



- 2.6 Archival Files. Archival files are those files which have long-term value to the College, such as historical documents.
- 2.7 Inactive Files. Inactive files are those for which the active period has passed and are being held for the remainder of the specified retention period. Inactive files may be located in a storage area.
- 2.8 Essential Files. Essential files are records identified by the State Board for Community Technical Colleges (SBCTC) as essential for the continuity and restoration of College/State Board operations after a disaster.
- 2.9 Disposition of Public Records. Public records may be destroyed or transferred only in accord with instruction and approval of the Washington State Records Committee.
- 2.10 Records Retention Officer (RRO). Each College designates a Records Retention Officer. The RRO has a fundamental responsibility to develop a comprehensive records management program. The RRO represents the College in all contacts with the Records Officer of the SBCTC, who in turn, represents the colleges to the division of Archives and Records Management and the Washington State Records Committee. The College's RRO is the Dean for Enrollment Services.
- 2.11 Washington State Records Committee. The Washington State Records Committee includes representatives from the State Auditor, the Attorney General, the Director of Financial Management, and the State Archivist. The Committee has sole authority to review and approve the disposition of all state government records.
- 2.12 Records Retention Coordinator (RRC). Each department, division or office has a designated Records Retention Coordinator. This employee coordinates the preparation of the Records Retention Schedule, reviews the schedule biennially and supervises retention and disposition of office records.
- 2.13 Transfer of Records To the State Archives. In order to preserve valuable historical records of the state and make more widely available records designated as "Archival" on the State General Schedule, CBC will transfer archival records not required for current operation of the department, division or office to the custody of the State Archives at the end of the retention period.
- 2.14 Office of Record. The Office of Record is the department, division or office name.
- 2.15 Retention Period. The Retention Period is the minimum period that the records must be kept after cutoff.

### **3.0 Records Management Policy**

CBC shall ensure that:

- 3.1 Only active records are stored in valuable office space.
- 3.2 Non-current records are regularly shifted to low-cost records center storage.
- 3.3 Historically valuable records are preserved and transferred to the State's Regional Archives facilities.
- 3.4 Records essential to College authority and operations are adequately protected from damage or loss.
- 3.5 The College shall be prepared to recover or replace records damaged by fire, flood or other disaster.

- 3.6 All information systems, including hard copy, microfilm, and electronic, shall preserve the integrity and accessibility of the public records they hold for the duration of the established retention periods.
- 3.7 Records shall be made accessible for public inspection and their security will be maintained according to the provisions of the Public Records Act.
- 3.8 Records shall be retained consistent with the retention periods as specified in the State GS and academic records in the CTCGS.
- 3.9 Records shall be disposed of in a manner that ensures both adequate destruction of the materials and confidentiality of record information during the disposal process.

#### **4.0 College Role and Responsibilities**

CBC will:

- 4.1 Appoint an RRO who will be:
  - 4.1.1 Responsible for coordinating the development and maintenance of the College's Records Management Program, and
  - 4.1.2 The contact between the College and the SBCTC Records Officer.
- 4.2 Designate a RRC for each College department, division or office who will work with the RRO and the Records Retention Committee in implementing the Records Management Program.
- 4.3 Provide opportunities for the RRO, RRC, department officials and other key personnel to participate in records management orientation and training provided through the Secretary of State's Records Management Division and/or the SBCTC.
- 4.4 Provide administrative-level participation in disaster recovery planning.

#### **5.0 Records Retention Officer: Role and Responsibilities**

The RRO is responsible to coordinate the Records Management Program for the College and therefore will:

- 5.1 Represent the College in working with the SBCTC Records Officer, including submitting suggestions for changes to current records series and/or addition of new record series.
- 5.2 Authorize the disposal of records that have reached the end of their established retention period.
- 5.3 Transfer historically valuable records to Regional Branches of the division of Archives.
- 5.4 Develop a non-current records storage center(s).
- 5.5 Identify "essential" records, i.e., those records which the College must have in order to maintain or reestablish its operation in case of an emergency or disaster.
- 5.6 Secure off-site security microfilm storage.
- 5.7 Develop a plan and procedure for identifying and recovering records damaged by fire, flood, earthquake or other disaster.

- 5.8 Develop processes that ensure the integrity and access to official public records during information systems planning, design and implementation.
- 5.9 Set up processes to expedite public access to all records classified as being open to public disclosure requests.
  - 5.9.1 Compile and distribute Records Management Program information, forms and materials.
  - 5.9.2 Provide technical assistance to and overseeing the work of Records Retention Coordinators.
  - 5.9.3 Establish a Records Retention Committee, whose membership includes College representatives from departments, divisions or offices.
  - 5.9.4 Facilitate an appointment of the College Archivist.

## **6.0 Records Retention Coordinators: Role and Responsibilities**

The RCC will implement the Records Management Program at the department, division or office level, including:

- 6.1 Submitting suggestions to the College RRO for changes to current record series and/or addition of new record series.
- 6.2 Overseeing the disposal of records which have reached the end of their established retention period.
- 6.3 Preparing records for non-current storage.
- 6.4 Identifying and recommending measures to protect essential records.
- 6.5 Providing input on records locations and recovery priorities for the Disaster Preparedness Plan.
- 6.6 Monitoring the integrity and accessibility of public records in electronic information systems and serve as the primary responsible individual for the proper care and management of its department, division or office records.
- 6.7 Coordinating implementation of public disclosure procedures and practices.
- 6.8 Acting as a liaison between the College's RRO and the department, division or office.
- 6.9 Serving as an active member of the College's Records Retention Committee.

## **7.0 Retention Schedule**

An approved Records Retention Schedule specifies retention periods for official public records and authorizes destruction or release to the College Archives.

- 7.1 The retention period for most college records are included on the Records Retention Schedule for Washington's Community and Technical College system. The College uses the State GS and the CTCGS for retention of academic records. Listed retentions supersede retentions listed on all previously issued schedules for the indicated Record Series Titles. If, after review of departmental records, departmental personnel find that all records are included in the Records Retention Schedule, no further action is required by the department. The department retains and disposes of records in conformance with the Records Retention Schedule.

- 7.2 If the department has unique Records Series Titles not included on the Records Retention Schedule, the RRC is to contact the College RRO. The RRO prepares a draft Record Retention Schedule which includes the unique Records Series Titles and recommended retentions. The RRO routes the draft schedule to the department for review. After departmental review and approval, the RRO routes the final Records Retention Schedule to the State Records Committee for approval. To request a new or revised Retention Schedule, contact the RRO.

## **8.0 Biennial Review Process**

- 8.1 Each College department, division or office is responsible for reviewing the departmental Records Retention Schedule at least once every two (2) years to ensure that the schedule is complete and current (WAC 434-626-020). To facilitate this review process, the Records Retention Committee Chair biennially notifies the department, division or office of review requirement.
- 8.2 Each RRC reviews the schedule with appropriate departmental officials. The department responds to the Records Retention Committee Chair by electronic mail or completes and mails a Retention Schedule Review form to the Records Retention Committee Chair. If changes are required, the RRO prepares a draft schedule as indicated above.

## **9.0 Inactive Storage**

- 9.1 After records are no longer regularly accessed, departments will move the records from active files in file cabinets or computers to inactive storage locations. For inactive storage, paper records may be placed in archive boxes available from the Maintenance Department. Digital records may be moved to an offline storage media.
- 9.2 The inactive storage location shall be secure from unauthorized access, as well as protected from physical damage, e.g., from vandalism, water, fire. If acceptable space is not available to store inactive records for the required retention period, a written request for storage space is routed to the Maintenance Department.

## **10.0 Disposition Authority Number**

The State Records Committee assigns a Disposition Authority Number (DAN) when a records series is approved for retention and disposition.

### **10.1 Archival Records**

If the College Archivist believes that a Records Series may have long-term historical value, the RRO indicates "Potential College Archives" in the Records Retention Log. RRC's are to arrange to transfer such records to College Archives after the retention period has elapsed. Contact the RRO for assistance.

### **10.2 Essential Records**

If the record series is required for the department to resume operations after a disaster or emergency, "essential" is indicated in the Records Retention. If lost or destroyed, re-creation of essential records can be both costly and time consuming, if not impossible. Each College department, division or office are responsible for identifying and protecting essential records needed during an emergency and for the reestablishment of normal operations afterwards. (Chapter 40.10 RCW)

## 11.0 Records Disposition

An approved records schedule constitutes authorization to archive or to dispose of CBC records. (RCW 40.14.060) After records have been stored for the complete retention period, the RRC may either send the records to College Archives or dispose of the records in a manner that ensures both adequate destruction of the materials and confidentiality of record information during the disposal process.

### 11.1 Recycling

Many records may be recycled in accordance with College recycling procedures. No confidential records may be recycled.

### 11.2 Confidential Records

After the retention period has elapsed, confidential records shall be reduced to an illegible condition to prevent undesirable or illegal disclosure. (WAC 434-640-020).

#### 11.2.1 Paper Records

11.2.1.1 Shred confidential paper records.

#### 11.2.1.2 Private Shredding Company

The College uses a private shredding company for all department, division and office shredding. Contact the Purchasing Department for more information.

#### 11.2.2 Nonpaper Records

Like paper records, confidential records in nonpaper media shall be made illegible.

#### 11.2.2.1 Microfilm, Microfiche

Microfilm/microfiche which includes confidential records shall be destroyed.

#### 11.2.2.2 Optical Disks

Destroy optical disks which include confidential records shall be destroyed.  
**NOTE:** It is not sufficient to destroy just the index.

#### 11.2.2.3 Magnetic Media

Confidential records in magnetic media shall be permanently erased by using a file utility which destroys the data by overwriting the disk or tape. Permanently erase confidential or sensitive data before reusing, recycling, or disposing of a diskette or tape.

#### 11.2.2.4 Email or Electronic Media

Emails must be maintained as an official public record according to the Records Retention Schedule. While general correspondence type e-mails must be maintained for thirty (30) days, e-mails may need to be kept for longer periods of time, depending on the content. E-mails that must be maintained for long periods of time should be printed out in paper format and filed to ensure loss of public records does not occur due to electronic system failure.