

**WALLA WALLA COMMUNITY COLLEGE  
RECORDS RETENTION AND MANAGEMENT  
ADMINISTRATIVE POLICY 2010**

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**I. POLICY BACKGROUND/PURPOSE**

This policy describes the standards for retention and management of college records at Walla Walla Community College (WWCC). The College is required to identify, manage and retain public records consistent with Washington State law. Additionally, WWCC is required to comply with federal and state laws that require preservation of records and information that could be relevant to pending or reasonably anticipated lawsuits or external investigations and to retrieve and produce such materials in the course of such litigation. Failure to meet these obligations may subject the college and individuals involved to sanctions, fines, and liability.

**II. AUTHORITY**

Board Policy 1370, RCW 40.14.

**III. SCOPE OF POLICY**

This policy applies to all employees and records created or received by WWCC during the course of public business.

**IV. DEFINITIONS**

- A. Public Records – Any paper, correspondence, email, form, book, photograph, film, digital image, video or audio recording, map, web page, blog, vlog, calendar, drawing, or other document, regardless of physical or electronic form or characteristics, that have been made or received by the college and its employees during the course of public business per RCW 40.04.010.
- B. Records Management – The management function concerned with the efficient, systematic control of records from their creation to their ultimate disposition.
- C. Records Officer – In accordance with RCW 40.14.040, the college’s designated Records Officer is responsible for the college’s records management program and procedures, including retention scheduling, file organization, record storage, and destruction to meet the college’s business needs; fulfill legal mandates and responsibilities; store records in the most efficient and cost-effective manner possible; and to assure access, protection, and security to the documentary history of government.
- D. Retention Period – Retention periods stated in the Community and Technical Colleges Records Retention Schedule and the State Government General Records Retention Schedule are the legal minimum that the law, regulation or official policy of the state will allow.

**V. POLICY**

- A. WWCC is required to maintain records in keeping with the Washington Secretary of State’s Office retention schedules. In cases in which the Community and Technical College Records Retention Schedule is silent, WWCC should follow the State Government General Records Retention Schedule.
- B. Records retention and destruction of records must be performed in accordance with College procedures.

- C. Public records will be retained in the custody of the office of record and may be destroyed or transferred only in accordance with record retention schedules and College procedure.
- D. The College will keep individual records longer than the designated retention period on an exception basis for litigation, audit or financial purposes. Records kept beyond their designated retention period are disclosable under the terms of the Public Disclosure Act and are subject to the legal process of discovery for the entire period for which they are retained.
- E. Any destruction of college records shall be pursuant to an approved schedule. The College will ensure that records are protected from unauthorized access during storage and disposal.
- F. Employees shall not willfully and unlawfully remove, alter, mutilate, destroy, conceal, or obliterate a record, map, book, paper, document, or other thing filed or deposited with the College, or with any College employee. Employees shall not knowingly procure or offer any false or forged instrument to be filed, registered, or recorded with the College.

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| <p><b>Policy Contact:</b> <u>VP of Human Resources</u></p> <p><b>Approved by (Department/Body):</b> <u>Dr. Chad Hickox, President</u></p> <p><b>Date Originally Approved:</b> <u>April 11, 2022</u></p> <p><b>Last Reviewed/Revised on:</b> _____</p> |
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