



THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT TEAM WELCOMES YOU!



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Participants (1)

Q Search



WSA Records Management
Me

Can you hear us?

Check the volume on your computer/speaker/headphone and confirm your audio connection using the microphone drop-down at the bottom of your screen

Questions?

Share them in the chat 😊

Need more help?

Reach out to the team at recordsmanagement@sos.wa.gov or give us a call at (360) 586-4901

Basics of Managing Community & Technical College Records



Benefits of Managing Records



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- ☐ Supports the goal of openness & transparency
- ☐ Promotes cost-effective use of agency resources
- ☐ Strengthens institutional accountability
- ☐ Enables continuity of service
- ☐ Protects the past to support the future

What is a Public Record?



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For the purposes of **retention** and **destruction**, two criteria (RCW 40.14.010):

- ☐ **Anything made or received in connection with the transaction of public business**
- ☐ **Regardless of format**

Chat log? **Public record.**

Social media post? **Public record.**

E-mail? **Public record.**

Voicemail recording? **Public record.**

Chapter 40.14 RCW



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All public records shall be and remain the property of the state of Washington.
(RCW 40.14.020)

They shall be preserved, stored, transferred, destroyed, and otherwise managed under the provisions of this chapter.

My Device/Account = My Records?



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It may be your personal device or account, but if it's being used for agency business, keep in mind that you are accessing (and sometimes creating) public records.

Injury to Record



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Every agency representative who mutilates, destroys, conceals, erases, obliterates, or falsifies any record is guilty of a **class B felony**. Such action will be punished with **imprisonment**, a **fine**, or both.

(RCW 40.16.020)

How Do I Know What to Keep?



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Agencies have the ongoing legal authority to disposition (get rid of) records through legal documents called:

RECORDS RETENTION SCHEDULES

The **Local** or **State Records Committee** approves records retention schedules for local and state governments.

(RCW 40.14.060 and 40.14.070; chapters 434-624 and 434-630 WAC)

Which Schedule(s) Do I Use?



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sos.wa.gov/archives



STATE AGENCIES (top navigation bar)



Records Retention Schedules (bolded link)



State General Schedule + Community & Technical Colleges Schedule

Records Retention Schedule



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Community and Technical Colleges Records Retention Schedule Version 2.0 (February 2020)

5. TEACHING AND LEARNING

The function of conveying knowledge to facilitate learning including curriculum planning and development, delivery, assessment, materials/resources and evaluation.

5.1 ACCREDITATION

The activity of courses/programs receiving accreditation by external organizations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-02-69421 Rev. 0	<p>Accreditation (Outcome)</p> <p>Records documenting the granting/loss of accreditation for a college, school, or program by a professional association that sets the standards for that particular discipline (e.g., Northwest Commission on Colleges and Universities (NWCCU) and Professional Educator Standards Board (PESB), etc.).</p> <p>Also includes external evaluations of the college, school, or program by professional association granting/removing accreditation.</p> <p>Excludes records covered by <i>Accreditation (Applications/Maintenance)</i> (DAN 20-02-69422).</p>	<p>Retain for 6 years after end of accreditation or until superseded by new accreditation</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR</p>

Rule of Thumb: Never destroy a record unless you can point to a “DAN” authorizing you to do so.

KEEP **PUBLIC RECORDS** for
MINIMUM RETENTION



DESTROY

or



TRANSFER

HOLD IT!



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There are times when you **must** hang onto records past retention:

- ☐ **Litigation holds** – Records are eligible for destruction after the hold lifts.
- ☐ **Public Records Requests** – Responsive records are eligible for destruction after the request is fulfilled.

“Born Digital” Records



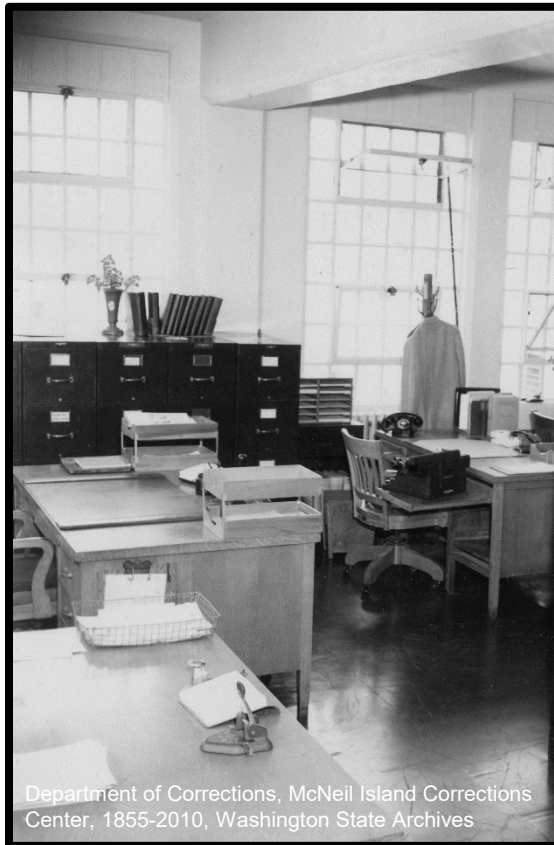
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- **Electronic records must be retained in electronic format...**for the length of the designated retention period.
- **Printing and retaining a hard copy is not a substitute** for the electronic version.
(WAC 434-662-040)

Student & Staff/Faculty Files



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Department of Corrections, McNeil Island Corrections Center, 1855-2010, Washington State Archives

Community & Tech Colleges

- ☐ Transcripts (Permanent Student Records)
DAN 20-02-69486 Rev. 0
- ☐ Verification of Graduation Requirements
DAN 20-02-69487 Rev. 0

State General Schedule

- ☐ Personnel – Employment History Files
DAN GS 03042 Rev. 1

Faculty & Staff Evaluation



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Community & Tech Colleges

- ☐ Student Evaluation of Instruction (SEOI)
DAN 20-02-69482 Rev. 0

State General Schedule

- ☐ Performance Evaluations – Employee
DAN GS 03002 Rev. 1
- ☐ Performance Evaluations – Supervisor Preparation
DAN GS 03024 Rev. 1



What about financial aid records?

☐ Student Aid Eligibility Determination/Tracking

DAN 20-02-69479 Rev. 0

☐ Student Aid Disbursement

DAN 20-02-69476 – DAN 20-02-69478

☐ Institutional Eligibility – Financial Aid

DAN 20-02-69460 Rev. 0

Course Development & Scheduling



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State Library Photograph Collection, 1851-1990,
Washington State Archives

Community & Tech Colleges

- ☐ Curriculum/Courses
DAN 20-02-69439 Rev. 0
- ☐ Scheduling Data
DAN 20-02-69474 Rev. 0

State General Schedule

- ☐ Governing/Executive/Policy-Setting Body Records
DAN GS 10004 Rev. 1



What about student evaluation records?

- ☐ Coursework Grades/Scores/Comments
DAN 20-02-69438 Rev. 0
- ☐ Examination Scores – Proficiency/Placement or
Credit by Exam
DAN 20-02-69446 Rev. 0
- ☐ Grade Input and Grade Changes
DAN 20-02-69452 Rev. 0

Retention Schedule Updates



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**We want to
hear from you**
😊

If there have been changes in...

- ☐ Language and terminology
- ☐ Volume of records
- ☐ Business value
- ☐ Legal and regulatory requirements

...please let us know!

Records Management Resources



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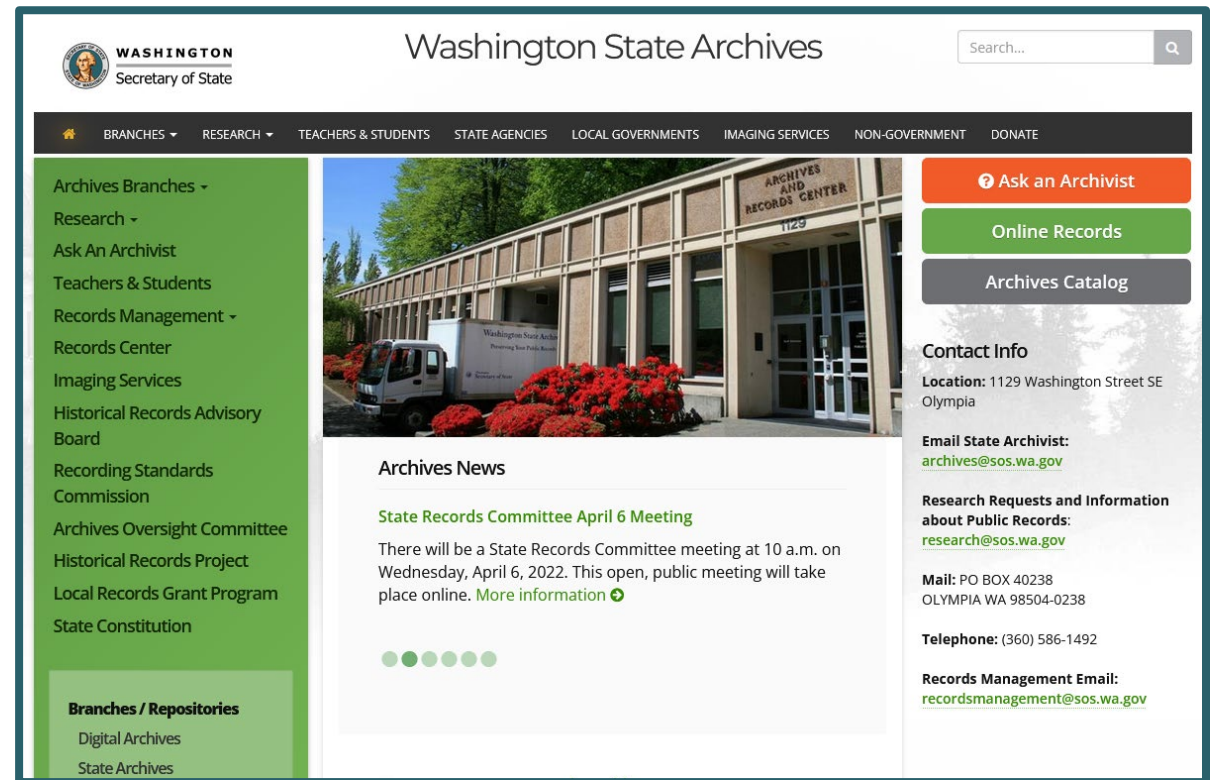
Website: sos.wa.gov/archives

☐ Training – online and in-person

☐ How-to videos

☐ Retention schedules

☐ Advice sheets





**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**