



• Serves as a quasi-supervisor. Always in. No trips or leave. Fewer phone calls. Fewer errors.

WASHINGTON STATE UNIVERSIT

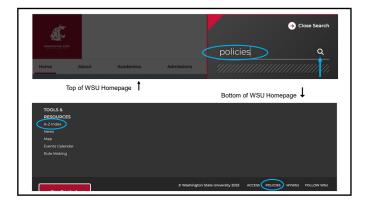
.

• **Primary communications device**. Provides knowledge of laws, regulations, and institutional practices.

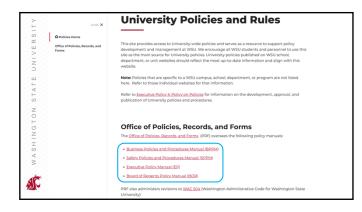








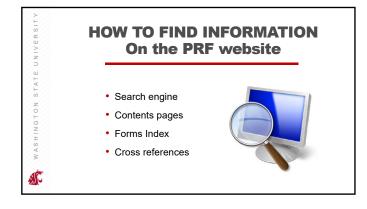




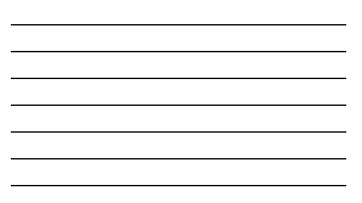


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| Executive Policy Manual Board of Regents Policy Manual | | |
| Revisions | Chapter 10: Organization | |
| Policy Development and Review | Chapter 20: Property | |
| Equity Lens Tool Records Retention and Disposition | Chapter 30: Finance | |
| Forms | * Chapter 35: Intellectual Property | |
| WAC Rules Contact Us | Chapter 40: Sponsored Agreements | |
| Policy and Governance | Chapter 45: Research | |



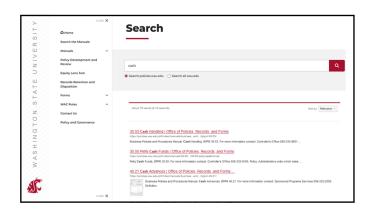


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| Executive Policy Manual | Introduction to BPPM Points Index Comprehensive Table of Contents | |
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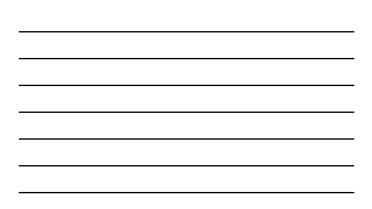


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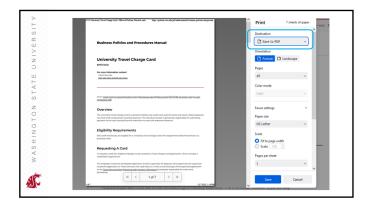


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| ш // | Manual | Form: Procurement Card Use Exception Request - Group Travel or Activity Expense | 01-21 |
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| 3 | Disposition | Form: Travel Charge Card Application | Exit Col-Shift- |
| | Forms | | |
| 14 | | Overview | |
| 1 | WAC Rules V | The University Travel Charge Card is a personal liability Visa credit card used fo | r travel and travel- |
| | Contact Us | related expenses incurred while conducting University business. The individua | I traveler is personally |
| - | Policy and Governance | responsible for submitting payment to the card-issuing financial institution to | cover the statement |



Public Records

WASHINGTON STATE UNIVERSITY

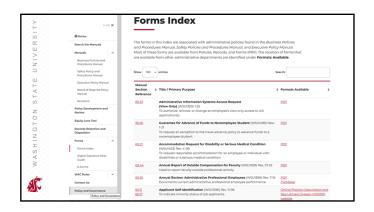
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In accordance with the Public Disclosure Laws, all expenses charged to WSU travel charge cards are a matter of public record. See <u>BPPM 90.05</u>.

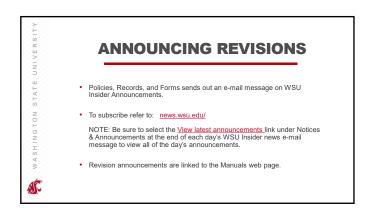
Records Retention and Disposition

Travel charge card documentation includes confidential information, e.g., card numbers, personal information, records of misuse or bad debt. Departments must ensure the protection of confidential records during the retention period and reduce the <u>secords</u> to an illegible condition at destruction. See <u>BPDM 9001</u> and 9005.

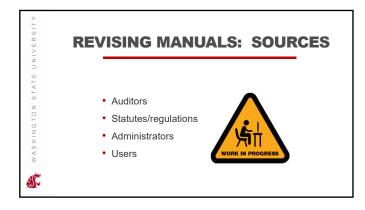
Revisione: January 2021 (Rev. 540); Feb. 2019 (Rev. 520); Apr. 2016 (Rev. 640); Jan. 2013 (Rev. 400); May 2006 (Rev. 278); Dec. 2004 (Rev. 231); Dec. 2002 (Rev. 222); Mar. 2002 (Rev. 2015; May 2000 (Rev. 402); Jan. 1992 (Rev. 88); July 1990 – new policy (Rev. 81).

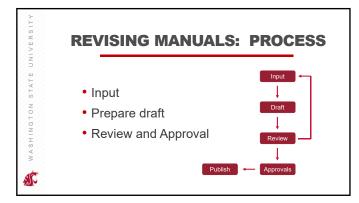


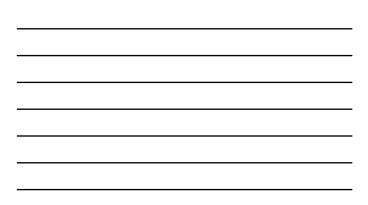




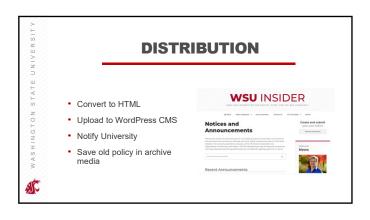
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| 2 | Business Policies and Procedures Manual | | Business Policies and Procedures Manual Revisions | | | | | |
| 2 | Safety Policy and Proce Manual | dures | | for revision memos prior to year 2016.) | | | | |
| 2 | Executive Policy Manual | a l | (Contact PHP | tor revision memos prior to year 2016. | | | | |
| 2 | Board of Regents Polic Manual | r | Show 100 | • entries | Search | | | |
| 2 | Revisions | | | J | | | | |
| 8 | Policy Development and Review | | Revision Date | © Section Title | e Revision Memo | | | |
| 8 | Equity Lens Tool | | 01/17/2023 | WSU Organization | 608 | | | |
| 2 - | Records Retention and | | 01/13/2023 | Travel Rates | 607 | | | |
| 2 | Disposition | | 01/12/2023 | Property inventory; | 606 | | | |
| 8 | Forms | ~ | | Surplus Property | | | | |
| 2 | WAC Rules | ~ | 12/22/2022 | Forms Index | 605 | | | |
| 6 | Centact Us | | 12/20/2022 | Summary of Ethics Law and Policies; Possible Ethics Violations: | 604 | | | |
| 8 - | Policy and Governance | | | Use of Resources to Support a Charity, Charitable Organization, o Personal Use of University Resources | r Charitable Purpose; | | | |
| 2 | | | 12/01/2022 | BPPM Introduction | 603 | | | |
| 2 | | | 11/21/2022 | Property Inventory: Sale or Move of Surplus Equipment | 602 | | | |
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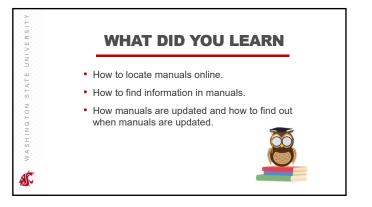














TRAINING OBJECTIVES: RECORDS

• State definition of records.

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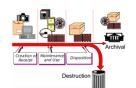
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- How to find out how long to keep records.
- Which records are confidential.
- How to dispose of records.

RECORDS RETENTION: What are we talking about?

- Management of records for the period of time between record creation and record disposition.
- What we do with records and how long we keep them.



WHY DO WE KEEP RECORDS AT WSU

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N

Document our business

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- Meet requirements of laws/regulations
- Record the history of WSU

STATE OF WASHINGTON RECORDS

Any paper, photograph, film, sound recording, map drawing, machine-readable material or other document, regardless of physical form, made or received by the state in connection with the transaction of public business. (RCW 40.14.010)

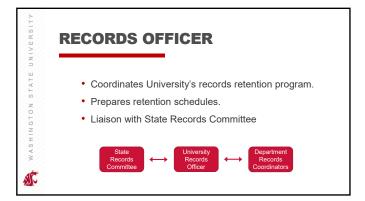
apps.leg.wa.gov/rcw/

LEGAL REQUIREMENT

RCW 40.14 (Preservation and Destruction Of Public Records)



University records are public records. Public records may not be destroyed, microfilmed, or transferred to archives without authorization.





RECORDS COORDINATOR

· Liaison with Records Officer

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- Notifies Records Officer of changes in office records.
- Files and refers to records retention schedules.
- Applies retention standards to records.
- Ensures that department personnel apply retention standards to records held in their files and computers.

WHY NOT JUST KEEP EVERYTHING?

- Must search through it.
- Must track it.

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- Takes up expensive space.
- Causes additional processing in litigation, audit, or public records requests.

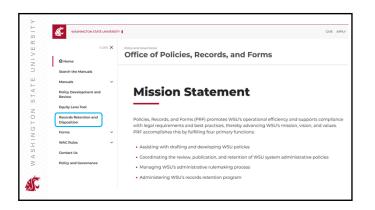








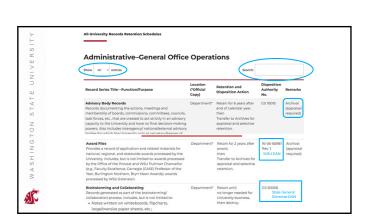


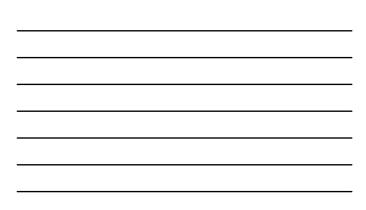






| | | All-University Records Retention Schedule |
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| | CLOSE X | |
| | ▲ Home Search the Manuals Manuals | The AB-University records retarction schedule includes records series that are held by two or more departments/units in the WSU system. The <u>department records retention schedules</u> include records series that are held by only one department/unit in the WSU system. |
| | Policy Development and Review | |
| | Equity Lens Tool Records Retention and Disposition | Accounting/Fiscal Records Administrative_Executive Level Records (Dean and above) |
| | Forms ~ | Administrative-General Office Doerations Information Services Records |
| | WAC Rules V Contact Us | Legal Files Liber-Sendes Records |
| | Policy and Governance | Mail Services Records |
| | | Paysell and Personnel Records Property-Management Records |
| | | Public Affairs and Public Disclosure Records Purchasing Records |
| | | Records Management Files |
| | | Research and Sponsored Projects Records Safety Records |
| 5 | | Security Records |
| 975 - | 0.091 × | Student Records Travel Records |





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| C NEW | PORMS USERS DATABASE Database used to generate number a | series for tracking WSU invoice vouchers. | OPR | | Retain for 6 years after superseded | 05-02-600 Rev. 0 | |
| C REVISED | This detabase includes the WSU Invo | ica (Receivables System) Number Hie. | | | then | | |
| DISCONTO | | | | | Canada . | | |
| C NOV | REVIEW RECORD | | OPM | - | Retain for 6 years after | 05-02-60 | |
| C NOVIZO | Callabase summary of policies and po review and approval. | rocedures manuals revision drafts sent for | | | new section or revision published | Rex.0 | |
| D INALIZE | | | | | then Destroy | | |
| | RULE MAKING (WASHINGTON ADMIT | | OPE | - | Retain for 6 years after | G5 10009 | - |
| NEW NEVISED | Records relating the development of (washington Administrative Code). | University rules and amendments | | | rule superseded/ not proceeded with. | Rev. 1 | |
| D DSCONTO | Includes, but is not limited to: | | | | then Transfer to problem for | | |
| TRANSPER | RCW 54.05.570(2); | versity rule making file in accordance with | | | Transfer to Archives for permanent retention. | | |
| | | oribed in RCW 34.05.370(3) (other than commendations, Int's arency memoranda. | | | | | |
| | etc.; • Ealsted correspondence honorupi | | | | | | |
| | Excludes: | | | | | | |
| | Preliminary drafts covered by Draft Recality Schedule - Admin-General C | ting and Editing (DAN GS 50008; see All-Univ Vitra Bart) | | | | | |
| | Rules development agendas in acc | ordance with RCW 34.05.314 covered by statury! IDAN 65 19004; see All-Univ Recs | 1 | | | | |
| | Reporting to External Agencies (Man Atts Schedule-Admin-General Office | ADMONY) (DAN GO 19004, SHE AD-UNA MICH | | | | | |

STATE REQUIREMENT FOR ELECTRONIC RECORDS

• WAC 434-662-040, effective January 1, 2009

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- Electronic records must be retained in electronic format and remain usable, searchable, retrievable and authentic for the length of the designated retention period.
- Printing and retaining a hard copy is **not** a substitute for the electronic version.

app.leg.wa.gov/wac/

STATE IMAGING STANDARDS

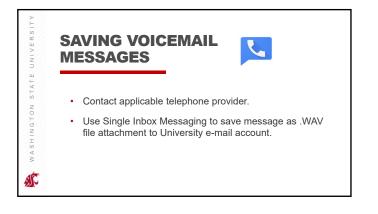
• Must be observed when agency wants to use the image as the record copy and dispose of paper original.



- Not required when agency uses the image as a working copy and retains the paper original for the approved retention period.
- To obtain a copy of or a link to the standards, contact Office of Policies, Records, and Forms. See also <u>BPPM 90.21</u>.

DIGITAL COMMUNICATION E-Mail, Text, TEAMS, Voicemail, and Social Media Most e-mail, text, TEAMS, voicemail, and social media messages are transitory communications. Some of these messages are evidence of official policies, actions, decisions, or transactions, which are public records that require retention. See <u>BPPM 90.03</u>.





MANAGE YOUR E-MAIL



- · Don't let thousands of e-mail messages clutter your e-mail account.
- · Delete immediately if you don't need it.

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- · Have a timetable for reviewing e-mail.
- Store e-mails with longer-term retentions in special folders in Outlook or elsewhere (e.g., your computer, a shared drive).

ZOOM MEETINGS RETENTION

Zoom meetings may be recorded by the presenter or meeting organizer.



WASHINGTON STATE UNIVERSIT **IMPORTANT TO REMEMBER!** E-mail, text, TEAMS, social media, and voicemail messages created to conduct University business are public records . . . **EVEN IF**

... the messages are sent from or received on personal devices, e.g., cell phones, tablets, laptops.



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Washington state AUGUST 27, 2015

Court: Texts on public employee's cellphone public records

BY MARTHA BELLISLE Associated Press SEATTLE – The Washington Supreme C Thursday unanimously ruled that a publiemployee's work-related text messages and received on a private cellphone are precords.

ame in a case filed by Pierce eriff's detective Glenda Nissen, who for Prosecutor Mark Lindquist's call cords. Nissen had sued the county ndquist banned her from his office

ent. The requests included texts th and received on his private cellpho

DETERMINING RETENTION

Functional needs of officeFiscal and audit requirements



- Legal requirements.
- Historical and archival requirement..

SCHEDULE A RECORD

- Check the All-University Schedule.
- Check any unique departmental schedule.
- Complete a <u>Retention Schedule Review</u> form (in <u>BPPM</u> <u>90.01</u>) and route to PRF.
- · Policies, Records, and Forms prepares a draft.
- Approvals by department, records officer, State Records Committee.

RETENTION SCHEDULE SUPERSEDED

- Litigation holds
- Public records requests
- Audits

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| | Powered by @ Click ability |
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| Elick to Print | SAVE THIS EMAIL THIS Close |
| Andersen guilty Once grand accounting firm now far probation, \$500,000 fine and possibly its own end. Inter 15, 2002; +43 PH EDT By Luss Betran, Betra Gener and Alice Martin | ces five years |
| NEW YORK (CNN/Money) - A jury Saturday found Arthur An of obstructing justice, all but sealing the fate of the once mig accounting firm. | |
| After a six-week trial and 10 days of deliberations, jurors convicte for obstructing jusice when it destroyed Ernon Corp. documents notice of a federal investigation. Anderson had daimed that the d were destroyed as part of its housekeeping duties and not as a r Enron documents away from the regulators. | while on locuments |
| Andersen now faces up to 5 years probation plus a \$500,000 fine. | |
| The 12-member jury reconvened at the Houston court house at 1 shortly threafter declared that they had a verdict. Judge Melinda the decision at 10.25 a.m. ET. Later, when the jurors were polled individually said "guilty." | Harmon read |
| Government lawyer Andrew Weissmann said the case sends a s you expect the police, don't destroy evidence," he said. "For And police was the [Securities and Exchange Commission]." | |

STORAGE OF INACTIVE RECORDS

- State records must be kept in a state facility
- Store inactive electronic records offline, (e.g., tape, external hard drive, dedicated storage server)
- Store confidential records in a secure location
- WSU Pullman: Facilities Services, Capital at 509-335-5571



RECORDS DISPOSAL

- Send to Manuscripts, Archives, and Special Collections (MASC)
 - See <u>BPPM 90.02</u> for more information regarding archival records.
- Recycle

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• Make illegible if confidential

WHICH RECORDS ARE CONFIDENTIAL?

All records which are exempt from public disclosure in accordance with state law. (RCW 42.56)

- BPPM <u>90.05</u> Release of Public Records
- BPPM <u>90.06</u> Release of Student Education Records
- BPPM <u>90.07</u> Release of Personnel Records



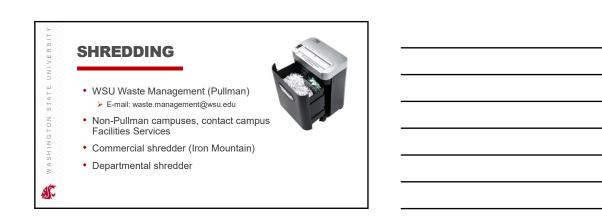
DISPOSAL OF CONFIDENTIAL RECORDS

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Records must be reduced to an illegible condition.

(WAC 434-640-020)



DESTRUCTION OF ELECTRONIC RECORDS

- Hard Drives
- CDs and DVDs
- Tapes

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- See "Specific Item or Transaction Requirements" in <u>BPPM</u> <u>20.76</u> for more information regarding destruction of digital media.

WHAT DID YOU LEARN?

- State definition of records
- How to read a records retention schedule
- How to schedule a record • What to do with old records



- · How to determine if a record is confidential
- · How to dispose of records



sos.wa.gov/archives/ (Click on Records Management > State Agencies)