

CITY OF CHENEY

GENERAL GOVERNMENT POLICIES AND PROCEDURES DIRECTIVE

SUBJECT: Records Management P&P# F-15

OFFICE OF ORIGIN: Mayor EFFECTIVE DATE: _____

PURPOSE

As public employees and elected or appointed officials, we are all stewards of the City's official records. The purpose of this policy is to provide direction and guidance to City of Cheney employees and elected officials in the management of records created or received in the conduct of City of Cheney business. In addition, this policy is to ensure the City manages these records in compliance with the Washington State retention laws regarding the disposition of public records. Organizing and managing records will save space, provide efficient access, maintain confidentiality where needed, and reduce legal exposure in Public Records Act requests and/or litigation discovery.

POLICY SUMMARY

Pursuant to the provisions of [RCW 40.14](#) which is entitled Preservation and Destruction of Public Records and [RCW 42.56](#), the Public Records Act, the rules contained in this policy are intended to ensure that the legal and historical records of the City are: securely preserved for their minimum retention period, made available for present and future access or transferred to the Washington State Archives, and are easily and efficiently accessible and permanently preserved when required.

DEFINITIONS

Department – Any City of Cheney department, board, or commission.

Disposition Authority Number (DAN) – The Local Records Committee assigns a "Disposition Authority Number" to each records destruction request, records retention schedule, and general records retention schedule it approves. It is up to the person doing the archiving to look up the item, locate the DAN and place it on the archive label. An agency should be able to cite a DAN for each record it disposes of. If a DAN cannot be cited for a particular record series, there is no legal authority to dispose of records in that series as the DAN provides the legal authority.

Employee – Any City of Cheney employee, elected official, or appointed official.

Essential Record – Any record necessary to the continuation of operations of the City in an emergency or disaster, to the recreation of the legal and financial status of the City, or to the protection and fulfillment of obligations to the people of the City.

Metadata – A set of data that describes and gives information about other data. Some examples of metadata for an email would be the date, creator, address, computer address, sender, receiver, number of words, size of file, and date modified.

Permanent Record – Any record of the City for which the retention period on a DAN is permanent. These often apply to agency and department head records.

Public Records – Applies to any paper, correspondence, form, bound volume, film, magnetic record, drawing, or other document (regardless of media), that has been created or received by the City during the course of public business.

Public Records Officer (PRO)– The individual designated by the City to serve as the records officer.

Record – Any piece of data, in any form, created or received in connection with the transaction of the City's business.

Records Coordinator (RC) – The individual designated in each department to serve as the coordinator for the implementation of the policy in his/her department.

Records Management – The discipline of managing records to meet operational business needs and accountability.

Retention Period – The minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction. Each records series listed on a records retention schedule is assigned a retention period.

Retention Schedule – The schedule developed by the Washington State Local Records Committee that regulates the retention and disposition of public records.

Records Series – Any group of records that is used as a unit, filed as a unit, and can be disposed of as a unit.

RECORDS AS PUBLIC PROPERTY

All public records shall be and remain the property of the City. Outgoing officials and employees must pass such records on to their successors. Furthermore, public records shall be preserved, stored, transferred, destroyed, and otherwise managed according to the provisions of RCW 40.14 unless otherwise provided by law (see [WAC 434-625-010](#)). No City official or employee has any personal property right to such records even though he or she may have developed or compiled them. The unauthorized disclosure, destruction, removal from files, or use of such records is prohibited. Violations of this policy may lead to discipline up to and including termination as well as possible criminal charges.

POLICY

A. Scope and Applicability

The scope of this policy is for all City employees, elected officials, appointed officials, boards and commissions, and the policy applies to all defined City records.

[RCW 42.56.010\(3\)](#) Public Record (excerpt): **"Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics."**

For the purposes of this policy, "City records" are any communications that are recorded, which include, but are not limited to, documents (electronic or paper), emails, text messages, audio recordings, video recordings, social media posts, etc., used in the conduct of City business.

B. Retention of Records

a. Retention Schedules

The state of Washington publishes records retention schedules. These schedules authorize the destruction/transfer of the public records of all local government agencies after they have met an appropriate retention. Many records can be found in the Common Records Retention Schedule (CORE). Other task specific records such as Fire and Emergency Services, Law Enforcement, Land Use Planning and Permits, Parks and Recreation, and others have individual schedules. All current approved records retention schedules can be accessed online at the [Washington Secretary of State's website](#).

b. General Records

- i. All documents, including email messages sent or received, that are related to the conduct of City business must be evaluated for content. The format of a record has no bearing on the retention of a record. The content of each record should be evaluated in light of [RCW 42.56.010\(3\)](#) definition of "public record," and against the following criteria:

- Was it created in the course of City business?
- Was it received for City action?
- Does it document City activities, decisions, or actions?
- Is it mandated by statutes or regulations?
- Does it support financial obligations or legal claims?
- Does it communicate City requirements?

If any of the above are a yes, the document is considered a public record and must be retained for the appropriate retention. If not, it is a transitory record and should be destroyed as soon as it is no longer needed.

- ii. Some records will have multiple retentions, the longest retention should be observed prior to destruction.
- iii. The employee's position with the City may affect the proper retention schedule to use. In general, there are 3 categories for retentions based on position, but every record still must be evaluated on an individual basis:
 - 1. Permanent – this includes all elected officials, City Administrator, Department Heads, and City Attorneys.
 - 2. Seven Years – City Clerks, Finance Department Employees, Human Resources, Police Department Employees, Fire Department Employees, Building and Planning Officials, and Code Enforcement.
 - 3. Two Years – Employees who are not one of the groups above.
- iv. Departments are encouraged to "Scan and Toss" records when it is feasible. The scan and toss process is used to convert paper records to electronic records for long term storage or essential record backup purposes. For more information on the requirements for this process, refer to Appendix L.

c. Electronic Records

- i. Electronic records must be retained in electronic format and remain useable, searchable, retrievable, and authentic for the applicable retention period. Printing and retaining a hard copy is not an acceptable substitute for the electronic version since metadata must be preserved. Examples of electronic records include webpages, texts, emails and databases.
- ii. In making decisions about how long to retain electronic records, employees should first check the retention schedule to ensure compliance and verify that the records are not subject to a legal hold. Many electronic records can be disposed of at the discretion of the employee under the following guidance.
 - 1. If the electronic record is the primary or only copy of an official document, it must be retained for the time-period specified by the retention schedule. Once the required retention has been met, the record should be deleted and documented on a City approved records [Destruction Log](#). Departments should contact the PRO for direction on electronic records designated as "archival." Examples of official records include policies and procedures, executive level correspondence, and final reports.
 - 2. If the electronic record is transitory in nature with no administrative, legal, fiscal, or archival value, then the record can be deleted at the discretion of the user. Examples include secondary copies of memos, general office notices, general information, working copies, transmittal memos, meeting announcements, invitations to retirement parties, drafts.
- iii. Email records are subject to the same retention schedule as paper records. Many email records are transitory in nature and may be deleted when they are no longer needed. Emails (both sent and received) that require retention must be managed

accordingly. Emails that must be retained should be moved to an archive and categorized in such a way that retention can be identified. Refer to Appendix A and contact IT if you need assistance in setting up a personal email archive or folders.

1. Some examples of email subject to retention include policy and procedure directives; correspondence or memoranda related to official business; documentation of actions, decisions, operations, and responsibilities, documentation of legal or audit issues; documents that initiate, authorize, or complete a business transaction; final reports or recommendations.
 2. Some examples of email not subject to retention include personal messages and announcements not related to official business; information only or duplicate copies; copies of publications; miscellaneous notices or memoranda of a general and noncontinuing nature (meeting notices, reservations, confirmations); preliminary drafts of notes, letters, reports, worksheets which do not represent significant steps in the preparation of record documents; requests for routine information or forms.
- iv. Use of personal email accounts (such as Hotmail or Gmail) for conducting City of Cheney business is prohibited. In the event an email related to the conduct of City business is received at a personal email address, it should be immediately forwarded as an attachment to the City email system.
 - v. In emergency situations or when required by operational needs, an alternative email account may be used. For example, a court YouTube hearing must use the official court Gmail account. In these instances, all records must still be preserved in accordance with all records policies.
 - vi. Social media posts are public records and must be preserved for the proper retention period. Refer to City of Cheney Social Media Policy for further information.
 - vii. Texting should be limited to transitory records and deleted when they are no longer needed. In the event that a text record must be kept it must be preserved on the phone in its original format to preserve metadata. If needed, screenshots of the text records may be taken and forwarded to the employee's City email account for retention, searchability, and disclosure.
- d. Essential Records
- The retention schedule will identify essential records. These records require special protections so that in case of an emergency they are readily available to provide for the continuity and preservation of government services or reestablish operations after an emergency. Retirement records, personnel files, building plans, judgement and sentencing documents, policy and procedures, and many other types of records are examples of essential records. Each department must have a system for safeguarding

their essential records that is appropriate for the record type and medium. Resources are available through the [Washington State Archives](#).

C. Destruction of Records

- a. Records Coordinators will follow the approved and adopted policies and procedures of the Records Management Program. Each department shall follow the detailed rules located in the appendices of this document.
- b. A record whose retention period has expired should be destroyed unless an open records request is pending on the record, the subject matter of the record is pertinent to a pending lawsuit, or the department head applies in writing to the PRO that the record be retained for an additional period.
- c. The RC will be responsible for, at a minimum, annually destroying all electronic records on shared drives for the department (commonly known as the S drive) and the City shared drive that the department is responsible for (commonly known as the M drive). Any document that has met the retention schedule and is no longer needed for agency business should be deleted.
- d. When a record is destroyed due to meeting its retention period, all paper and electronic copies should be destroyed.
- e. Records that have been destroyed and have a retention other than "retain until no longer needed for agency business then destroy" must be documented on a City approved Destruction Log. The base log is located on the [M drive](#) and in Appendix K. Alternative department specific logs may be approved by the PRO. After annual destruction is completed, the log must be forwarded to the PRO for permanent retention.

D. Archival Records

Some records series on the retention schedule will have a designation of archival. These records should not be destroyed. When their retention schedule has been met, they should be prepared to be transported to the Washington State Archives for appraisal and selective retention. Records transferred to the state archives should be documented on the City's [Destruction Log](#) with a notation that the records were transferred to the archive. After the records are evaluated by an archivist, they will send documentation of the records archived. This document should be forwarded to the PRO. Contact the PRO if assistance with this process is needed.

E. Permanent Records

The retention schedule will identify permanent records. These records may not be destroyed. Archival Permanent records will also have a retention listed such as the life of the building. Once that retention has been completed, the records may be transferred to the Washington State Archives. Records transferred to the state archives should be

documented on the City's Destruction Log. Contact the PRO if assistance with this process is needed.

Many of the City's permanent records revolve around project files. Project file documents are generally held by multiple departments. Original documentation will all be archived in the basement library designated area by the project.

F. Responsibilities

a. Management Responsibilities

- i. Each department, board, and commission must appoint a Records Coordinator (RC) and an alternate. The RC shall be the point of contact between the department and the City's Public Records Officer (PRO). The RC will be expected to be the person most knowledgeable about the City's records management policies and procedures and how they relate to their department and serve as a resource to their department members.
- ii. Department Heads, elected officials, appointed officials and RCs must complete training as required by the [Open Government Trainings Act](#) within 90 days of assignment and at least every 4 years thereafter.
- iii. Follow the established City-wide file storage structure and format to assist in classifying and preserving the electronic records and paper records encountered in the department's area of responsibility to facilitate the management of records to meet the retention and/or destruction rules.
- iv. Follow City-wide procedures for records management, which address records retention, protection of essential records, and ensure that at a minimum, records are destroyed annually in accordance with the Washington State Records Retention Schedules.
- v. Each department will have records from multiple retention schedules. A department list of commonly held records, the required retention period, and DAN number for department employees' quick reference is encouraged. All destructions shall be appropriately logged on the City approved form and copies will be forwarded to the PRO.
- vi. Ensure that all department employees are appropriately trained in the retention and destruction of public records.
- vii. Ensure employees follow the rules set forth in managing records, storing and identifying records in correct locations and formats and in compliance with the laws and with the Washington State Records Retention Schedules.
- viii. Ensure all department bids and contracts are in compliance with records retention laws when the contractor will be creating public records on behalf of the City. The department must write in contract language that places the bidder/contractor on notice about the Public Records Act (RCW 42.56) and their obligations as well as about records retention (RCW 40.14) and their obligations. Sample language is:

- All public records prepared, owned, used or retained by the CONTRACTOR in conjunction with providing services under the

terms of this Agreement shall be deemed City of Cheney property and shall be made available to the City upon request by the City contract manager. The contractor must maintain the public records in accordance with chapter 40.14 RCW. The City will notify the contractor of any public disclosure request under chapter 42.56 RCW for copies or viewing of such records.

b. Employee Responsibilities

- i. It is the responsibility of **every employee and elected or appointed official** of the City of Cheney to manage the City's records in a manner that complies with this policy and supports the intent of the City to preserve the documentation of City business and satisfy all requirements of the disposition of public records as required by State law. Failure to manage City records according to the Records Management Policy will result in corrective or disciplinary action.
- ii. Personal devices and applications should not be used for the conduct of official City business without prior approval by the City Administrator. In the event that personal devices are used, the employee is still responsible for the proper retention, disclosure, and destruction of the document. The employee will be required to properly search and produce any records subject to a public records request. In the case that no records are found, the employee may be required to complete an affidavit attesting to the records search on the personal device.
- iii. Every employee is responsible for proper retention and destruction of any personally held documents. This would include email, texts, files held in their personal network drives, files on their desktops, paper records, desk records, etc. Keeping unnecessary documents or duplicate records is discouraged.
- iv. Every employee is responsible for advising citizens interested in obtaining public records to follow the request process. Citizens should be directed to the records portal on the City website, however, if they insist an employee must accept their verbal or written requests. These requests must be immediately documented and forwarded to the PRO. Failure to do so by the employee may subject the City to substantial financial liability and the employee may be subject to discipline.

c. Public Records Officer Responsibility

- i. Provide assistance to the departments, commission, and boards in managing their records and determining retention requirements.
- ii. Remain current and knowledgeable on the laws and rules governing records retention that affect the City.
- iii. Provide periodic training to City employees, elected officials, and appointed officials on records retention.
- iv. Conduct periodic meetings with the RCs to assist them in managing their areas of responsibility.
- v. Periodically review and organize City Council member emails to ensure proper retention.
- vi. Conduct electronic searches in conjunction with IT for public records requests.
- vii. Periodically review the City's retention process to ensure that policies and procedures are being followed and are current with state law.

- viii. Maintain City's permanent record of City Records Destruction Logs.
 - ix. Complete training required for a PRO per the [Open Government Trainings Act](#) within 90 days of appointment and every 4 years thereafter.
 - x. Notify departments of a need to hold records due to an open records request or pending litigation.
- d. Information Technology Department Responsibility
- i. Assist the PRO and the department in developing, implementing and maintaining an electronic records storage system that supports this policy.
 - ii. Provide a secure, safe environment for the electronic records of the City.
 - iii. Provide a Disaster Recovery Backup System to be maintained to exclusively provide disaster recovery from catastrophic data loss. This system is not and shall not be relied upon or used as a retention or archiving system.
 - iv. Provide a minimal recovery period for City records if accidentally or inadvertently deleted.
 - v. Provide assistance to the PRO for electronic searches for responsive data related to a public records request.
 - vi. Assist with metadata preservation, retention, and disclosure as needed.

G. Training

Every employee will be trained in accordance with their position and the requirements of the [Open Government Trainings Act](#). New employees will be required to complete records on-board training with the PRO or designee during their initial department training period.

The PRO will be responsible for documenting training certifications for all employees.

Appendix A – Archiving Email
Appendix B – Organizing Network Drives
Appendix C – Finance (IT and City Clerk)
Appendix D – Fire Department
Appendix E – Mayor's Office (City Council, Boards/Commissions, HR)
Appendix F – Municipal Court
Appendix G – Parks and Recreation
Appendix H – Police Department
Appendix I – Public Works and Light Department
Appendix J – Box Label Sample
Appendix K – Destruction Log
Appendix L – Imaging and Destruction of Paper Records (Scan and Toss) Policy

APPENDIX A – ARCHIVING EMAIL

Each employee is responsible for properly handling their email documents. Department Heads are responsible for monitoring their employee's compliance with properly organizing their email. Department Heads, with the approval of the PRO may create department policy requiring specific organizational folder naming conventions to be used. Compliance audits may be conducted by the PRO.

Emails that have a minimal retention value should be deleted as soon as the employee is done with them. Minimal retention values apply to secondary copies and transitory records. Transitory records are defined as records that:

- Only document information of short-term value, AND
- Not needed as evidence of a business transaction, AND
- Not covered by a specific record series.

Some examples of transitory records would be preliminary drafts, announcements of things like cookies in the break room, cordial messages such as thank you or have a good weekend, out of office responses, information digests such as MRSC and WCIA, etc.

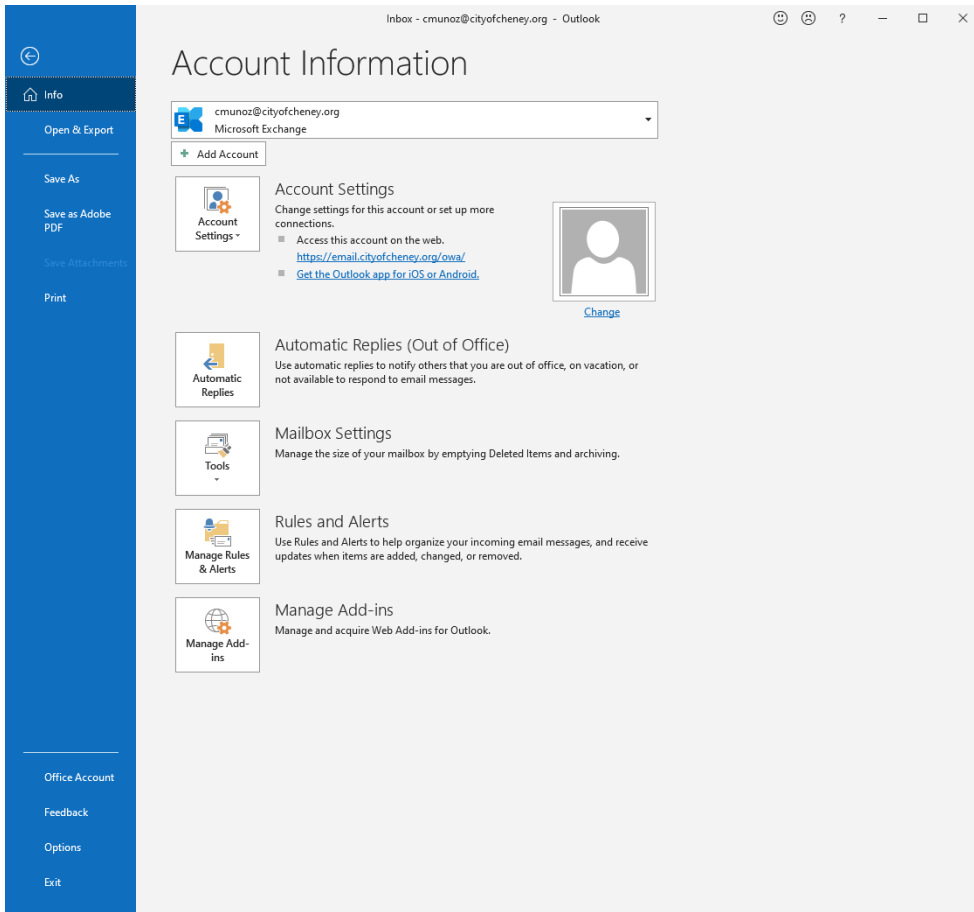
Emails with a retention need to be organized into folders out of the Inbox. The easiest way to accomplish this is to set up subfolders in the Inbox that are set to automatically archive after a period of time. The folders need to be organized similarly to those used on the network drives and based on projects, types of records, or by retention date. Refer to Appendix B, Organizing Network Drives for more information on folders. In the case of folders containing emails with multiple retentions, such as a project folder, the longest retention date should be used to label the folder once it can be determined. It is not acceptable to retain an email by printing it out, it must be kept in its original email form to preserve the metadata that is embedded in each email.

To create mail subfolders:

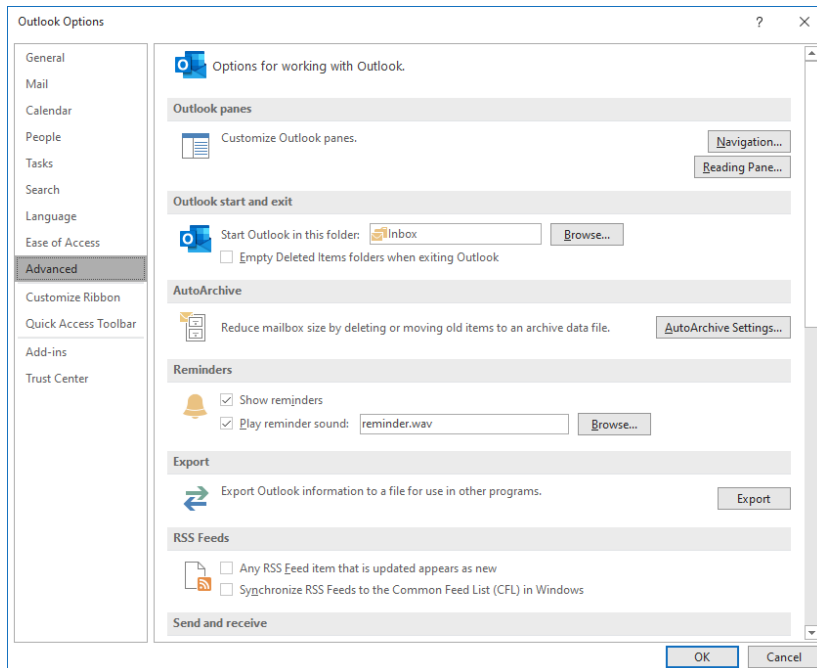
- Open up Outlook
- Right click the folder you want to create a subfolder under, for instance your email address or Inbox.
- Select New Folder
- Type in the folder name and if known destruction date.

Employees need to ensure that their computer is properly archiving email using the instructions below. This process is used for records that have not been moved into a folder with a retention.

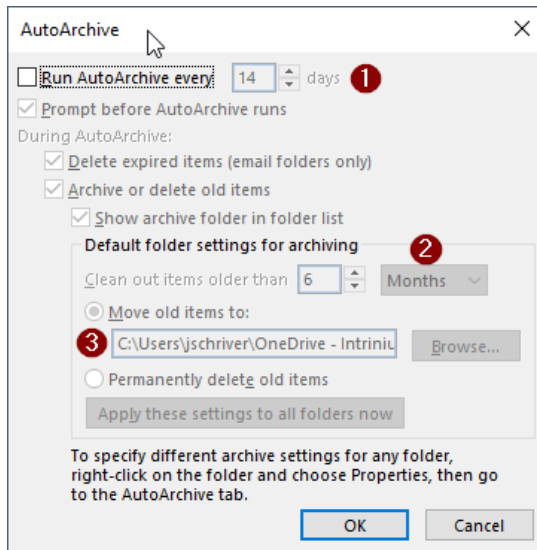
- Open up Outlook
- Click on File
- Click on Options (bottom, left)



- Click on Advanced

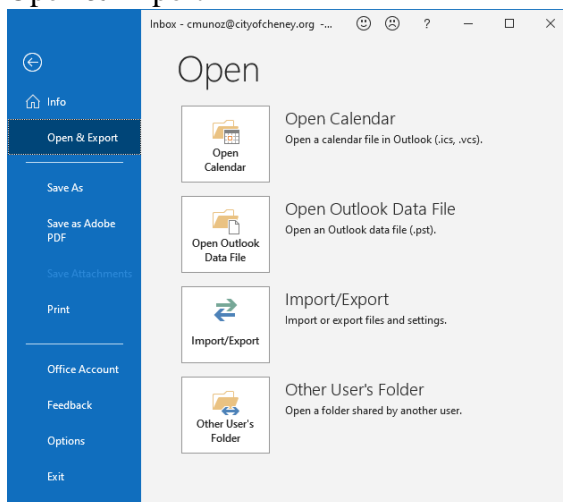


- Click on AutoArchive Settings
- Turn on the “Run AutoArchive every **14** days”, (Item #1) and set this to your preference.
- Set the preference for “Clean out items older than **3 months**”, (Item #2).
- Click browse on the “Move old items to.” (Item #3) and navigate to F:\Outlook\ and name the file archive.pst
- Click “Apply these settings to all folders now”



Attaching an archive:

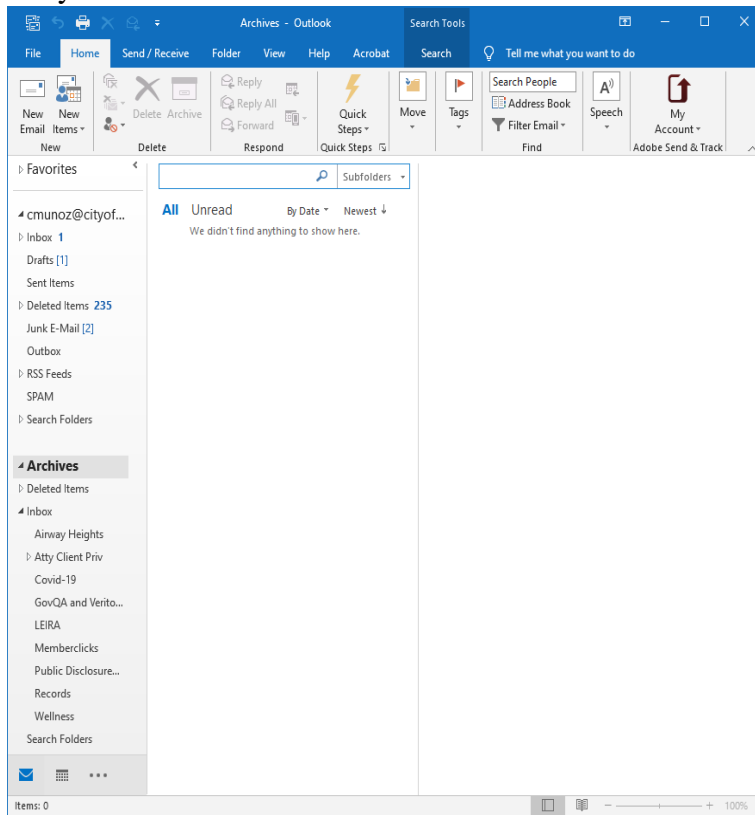
- In Outlook chose File
- Open & Export



- Open Outlook Data File
- Browse to your archive. It should be in your Outlook folder in your F drive.
- Select the .pst file and choose OK.
- The folders from the .pst file will now appear in the folder sidebar.

Searching the archives:

- Highlight Archives or whatever name your attached archive displays as.
- In the top search box change the parameter in the drop-down box to subfolders.
- Put your search criteria in the search box.



This video will help you with how to organize your inbox using Outlook rules. This is not a requirement; it is just a tool that may be used to organize things. [How to Organize Your Inbox Using Outlook Rules - YouTube](#)

APPENDIX B – ORGANIZING NETWORK DRIVES

Each employee is responsible for properly handling their electronic documents. Department Heads are responsible for monitoring their employee's compliance with properly organizing their documents. Department Heads, with the approval of the PRO may create department policy requiring specific organizational folder naming conventions be used. Department RCs are responsible for monitoring the department network drive for organizational integrity. Compliance audits may be conducted by the PRO.

Electronic documents must be preserved electronically. It is not acceptable to print something out in order to retain it as the metadata will be destroyed.

Documents that have a minimal retention value should be deleted as soon as the employee is done with them. Minimal retention values apply to secondary copies and transitory records. Transitory records are defined as records that:

- Only document information of short-term value, AND
- Not needed as evidence of a business transaction, AND
- Not covered by a specific record series.

Some examples of transitory records would be things like working documents, drafts, rough notes, preliminary versions, supporting materials used to create final documents which are not needed once the final documents are created, secondary copies, etc.

Electronic documents with a retention shall be organized into folders on the appropriate network drive. The network drives are most commonly known as the S drive for the department and the F drive for the individual employee work assignments. The M drive is used for information shared amongst departments. Any document with a retention should never be stored on the desktop or C drive of the computer as there is no backup for the records. The folders need to be organized on the network drives and based on projects, types of records, or by retention date based on the acceptable folders for each department. A sample organizational list can be found at the end of this document. It is suggested that each category have a subfolder for each year to help with the review process. In the case of folders containing documents with multiple retentions, such as a project folder, the longest retention date should be used to label the folder once it can be determined. All folders must be evaluated after their initial review period to determine if the items have met their retention and can be properly disposed of, archived, or retained.

Once archival electronic documents have met their local retention requirements, the PRO should be contacted to arrange for an archivist review of the materials and possible transfer.

Permanent and essential electronic documents must be protected from deletion or alteration, with offsite backups. Whenever possible, these records should be kept in the RVI system or in a protected network folder in the case of audio or video files. The metadata must be protected and preserved.

NETWORK FOLDERS

All Departments

Storage Folder Name	Review Period (Not automatic destruction)
Administrative Working Files	2 years
Citizen Complaints and Requests	3 years
Employee Files	6 years
Finance Support Documents	3 years
Legal Opinions and Advice	10 years
Planning and Project Documentation	10 years
Executive Communications	2 years
Communications - Non-Executive	2 years
Policy and Procedures - Resources	10 years
Routine Working Files	2 years

Finance

Assets	6 years
Accounting	6 years
Treasury	6 years
Payroll	6 years
Utilities	10 years
City Clerk	6 years
Information Technology	3 years

Fire

Fire Marshal	10 years
Apparatus Inspections	10 years

Light

Development Services	15 years
Real Property Requests and Complaints	15 years
Facilities	6 years

Mayor

Insurance	6 years
L and I	7 years
Legal Cases	10 years
Internal and External Claims	6 years
Property Acquisition and Dispositions	10 years
Code Compliance	6 years
Classification and Compensation	6 years
Employee Relations Supporting Documentation	6 years
Wellness	3 years
Health and Benefits	6 years
Retirement Plan Administration	6 years

Municipal Court

E-Hearings	6 years
Collections	6 years
Probation	3 years
Logs	6 years
Public Records	2 years
Order Returns	10 years
Closed Records	3 years

Parks and Recreation

Recreation Programs	6 years
Facility Rentals/Special Events	3 years
Park Board	6 years

Police

Court Orders/Subpoenas	6 years
Facilities	1 year
Investigations and Case Reports	5 years
Litigation	5 years
Training provided and FTO reports	6 years

Public Works

Code Compliance	6 years
Development Services	15 years
Historical Preservation Commission	6 years
Permitting	3 years
Planning Commission	6 years
Real Property Requests and Complaints	15 years
System Operations	3 years
Work Orders	6 years

APPENDIX C – FINANCE (IT AND CITY CLERK)

Finance records will be covered in the [CORE](#) Retention Schedule, the [Licensing, Permitting & Tax](#) Retention Schedule, and the [Utility Services](#) Retention Schedule. Each department is encouraged to keep an updated reference sheet for their commonly handled records. However, since they are subject to change, the official schedules should be referred to any time there is a question of retention or a record is being destroyed to ensure the accuracy of the retention time period and the DAN number.

The department Records Coordinator (RC) is primarily responsible for the proper retention and destruction of department held records. Each employee is responsible for their personally held records.

- A. Permanent and archival records held by the departments require care when preserving and may also be essential records. They may not be destroyed and should have a backup of the record. Many permanent records may be also archival and after a period of time may be transferred to the Washington State Archives. The PRO should be contacted for assistance in transferring archival records. The appropriate records series must be checked to identify the permanent and archival records, but some of the more common ones held by the departments are:
 - a. Ordinances and Resolutions Approved
 - b. Capital Assets
 - c. Meeting Minutes
 - d. Policy and Procedures
 - e. Utility Rate Schedules

- B. Essential Records are those that are critical to continuing operations of the departments in the case of a catastrophe or those designated as such by the retentions schedule. A security backup of some sort is required and many are also permanent records.

Depending on the nature of the record, a working copy will be held at the department level either in a file cabinet or in native electronic format. The security backup will be held in the secured archives below the library in the designated area for paper format.

Electronic security backups will depend on the type of system and will have to be evaluated on a case-by-case basis and may need to be a requirement of the vendor providing the electronic service. The appropriate records series must be checked to identify the essential records, but some of the more common ones held by the departments are:

- a. Ordinances and Resolutions Approved – Permanent
- b. Utility Rate Schedules - Permanent
- c. Backups for Disaster Preparedness/Recovery
- d. Insurance Policy Certificates
- e. Capital Assets (Real Property) – Permanent

- f. Policies and Procedures – Permanent
 - g. Payroll Register
 - h. Employee Pay History
- C. Common Records are those remaining department records that have a retention schedule and therefore must be logged when destroyed. Some examples are:
- a. Deposit Logs
 - b. Accounts Payable
 - c. Accounts Receivable
 - d. Payroll Slips

RETENTION

Annually the RC or designee will conduct the annual gathering for retention of non-electronic department held records, which are no longer needed for day-to-day business, to be moved to archives storage. Common records needed for the annual audit will be gathered and moved to the Finance Records room until completion of an audit. After the audit and for records not needed for the audit, records will be moved to the library basement archives. Essential and permanent records will be organized and then moved to the designated area in the City archives located in the basement of the library.

A. Common Records

These records include but are not limited to deposit logs, accounts receivable, accounts payable, payroll slips, etc. Note, if the paper copy is a secondary copy only the electronic version should be retained. Common records generally all will fit into a few manilla file folders or a box. Each document holder must be properly organized and labeled.

- a. In numerical or date of the request order, place the reports in a manilla file folder.
- b. Label the file folder with the document type.
- c. Indicate the year of the records or the date or report ranges.
- d. Indicate the proper retention destruction date. For instance, cash collection reports have a retention of the current year of the report +6 year. Therefore, the destruction date for 2020 reports would be 1-1-2027. Write on the folder, “destroy 1-1-2027.”
- e. Indicate the proper DAN number. For example, cash collection reports should have written on the folder, “GS2011-184 REV 3.”
- f. File the folder(s) in a box with other records of a similar retention. Label the box using a label from Appendix J or with similarly required markings.
- g. Optionally, a copy of a Destruction Log sheet can be completed as far as the records type, the inclusive dates or report numbers, and the DAN number. This can be placed in the archives box. When it is time for destruction of the records the sheet can be completed and turned in to the PRO for permanent retention.
- h. The boxes should be stored in archives by type of documents and date of destruction.

B. Essential and Permanent Records

These records must be well protected and many will eventually need to be transferred to the archives or undergo an archivist review prior to destruction. When appropriate the documents should be placed in RVI as a backup. Essential records include ordinances and resolutions, utility rate schedules, backups for disaster preparedness, insurance policy certificates, capital assets, policies and procedures, payroll register, employee pay history, etc.

- a. Organize the documents by date when possible. If appropriate, place them in a manilla file folder, map protector, etc.
- b. Label the file folder with the document type.
- c. Indicate the year of the records or the date ranges.
- d. Indicate the proper retention destruction date. For instance, employee pay history has a retention of the current fiscal year plus 4 years and it is no longer needed. If the transaction was for 12-25-2021 then it has a destruction date of 1-1-2026. Write on the folder/box, "Destroy 1-1-2026".
- e. Indicate the proper DAN number. For example, Strategic Plans should have written on the folder, "GS2010-080 REV 0".
- f. File the folder(s) in a box with other records of a similar retention. Label the box using a label from Appendix J or with similarly required markings.
- g. The boxes should be stored in archives by type of documents and date of destruction.
- h. When it is time for archivist review and possible transfer of the records the PRO should be contacted to facilitate the process.

DESTRUCTION

Annually the RC or designee will conduct the annual purge of department held records. Each employee is responsible for their own records, but are encouraged to consult with the department RC for assistance. Commonly held paper department records eligible for destruction should be gathered together in the first few weeks of January. Most of paper records will be stored in the department archives area or in file cabinets. Electronic records can be found in various systems such as Central Square, RVI, the City "M" drive, and department drives.

No record that is on a litigation hold or is the subject of a public disclosure request may be destroyed, regardless if the retention date has been met.

Records should be placed in boxes, labeled with the contents and when it is OK to destroy them. Boxes should be secured for transport.

- A. All records being destroyed must be logged on the approved City Records Destruction Log. The completed log must be forwarded to the PRO for permanent retention.
- B. All records must also have any secondary copies or electronic equivalent file destroyed.

APPENDIX D – FIRE DEPARTMENT

Fire Department records will be covered in both the [CORE](#) Retention Schedule and the [Fire and Emergency Medical Records](#) Retention Schedule. Each department is encouraged to keep an updated reference sheet for their commonly handled records. However, since they are subject to change, the official schedules should be referred to any time there is a question of retention or a record is being destroyed to ensure the accuracy of the retention time period and the DAN number.

The department Records Coordinator (RC) is primarily responsible for the proper retention and destruction of department held records. Each employee is responsible for their personally held records.

- A. Permanent Records held by the department will be treated as essential records. They may not be destroyed and should have a backup of the record. Permanent records are notated in section B for Essential Records.
- B. Essential Records are those that are critical to continuing operations of the department in the case of a catastrophe or those designated as such by the retentions schedule. A security backup of some sort is required and many are also permanent records.

Depending on the nature of the record, a working copy will be held at the department level either in a file cabinet or in native electronic format. The security backup will either be held in the secured archives below the library in the designated plastic tub in either electronic or paper format. Identified department essential records are:

- a. Building Information Pre-Incident Planning
 - b. Fire Investigation Documentation of incidents that result in the loss of human life – Permanent/Archival
 - c. Official Policy and Procedures Directives, Rules, Regulations, and Standard Operating Procedures – Permanent/Archival
- C. Common Records are those remaining department records that have a retention schedule and therefore must be logged when destroyed. Some examples are:
 - a. Fire Incident Reports
 - b. Medical Incident Reports
 - c. Fire Inspection Reports
 - d. Cash Collection Receipts
 - e. Ride Along Forms

RETENTION

Annually the RC or designee will conduct the annual gathering for retention of non-electronic department held records to be moved to archives storage. These records will be organized and then moved to the designated area in the City archives located in the basement of the library.

A. Common Records

These records include but are not limited to ride along requests, cash logs, building inspection reports, burn permits, alarm system test and maintenance records, training provided, etc. Note, if the paper copy is a secondary copy only the electronic version should be retained. Common records will generally fit into a few manilla file folders.

Each folder must be properly organized and labeled.

- a. In numerical or date of the request order, place the reports in a manilla file folder.
- b. Label the file folder with the document type.
- c. Indicate the year of the records or the date or report ranges.
- d. Indicate the proper retention destruction date. For instance, cash collection reports have a retention of the current year of the report +6 year. Therefore, the destruction date for 2020 reports would be 1-1-2027. Write on the folder, "Destroy 1-1-2027."
- e. Indicate the proper DAN number. For example, cash collection reports should have written on the folder, "GS2011-184 REV 3."
- f. File the folder(s) in a box with other records of a similar retention. Label the box using a label from Appendix J or with similarly required markings.
- g. Optionally, a copy of a Destruction Log sheet can be completed as far as the records type, the inclusive dates or report numbers, and the DAN number. This can be placed in the archives box. When it is time for destruction of the records the sheet can be completed and turned in to the PRO for permanent retention.
- h. The boxes should be stored in archives by type of documents and date of destruction.

B. Essential Records

These records may be permanent, require an archivist review prior to destruction, need to be transferred to the archives after their retention has expired, or have retention over 10 years. Essential records include building information for pre-incident planning, fire investigation documents of incidents that result in death, maintenance records for the apparatus, monthly accountability reviews, policy and procedures, and executive communications.

- a. Organize the documents by date when possible. If appropriate, place them in a manilla file folder.
- b. Label the file folder with the document type.
- c. Indicate the year of the records or the date ranges.
- d. Indicate the proper retention destruction date. For instance, records concerning a fire with a death have a retention of 6 years after conviction and the appeals are exhausted or 10 years after the decision not to proceed is made, and then the records transfer to archives for a permanent retention. Therefore, the transfer date for a 2020 fire where a person was convicted in 2021 and their appeal

opportunities were exhausted in 2023 would be 1-1-2030. Write on the folder, "Transfer to Archives 1-1-2030."

- e. Indicate the proper DAN number. For example, fire resulting in a death records should have written on the folder, "FM53-04-17."
- f. File the folder(s) in a box with other records of a similar retention. Label the box using a label from Appendix J or with similarly required markings.
- g. The boxes should be stored in archives by type of documents and date of destruction.
- h. When it is time for archivist review and possible transfer of the records the PRO should be contacted to facilitate the process.

DESTRUCTION

Annually the RC or designee will conduct the annual purge of Fire and EMS reports and other department held records. Each employee is responsible for their own records, but are encouraged to consult with the department RC for assistance. Commonly held paper department records eligible for destruction should be gathered together in the first few weeks of January. Most of paper records will be stored in the archives area or in file cabinets. Electronic records can be found in various systems such as Firehouse, ESO, PermitTrax, etc.

No record that is on a litigation hold or is the subject of a public disclosure request may be destroyed, regardless if the retention date has been met.

DESTRUCTION OF FIRE AND EMS REPORTS

Reports need to be evaluated based on their incident type, medical incident reports, fire incident reports, fire investigations for accidental or arson fires that are open, fire investigations for accidental or arson fires that are closed, or fire investigations of incidents resulting in death.

- A. Paper reports should be placed in an archive box and once full it should be noted the contents such as Medical Incident Reports and the date when it is OK to destroy such as 1-1-21. The box should be sealed with packing tape so that the lid will not come off easily when transported.
- B. Reports that are OK to destroy should also be electronically destroyed. Remember to also destroy any other associated records that may be stored elsewhere.
- C. All reports being destroyed must be logged on the approved City Records Destruction Log.
- D. Paper reports that need to be held should be organized back into an archive boxes in numerical order, properly marked with the contents, and returned to archives. Example: 2015 MEDICAL INCIDENT REPORTS. A label from Appendix J or similar markings should be completed for the box.

DESTRUCTION OF OTHER DEPARTMENT HELD RECORDS

Records should be placed in boxes, labeled with the contents and when it is OK to destroy them. Boxes should be secured for transport.

- A. All records being destroyed must be logged on the approved City Records Destruction Log. The completed log must be forwarded to the PRO for permanent retention.
- B. All records must also have any secondary copies or electronic equivalent file destroyed.

APPENDIX E – MAYOR'S OFFICE (CITY COUNCIL, BOARDS/COMMISSIONS, HR)

Mayor's Office records will be covered in the [CORE](#) Retention Schedule. Each department is encouraged to keep an updated reference sheet for their commonly handled records. However, since they are subject to change, the official schedules should be referred to any time there is a question of retention or a record is being destroyed to ensure the accuracy of the retention time period and the DAN number.

The department Records Coordinator (RC) is primarily responsible for the proper retention and destruction of department held records. Each employee is responsible for their personally held records.

- A. Permanent and archival records held by the departments require care when preserving and may also be essential records. They may not be destroyed and should have a backup of the record. Many permanent records may be also archival and after a period of time may be transferred to the Washington State Archives. The PRO should be contacted for assistance in transferring archival records. The appropriate records series must be checked to identify the permanent and archival records, but some of the more common ones held by the departments are:
 - a. Executive Communications
 - b. Policies and Procedures
 - c. Public Record Destruction Logs

- B. Essential Records are those that are critical to continuing operations of the departments in the case of a catastrophe or those designated as such by the retentions schedule. A security backup of some sort is required and many are also permanent records.

Depending on the nature of the record, a working copy will be held at the department level either in a file cabinet or in native electronic format. The security backup will be held in the secured archives below the library in the designated area for paper format.

Electronic security backups will depend on the type of system and will have to be evaluated on a case-by-case basis and may need to be a requirement of the vendor providing the electronic service. The appropriate records series must be checked to identify the essential records, but some of the more common ones held by the departments are:

- a. Retirement/Pension Verification
- b. Policies and Procedures- Permanent
- c. Litigation Case Files
- d. Accidents/Incidents with Hazardous Materials
- e. Employee Benefits – Enrollment and Participation
- f. Employee Work History
- g. Public Record Destruction Logs - Permanent

- C. Common Records are those remaining department records that have a retention schedule and therefore must be logged when destroyed. Some examples are:
- a. Deposit Logs
 - b. Applications
 - c. Job Descriptions
 - d. Public Records Requests
 - e. Code Enforcement Letters
 - f. Working Files
 - g. Liability Waivers
 - h. Logos
 - i. Citizen Complaints
 - j. Media Releases – archival
 - k. Public Opinion Polls – archival

RETENTION

Annually the RC or designee will conduct the annual gathering for retention of non-electronic department held records, which are no longer needed for day-to-day business, to be moved to archives storage located in the basement of the library.

A. Common Records

- a. These records include but are not limited to cash collection reports, applications, job descriptions, public records requests, code enforcement letters, liability waivers, citizen complaints, media releases, public opinion polls, etc. Note, if the paper copy is a secondary copy only the electronic version should be retained. Common records will generally fit into a few manilla file folders. Each folder must be properly organized and labeled.
- b. In numerical or date of the request order, place the reports in a manilla file folder.
- c. Label the file folder with the document type.
- d. Indicate the year of the records or the date or report ranges.
- e. Indicate the proper retention destruction date. For instance, citizen complaints/requests have a retention of the current year of 3 years after the matter is closed. Therefore, the destruction date for 2020 complaint that was closed in 2020 would be 1-1-2024. Write on the folder, “Destroy 1-1-2024.”
- f. Indicate the proper DAN number. For example, cash collection reports should have written on the folder, “GS50-06F-07 REV 1.”
- g. File the folder(s) in a box with other records of a similar retention. Label the box using a label from Appendix J or with similarly required markings.
- h. Optionally, a copy of a Destruction Log sheet can be completed as far as the records type, the inclusive dates or report numbers, and the DAN number. This can be placed in the archives box. When it is time for destruction of the records, the sheet can be completed and turned in to the PRO for permanent retention.

- i. The boxes should be stored in archives by type of documents and date of destruction.

B. Essential and Permanent Records

These records must be well protected and many will eventually need to be transferred to the archives or undergo an archivist review prior to destruction. When appropriate the documents should be placed in RVI as a backup. Essential records include retirement and pension verification, policies and procedures, litigation case files, accident and incident reports, employee benefit enrollment and participation files, employee work history, public Records Destruction Logs, etc.

- a. Organize the documents by date when possible. If appropriate, place them in a manilla file folder, map protector, etc.
- b. Label the file folder with the document type.
- c. Indicate the year of the records or the date ranges.
- d. Indicate the proper retention destruction date. For instance, a hazardous materials incident with human exposure has a retention of 100 years after the individual's date of birth, or 30 years after the date of death, whichever is sooner. If the victim was born 12-31-2000 then the record has an initial destruction date of 1-1-2101. Write on the folder/box, "Destroy 1-1-2101." If information can be confirmed that the person has since become deceased the destruction date should be moved up to 30 years from the date of death.
- e. Indicate the proper DAN number. For example, hazardous materials incident with human exposure should have written on the folder, "GS2011-177 REV 0."
- f. File the folder(s) in a box with other records of a similar retention. Label the box using a label from Appendix J or with similarly required markings.
- g. The boxes should be stored in archives by type of documents and date of destruction.
- h. When it is time for archivist review and possible transfer of the records the PRO should be contacted to facilitate the process.

DESTRUCTION

Annually the RC or designee will conduct the annual purge of department held records. Each employee is responsible for their own records, but are encouraged to consult with the department RC for assistance. Commonly held paper department records eligible for destruction should be gathered together in the first few weeks of January. Most of paper records will be stored in the department archives area or in file cabinets. Electronic records can be found in various systems such as Social Media Archiver, E-mail, the City website, the City "M" drive, and department drives.

No record that is on a litigation hold or is the subject of a public disclosure request may be destroyed, regardless if the retention date has been met.

Records should be placed in boxes, labeled with the contents and when it is OK to destroy them. Boxes should be secured for transport.

- A. All records being destroyed must be logged on the approved City Records Destruction Log. The completed log must be forwarded to the PRO for permanent retention.
- B. All records must also have any secondary copies or electronic equivalent file destroyed.

APPENDIX F – MUNICIPAL COURT

Public records rules for disclosure are different for the Court than the rest of the City records. Court (Judicial) records are governed by the Washington State Court Rules (GR 29, GR 31, and GR 31.1). GR 29 establishes the presiding judge as the Chief Administrative Officer of the court and is therefore responsible for all court business and personnel matters, including records. Therefore, Cheney Municipal Court must maintain their own policy, rules for public disclosure, request form, and designated PRO.

When the City receives a request for court records the requestor will be redirected to the court process which is available on the City's website or by phone. Court records fall into 3 categories.

- A. Case records are records that relate to in-court proceedings, including case files, dockets, calendars, and the like.
- B. Chamber records are any writing that is created by or maintained by any judicial officer or chambers staff, and is maintained under chambers control, whether directly related to an official judicial proceeding, the management of the court, or other chambers activities.
- C. Administrative records are public records created by or maintained by the court and related to the management, supervision, or administration of the court.

Administrative court records that relate to employees or processes of the court such as budget information, benefits, salary, training records, letters of appointment, etc. are public records that the City may possess and would need to be disclosed pursuant to the PRA, GR 31.1, and Court policy. In the event of a public disclosure request to the City, the PRO will consult with the Court Administrator as needed prior to the release of this type of information pertaining to Court employees and operations.

Municipal Court Office records will be covered in the [CORE](#) Retention Schedule and the [District & Municipal Courts](#) Retention Schedule. Each department is encouraged to keep an updated reference sheet for their commonly handled records. However, since they are subject to change, the official schedules should be referred to any time there is a question of retention or a record is being destroyed to ensure the accuracy of the retention time period and the DAN number.

The department Records Coordinator (RC) is primarily responsible for the proper retention and destruction of department held records. Each employee is responsible for their personally held records.

- A. Permanent Records of the court are held by either the Administrator for the Courts or JIS and will be treated by the court as an essential record. Secondary copies in the form of paper records are held by the court until they have met their retention for destruction or archival review. JIS is responsible for the required electronic backup of the records.
- B. Essential Records are those that are critical to continuing operations of the department in the case of a catastrophe or those designated as such by the retentions schedule. A security backup of some sort is required for any records not in the JIS system. Most of the

court records are essential records and the retention schedule should be referred to for a complete list. Some examples of identified department essential records are:

- a. Work Plans
- b. Report to the Administrator of the Court
- c. Notice of Failure to Respond, Appear, or Pay
- d. Domestic Violence and Anti-Harassment Case Files
- e. Case Files
- f. Civil Dockets

C. Common Records are those remaining department records that have a retention schedule and therefore must be logged when destroyed. Some examples are:

- a. Cash Collection Reports
- b. Communications – Non-Executive
- c. Employment Inquiries

RETENTION

Annually the RC or designee will conduct the annual gathering for retention of non-electronic department held records, which are no longer needed for day-to-day business, to be moved to the court archives storage room.

A. Common Records

These records include but are not limited to accident reports, training provided, cash collection reports, etc. Common will records generally fit into a few manilla file folders. Each folder must be properly organized and labeled.

- a. In numerical or date of the request order, place the reports in a manilla file folder.
- b. Label the file folder with the document type.
- c. Indicate the year of the records or the date or report ranges.
- d. Indicate the proper retention destruction date. For instance, cash collection reports have a retention of the current year of the report +6 year. Therefore, the destruction date for 2020 reports would be 1-1-2027. Write on the folder, “Destroy 1-1-2027.”
- e. Indicate the proper DAN number. For example, cash collection reports should have written on the folder, “GS2011-184 REV 3.”
- f. File the folder(s) in a box with other records of a similar retention. Label the box using a label from Appendix J or with similarly required markings.
- g. Optionally, a copy of a Destruction Log sheet can be completed as far as the records type, the inclusive dates or report numbers, and the DAN number. This can be placed in the archives box. When it is time for destruction of the records the sheet can be completed and turned in to the PRO for permanent retention.
- h. The boxes should be stored in archives by type of documents and date of destruction.

B. Essential Records

These records, for the most part, are really secondary records that have already been loaded into JIS or other organization. Essential records include executive communications, civil dockets, case files, and notices of failure to respond, appear, or pay.

- a. Organize the documents by date when possible. If appropriate, place them in a manilla file folder.
- b. Label the file folder with the document type.
- c. Indicate the year of the records or the date ranges.
- d. Indicate the proper retention destruction date. For instance, Civil Docket records have a retention of 10 years after the final disposition and then archival review. Therefore, the potential transfer date for 2020 Civil Dockets with a final disposition would be 1-1-2031. Write on the folder or box, "Archival review 1-1-2031."
- e. Indicate the proper DAN number. For example, Civil Docket records should have written on the folder, "DM52-06C-01."
- f. File the folder(s) in a box with other records of a similar retention. Label the box using a label from Appendix J or with similarly required markings.
- g. The boxes should be stored in archives by type of documents and date of destruction.
- h. When it is time for archivist review and possible transfer of the records the PRO should be contacted to facilitate the process.

DESTRUCTION

Annually the RC or designee will conduct the annual purge of department held records. Each employee is responsible for their own records, but are encouraged to consult with the department RC for assistance. Commonly held paper department records eligible for destruction should be gathered together in the first few weeks of January. Most of paper records will be stored in the department archives area or in file cabinets. Electronic records can be found in various systems such as the department drives.

No record that is on a litigation hold or is the subject of a public disclosure request may be destroyed, regardless if the retention has been met.

Records should be placed in boxes, labeled with the contents and when it is OK to destroy them. Boxes should be secured for transport.

- A. All records being destroyed must be logged on the approved City Records Destruction Log. The completed log must be forwarded to the PRO for permanent retention.
- B. All records must also have any secondary copies or electronic equivalent file destroyed.

APPENDIX G – PARKS AND RECREATION

Parks and Recreation Department records will be covered in the [CORE](#) Retention Schedule the [Parks, Rec & Culture](#) Retention Schedule, and the [Licensing, Permitting, & Tax](#) Retention Schedule. Each department is encouraged to keep an updated reference sheet for their commonly handled records. However, since they are subject to change, the official schedules should be referred to any time there is a question of retention or a record is being destroyed to ensure the accuracy of the retention time period and the DAN number.

The department Records Coordinator (RC) is primarily responsible for the proper retention and destruction of department held records. Each employee is responsible for their personally held records.

- A. Permanent Records held by the department will be treated as essential records. They may not be destroyed and should have a backup of the record. Permanent records are notated in section B for Essential Records. Many permanent records may be archival and after a period of time may be transferred to the Washington State Archives.
- B. Essential Records are those that are critical to continuing operations of the department in the case of a catastrophe or those designated as such by the retentions schedule. A security backup of some sort is required and many are also permanent records.

Depending on the nature of the record, a working copy will be held at the department level either in a file cabinet or in native electronic format. The security backup will either be held in the secured archives below the library in the designated plastic tub in either electronic or paper format. Identified department essential records are:

- a. Photos of events – Archival
 - b. Recreation Class Program - Archival
 - c. Policy and Procedures – Permanent/Archival
 - d. Park Board Proceedings – Permanent/Archival
 - e. Comprehensive Park Plan – Archival
 - f. Executive Communications - Archival
- C. Common Records are those remaining department records that have a retention schedule and therefore must be logged when destroyed. Some examples are:
 - a. Facility Rental Forms
 - b. Class Registrations
 - c. Program schedules

RETENTION

Annually the RC or designee will conduct the annual gathering for retention of non-electronic department held records, which are no longer needed for day-to-day business, to be moved to archives storage. Common records will be gathered and moved to the designated area in the

archives below the library. Essential and permanent records will be organized and then moved to the designated area in the City archives located in the basement of the library.

A. Common Records

These records include but are not limited to accident reports, training provided, facility rental forms, class registrations, key checkout logs, etc. Note, if the paper copy is a secondary copy only the electronic version should be retained. Common records will generally fit into a few manilla file folders. Each folder must be properly organized and labeled.

- a. In numerical or date of the request order, place the reports in a manilla file folder.
- b. Label the file folder with the document type.
- c. Indicate the year of the records or the date or report ranges.
- d. Indicate the proper retention destruction date. For instance, cash collection reports have a retention of the current year of the report +6 year. Therefore, the destruction date for 2020 reports would be 1-1-2027. Write on the folder, "Destroy 1-1-2027."
- e. Indicate the proper DAN number. For example, cash collection reports should have written on the folder, "GS2011-184 REV 3."
- f. File the folder(s) in a box with other records of a similar retention. Label the box using a label from Appendix J or with similarly required markings.
- g. Optionally, a copy of a Destruction Log sheet can be completed as far as the records type, the inclusive dates or report numbers, and the DAN number. This can be placed in the archives box. When it is time for destruction of the records the sheet can be completed and turned in to the PRO for permanent retention.
- h. The boxes should be stored in archives by type of documents and date of destruction.

B. Essential Records

These records will eventually need to be transferred to the archives or undergo an archivist review prior to destruction. Essential records include photos of events, recreation class programs, policy and procedures, Park Board Proceedings, the Comprehensive Park Plan, and executive communications.

- a. Organize the documents by date when possible. If appropriate, place them in a manilla file folder.
- b. Label the file folder with the document type.
- c. Indicate the year of the records or the date ranges.
- d. Indicate the proper retention destruction date. For instance, Park Board records have a retention of the current year of the report +6 year and then to archives. Therefore, the transfer date for 2020 meetings would be 1-1-2027. Write on the folder, "Transfer to Archives 1-1-2027."
- e. Indicate the proper DAN number. For example, Park Board records should have written on the folder, "GS2012-027 REV 0."
- f. File the folder(s) in a box with other records of a similar retention. Label the box using a label from Appendix J or with similarly required markings.

- g. The boxes should be stored in archives by type of documents and date of destruction.
- h. When it is time for archivist review and possible transfer of the records the PRO should be contacted to facilitate the process.

DESTRUCTION

Annually the RC or designee will conduct the annual purge of department held records. Each employee is responsible for their own records, but are encouraged to consult with the department RC for assistance. Commonly held paper department records eligible for destruction should be gathered together in the first few weeks of January. Most of paper records will be stored in the department archives area or in file cabinets. Electronic records can be found in various systems such as Rec 1, and department drives.

No record that is on a litigation hold or is the subject of a public disclosure request may be destroyed, regardless if the retention date has been met.

Records should be placed in boxes, labeled with the contents and when it is OK to destroy them. Boxes should be secured for transport.

- A. All records being destroyed must be logged on the approved City Records Destruction Log. The completed log must be forwarded to the PRO for permanent retention.
- B. All records must also have any secondary copies or electronic equivalent file destroyed.

APPENDIX H – POLICE DEPARTMENT

Police Department records will be covered in the [CORE](#) Retention Schedule, the [Law Enforcement](#) and the [Emergency Comm \(911\)](#) Retention Schedule. Each department is encouraged to keep an updated reference sheet for their commonly handled records. However, since they are subject to change, the official schedules should be referred to any time there is a question of retention or a record is being destroyed to ensure the accuracy of the retention time period and the DAN number.

The department Records Coordinator (RC) is primarily responsible for the proper retention and destruction of department held records. In the cases of specialized assignments such as training, firearms, and internal affairs the program manager, in consultation with the RC, is responsible for the records. Each employee is responsible for their personally held records.

- A. Permanent Records held by the department will be treated as essential records. They may not be destroyed and should have a backup of the record. Permanent records are notated in section C for Essential Records.
- B. Archival Records require review by the state archivist prior to destruction once the retention schedule has been met. Some archival records will also need to be treated as essential records. Identified department archival records include:
 - a. Prowl Check Logs
 - b. UCR and NIBRS Reports
 - c. Notorious or Historically Significant Case Files
- C. Essential Records are those that are critical to continuing operations of the department in the case of a catastrophe or those designated as such by the retentions schedule. A security backup of some sort is required and many are also permanent records. Depending on the nature of the record, a working copy will be held at the department level either in a file cabinet or in native electronic format. The security backup will either be held in the secured archives below the library in the designated plastic tub in either electronic or paper format or with the vendor providing the service such as Lexipol for policy records or the AS400 for UCR reports. Some examples of identified department essential records are:
 - a. Formal Internal Department Inspection Reports
 - b. Historical Reference Files
 - c. Official Policy and Procedures Directives, Rules, Regulations, and Standard Operating Procedures - Permanent
 - d. UCR Reports Submitted - Archival
 - e. Key/Card ACCESS Inventory
 - f. Operating Manuals with regard to facility and property management
 - g. Unsolved Homicide Reports - Permanent
 - h. Violent Sex Offenses or Abduction Reports - Permanent
 - i. Missing Persons/Runaways Not Yet Located – Permanent

- j. Firearms Stolen or Missing and Not Yet Located – Permanent
- k. Notorious or Historically Significant Case Files – Permanent/Archival

D. Common Records are those remaining department records that have a retention schedule and therefore must be logged when destroyed. Some examples are:

- a. Police Reports
- b. Cash Logs
- c. Building Maintenance Logs/Reports
- d. Meeting Minutes
- e. ACCESS Validation Files
- f. Court Orders and Subpoenas
- g. Citations

For a more complete list of records with a retention, the retention, and the DAN please refer to the reference sheet at the end of this appendix.

RETENTION

Annually the RC or designee will conduct the annual gathering of paper records for retention of police reports and other department held records to be moved to archives storage. These records will be organized and then moved to the designated area in the City archives located in the basement of the library.

A. Police Reports

- a. In numerical order, move police reports that are 3 years old into archive boxes. Do not seal the boxes. Do not overload the boxes as reports will still need to be periodically retrieved and refiled. If the box is not reasonably full, use newspaper or other materials to help pad it in such a way that the paper doesn't curl.
- b. Identify the box using a label from Appendix J or with similarly required markings.
 - i. IR/AR/JUV Reports
 - ii. The report number range including the year, for example, 01-20-000001 through 01-20-000200.
 - iii. If there are any reports that are extensive in volume such as a homicide, they should be placed in individual box(es) and marked appropriately. Any of the above boxes should have a notation that any report in the sequence that was left out for such an instance has been boxed separately.
- c. The boxes should be stored in numerical report order in archives.

B. ACCESS Validations

- a. ACCESS Validations can be boxed up more frequently than annually, but the same procedure should be used.
- b. In approximate date order that the records are filed, place all validation records in an archive box.
- c. Label the box using a label from Appendix J or similar markings.

- i. ACCESS Validations
- ii. Mark the box with the proper retention destruction date and DAN number.
- iii. The retention is current year of the transaction +3 years. For example, reports for 2020 will be eligible for destruction on 1-1-2024 and “Destroy 1-1-2024” should be written on the file box.
 - 1. The DAN, LE2010-032, should be written on the box.
 - 2. The boxes should be stored in date order in archives.

C. Daily Logs

- a. In date order that the records are filed, place all daily CAD log records in an archive box.
- b. Label the box using a label from Appendix J.
 - i. CAD Logs
 - ii. Mark the box with the proper retention destruction date and DAN number.
 - iii. The retention is current year of the log +1 year. For example, logs for 2020 will be eligible for destruction on 1-1-2022 and “Destroy 1-1-2022” should be written on the file box.
 - 1. The DAN, EM06-01-02, should be written on the box.
 - 2. The box(es) should be stored in date order in archives.

D. Common Miscellaneous Records

These records include but are not limited to Field Interview (FI) reports, cash logs, background checks, court orders, evidence audits, etc. For a more complete list refer to the reference sheet at the end of this appendix. Common miscellaneous records will generally fit into a manilla file folder or 2. Each folder must be properly organized and labeled.

- a. In numerical or date of the request order, place the reports in a manilla file folder.
- b. Label the file folder with the document type.
- c. Indicate the year of the records or the date or report ranges. For instance, FI reports might be labeled 01-20-000001 through 01-20-000097 and court orders might be labeled 2020.
- d. Indicate the proper retention destruction date. For instance, FI reports have a retention of the current year of the report +1 year. Therefore, the destruction date for 2020 FI reports would be 1-1-2022. Write on the folder, “Destroy 1-1-2022.”
- e. Indicate the proper DAN number. For example, FI reports should have written on the folder, “LE2012-01-08.”

DESTRUCTION

Annually the RC or designee will conduct the annual purge of police reports and other department held records. This process will usually take between 2-3 months. Once the documents are all gathered a controlled burn at the Waste to Energy Plant will be organized. No record that is on a litigation hold or is the subject of a public disclosure request may be destroyed, regardless if the retention date has been met.

DESTRUCTION OF POLICE REPORTS

- A. Juvenile Reports for offenders that are now over the age of 23
 - a. Run a query using Q-rep or other means to identify any reports with a juvenile arrested. Calculate out if the juvenile would now be 23 years of age or older. If so, pull the report from archives for evaluation.
 - i. Present the list of reports to the Evidence/Property Manager so they can identify if there is a need to preserve any report due to evidence or case appeal issues.
 - ii. Run all juveniles arrested through WACIC/NCIC to confirm there are no warrants issued in relationship to the case. If there is an active warrant note that on the report and return it to the file as it is not eligible to be destroyed.
 - iii. If there is an adult arrested in the report the juvenile arrest report may be purged but otherwise the report must be maintained until the longer retention date is reached.
 - iv. If there are one or more juveniles arrested and all have reached the age of 23 the report may be destroyed.
 - v. If there are multiple juveniles arrested and not all have reached the age of 23, only the arrest report for the juvenile(s) that have reached the age of 23 may be destroyed.
 - b. Reports that can be destroyed should be logged on a Police Report Destruction Log for juveniles. Be sure to note both the incident and juvenile arrest numbers if appropriate.
 - c. Reports should be placed in an archive box and once full it should be noted the contents such as Juvenile Arrest Reports and the date when it is OK to destroy such as 1-1-21. The box should be sealed with packing tape so that the lid will not come off easily when transported.
 - d. Reports that are OK to destroy should be electronically deleted and the date noted on the Destruction Log.

- B. Washington Association of Sheriffs and Police Chiefs (WASPC) Sexually Violent Offenses
 - a. Run a query using Q-rep or other means to identify any reports that are potentially sexually violent offenses that must be sent to WASPC per RCW 40L.14.070(2)(B)(I). This would be all cases where the investigation was concluded at least 5 years prior and any appeals process has been exhausted, a general rule of thumb is that the report should be 7 years old.
 - i. Be sure to read all cases identified in the query to determine if they qualify. Agency assists and other not classified reports often will meet the criteria.

- ii. Any case that is still under warrant, appeal or needed for agency business should be retained.
- iii. Do not send evidence to WASPC. Cases with evidence that must be retained, primarily those with DNA, should have a shell report created in the AS400 that indicates only the basic biographic information, case type, and indicates the investigative report has been archived at WASPC. This narrative can be copied into the evidence report and maintained there so that the original case can be deleted.
- b. Update the WASPC Memo with the new cases to be transferred.
- c. Print a copy of the memo for each case and highlight the case number.
- d. Replace the report with the memo in archives.
- e. Organize the reports in order and place a master copy of the memo in the box, seal the box when finished, and arrange delivery to WASPC.
- f. Delete the reports that are completely transferred from RMS. Do not delete those where an evidence shell was retained.
- g. Place a copy of the transmittal memo with the Destruction Logs.

C. All other cases

- a. Collect from archives the remaining reports that are at least 7 years old by the time they are destroyed. These reports will need to individually be evaluated and if a special circumstance does not exist it will be considered an "all other cases" per LE2010-064 and can be destroyed.
 - i. Must be at least 5 years since the conclusion of the investigation and all appeals must be exhausted.
 - ii. Must not be a WASPC sexually violent offense, see section b if it is.
 - iii. Must not be a notorious or historically significant case. If so, it must be transferred to WA State Archives for permanent retention.
 - iv. Must not be a homicide.
 - v. Must not be a report on a person entered in the NICS Indices as long as the restriction is still valid. If it is no longer valid, verify the person has been removed from NICS and then the report may be destroyed.
 - vi. Must not have an active warrant associated with the case.
 - 1. Run a DW check on all arrested suspects.
 - 2. Check for an active warrant related to the report. If there is a warrant the case must not be destroyed.
 - 3. Check for a deceased notification on the DOL return. If deceased, the record can be destroyed and the court should be notified if there is a warrant issued.
 - vii. Must not be an arrest where there are no fingerprints on file with WSP.
 - 1. Run a NCIC III using the report number for the purpose.
 - 2. Verify that the arrest is listed in the history. If so, the record can be destroyed. If it is not listed the case must be retained until the offender is 99 years of age or deceased – whichever is sooner.

- viii. Must not be a report about a stolen or lost and not yet recovered firearm.
- ix. Must not be a report about a missing person that has not yet been located.
- x. Must not have DNA evidence associated with the case.
 - 1. Run a QREP report to list all evidence for the year. Have the Property/Evidence Manager flag any reports that need to be pulled and preserved.
- b. Reports that can be destroyed should be logged on a Police Report Destruction Log for reports. Be sure to note both the incident, juvenile arrest, or adult arrest numbers if appropriate.
- c. Reports should be placed in an archive box and once full it should be noted the contents such as Incident and Arrest Reports and the date when it is OK to destroy such as 1-1-21. The box should be sealed with packing tape so that the lid will not come off easily when transported.
- d. Reports that are OK to destroy should be electronically deleted and the date noted on the Destruction Log. Remember to also destroy the associated evidence reports.
- e. The evidence notebook for the year should have documentation for any reports that must be preserved saved, all other sheets should be removed and destroyed.
- f. Reports that need to be held should be organized back into an archive boxes in numerical order, properly marked with the contents, and returned to archives. Example: 2010 Incident/Juvenile Arrest/Arrest Reports 01-10-0000027 through 01-10-001065 with warrants, firearms, no prints, etc. A label from Appendix J should be completed for the box.

DESTRUCTION OF OTHER DEPARTMENT HELD RECORDS

Commonly held department records eligible for destruction should be gathered together in the first few weeks of January. Most of these records will be stored in the archives area. For a list of common department records such as FI reports, citations, ACCESS validations, etc., their retentions, and the DAN please refer to the reference sheet at the end of this appendix.

- A. Records should be placed in boxes, labeled with the contents and when it is OK to destroy them. Boxes should be secured for transport.
- B. All records should also have any surviving electronic equivalent file destroyed.
- C. Some records will only have different electronic versions in the RMS system. These should be destroyed at this time based on their retention dates. Some of these records are:
 - a. Citation Reports
 - b. CAD Histories
 - c. Wants/Warrants
 - d. Pawn Entries

- e. Evidence reports (be sure not to destroy any tagged for DNA, homicide, or other long retentions)
- D. All records being destroyed must be logged on the approved City Records Destruction Log.

APPENDIX I – PUBLIC WORKS AND LIGHT DEPARTMENT

Public Works, Building, Planning, and Light Department records will be covered in the [CORE](#) Retention Schedule, the [Land Use Planning & Permits](#) Retention Schedule, the [Licensing, Permitting & Tax](#) Retention Schedule, and the [Utility Services](#) Retention Schedule. Each department is encouraged to keep an updated reference sheet for their commonly handled records. However, since they are subject to change, the official schedules should be referred to any time there is a question of retention or a record is being destroyed to ensure the accuracy of the retention time period and the DAN number.

The department RC is primarily responsible for the proper retention and destruction of department held records. Each employee is responsible for their personally held records. Supervisors are responsible for ensuring their division records are properly organized and preserved.

- A. Permanent and archival records held by the departments require care when preserving and may also be essential records. They may not be destroyed and should have a backup of the record. Many permanent records may be also archival and after a period of time may be transferred to the Washington State Archives. The PRO should be contacted for assistance in transferring archival records. The appropriate records series must be checked to identify the permanent and archival records, but some of the more common ones held by the departments are:
 - a. Capital Construction Projects
 - b. Strategic and Comprehensive Plans
 - c. Street Address Assignments
 - d. Historic Site Files - Designated
 - e. Land Division and Development Final Determination Files
 - f. Water Use and Quality Reports
 - g. Manhole Records
 - h. Maps and GSI Data
 - i. Operator's Logs
 - j. Operations and Maintenance Manuals

- B. Essential Records are those that are critical to continuing operations of the departments in the case of a catastrophe or those designated as such by the retentions schedule. A security backup of some sort is required and many are also permanent records.

Depending on the nature of the record, a working copy will be held at the department level either in a file cabinet or in native electronic format. The security backup will be held in the secured archives below the library in the designated area for paper format.

Electronic security backups will depend on the type of system and will have to be evaluated on a case-by-case basis and may need to be a requirement of the vendor providing the electronic service. The appropriate records series must be checked to

identify the essential records, but some of the more common ones held by the departments are:

- a. Manhole Records - Permanent
- b. Operations and Maintenance Manuals – Permanent
- c. Maps and GIS Data - Permanent
- d. Pole List
- e. Lightning and Storm Data
- f. Building Construction and Modification Permit Files (Valid)
- g. Comprehensive Land Use Plan and Amendments – Permanent
- h. Conditional Use Permits

C. Common Records are those remaining department records that have a retention schedule and therefore must be logged when destroyed. Some examples are:

- a. Deposit Logs
- b. One Call Locates
- c. Work Orders
- d. Hydrant Permits
- e. Right of Way Permits
- f. Light Line Inspection Reports
- g. Sewer Jetting and Vector Records
- h. Water Cross-Connection Annual Summary Reports
- i. Waste Water Treatment Flow Reports
- j. Street Opening and Inspection Repair Reports
- k. Solid Waste Load Trip Tickets

RETENTION

Annually the RC or designee will conduct the annual gathering for retention of non-electronic department held records, which are no longer needed for day-to-day business, to be moved to archives storage. Common records with retentions of less than 10 years will be gathered and moved to the archives area in the loft of the Utility Building or the Waste Water Treatment archive area depending on the record function. Essential and permanent records will be organized and then moved to the designated area in the City archives located in the basement of the library.

A. Common Records

These records include but are not limited to One Call logs, cash collection reports, hydrant permits, key checkout logs, etc. Note, if the paper copy is a secondary copy only the electronic version should be retained. Common records will generally fit into a few manilla file folders. Each folder must be properly organized and labeled.

- a. In numerical or date of the request order, place the reports in a manilla file folder.
- b. Label the file folder with the document type.
- c. Indicate the year of the records or the date or report ranges.

- d. Indicate the proper retention destruction date. For instance, cash collection reports have a retention of the current year of the report +6 year. Therefore, the destruction date for 2020 reports would be 1-1-2027. Write on the folder, "Destroy 1-1-2027."
- e. Indicate the proper DAN number. For example, cash collection reports should have written on the folder, "GS2011-184 REV 3."
- f. File the folder(s) in a box with other records of a similar retention. Label the box using a label from Appendix J or with similarly required markings.
- g. Optionally, a copy of a Destruction Log sheet can be completed as far as the records type, the inclusive dates or report numbers, and the DAN number. This can be placed in the archives box. When it is time for destruction of the records the sheet can be completed and turned in to the PRO for permanent retention.
- h. The boxes should be stored in archives by type of documents and date of destruction.

B. Essential and Permanent Records

These records must be well protected and many will eventually need to be transferred to the archives or undergo an archivist review prior to destruction. When appropriate, such as with large scale paper maps, a scan of the record may be an appropriate backup.

Essential records include strategic plans, conditional use permits, manhole cover records, etc.

- a. Organize the documents by date when possible. If appropriate, place them in a manilla file folder, map protector, etc.
- b. Label the file folder with the document type.
- c. Indicate the year of the records or the date ranges.
- d. Indicate the proper retention destruction date. For instance, Strategic Plans have a retention of until it is no longer needed for agency business and then it can be transferred to archives. If the strategic plan is updated every 10 years and the current one completed on 12-31-2021, then the transfer date for would be 1-1-2032. Write on the folder, "Transfer to Archives 1-1-2032."
- e. Indicate the proper DAN number. For example, Strategic Plans should have written on the folder, "GS2010-080 REV 0".
- f. File the folder(s) in a box with other records of a similar retention. Label the box using a label from Appendix J or with similarly required markings.
- g. The boxes should be stored in archives by type of documents and date of destruction.
- h. When it is time for archivist review and possible transfer of the records the PRO should be contacted to facilitate the process.

DESTRUCTION

Annually the RC or designee will conduct the annual purge of department held records. Each employee is responsible for their own records, but are encouraged to consult with the department

RC for assistance. Commonly held paper department records eligible for destruction should be gathered together in the first few weeks of January. Most of paper records will be stored in the department loft archives area or in file cabinets. Electronic records can be found in various systems such as PermitTrax, Mobile 311, Antero, OP10, SCADA, ArcGIS, and department drives.

No record that is on a litigation hold or is the subject of a public disclosure request may be destroyed, regardless if the retention has been met.

Records should be placed in boxes, labeled with the contents and when it is OK to destroy them. Boxes should be secured for transport.

- A. All records being destroyed must be logged on the approved City Records Destruction Log. The completed log must be forwarded to the PRO for permanent retention.
- B. All records must also have any secondary copies or electronic equivalent file destroyed.

APPENDIX J – BOX LABEL SAMPLE

BOX LABEL					
AGENCY	City of Cheney				
DEPARTMENT					
DAN	TITLE/DESCRIPTION	DATE RANGE	TRANSFER/ DESTROY	ESSENTIAL	ARCHIVAL
LOCATION:			BOX: of		

BOX LABEL					
AGENCY	City of Cheney				
DEPARTMENT					
DAN	TITLE/DESCRIPTION	DATE RANGE	TRANSFER/ DESTROY	ESSENTIAL	ARCHIVAL
LOCATION:			BOX: of		



PUBLIC RECORDS DESTRUCTION LOG _____ DEPARTMENT

This form documents compliance and reasonable accountability by verifying that specific public records have met current, approved minimum retention periods before being destroyed pursuant to [RCW 40.14.070](#), [WAC 434-610-070](#), and [WAC 434-640-010, -020, and -030](#). Fill out this form when destroying all public records whose minimum retention is *other than* "Retain until no longer needed for agency business then destroy."

Record Type	Inclusive Dates	Disposition Authority Number (DAN)	Destruction Date	Method of Destruction	Name of Destroyer	Signature

Please note that Destruction Logs are to be retained for the life of the agency per DAN GS50-09-06 in the Local Government Common Records Retention Schedule (CORE). Forward completed logs to the City Public Records Officer.



APPENDIX L – IMAGING AND DESTRUCTION OF PAPER RECORDS (SCAN/TOSS) POLICY

PURPOSE

This policy outlines the minimum requirements the City must meet in order to lawfully destroy paper-based source records after they have been converted to a digital format by imaging (scanning). This policy and procedure shall apply to all City divisions and departments.

REFERENCES

Washington State Records Retention Schedules;
Chapter 40.14 RCW *Preservation and Destruction of Public Records*;
Chapters 434-662 WAC *Preservation of Electronic Records*; and
Chapter 434-663 WAC *Imaging Systems, Standards for Accuracy and Durability*.

DEFINITIONS

Archival records - Public records of state and local government agencies which are determined by the state archivist as having continuous historical value and must be permanently preserved and have been or may be transferred to the custody of the State division of archives after their approved retention has been met.

Lossless compression – A process that recreates a compressed file as an identical match to its original form. All lossless compression uses techniques to break-up a file into smaller segments, for storage or transmission, that get reassembled later.

Lossy compression – A technique that does not decompress data back to one hundred percent (100%) of the original. Lossy methods provide high degrees of compression and result in smaller compressed files, but there is a certain amount of visual loss when restored.

POLICY

It is the policy of the City of Cheney to comply with State requirements when destroying paper-based source records after they have been converted to a digital format by imaging which is commonly achieved through scanning.

PROCEDURE

A. Scan and Toss Checklist

- a. Departments shall complete the Minimum Requirements to the "Scan and Toss" Checklist in conjunction with the Department Records Coordinator and submit

the checklist to the City Records Manager or designee. The checklist shall be signed by the department head or designee. The checklist is included at the end of this policy.

- b. The checklist shall be approved by the Records Manager or designee prior to scanning of paper records.
- c. The disposition authority number (DAN) for paper records that have been scanned and then are to be destroyed is: GS50-09-14.

B. Records Eligible for "Scanning and Tossing"

- a. The City shall use only records retention schedules approved for its use by the Local Records Committee in accordance with RCW 40.14.070. Current approved records retention schedules for local government agencies are available on Washington State Archives' website at www.sos.wa.gov/archives.
- b. Eligible records to be tossed MUST be Non-Archival and covered by a current, approved records retention schedule.
- c. Archival records MUST not be destroyed.
 - i. The City may scan Archival records in accordance with state requirements and this policy.
 - ii. However, after imaging is completed and verified, the department shall request that the Records Manager or designee arrange for appraisal and/or transfer of both the paper and the images to Washington State Archives for preservation.

C. Scanning/Imaging Requirements

- a. Records MUST be scanned in a systematic and consistent fashion that ensures a complete and accurate copy of the source record.
- b. The City adopts the following quality control procedures and work instructions to ensure a consistent capture of complete and accurate copies of original records. All staff will be trained in scanning responsibilities to ensure that they are familiar with these requirements and procedures. Washington State Archives does not require any specific systems, applications, or scanners to be used, merely that they meet all required standards.

Specific quality control procedures will include:

- Enhancements or other manipulations of the scanned images (such as de-skew, de-speckle, etc.) in order to improve the quality of the resulting image.
- Routine use of scanning targets by IT Department to verify configuration settings.
- Visual comparisons and inspections of each imaged record and source

document, or of selected images and source documents. This will be completed Records Manager or designee.

- Regular calibration and testing of systems and scanners by IT Department.
- Periodic checks that the indexing/metadata is accurate and appropriate by Records Manager or designee.
- In instances where the source document cannot be captured completely and accurately, the image should be labeled or tagged as "best scan possible".

If vendors are doing the imaging: vendors are to comply with the same requirements as above and be approved by the Records Manager or designee.

D. Formatting Requirements

- a. There are some differences between the most commonly used formats. Formats are subject to changes and updates, and newer versions may not always be backwards compatible or be suitable for long-term preservation.
- b. For shorter-term retention (fewer than six (6) years total), either a lossless or lossy image format may be used. Acceptable file formats include:
 - TIFF
 - PNG
 - PDF
 - PDF/A
 - JPEG
 - JPEG 2000
- c. Long-term records (more than six (6) years total retention) require lossless image formats in order to ensure preservation. The current recommended formats are:
 - PDF/A
 - Microfiche
 - TIFF (Group 4 for Black & White (bitonal) images; Group 5 for grayscale and color images);
 - PNG;
 - For Archival images that are to be transferred to Washington State Digital Archives, the recommended format is TIFF (Group 4 or Group 5 for scanned images); and
 - If a department chooses to use data compression to save space, a lossless compression method **MUST** be used for long-term records.

Image Density (Resolution) Table (Chapter 434-663 WAC) OUTPUT	DENSITY
Black & White (Bitonal) (fonts no smaller than 6-point)	Minimum of 200 DPI Recommended 300 DPI

Black & White (Bitonal) (maps, engineering drawings, and other documents containing fonts smaller than 6-point, fine detail, or poor contrast)	Minimum of 300 DPI Recommended 300 DPI
Grayscale 8-bit	Minimum of 200 DPI Recommended 300 DPI
Color 24-bit RGB	Minimum of 150 DPI Recommended 300 DPI

E. Requirements for Organizing, Indexing, and Metadata

- a. Indexing is a way to attach metadata that facilitates access, retrieval, and management of information. Developing a consistent structure is key to managing and maintaining images.
- b. Each department, in coordination with Records Manager/Records Officer, should develop consistent naming conventions and file/directory structures to facilitate organization, identification, access, and retrieval for users.
- c. Each department should capture appropriate business and recordkeeping metadata (such as type of record, Disposition Authority Number (DAN), destruction date, etc.).

F. Requirements for Managing, Storing, and Retaining Images

- a. Images **MUST** be stored, maintained and accessible for the entire length of the required retention period. Departments need to factor in not only the retention period (e.g., six (6) years), but also the trigger or the cut-off that starts the retention clock. For example, a record with a minimum retention of "six years after life of building" would likely need to be retained for much longer than just six years.
- b. Departments **MUST** retain legal custody of the imaged records even if outside providers are used to store and/or host the imaged records.
- c. Contracts/agreements with outside providers shall require that legal custody of the records remains with the City and that all imaged records (including associated metadata) be returned to the City in a format accessible by the City, at the end of the contract/agreement.
- d. Departments should undertake appropriate mitigation strategies to ensure that they can fully recover records (including associated metadata) which have not met their minimum retention period in the event of vendor failure.
- e. Imaged records **MUST** be protected against alteration and/or deletion, damage, or loss throughout the entire retention period. Specific protective measures may

include, but are not limited to:

- i. Establishment of security protocols, and approved administrators and users.
 - ii. Employment of system checks and error-checking utilities.
 - iii. Implementation of back-ups and disaster preparedness measures.
 - iv. Storage of a regular backup off-site to enable recovery and access to the imaged records in the event of a wide-spread disaster or emergency.
- f. Imaged records MUST remain accessible for the minimum retention period. To address technology changes, departments are to either:
- i. Maintain the ability to retrieve and view imaged records in systems and file formats that the City is currently using; or,
 - ii. Migrate or export the record images (including associated metadata) to succeeding systems and file formats throughout their required retention periods.
- g. The City of Cheney currently uses Real Vision Software (RVI) for the archiving of documents. For non-archival records with a required retention of "Permanent" or "Life of the Agency," it is also an option that the department create state standard-compliant thirty-five (35) millimeter security microfilm from the digital scans and transfer it to Washington State Archives' Security Microfilm vault in Olympia. This microfilm will be inspected for compliance and stored as a disaster backup at no cost.

G. Destruction Requirements

- a. Imaged records are to be destroyed only after the minimum required retention period as specified by the approved records retention schedule currently in effect.
- b. Records MUST NOT be destroyed when required for:
 - i. Existing public records requests in accordance with chapter 42.56 RCW; or,
 - ii. Ongoing or reasonably anticipated litigation; or,
 - iii. Other legal requirements, federal statutes, grant agreements, etc.; or,
 - iv. Archival transfer.
- c. If changes to the records retention schedules have occurred between the digitizing of the record and their planned destruction, and those changes have altered the minimum retention period (or the archival designation) of the imaged records, departments must follow the current approved records retention schedule.
- d. Departments should follow defensible disposition practices for the destruction of imaged records. This includes following a regular and systematic schedule for destruction processes. These practices should be consistent with the City's procedures for the lawful destruction of public records in other formats.
- e. Departments shall document the destruction of both paper and scanned records.
 - i. Documenting the destruction of public records, *including scanned images*,

provides departments with evidence to prove that they retained their records for at least the minimum retention periods.

- ii. Departments shall document that the paper was converted and destroyed lawfully under the appropriate disposition authority, and that the images are also destroyed lawfully once the retention requirements have been met.

H. Archival Paper Records Disposition after Imaging

- a. First each record must be determined if it is an archival or non-archival document. The records retention schedules indicate which types of records have been designated as archival and which have not. Copies of the current approved records retention schedules are available from Washington State Archives' website: www.sos.wa.gov/archives.
- b. Do NOT destroy archival paper records after scanning. Departments can image paper records which have been designated as Archival (including potentially archival). However, departments MUST NOT destroy these paper records after scanning, even if the department is following the state law "scanning" requirements and this policy.
- c. Archival paper records must be transferred to Washington State Archives. If departments are scanning archival paper records, they must notify the Records Manager or designee who will contact the Washington State Archives and will arrange to appraise the paper records and possibly transfer the paper records to the state collection. Do not simply send archival records to the Washington State Archives without notifying the City Records Manager or designee first and coordinating the possible transfer.

I. Transferring the Digitized Records to Washington State Archives

As part of the appraisal process, Washington State Archives will also discuss with departments the possibility of transferring copies of the imaged records as well. Having the imaged copies not only facilitates easier access to the records, it also helps preserve the original paper records which will no longer need to be handled as often by the State Archives.

J. RESPONSIBILITIES

The Records Manager/Public Records Officer shall administer this policy and may update it as needed.

Department:
 Contact Name:

Date:
 Phone No.

Disposition Authority Number (DAN)	Records Series Title	Date Range of Records Requested for Scan/Toss

1. ARE THEY ELIGIBLE?
Only "NON-ARCHIVAL" records are eligible for early destruction after scanning.
2. ARE THE RECORDS BEING SCANNED TO ENSURE A COMPLETE AND ACCURATE COPY?
Quality control procedures implemented to ensure capture of complete and accurate copies.
Short-term records (6 years or fewer) imaged with an acceptable file format such as PDF, PDF/A, JPEG or TIFF.
Long-term records (longer than 6 years) imaged with an acceptable lossless file format such as PDF/A, TIFF or PNG.
Black & White (bitonal) documents containing fonts no smaller than 6-point and grayscale records scanned with a resolution of at least 200 dpi.
Black & White (bitonal) maps, engineering drawings, and other bitonal documents containing fonts smaller than 6-point, fine detail, or poor contrast, scanned with a resolution of at least 300 dpi.
Color records scanned with a resolution of at least 150 dpi. (300 dpi recommended).
3. ARE IMAGES ACCESSIBLE AND PROTECTED FOR THE ENTIRE REQUIRED RETENTION PERIOD?
Appropriate steps taken to protect images from deletion, alteration, or other damage/loss.
Appropriate planning and strategies implemented for migration and technology changes.
Appropriate index methodology to search documents.

APPROVALS:

_____ Date: _____
 Department Director/Designee

_____ Date: _____
 Public Records Officer/Designee