


City of SeaTac

Policies and Procedures

Policy Number:	CW-002
Policy Name:	Records Management Policy
Department(s):	Citywide
Effective Date:	03/23/15
Supersedes:	06/20/11, 03/26/12
Prepared by:	Kristina Gregg, City Clerk
Approved by:	Todd Cutts, City Manager
Signature:	

Purpose:

The purpose of this program is to establish a Citywide policy and standard procedures for managing records according to all governmental regulations that govern public agency record keeping practices, including:

- ensure compliance with public disclosure requirements
- remove non-current records from active office storage
- identify and dispose of obsolete records
- transfer historically valuable records to the Washington State Archives
- protect, backup, and recover records essential to the City of SeaTac’s authority and operations in coordination with the City’s Disaster Recovery Plan for the City
- promote open and accountable government

RCW 40.14.020 states, “All public records shall be and remain the property of the state of Washington. They shall be delivered by outgoing officials and employees to their successors and shall be preserved, stored, transferred, destroyed or disposed of, and otherwise managed, only in accordance with the provisions of this chapter.”

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Definitions:

a. Public Records:

- i. Are made or received by any City employee
- ii. Are in connection with the transaction of public business
- iii. Are regardless of physical form or characteristic. If a record meets the criteria of 1 and 2 above, then it is a public record, regardless of the format in which it is transmitted or received. This definition encompasses not only paper records, but also records that are:
 - Created
 - Received
 - Used in any media format to include printed paper, email, email system, any electronic, digital, photo, blog, tweet, audio-visual, website, database and/or film format.
- iv. The full legal description as defined by the Washington State Legislature is written at RCW [40.14.100](#).

Policy:

State law requires the City of SeaTac to safeguard official public records created and/or received by the City; to keep the records in an organized and efficient manner for prompt response to a public disclosure request and to ensure the City protects vital records for the continuity of business operations. This policy applies to records in every media format including print, digital, audio-visual, and film.

a. Records Management Personnel

- i. Records Management Officer - The City Clerk.
- ii. Records Management Coordinator
- iii. Records Management Committee - Is comprised of at least one representative from each department/division to manage their department/division records. The committee members are appointed by each department's director. The City Clerk will have a list of all committee members.

- b. Retention Schedules:** The City of SeaTac follows the State-approved records retention schedules as appropriate. The schedules can be found on the internet at the following link:

<http://www.sos.wa.gov/archives/RecordsManagement/Local-Government-Records-Retention-Schedules---Alphabetical-List.aspx>

- c. Public Disclosure Requests:** Procedures are located in the Public Records Disclosure Request Policy at the following link:

[Z:_InterDepartment\PoliciesandProcedures\Citywide \(CW\)\CW-008PublicDisclosureRecordsRequest.pdf](Z:_InterDepartment\PoliciesandProcedures\Citywide (CW)\CW-008PublicDisclosureRecordsRequest.pdf).

- d. Email Guidelines:** Email Guidelines can be found at the following link:

[Z:_InterDepartment\PoliciesandProcedures\Citywide \(CW\)\CW-002LinkforEmailGuidelines-Phase1.pdf](Z:_InterDepartment\PoliciesandProcedures\Citywide (CW)\CW-002LinkforEmailGuidelines-Phase1.pdf)

Procedures:

The City Clerk's Office is responsible for:

- a. Training Records Management representatives to assist the City Clerk's Office with managing their department's records.
- b. Making recommendations for the storage of active, inactive, and archived records as well as the transfer of historical records to the State Archivist.
- c. Maintaining an inventory to facilitate prompt retrieval of stored materials in the Records Center.
- d. Maintaining a permanent log of the disposition of all public records in accordance with legal requirements.
- e. Maintaining the official public records of the City for legislative and administrative matters, including but not limited to meeting minutes, ordinances, resolutions, proclamations, contracts, leases, agreements, and budgets.
- f. Supervising electronic and hard copy file management including imaging, microfilm, retention schedules, storage and destruction in accordance with legal requirements.

The individual Records Management Committee members are responsible for:

- a. Managing the records for their departments, including preparing documents for destruction, archiving, scanning, and transfer to the Records Center.
- b. Scanning records into the Electronic Document Management System and reviewing for accuracy.
- c. Training their department on the records management process.
- d. Answering questions when possible, or contacting the City Clerk's Office to assist.
- e. Assisting the City Clerk's Office with evaluating and selecting vendors applicable to the records management program.

Department Directors are responsible for:

- a. Assigning a Records Management Representative from each department and/or division.
- b. Ensuring that employees have adequate time to complete required Records Management duties.
- c. Delegating to an individual in their department the responsibility of maintaining / cleaning out the files for individuals that have terminated employment with the City, including email files, paper files, and electronic files.

All City employees are responsible for:

- a. Retaining and disposing of emails in their mailbox. Email messages subject to retention must be retained in their electronic and native format until they meet their designated retention period. Printing and retaining a hard copy is not an acceptable substitute for the electronic message. Email messages that have no public record significance may be deleted as soon as the message has serviced its purpose.
- b. Working with their department to ensure their records are being retained correctly.