

Record's Management

"All public records shall be and remain the property of the state of Washington. They shall be delivered by outgoing officials and employees to their successors and shall be preserved, stored, transferred, destroyed or disposed of, and otherwise managed, only in accordance to the provisions of this chapter". [Chapter 40.14.020 RCW](#)

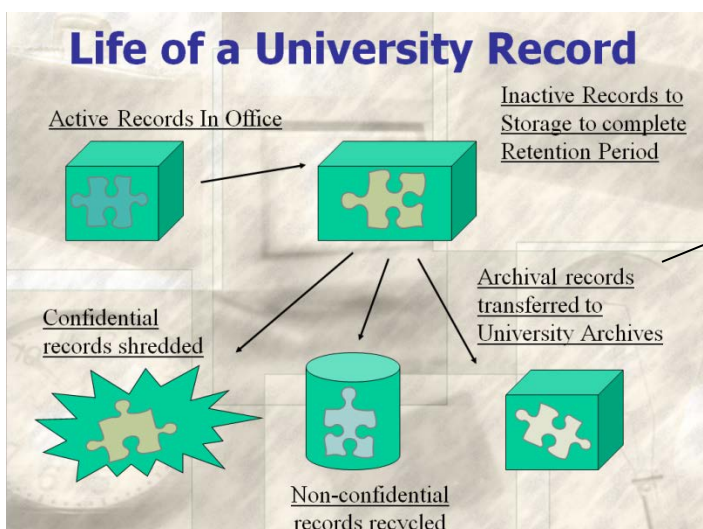


You will come in contact with many types of records...Do you know how long you need to retain these records? Did you know that a Record is a Record, regardless of its format? Content and function are what determines a record.

Examples of the type records you manage may include:

- Recruitment/Hiring
- Attendance & Leave
- Misconduct/Discipline/Grievances
- Performance Management
- Personnel

It's important to know if you're records are the original record or a secondary copy. For example, original personnel documentation should be retained at Human Resources and can have a retention of up to 60 years. A supervisor's file however, would most likely contain copies of documentation found in the official personnel record folder and can be discarded when their administrative purpose has been served.



Some Records have an ARCHIVAL designation and need to be transferred to the CWU Library Archive's once they have met their required retention period.

Visit our website to see a complete list and description of these types of records:

<http://www.cwu.edu/business-services/records-retention-schedule>

Record Destruction Procedures

I. For Primary University Records (those records created or received in the course of University business):

- To destroy primary University records in any format (paper, electronic, audio, etc.) you must submit a [Destruction Request Form](#) , which must be fully signed prior to disposal of the records.
- Locate the appropriate record series on the [CWU General Records Retention Schedule](#) or your office unique records retention schedule and enter the corresponding Disposition Authority Number in the DAN column of your destruction request.
- If you need help identifying an appropriate record series, contact the Forms & Records Analyst II, at x2308.
- On Campus Shred Service is provided every two weeks for a cost of \$4 per bin. (Each bin holds approximately 6-8 archive boxes worth of records)

II. For Secondary Copies:

The State refers to Secondary Copies as “Administrative Materials with No Retention Value” and can typically* be destroyed once their administrative purpose has been served.

*** Unless however, there is a litigation hold, then you are required to hang onto them until further notice!**

- If the records are documenting financial or legal transactions, our Auditor recommends that office keep their copies for 1 year for audit purposes to avoid having to gather the originals from other offices (i.e. Purchasing, Accounting, Travel).
- Records the State Records Committee categorizes as “Administrative Materials with No Retention Value” may include:
 - Information-only copies or extracts of documents distributed for reference or convenience, such as announcements or bulletins.
 - Miscellaneous notes that do not have legal or fiscal value, including phone message slips.
 - Copies of published materials.
 - Undistributed or extra copies.
 - Blank forms not subject to audit.
 - Preliminary drafts.
 - Routing slips.
 - Transmittal memos.
 - Published reference materials received from outside sources.
 - Stocks of publications.
 - Copies of inter- or intra-agency memoranda, bulletins or directives of a general information and non-continuing nature.

All records containing confidential information must be shredded – including secondary copies!

Transfer & Destruction Request Form

This form must be completed and approved prior to Transferring and/or Destroying your Records.

Can be found on our website: www.cwu.edu/business-services or on the CWU Forms Directory Page

TO BE COMPLETED BY THE DEPARTMENT
REQUESTING APPROVAL TO TRANSFER OR
DESTROY STATE RECORDS

**RECORDS SERIES
TRANSFER OR DESTRUCTION REQUEST**



CENTRAL
WASHINGTON
UNIVERSITY

REFERENCE: WASHINGTON STATE GENERAL RECORDS RETENTION SCHEDULE AND UNIQUE DEPARTMENT SCHEDULES

OFFICE OF RECORD			RECORDS CUSTODIAN			RECORDS OFFICE NUMBER		DATE	
BOX # (Assigned by Records Analyst)	RECORD SERIES TITLE	DISPOSITION AUTHORIZATION NO.	TO BE TRANSFERRED TO: (SHOW DESTINATION)	DESTRUCTION DATE	OR	TO BE DESTROYED BY: (SHOW METHOD OF DESTRUCTION)	INCLUSIVE DATES OF RECORDS AFFECTED	VOLUME 1 ft ³ per standard box	DATE COMPLETE
	Description & Function of Records	DAN	Transfer Destination	1/1/01		For example shredding, recycling, etc.	1/1/01 - 1/1/02	# cu ft	

SEND FORM WITH DEPARTMENT CHAIRMAN'S SIGNATURE TO RECORDS ANALYST, BUSINESS SERVICES AND CONTRACTS, MS 7474. AFTER APPROVAL OF ARCHIVIST AND RECORDS OFFICER, THE COMPLETED FORM WILL BE RETURNED AND YOU MAY PROCEED WITH THE TRANSFER OR DESTRUCTION OF THE RECORDS AS APPROVED. PLEASE MARK BOXES FOR STORAGE WITH RECORDS CENTER BOX # AND STANDARD DISPOSITION TAG. NOTIFY THE RECORDS ANALYST WHEN TRANSFER OR DESTRUCTION IS COMPLETE. C:\Users\NelsonKa\Desktop\trans_destr.doc	¹ REQUEST FOR DISPOSITION AS DESCRIBED ABOVE Date _____ _____ SIGNATURE - DEPT CHAIR OR ADMINISTRATIVE HEAD	² REQUEST FOR TRANSFER OF RECORDS INITIALED ABOVE TO THE SPECIFIED STORAGE LOCATION Date _____ _____ SIGNATURE - UNIVERSITY ARCHIVIST	³ APPROVAL AS DESCRIBED OR AMENDED ABOVE Date _____ _____ SIGNATURE - UNIVERSITY RECORDS OFFICER
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Record Retention FAQ

What is the retention period for certain records?

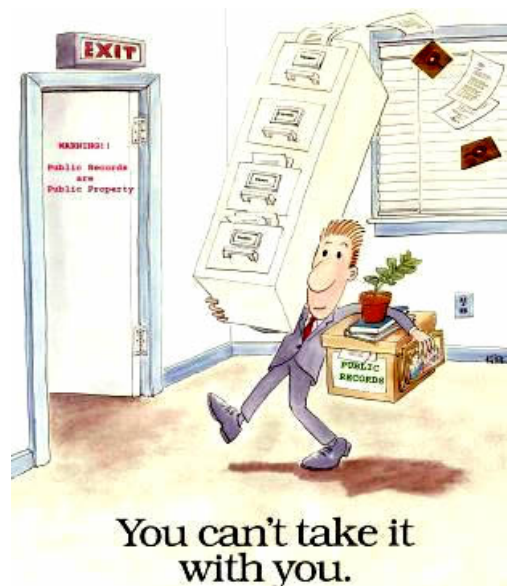
To determine the DAN and retention period on the form, we use the Washington State General Records Retention Schedule and the CWU General Records Retention Schedule, and additionally we create Unique Retention Schedules if departmental records do not fall within the two General Records Retention schedules. These schedules can be found at <http://www.cwu.edu/business-services/records-retention-schedule>

Do I have to complete paperwork to destroy my records, and how do I go about destroying my records?

Yes, to destroy primary University records in any format (paper, electronic, audio, etc.) you must submit a [Destruction Request Form](#), which must be fully signed prior to disposal of the records. Send the completed form to Business Services at MS 7474 for review and processing. Once approved, a copy will be sent back to you and arrangements will be made to destroy the records.

What are the next steps and how do I arrange for the shredding company to come to our department? Once the Transfer/Destruction form is completed and signed by the Department head, please forward to Business Services for additional signatures from the University Records Officer and University Archivist. The final signed copy will be returned to you for your records. Once you have received your completed copy you may properly destroy the approved records. You may shred the approved records yourself or contact Business Service 963-2308 to schedule the shredding truck to come to your location. The Shred truck comes to campus every two weeks.

What if I don't have room to store my records for the required retention period? We have three storage locations on campus. Please contact Business Services to see which location would best suit your storage needs. A transfer form must be completed and approved prior to the records being moved.



Public Records Management in Washington State

Laws, Rules and Accountability

Government agencies in Washington State are required to comply with laws and rules developed for the retention and destruction of public records. These laws and rules are found within the **Revised Code of Washington** (referred to as the RCW) and the **Washington Administrative Code** (referred to as the WAC 106.276)

The first and foremost statute for public records is Chapter **40.14 RCW Preservation and Destruction of Public Records**, which was created in 1957. This statute is the foundation for records management in the State of Washington:

- Established the division of archives and records management and granted authority to the State Archivist to create the guidelines and rules as they pertain to the management of public records.
- Established and grants authority to two separate records committees known as the State Records Committee and the Local Records Committee.
- These committees approve, modify, or disapprove the lawful retention and destruction of records for their respective government entities.

Their decisions are reflected in the approved **records retention schedules**, which government agencies are **required** to use for the management of public records

Litigation costs - Agencies minimize their risks and associated costs by being able to readily locate all necessary records in response to litigation, discovery, public records requests, and audits.

- The ability to locate, access and retrieve information can help avoid lawsuits that may lead to fines and penalties due to the inability to produce requested records.
- Additional savings in avoiding legal fees that accumulate during a lawsuit



Visit our webpage for additional Public Record Information:

<http://www.cwu.edu/business-services/frequently-asked-questions-public-disclosure-law>

Contact Information

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