

Subject:	RECORDS MANAGEMENT
Section:	PPG# 5300
Chapter:	Non-service Operations
Effective Date:	7/1/98

POLICY

Records Management

The district recognizes the importance of public records as the record of the acts of the district and the repository of such information. The public has the right under law to inspect and procure copies of such records with certain exceptions. The public records of the district may include any account, voucher or contract dealing with the receipt or disbursement of funds; with acquisition, use or disposal of services or of supplies, materials, equipment or other property; or with any minutes, orders or decisions fixing the personal or property rights, privileges, immunities, duties or obligations of any person or group.

The chief shall develop procedures to implement this policy which shall conform to law; require as a minimum the permanent safeguarding of board minutes, annual audit reports and permanent personnel records; and require retention of all fiscal records required for audits. The chief shall designate a staff member as district records officer.

The district records officer shall have the responsibility for the safekeeping of all records according to the retention guidelines. The district records officer shall have authority to dispose of materials after the recommended retention guidelines.

Official public records have a statutory minimum retention of six (6) years. The retention period for office files and memoranda is based on operational requirements for the office. Whenever applicable, the retention period starts with the “cut-off.” “Cut-off” is a term used to indicate files or records may be terminated on a predetermined date. “Cut-off” prevents current records from attaining unmanageable size and facilitates the filing of new records. Fiscal year records may be “cut-off” on December 31, and a new file established on January 1; all other records can be “cut-off” only upon the completion of an action or event, such as termination of contract, final payment of a contract, termination of employment, etc. Regardless of the duration of the retention period, records series should be kept in office files after “cut-off” only as long as is necessary to satisfy (1) active reference, (2) audit, when required, and (3) other operational requirements. Once these three factors have been satisfied, the records should be transferred to a records file for the remainder of the retention period.

General records retention schedule:

<u>Records Title</u>	<u>Retention Period</u>
ADMINISTRATION	
Policy and procedure directives	Permanent
Ordinance and resolutions	Permanent
Commissioner's minutes	Permanent
Legal opinions	Permanent
Administrative working files	2 years +
General correspondence	2 years
Transitory correspondence	90 days
Contracts and agreements	6 years after termination
<u>Records Title</u>	<u>Retention Period</u>
FISCAL REPORTS AND AUDITS	
Final budget	6 years after budget year
Preliminary budget	3 years
Budget or appropriation requests	3 years
Annual estimate of revenue and Expenditures	3 years
Annual report of fiscal officer	6 years
Budget status report	Until after audit
Daily report on receipts and Disbursements	Until after audit
State examiner's reports	6 years
ACCOUNTING- GENERAL	
General ledger	6 years
Accounts payable ledger	6 years
Accounts receivable ledger	6 years
Appropriations and expenditures ledger	6 years
Bonded debt ledger	6 years
Equipment operation cost ledger	6 years after payment by district
General journal	6 years
Cash disbursement journal	6 years
Bond and coupon register	6 years
Distribution of expenditures	Until after audit
Voucher register	Until after audit
Register of funds remitted to fiscal officer	Until after audit
Vouchers	6 years
Receipts	6 years
Revenue bonds and coupons	6 years
Travel requests and vouchers	6 years

ACCOUNTING- BANKING

Bank account reconciliation records	1 year after audit
Bank deposit book checking/savings	6 years after last entry
Bank deposit slips	Until after audit
Bank statements	Until after audit
Cancelled checks/warrants	6 years
Check/warrant register	6 years
Check stubs or duplicates	1 year after audit
Designation of depository	6 years after termination
Statement of bond or other	
Collateral security	1 year after final

Records Title

Retention Period

ACCOUNTING- INSURANCE

Accident and sickness insurance policies	6 years after expiration
Automobile insurance policies	6 years after expiration
Burglary, robbery or theft policies	6 years after expiration
Fidelity and surety policies	6 years after expiration
Fire insurance policies	6 years after expiration
Liability insurance policies	6 years after expiration
Life insurance policies	6 years after expiration
Worker’s compensation	6 years after expiration

ACCOUNTING- PAYROLL

Payroll procedures	Permanent
Health and welfare claims	6 years
Monthly salary postings	Permanent
Withholding exemption certificates	4 years after superseded
Withholding statements	4 years
Labor and Industries payroll	1 year after audit
Medical industries reports	1 year after audit
OASI reports	1 year after audit
Payroll register	Permanent
Garnishment records	6 years after satisfaction/termination
Time cards	1 year after audit
LEOFF retirement reports	3 years
LEOFF transmittal reports	3 years
LEOFF unfounded liability reports	Until after audit
LEOFF information files	Until after audit
LEOFF correspondence	3 years

ACCOUNTING- PURCHASING

Bid files	6 years; unsuccessful-until after audit
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Purchase order	6 years
Requisitions	6 years
Receiving reports	6 years
Contracts and agreements	6 years after contract termination
Purchasing lists	Until after audit

ACCOUNTING- GRANTS

Grant applications	3 years; unsuccessful-2 years
Grant agreements	3 years
Project reports	3 years
Warrants	6 years
Vouchers	6 years
Voucher registration	6 years
Financial status report	3 years
Final expenditure report	3 years
Financial support documents	3 years; non-continuing- 1 year

ADMINISTRATION- PERSONNEL

Application (not hired)	1 year
Personnel file	6 years after termination
Request for leave	3 years
Cumulative leave card	3 years
Minutes of civil service board	Permanent
Rules of civil service board	permanent
Employee history	6 years
Position classification studies	Permanent
Position description histories	Permanent
Job specifications	Permanent

VOLUNTEER FIREMEN'S RELIEF AND PENSION

Minutes	Permanent
Receipts	6 years
Vouchers	6 years
Annual report of expenses and disbursements	6 years
Annual remittance	Permanent
Accident reports	6 years

DATA PROCESSING

Feasibility, design and programming	3 years after termination
System maintenance	3 years after termination
Operational data	1 year
Post implementation review	Until termination
System backup data	Until superseded

OPERATIONS

Annual report to commissioners	3 years
Building information card	Life of building
Company run report	6 years
Fire alarm record card	3 years
Daily operation journal	3 years
Inventory of personal equipment	6 years after disposition of last piece of equipment
Tape records of fire alarm circuits	Life of box
Alarm location record	Until superseded
Alarm system test and maintenance	3 years
Alarm inspection log	3 years
Fire ordinances	Permanent
Inspector’s test reports	Life of equipment
Building inspection reports	6 years
Training records of personnel	1 year after termination
Capital equipment inventory	6 years after superseded
Fire investigation reports	6 years
Vehicle service records	Life of vehicle
Hydrant inspection reports	2 years
Log card of inspections	5 years
Radio logs	3 years
Burning permits	6 years
Burn request log book	3 years
Personnel assignment roster	Until superseded
Fire alarm system drawings	Life of system

REFERENCES

Legal Reference: RCW 40.14	Preservation and destruction of public records
RCW 42.17.250	Public records
WAC 414-24-060	Records retention and disposition guidelines