

Big Bend Community College maintains records in accordance with RCW 40.14 - Preservation and Destruction of Public Records. The college Records Retention Officer, appointed by the president as required by state law, is responsible for the development and maintenance of the college's Records Management Program, and serves as the contact between the college and the SBCTC Records Officer. Records Coordinators are responsible for implementing the Records Management Program at the department, division, and office level.

All offices, departments, and divisions of the college will work with the college Records Retention Officer to ensure that:

- Only active records are stored in valuable office space
- Inactive records are regularly shifted to storage
- Historically valuable records are transferred to the Division of Archives
- Records are destroyed at the end of the retention period specified on the retention schedule
- Records essential to college authority and operations are adequately protected from damage or loss
- The college will be prepared to recover or replace records damaged by fire, flood, or other disaster
- All information systems, including hard copy, microfilm, electronic messaging, and other forms of communication that are considered public records, shall be preserved and accessible for the duration of the established retention period
- Records will be made accessible for public inspection and their security will be maintained according to the provisions of the Public Disclosure Act