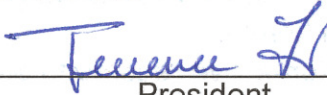


## BBCC ADMINISTRATIVE PROCESS

<b>TITLE: Records Management</b>	PAGE: <b>1 OF 1</b>	NUMBER : <b>8060</b>	REVIEWED: REVISED: <b>Rev</b>
<b>ORIGINATING DEPARTMENT:</b> Purchasing	EFFECTIVE DATE: <b>1/27/16</b>	SUPERSEDES NO. DATE: <b>10/14/14</b>	
<b>DATE CABINET APPROVAL:</b> Technical Correction 6/15/16	APPROVED BY:   _____ President		

**Objectives:**

Big Bend Community College (BBCC) recognizes the need for orderly management and retrieval of all official public records and a documented records retention and destruction schedule. The purpose of this program is to establish standardized procedures according to the provision of the Preservation and Destruction of Public Records (RCW 40.14) and all other state and federal statutes and regulations which govern records keeping practices. These practices include the systematic identification and disposal of obsolete records for the minimum periods stated in the Washington General Records Retention Schedules, which are located at <http://www.secstate.wa.gov/archives>; transfer of historically valuable records to the Division of Archives; removal of non-current or inactive records from active office storage; protection and security of records essential to the college's authority and operation; disaster preparedness; insurance of records systems integrity and accessibility; and effective compliance with public disclosure requirements.

**Location:**

BBCC's records storage is located in the basement of Building 1500.

**Responsibility:**

College offices and departments are responsible for securely maintaining records for the designated retention period indicated on the retention schedule. The department's responsibility includes ensuring the physical safety of the records, as well as ensuring that confidential records are protected from inappropriate or illegal access and/or release.

College records are public records and may be destroyed, microfilmed, or permanently removed only in accordance with establish guidelines. No employee has, by virtue of his/her position, any personal or property right to public records even though she/he may have helped develop or simplify them. The unauthorized destruction, removal, or use of college records is a violation of RCW 40.14 and a criminal offense.