

# BASICS OF MANAGING PORT DISTRICT RECORDS

WASHINGTON



Secretary of State  
Washington State Archives

# AGENDA

1. Basics
2. Retention Schedules
3. Port District 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](http://www.sos.wa.gov/archives)

Local Governments

Port Districts

*Local Government Common Records Retention Schedule (CORE)  
+ Economic Development and Transport*

# RECORDS RETENTION SERIES/SCHEDULE

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION  | DESIGNATION                          |
|------------------------------------|--|---|--------------------------------------|
| GS 09009<br>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<br/> <i>and</i><br/>           until no longer needed for agency business<br/> <i>then</i><br/> <b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>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**

**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.

# USING THE RIGHT SCHEDULE

**Which  
retention  
schedule do I  
use?**

## 1. Do the records relate to:

- Economic development unique to port districts?
- Managing port properties and facilities?

## 2. Review

- Economic Development** section of Economic Development/Transport schedule and **Asset Management** section of CORE schedule.

## 3. Reach Out

# VESSELS

Example:  
**Vessel Files &  
Logs**

- 1. Do the records relate to:**
  - Cargo/non-passenger vessels?
  - Passenger Vessels?
- 2. Review**
  - Transport** section of Economic Development/Transport schedule.
- 3. Reach Out**



# CUSTOMER ENGAGEMENT

Example:  
**Customer  
Engagement  
Records**

## 1. Do the records relate to:

- Agency interactions with customers?
  - Are they significant?

## 2. Review

- Customer Engagement** section of Economic Development/Transport schedule.

## 3. Reach Out

# UNIQUE CHALLENGES

## Records Management Challenges

- ❑ Storage and access for large paper records
  - ❑ Public Records Requests related to noise or environmental impacts of agency functions
- \* Consider the **Local Records Grant Program** to address these challenges.

# 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**