

BASICS OF MANAGING COMMUNITY & TECHNICAL COLLEGE RECORDS



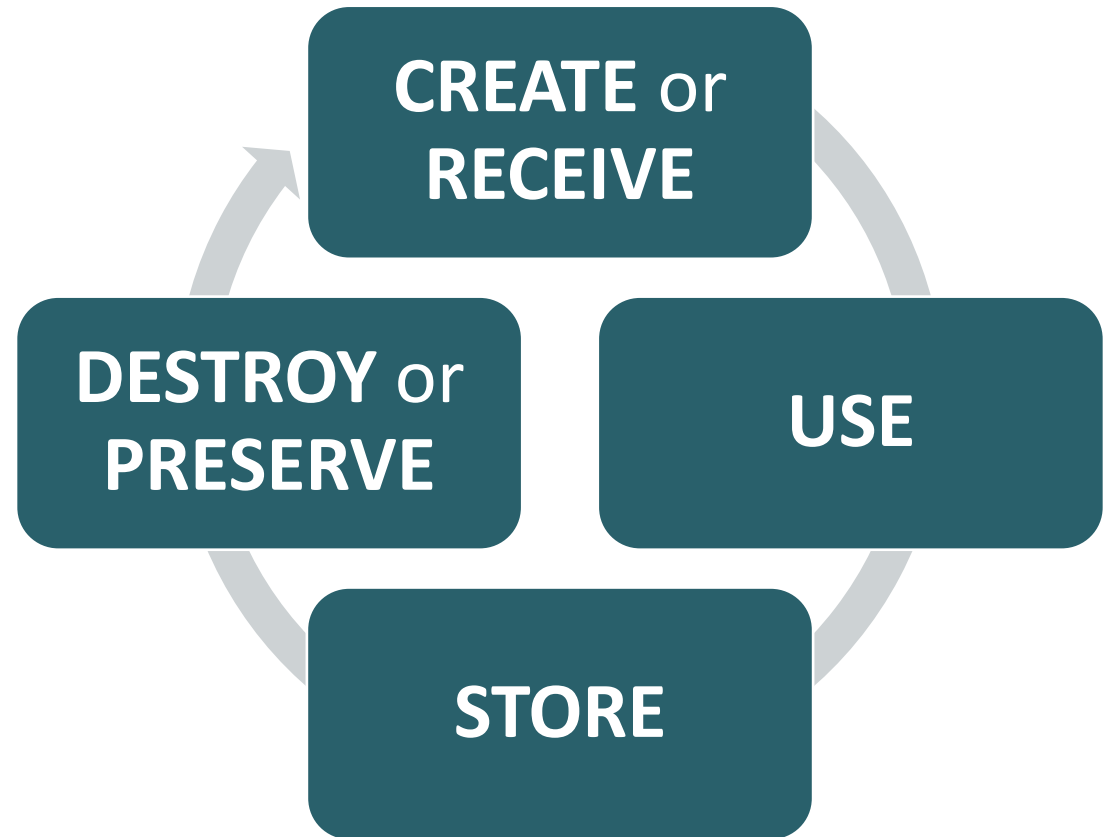
AGENDA

1. Basics
2. Retention Schedules
3. Community & Technical
College 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**.



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(S) DO I USE?

www.sos.wa.gov/archives



State Agencies



Records Retention Schedules



*State Government General Records Retention Schedule
+ Community and Technical Colleges Schedule*

RECORDS RETENTION SERIES/SCHEDULE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09009 Rev. 1	<p>Meetings – Staff and Internal Committees</p> <p>Records documenting meetings of the agency’s staff and those of internal committees, commissions, councils, boards, task forces, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Speaker sign-up, written testimony; • Audio/visual recordings and transcripts of proceedings; • Minutes. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Advisory Body Records (DAN GS 10015);</i> • <i>Governing/Executive/Policy-Setting Body Records (DAN GS 10004);</i> • <i>Meeting Arrangements (DAN GS 09024);</i> • <i>Meeting Materials – Members’ Copies/Notes (DAN GS 09026).</i> 	<p>Retain 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>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

*** 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** 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

FINDING THE RIGHT DAN

How to find the correct 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.

FINANCIAL AID

Example: Financial Aid Records

1. Do the records relate to:

- Administration of financial aid program?
- Individual student aid disbursement?
 - Administered by college or other entity?
 - Eligibility determination/tracking?

2. Review

- Student and Campus Services:**
Financial Aid section of Community and Technical Colleges schedule.

3. Reach Out

ASSET MANAGEMENT

Example: **Asset Planning & Management Records**

1. **Do the records relate to:**

- Donations or gifts?
- Real or non-real property?
- Administration or project-specific records?
- Significant or minor alterations?

2. **Review**

- Donations/Gifts** section of Community and Technical Colleges schedule and **Agency Administration** and **Asset Management** sections of State General Schedule.

3. **Reach Out**

EVALUATION

Example: Faculty & Staff Evaluation Records

1. Do the records relate to:

- Student evaluations?
- Employee performance evaluations?
 - Completed/signed evaluations?
 - Supervisor notes/preparation?

2. Review

- Student Evaluation of Instruction (SEOI)*** series in Community and Technical Colleges schedule and **Human Resource** section of State General schedule.

3. Reach Out

CURRICULUM

Example: Curriculum Development Records

1. Do the records relate to:

- Proposals?
- Decision-making meetings?
- Final approved changes?

2. Review

- Curriculum Development section of Community and Technical Colleges schedule and ***Governing Body Records*** series of State General 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!



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
recordsmanagement@sos.wa.gov
(360) 586-4901**