

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: ELECTRONIC INFORMATION

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys (see *Documenting Records Destruction*, page 13). An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, the retention period for the other agency/office's copy will be highlighted in these schedules.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

ELECTRONIC INFORMATION - INCLUSIVE

Approved by the Washington State Local Records Committee - July, 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: ELECTRONIC INFORMATION - GENERAL

DATA AND INPUT DOCUMENTATION	
DATABASE AND SPREADSHEET DATA FINDING AIDS AND INDEXES (USER WORKING COPY) INPUT DOCUMENTS WORD PROCESSING FILES	<p>Primary record copies of completed drafts and documents should be filed with the appropriate records series and retained in hard copy or electronic form according to the minimum retention periods approved by the Local Records Committee for those records series.</p> <p>User and other secondary copies should be retained until obsolete or superseded. The appropriate Disposition Authority Number (DAN) should be referenced when documenting the disposal of public record information regardless of the medium or format in which they are stored.</p>
ELECTRONIC MAIL	
<p>Electronic mail (E-mail) is primarily a communication system. Individual E-mail messages may be public records with legally mandated retention requirements, or may be information with no retention value. E-mail messages are public records when they are created or received in the transaction of public business and retained as evidence of official policies, actions, decisions, or transactions. Such messages must be identified, filed, and retained just like records in other formats.</p> <p>Currently few E-mail systems are designed to categorize and retain information. E-mail messages with public record content should be retained in E-mail format only as long as they are being worked on or distributed. Upon completion, E-mail messages containing public record information should be printed out or transferred to an electronic document management system, filed with the appropriate record series, and retained for the minimum retention period assigned by the Local Government General Records Retention Schedule or a records retention schedule approved specifically for the agency by the Local Records Committee.</p>	
E-mail messages which are usually public records and must meet records retention requirements before being destroyed: <ol style="list-style-type: none"> 1. Policy and Procedure Directives 2. Correspondence or memoranda related to official public business 3. Agendas and minutes of meetings 4. Documents relating to legal or audit issues 5. Messages which document agency actions, decisions, operations and responsibilities 6. Documents that initiate, authorize or complete a business transaction 7. Drafts of documents that are circulated for comment or approval 8. Final reports or recommendations 9. Appointment calendars 10. E-mail distribution lists 11. Routine information requests 12. Other messages sent or received that relate to the transaction of local government business 	E-mail Messages Which Are Usually Administrative Materials with No Retention Value: <ol style="list-style-type: none"> 1. Information-only copies, or extracts of documents distributed for reference or convenience, such as announcements or bulletins 2. Phone message slips that do not contain information that may constitute a public record 3. Copies of published materials 4. Informational copies 5. Preliminary drafts 6. Routing slips 7. Transmittals (Letters/memos) <p><i>See e-mail guidelines in the records management section of this manual.</i></p>