedure 1.50.02-C – E-mail Retention.
- 5.3 Employees should adhere to the retention schedules when determining how long to retain electronic records and follow the guidance provided below for retention and disposition.
 - 5.3.1 Official (Primary) Records. If the electronic record is the official record, it must be retained for the period of time specified in the retention schedule.
 - 5.3.1.1 Once the required retention has been met, the record should be deleted and documented on a Records Disposition Log. The Log should be sent to the Central Services logistics manager.
 - 5.3.1.2 Electronic records designated as "archival" must be transferred to the state digital archives; contact the CCS records officer at 434-5275, for assistance.
 - 5.3.2 Nonofficial (Secondary) Records. If the electronic record is transitory in nature with no administrative, legal, fiscal, or archival retention requirement, then the record can be deleted at the discretion of the record holder. Examples include memos, bulletins or directions of a general information or non-continuing nature (i.e.; transmittal memos, meeting announcements, invitations to retirement parties or holiday celebrations).

6.0 Related Information

- 6.1 [Chapter 40.14 RCW](#) - Preservation and Destruction of Public Records
- 6.2 [Chapter 40.10 RCW](#) - Protection of Essential Records
- 6.3 [Chapter 434-622 WAC](#), Preservation of Electronic Public Records
- 6.4 [29 CFR 95.53](#), Retention and access requirements for records
- 6.5 Administrative Procedure [1.50.02-C – E-mail Retention](#)
- 6.6 CCS [Desktop Records Retention Guide](#)
- 6.7 CCSNet web page, [Records Management](#)
- 6.8 Records Disposition Log, [CCS 1433](#)

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