

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
PUBLIC RECORDS RETENTION & DESTRUCTION POLICY**

(1) PURPOSE

This policy is established with the purpose of meeting Chelan Douglas Regional Port Authority's legal requirements, reducing costs associated with office space, and increasing efficiency, while ensuring that public records of permanent or archival value are preserved and obsolete records destroyed. In compliance with Chapter 40.14 RCW and Title 434 WAC, as each exist now or are hereafter amended, this policy provides for the systematic review, retention and destruction or disposition of records created, received, owned and/or used by the Port Authority in connection with the transaction of organization business ("public records"). This policy covers all public records, regardless of physical form, and contains guidelines for how long public records should be kept and how public records should be destroyed.

(2) RECORD RETENTION

The Port Authority shall retain, store, and dispose of all public records as required by the Local Government Common Record Retention Schedules and Local Government Record Retention Schedules for Port Districts, promulgated by the Washington State Secretary of State Archives Division, as each Schedule exists or is hereafter amended ("Retention Schedules"). The Port Authority shall also retain any record scheduled for destruction pursuant to the Retention Schedules that is the subject of a pending request for public records or litigation until the request of litigation has been completed.

(3) ELECTRONIC RECORDS

- (a) Electronic records will be retained using the same Retention Schedules as if they were paper documents. Therefore, any electronic files or records that fall into one of the record types set forth on the applicable Retention Schedule shall be maintained for the appropriate amount of time as set forth in the Retention Schedule.
- (b) Electronic records shall be retained and stored in an electronic format in order to remain usable, searchable, retrievable and authentic for the length of time of the designated retentions period.

(4) RECORD STORAGE

The Port Authority's public records, both paper and electronic, shall be stored in a safe, secure and accessible manner. To the extent possible, records will be backed up daily.

(5) RECORD DISPOSITION

- (a) The Port Authority shall cause any public record that is authorized for destruction by the Retention Schedules and no longer needed by the Port Authority to be destroyed in compliance with Chapter 40.14 RCW and Chapter 434-640, as each currently exist or are hereafter amended. The Port Authority shall have discretion to determine the method of disposal or destruction based upon the type of record and the sensitivity or confidentiality of such record.
- (b) The Port Authority shall protect records exempt from disclosure pursuant to Chapter 42.56 RCW, as existing or hereafter amended, or which are otherwise considered confidential, from unauthorized access during any disposal process. The Port Authority shall reduce any such records to illegible condition.
- (c) The Port Authority may cause public records eligible for destruction to be recycled in compliance with WAC 434-640-030 as existing or hereafter amended.
- (d) Public records with archival or other “permanent” or “lifetime” retention requirements shall not be destroyed, and will be transferred to the Public Records Officer for further disposition, including transfer to the state archives or other acceptable storage mechanism.
- (e) Records that are relevant to a pending public record request, litigation, or potential litigation (i.e., a dispute that could result in litigation), must be preserved until the records are no longer needed. This exception supersedes any previously or subsequently established Retention Schedule for the applicable records.
- (f) The Port Authority shall, to the extent reasonably possible, document the destruction of the public records with a retention period greater than six years. Any such destruction log shall include the following information: disposition authority; title or name of record series; date range of records being destroyed; type and quantity of records or media (i.e., 1,200 emails, one 375 page report, etc); and the signature of the person creating the log.

Adopted by the Chelan Douglas Regional Port Authority on August 20, 2019.