# RECORDS RETENTION FOR PUBLIC PORTS: COMPLIANCE, BEST PRACTICES, AND RISK MANAGEMENT

WPPA 2025 FINANCE & ADMINISTRATION SEMINAR



# PRESENTER INFORMATION

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#### 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? (RCW 40.14.010)

## 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.



### How Do I Know What to Keep?

Agencies have the ongoing legal authority to disposition public records using...

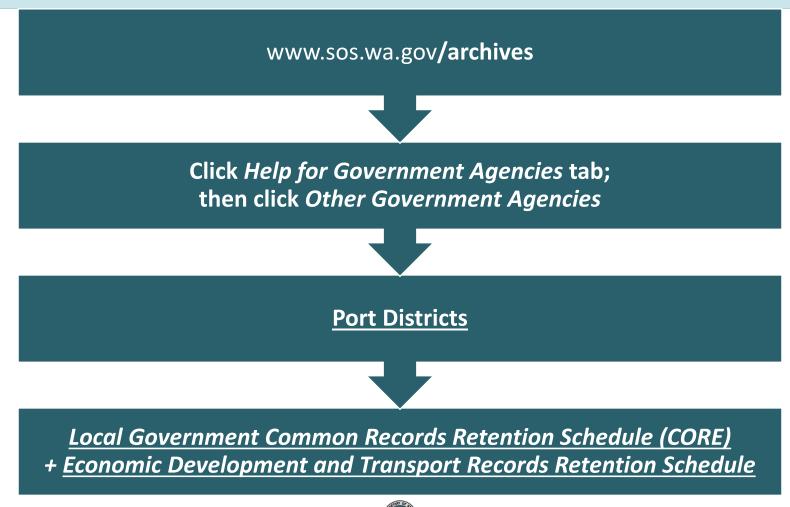
### **RECORDS RETENTION SCHEDULES**

The Local Records Committee reviews and approves the retention schedules for local government agencies.

(RCW 40.14.070; chapters 434-630 and 434-635 WAC)



# WHICH SCHEDULE(S) DO PUBLIC PORTS USE?



(360) 586-4901

# CORE (COMMON RECORDS) RETENTION SCHEDULE — SECTIONS

This general schedule is divided into six functions:

- 1. Agency Management
- 2. Asset Management
- 3. Financial Management
- 4. Human Resource Management
- 5. Information Management
- 6. Records with Minimal Retention Value (Transitory Records)

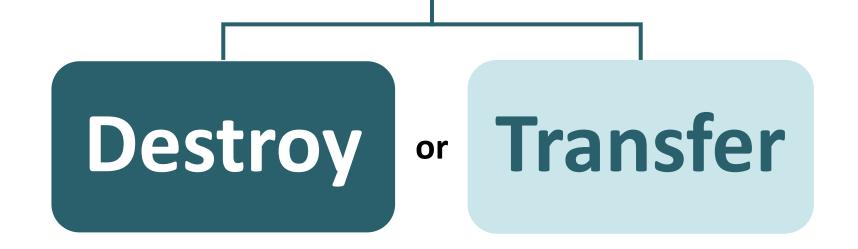
# RECORDS RETENTION SERIES/SCHEDULE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
ED55-04-03 Rev.0	Cargo Handling and Storage Documentation Inventories, delivery and receiving records, orders, tonnage reports, stock transfers, warehouse receipts.	Retain for 6 years after end of fiscal year then  Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

# \* You cannot destroy or transfer records without a DAN



# Keep PUBLIC RECORDS for MINIMUM RETENTION



## HOLD IT!



Records responsive to

☐ Litigation Holds or

□ Public Records Requests

must be retained by the agency until the matter is resolved.

#### 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/or keyword search.
- 3. Reach out.

# **DESTROYING NON-ARCHIVAL RECORDS - FAQS**



- ☐ Can our agency continue to keep Non-Archival records after they meet retention?
- □ Are agencies required to document their records destruction?
- What info should a records destruction log contain?

Find answers on our

How to Destroy Non-Archival

Records page.

# APPRAISAL/TRANSFER OF ARCHIVAL RECORDS - FAQS



- ☐ Can our agency continue to keep Archival records after they meet retention?
- ☐ Who do I contact to start the appraisal/transfer process?
- ☐ What info do I need to provide about the records?

Find answers on our <u>How to Transfer</u>

<u>Archival Paper Records</u> and
<u>Electronic Records</u> pages.

# BORN-DIGITAL RECORDS: THE SAME, BUT DIFFERENT

Benefits of electronic records:
☐ Easier to duplicate/share – remote access, public access, security backup
Less physical space required for storage
Challenges with electronic records:
☐ Not human readable without the right tools
Long-term preservation is ongoing, requires planning and expertise
☐ Tendency toward magical thinking
Things that don't change between paper and digital records:
☐ Retention periods
☐ Importance of proper management (incl. policies, procedures, training)

#### **ELECTRONIC RECORDS RETENTION**

- □ Electronic records must be retained in electronic format (WAC 434-662-040)
   □ Electronic records need to stay electronic to ensure:
   □ Metadata about the record's authenticity is preserved
  - ☐ The record's usability (keyword searching, discovery, etc.) is preserved
- □ Records retention depends on the *function* and *purpose* of the record, not its format
- ☐ Check out our Managing Electronic Records page.

### WHAT ABOUT DIGITIZING PAPER RECORDS?

# Requirements exist if your agency is:

- Scanning original paper records,
- Retaining the digital copies, AND
- Destroying paper originals.



### WHICH RECORDS CAN BE DIGITIZED?

• Any paper records can be digitized and destroyed (or appraised/transferred) early, as long as the agency's policies and procedures for scanning, indexing, and storing the records meet the "Plan to Scan" requirements found on our How to Scan/Image Records and Go Paperless page.



### WHICH RECORDS SHOULD BE DIGITIZED?

### **Ideal candidates:**

- Records with Essential designation
- Non-Archival records with:
  - 6+ year retention periods and/or
  - Need for frequent access

# Scanning is a **TOOL**, not a SOLUTION

Woman scanning paper records with a Kodak scanner, ca. 1982, General Subjects Photograph Collection, 1845-2005, Washington State Archives, Digital Archives.



### 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

# WE LOOK FORWARD TO WORKING WITH YOU!



THE RECORDS MANAGEMENT TEAM IS HERE FOR YOU WITH FREE CONSULTATION, TRAINING, & ADVICE.

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