WALLA WALLA COMMUNITY COLLEGE
RECORDS RETENTION AND MANAGEMENT
ADMINISTRATIVE PROCEDURE 2010

I. **PROCEDURE FOR DESIGNATION OF RECORDS COORDINATORS AND CUSTODIANS**
   A. The Vice President of Human Resources has been designated as the college's Records Officer. The Human Resource office will designate a College-Wide Records Coordinator.
      1. The College-Wide Records Coordinator is responsible for implementation of the Records Retention and Management Administrative Policy 2010 and the day-to-day management of records in coordination with departmental Records Coordinators and Records Custodians under the direction of the College Records Officer. The College-Wide Records Coordinator is responsible for ensuring each department has an identified Records Coordinator and Records Custodian.
   B. Each department within the college will identify a departmental Records Coordinator and report the name of such person to the College-Wide Records Coordinator.
      1. The departmental Records Coordinator is responsible for knowing the applicable Records Schedule that applies to their department records and is responsible for the overall management and retention of their department records.
   C. Each department within the college will also identify a Records Custodian and report the name of such person to the College-Wide Records Coordinator.
      1. The departmental Records Custodian is responsible for coordinating with their department Records Coordinator and the College-Wide Records Coordinator and for following this procedure.

II. **PROCEDURE FOR RETENTION AND MANAGEMENT OF RECORDS**
   A. College records will be retained in the custody of the department/office of record in accordance with the Community and Technical College System Records Retention Schedule and the Washington State Government General Retention Schedule.
   B. If necessary, department records may be stored in the college archives. All records in archives must be properly boxed and labeled and their location recorded with the College-Wide Records Coordinator.
   C. Departmental Records Custodians will box and list records on the WWCC Records Box Contents List per their retention schedule and request a Box Number and Archive Location assignment from the College-Wide Records Coordinator.
   D. The departmental Records Custodian and the College-Wide Records Coordinator will ensure that the boxed records are stored where assigned in archives.
   E. Departmental Records Custodians will monitor their departmental records to determine records eligible for destruction. Departmental Records Custodians will gain the approval of their department Records Coordinator prior to destruction of any college record.
   F. When records have been approved for destruction by the department Records Coordinator, the department Records Custodian will identify records to be destroyed on a Public Records Authorization Request for and Certification of In-House Destruction form.
   G. The department Records Custodian and department Records Coordinator will sign the Public Records Authorization Request for and Certification of In-House Destruction form and forward it to the College Records Officer for records destruction approval.

H. Upon approval, the department Records Custodian will destroy the records and sign the Certificate of Records Destruction portion of the Public Records Authorization Request for and Certification of In-House Destruction form.

I. The Records Custodian will forward completed Public Records Authorization Request for and Certification of In-House Destruction forms to the College-Wide Records Coordinator.

III.   ASSOCIATED FORMS AND RESOURCES
   A. WWCC Records Coordinators/Custodians Listing
   B. List of Common WWCC Documents & Their Retention Periods
   C. Record Box Contents List Form
   D. Record Box Labels
   E. Public Records Authorization Request for and Certification of In-House Destruction Form
   F. Archive Room Map

Policy Contact: VP of Human Resources
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