

## WHAT YOU NEED TO KNOW ABOUT MANAGING PUBLIC RECORDS

1. Each University employee possesses the primary responsibility for the proper care and management of their University public records (this includes paper and electronic records). Supervisors have a responsibility to assure that their employees properly manage their public records.
  - *"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 with the provisions of this chapter". RCW 40.14.020*

2. What is a Public Record?

- The State of Washington formally defines a public record in [RCW 40.14.010](#)
- Public records include information, regardless of physical form or characteristics that have been created or received by Central Washington University. These records may include: correspondence, reports, studies, data, maps, drawings, photographs, email, audio and visual recordings, and administrative logs or other documents whether on paper, computer (magnetic tape, disk, or hard drive), film or other media.

3. All public records must be accounted for and kept according to a state approved retention schedule.

The record retentions can also be found on the Business Services Webpage located at <http://www.cwu.edu/business-services/records-retention-schedule> .

- **General Records Retention Schedule** - This schedule is organized into different business record categories that are most commonly used or created by State agencies.
- **CWU Records Retention Schedule** - This schedule lists records that are unique to CWU.
- **Contact Business Services if you have records that don't fall under either record retention schedule or simply need assistance with identifying your records.**

4. Each University department has an assigned "Records Coordinator" to help you identify the correct retention lengths based on the above schedules. For help finding your department "Records Coordinator" please call Kerrie Nelson at 963-2308.

5. University records may not be destroyed, transferred to University records storage areas, or transferred to the University Archives without a properly completed Transfer/Destruction form. Business Services has many of the records management resources/tools available on our webpage. Records destruction procedures and forms can be found at <http://www.cwu.edu/business-services/record-destruction-procedures>

***Please note that records pertaining to ongoing or pending audits, litigation holds, or judicial or public disclosure proceedings must not be destroyed until the issue is resolved.***

6. Shred service is provided on campus every two weeks at a low cost. Contact Business Services to arrange for proper destruction of University records.

7. To find answers to records management questions, contact:

- Business Services – Kamola Hall, Room 128  
<http://www.cwu.edu/business-services/records-management>  
[Kerrie Nelson](#), Forms and Records Analyst II for CWU - (509) 963-2308  
[Toni Burvee](#), Director, Business Services - (509) 963-2335