BASICS OF MANAGING PUBLIC HOSPITAL RECORDS



AGENDA

- 1. Basics
- 2. Retention Schedules
- 3. Public Hospital Records
- 4. Q & A



WHAT IS RECORDS MANAGEMENT?

Records Management is **control** at every stage of a record's lifecycle.





BENEFITS OF MANAGING RECORDS

- ☐ Enables the agency to fulfill its mission
- ☐ Promotes cost-effective use of agency resources
- ☐ Strengthens transparent and accountable government
- ☐ Reduces agency risk

WHAT IS A PUBLIC RECORD?

A public record is:

- ☐ ANYTHING made or received in the transaction of public business
- ☐ Regardless of format

Invoice? Public record.

Database entry? Public record.

E-mail? Public record.

Voicemail? Public record.

Public Records are Public Property

All public records are the property of the state of Washington. (RCW 40.14.020)

Anyone who destroys, conceals, erases or falsifies a public record...is guilty of a class B felony. (RCW 40.16.020)

WE'RE ALL CONTENT CREATORS

You could be stuck on a ferry texting your boss on your personal cellphone.

If it's about work, it's a public record.



BORN DIGITAL RECORDS

Maintain electronic records in electronic format...for the length of the retention period.

(WAC 434-662-040)



Initiative 207 Petitions, 1960, Merle Junk, General Subjects Photograph Collection, 1845-2005, Washington State Archives, Digital Archives.

How Do I Know What to Keep?

Agencies have the ongoing legal authority to disposition public records using...

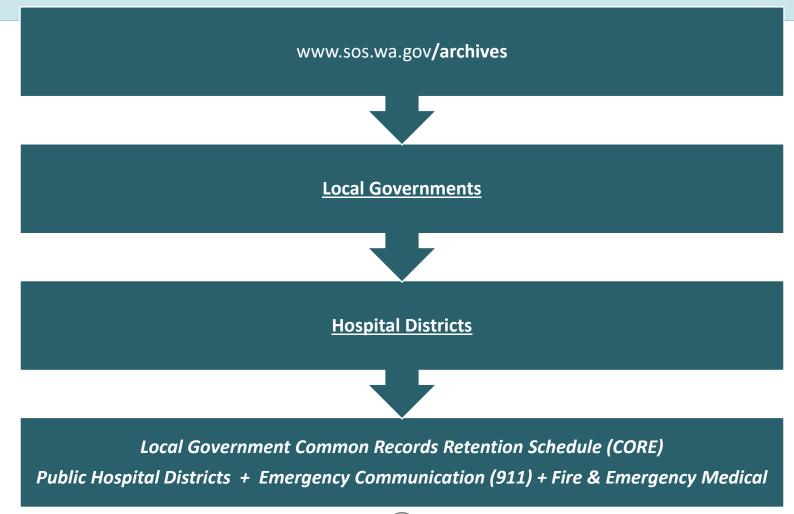
RECORDS RETENTION SCHEDULES

The State & Local Records Committees review and approve the retention schedules.

(RCW 40.14.060 and 40.14.070; chapters 434-624 and 434-630 WAC)



WHICH SCHEDULE(S) DO I USE?



RECORDS RETENTION SERIES/SCHEDULE

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|----------------------------------|----------------------------------|
| GS 09009 | Meetings – Staff and Internal Committees | Retain for 2 years after end | NON-ARCHIVAL |
| Rev. 1 | Records documenting meetings of the agency's staff and those of internal committees, commissions, councils, boards, task forces, etc. | of calendar year and | ord OFM cil no longer needed for |
| | Includes, but is not limited to: | until no longer needed for | |
| | Agendas, meeting/agenda packets (briefs, reference materials, etc.); | agency business | |
| | Speaker sign-up, written testimony; | then | |
| | Audio/visual recordings and transcripts of proceedings;Minutes. | Destroy. | |
| | Excludes records covered by: | | |
| | Advisory Body Records (DAN GS 10015); | | |
| | Governing/Executive/Policy-Setting Body Records (DAN GS 10004); | | |
| | Meeting Arrangements (DAN GS 09024); | | |
| | Meeting Materials – Members' Copies/Notes (DAN GS 09026). | | |

* You cannot destroy or transfer records without a DAN



DIGITIZING PAPER RECORDS

ARCHIVAL VS. NON-ARCHIVAL

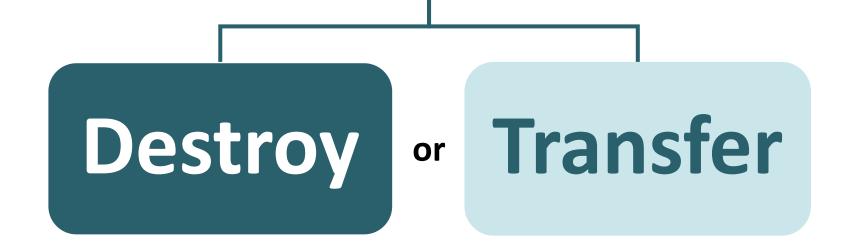
Transfer original format to Archives

Follow our published requirements

PLAN before you scan.

Digitization is time-consuming, expensive & labor intensive.

keep PUBLIC RECORDS for MINIMUM RETENTION



HOLD IT!



Records responsive to

☐ Litigation Holds or

□ Public Records Requests

must be retained until matter is resolved.

WHAT CAN I DESTROY NOW?



- □ Drafts
- ☐ Empty forms
- Working documents
- ☐ Duplicate copies
- ☐ Records formalized elsewhere
- □ Reference materials
- ☐ Personal, non-work-related material

FIND THE RIGHT DAN

How to find the right DAN:

- 1. Ask clarifying questions.
 - ☐ Is the record unique to your agency?
 - ☐ Who is doing what to whom?
 - ☐ Why was the record created/received?
 - ☐ What is the record about?
- 2. Review your approved schedules.
 - ☐ Browse the schedules by table of contents, subject index, and keyword search.
- 3. Reach out.



PATIENT CARE

Example:
Patient
Medical
Records

1. Do the records relate to:

- ☐ Routine or long-term care?
- Medication?
- ☐ Mental health counseling?
- * Be mindful of the age of the patient.

2. Review

- ☐ Health Care and Pharmacy Management sections of Public Hospital schedule.
- 3. Reach Out



ASSET MANAGEMENT

Example: Asset Management Records

1. Do the records relate to:

- ☐ Hospital/patient care?
- ☐ Asset ownership? Inventory? Inspection & Monitoring? Maintenance?

2. Review

- ☐ Asset Management sections of Public Hospital and CORE schedules.
- 3. Reach Out



TRAINING

Example: Training Records

1. Do the records relate to:

- ☐ Training created/provided by your agency or provided by another entity?
- Mandatory, regular/annual, or certificated training?
- ☐ Radiation or radioactive materials training?

2. Review

☐ Training section of CORE schedule and Staff Development section of Public Hospital Schedule.

3. Reach Out



RETENTION SCHEDULE UPDATES

We want to hear from you

If there have been changes in... ☐ Language and terminology

□ Business value

☐ Legal & regulatory requirements

☐ Agency functions

SAY HELLO!



THE RECORDS MANAGEMENT TEAM IS HERE FOR YOU WITH FREE CONSULTATION, TRAINING, & ADVICE.

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