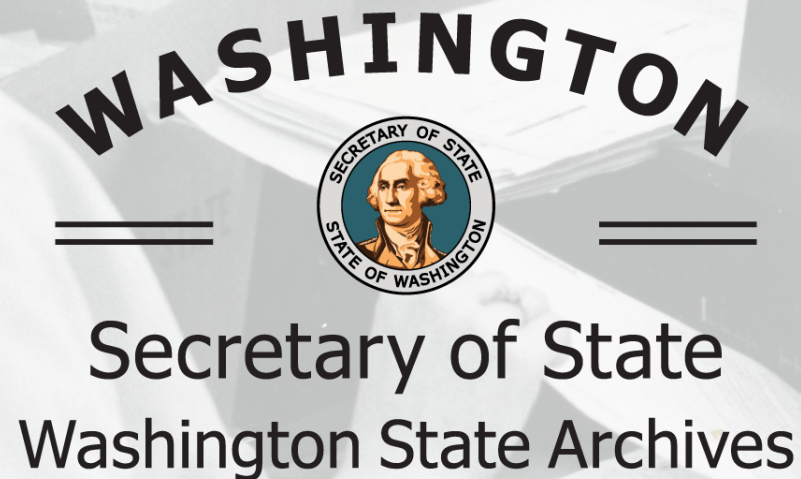


# BASICS OF MANAGING RECORDS



Woman scanning paper records with a Kodak scanner, 1982,  
General Subjects Photograph Collection, 1845-2005,  
Washington State Archives, Digital Archives.

# AGENDA

1. Records Management
2. Public Records
3. Retention Schedules
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**.

Evergreen Point Floating Bridge,  
Department of Transportation, Agency Library,  
Photograph Collections, Washington State Archives,  
Digital Archives.



# 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?

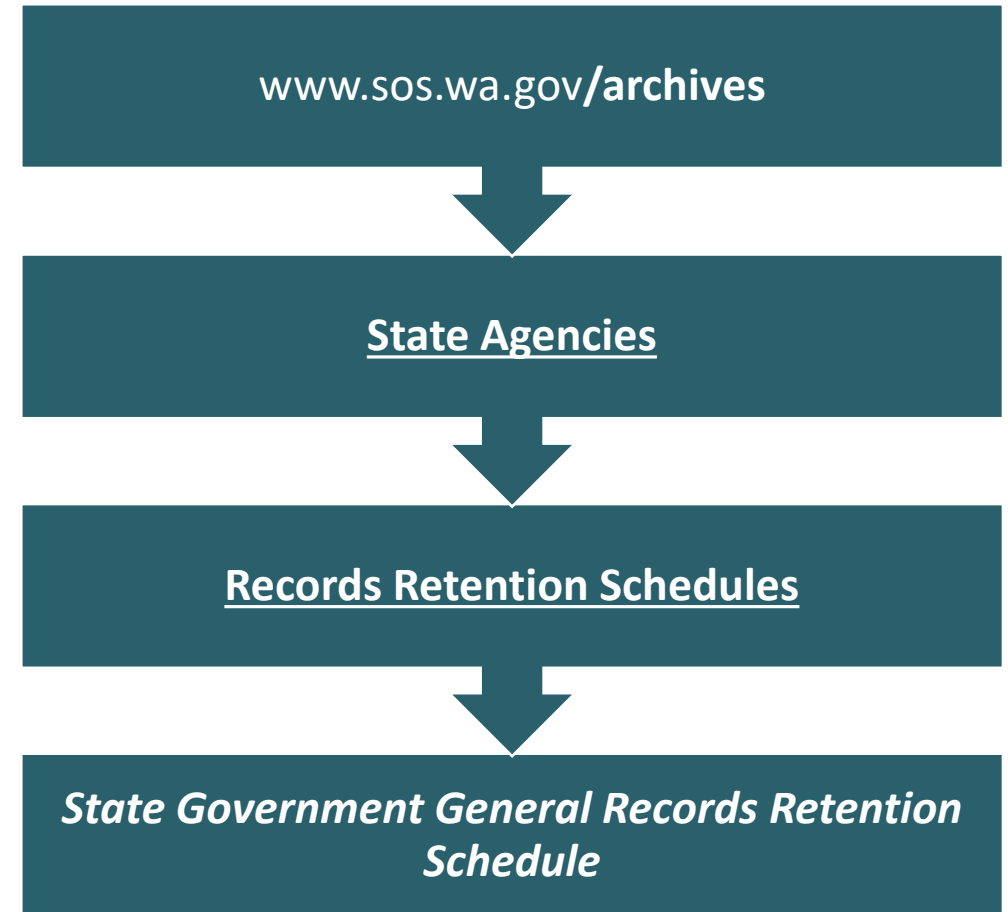
Agencies have the ongoing legal authority to disposition public records using...

## 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 DO I USE?



# RECORDS RETENTION SERIES/SCHEDULE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09009 Rev. 1	<p><b>Meetings – Staff and Internal Committees</b></p> <p>Records documenting meetings of the agency’s staff and those of internal committees, commissions, councils, boards, task forces, etc.</p> <p><b>Includes</b>, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agendas, meeting/agenda packets (briefs, reference materials, etc.);</li> <li>• Speaker sign-up, written testimony;</li> <li>• Audio/visual recordings and transcripts of proceedings;</li> <li>• Minutes.</li> </ul> <p><b>Excludes</b> records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Advisory Body Records (DAN GS 10015);</i></li> <li>• <i>Governing/Executive/Policy-Setting Body Records (DAN GS 10004);</i></li> <li>• <i>Meeting Arrangements (DAN GS 09024);</i></li> <li>• <i>Meeting Materials – Members’ Copies/Notes (DAN GS 09026).</i></li> </ul>	<p><b>Retain</b> for 2 years after end of calendar year</p> <p><i>and</i></p> <p>until no longer needed for agency business</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**\* 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**

**Destroy**

or

**Transfer**



# HOLD IT!



Records responsive to

- ☐ **Litigation Holds**
- ☐ **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

# 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!



**WASHINGTON**  
Secretary of State

Washington State Archives

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

[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)  
(360) 586-4901