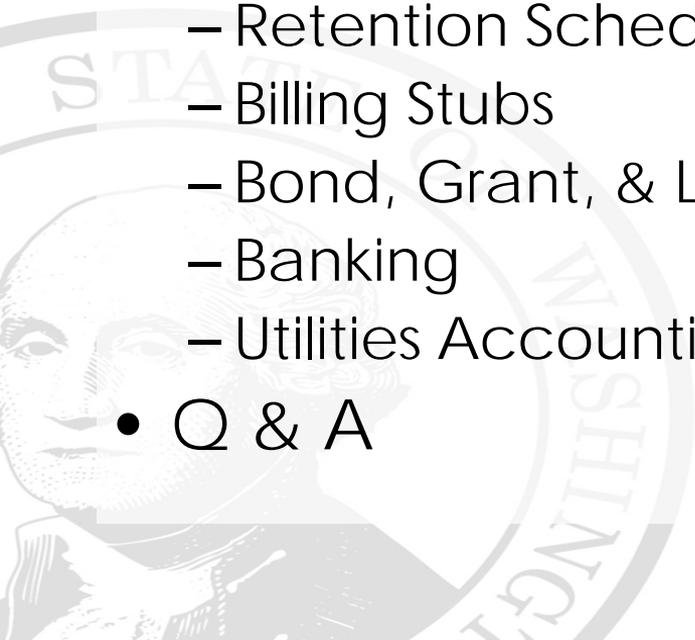


# Basics of Managing *Financial* Records

Washington State Archives  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)  
(360) 586-4901

# Overview

- Records Management Basics
- Financial FAQs
  - Retention Schedules
  - Billing Stubs
  - Bond, Grant, & Levy
  - Banking
  - Utilities Accounting
- Q & A



# Benefits of Managing Records

- ❑ Enables the agency to fulfill its mission
- ❑ Promotes cost-effective use of agency resources
- ❑ Promotes open and accountable government
- ❑ Helps Minimize Agency Risk



# What Is a Public Record?

For the purposes of **Retention** and **Destruction**:

***Any record made or received*** in connection with  
the ***transaction of public business***

***regardless of format***

(RCW 40.14.010)

- For **public disclosure**, refer to chapter 42.56 RCW.

# Chapter 40.14 RCW

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

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.

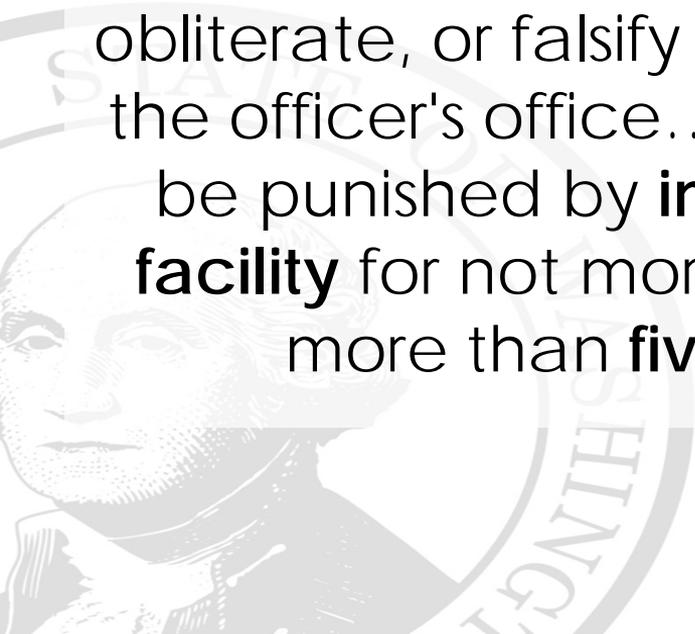
# My device/account = my records?

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



## RCW 40.16.020 – Injury to and Misappropriation of Record

Every officer who shall mutilate, destroy, conceal, erase, obliterate, or falsify any record or paper appertaining to the officer's office...is guilty of a **class B felony** and shall be punished by **imprisonment in a state correctional facility** for not more than ten years, or by a fine of not more than **five thousand dollars**, or by both.



# How Do I Know What to Keep?

Agencies are granted *ongoing legal authority* to disposition (get rid of records) through legal documents called

## **records retention schedules**

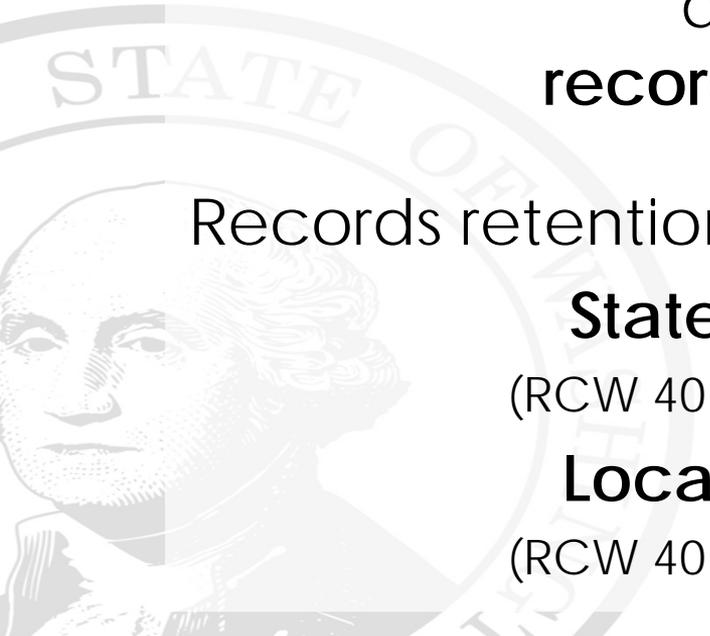
Records retention schedules are approved by the

### **State Records Committee**

(RCW 40.14.050; chapter 434-624 WAC)

### **Local Records Committee**

(RCW 40.14.070; chapter 434-630 WAC)



# Which Schedule Do I Use?

Visit [sos.wa.gov/Archives](https://sos.wa.gov/Archives) >> Go to “Local Governments Tab” >> Select agency type

Visit [sos.wa.gov/Archives](https://sos.wa.gov/Archives) >> Go to “State Agencies Tab” >> *Select Records Retention Schedules*

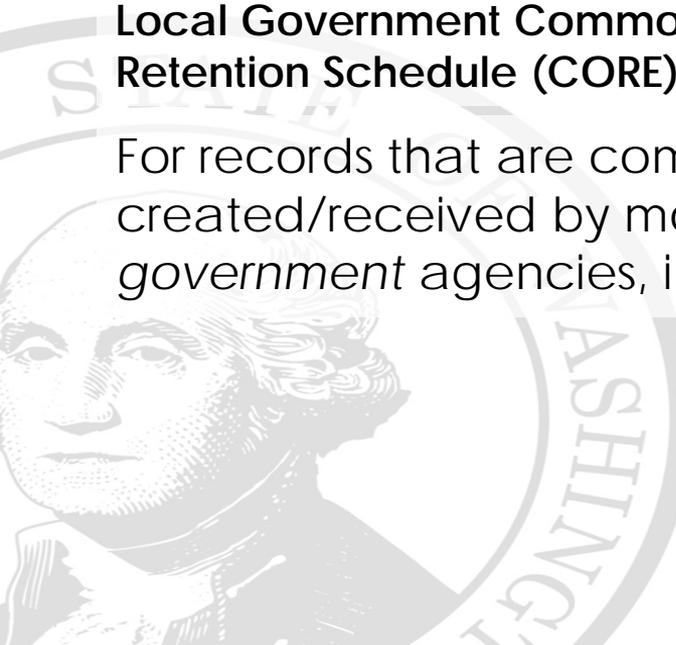
## Local Government Common Records Retention Schedule (CORE)

For records that are commonly created/received by most *local* government agencies, i.e. -

- ❖ Billing statements
- ❖ Warrant registers
- ❖ Purchase and sale agreements
- ❖ Etc...

## State Government General Records Retention Schedule

For records that are commonly created/received by most *state* agencies, i.e. -



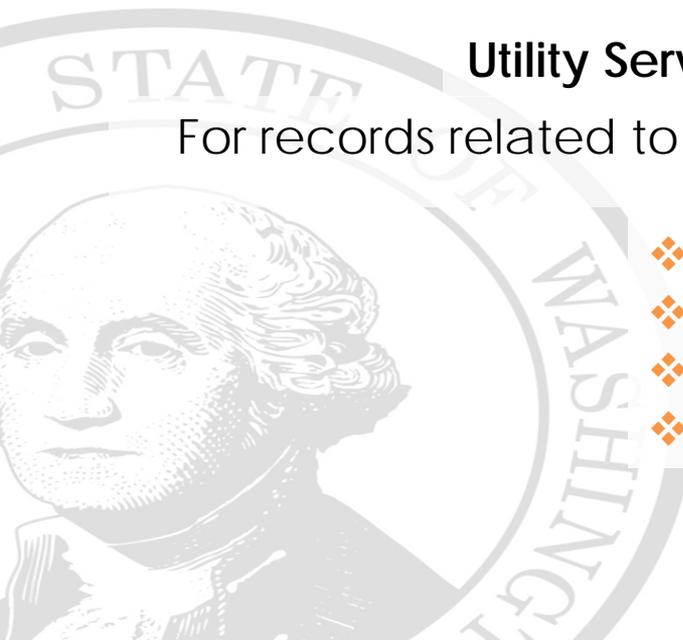
# Which Schedule Do I Use?

Visit [sos.wa.gov/Archives](https://sos.wa.gov/Archives) >> Go to “Local Governments Tab” >> Select agency type

## Utility Services Records Retention Schedule

For records related to the billing of customers for utility services, i.e. -

- ❖ Customer service orders
- ❖ Rate schedules
- ❖ Disconnection notices
- ❖ Etc...



# Records Retention Schedule



State Government General Records Retention Schedule (SGGRRS)

Version 6.0 (June 2016)

## 1. AGENCY ADMINISTRATION AND MANAGEMENT

The function relating to the overarching management of the state government agency and its general administration. Also includes managing the agency's interaction with its community, and legal matters.

### 1.1 ADVICE AND TECHNICAL ASSISTANCE

*The activity of providing advice, technical assistance and information about the agency, its core business, programs and services.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09022 Rev. 1	<p><b>Provision of Advice, Assistance or Information</b></p> <p>Records relating to requests received and provision of advice, technical assistance and information (including agency-initiated communications) concerning the agency, its core business, programs and services, <b>where not covered by a more specific records series.</b></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>Internal and external correspondence/communications (regardless of format) relating to the request/agency-initiated advice, assistance or information.</li></ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"><li>Public Disclosure/Records Requests (DAN GS 05001);</li><li>State Publications (DAN GS 15008);</li><li>Requests for Basic/Routine Agency Information (DAN GS 50002).</li></ul>	<p><b>Retain</b> for 2 years after communication received or provided, <i>whichever is later then</i></p> <p><b>Destroy.</b></p> <p><i>Note: Information/advice published online by the agency continues to be "provided" until the date it is removed/withdrawn.</i></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

**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**

*then*

**DESTROY**

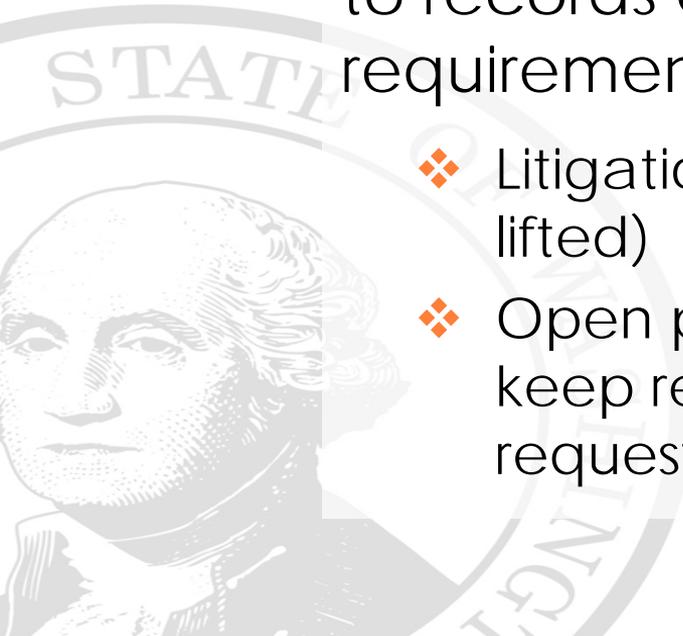
**TRANSFER**

# HOLD IT!



There are times when you must hang on to records even if their retention requirements have been met:

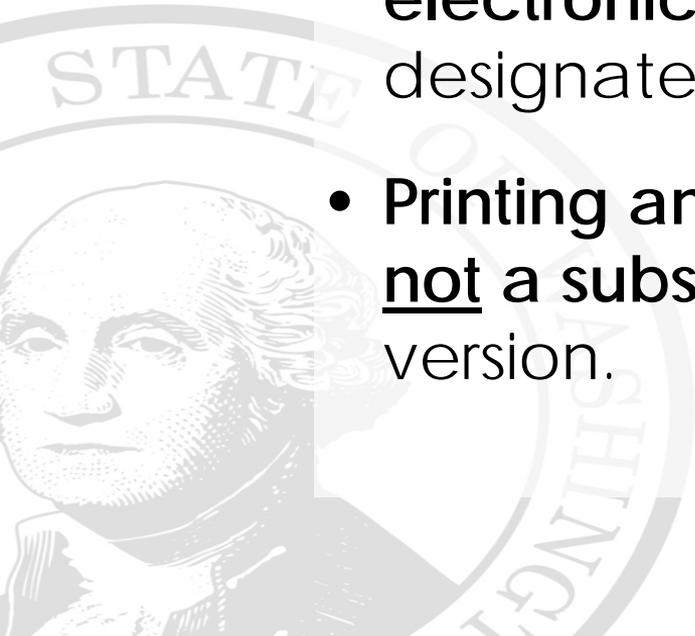
- ❖ Litigation holds (must keep until hold lifted)
- ❖ Open public records requests (must keep related responsive documents until request fulfilled/closed)



# "Born Digital" Records

- **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.

[\(WAC 434-662-040\)](#)



# Financial Records FAQ's

**What is the retention for Financial Records based on, and why are they non-archival?**

- Retention based on auditing requirements
- Final budget reports and board/executive meeting records are designated as "Archival"
- Some records are designated as "Archival" in state schedules instead of local, such as State Auditor Reports

# Financial Records FAQ's

What is the most commonly used financial DAN?

**Local Government (CORE) /  
State Government General**

- Financial Transactions – General  
(*DAN GS2011-184 / DAN GS 01001*)

# Financial Records FAQ's

How is the retention for Bond, Grant, and Levy records determined?

## Local Government (CORE)

- Financial Transactions – Bond, Grant and Levy Projects (*DAN GS2011-183*)

## State Government General

- Grants Received by Agency (*DAN GS 23004*)
- Tax-Exempt Bonds (*DAN 01069*)

# Financial Records FAQ's

What is the difference between continuing and non-continuing grants received by an agency?

- **Non-continuing** grants provide funding for a specified period of time/funding cycle, and no longer.
- **Continuing** grants provide funding for more than one cycle, as long as conditions are met and funding exists.

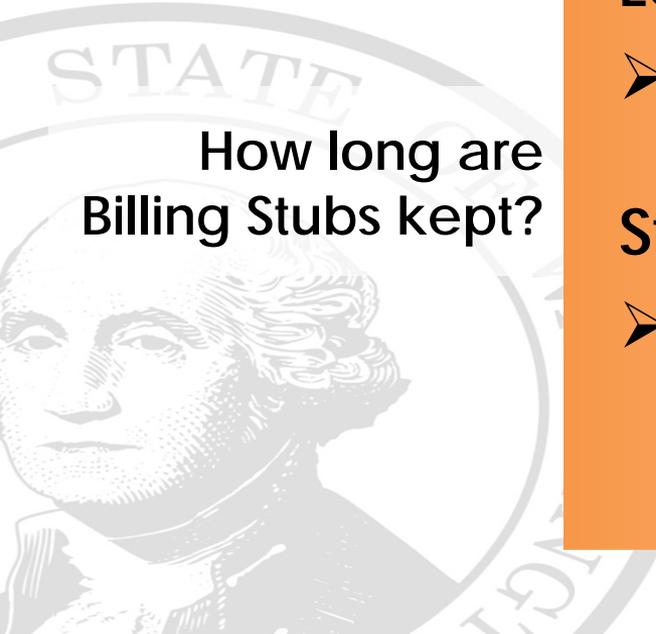
# Financial Records FAQ's

## Local Government (CORE)

- Billing Stubs (*DAN GS 2012-046*)

## State Government General

- Financial Transactions – General  
(*DAN GS 01001*)



How long are  
Billing Stubs kept?

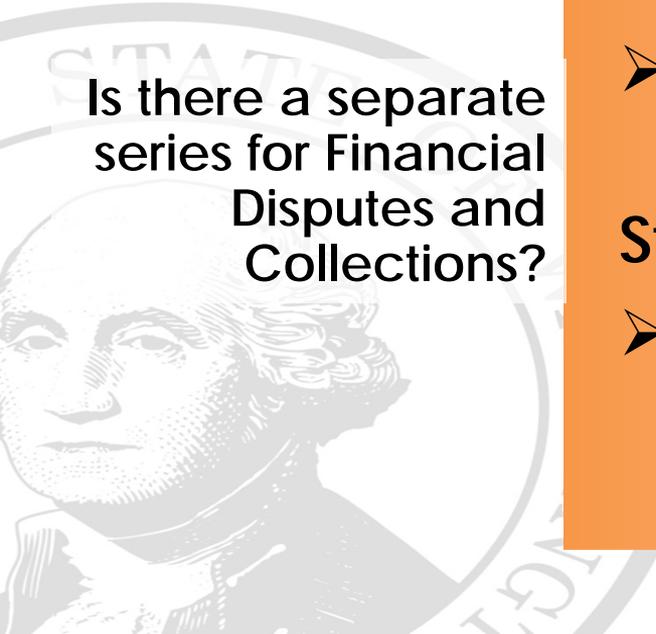
# Financial Records FAQ's

Where do local government agencies find DANs for Utilities Billing?

## Utility Services Schedule – *Utilities Accounting section*

- Rate and Billing System Development Documentation (*DAN UT55-05B-20*)
- Rate and Collection System Revision Notices (*DAN UT55-05B-21*)
- Utility Meter Readings – For Billing (*DAN UT55-05B-18*)

# Financial Records FAQ's



Is there a separate series for Financial Disputes and Collections?

## Local Government (CORE)

- Financial Disputes and Collections
  - General (*DAN GS50-03B-14*)

## State Government General

- Financial Disputes and Collections
  - DAN (GS 01003)*

# Financial Records FAQ's

How long are  
Banking records  
kept?

## Local Government (CORE) / State Government General

- Banking – Accounts and Transactions  
(*DAN GS2011-185 / DAN GS 01013*)
- Banking – Deposited Items  
(*DAN GS2011-186 / DAN GS 01068*)

# Financial Records FAQ's

How long  
should you  
retain  
Sensitive  
Cardholder  
Data?

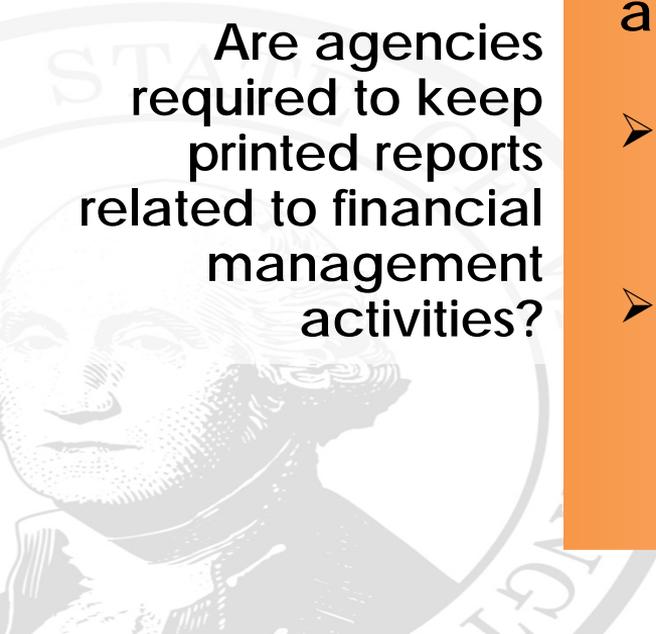
Local Government (CORE) /  
State Government General

➤ Financial Transactions – Sensitive Cardholder  
Data (*DAN GS2014-030 / DAN GS 01070*)

“Retain until completion of transaction,  
then Destroy.”

[Sensitive Cardholder Data Obtained During Payment Card Transactions](#)

# Financial Records FAQ's



Are agencies required to keep printed reports related to financial management activities?

Is the printed report required as evidence of an action or transaction?

- Does anything about the printed version make it the “official” version?
- Is the data in the database static or changing? Will the report generated today be the same report pulled a year from now for today's date?

# Financial Records – Future Updates



We want to  
hear from you.

**If there have been changes in...**

- Language and terminology
- New records series
- Obsolete records series
- Federal and state requirements

**...please let us know!**

# Records Management Resources

- Website: [sos.wa.gov/archives](https://sos.wa.gov/archives)
  - Training – online and in-person
  - How-to videos
  - Retention schedules
  - Advice sheets



**FREE CONSULTATION, TRAINING, AND ADVICE**

## Washington State Archives

recordsmanagement@sos.wa.gov

[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)

Phone: (360) 586-4901