

Policy Name: Scan and Toss
Section: 3000 Operational: 3100 Administrative
Policy Number: 0000

Purpose: To reduce the cost of records retention and physical storage requirements.

Reference: None applicable

Definitions:

Archival Records: Designated by Washington State Archives to have long term value for public research. Examples: Commissioner meeting minutes, audit findings, audit report, final budgets, levy and bond planning, etc.

Non-Archival Records: Records that do not have to be transferred to Washington State Archives once they meet retention. Examples: invoices, contracts, budget worksheets, payroll records, etc.

Policy:

In general, the District is eligible to destroy some paper records early that have been scanned into electronic records. The Executive Director may at his/her discretion determine that some records should still be maintained in paper format in addition to electronic format.

Paper records that are scanned and then destroyed must meet the following requirements:

1. They are designated non-archival by Washington State Archives in a record retention schedule which is current and approved by the Local Records Committee in accordance with RCW 40.14.070.
2. They meet the basic requirement of Image Density per Chapter 434-663 WAC to ensure complete and accurate copies.
3. Images must be stored, maintained, and accessible for the entire length of the required retention period.
4. The District will retain legal custody of the imaged records.
5. Imaged records must be protected against alteration and/or deletion, damage, or loss throughout the entire retention period.
6. The District must address technology issues and potential changes to technology to ensure documents can be accessed for the entire retention period.
7. The District must document the destruction of both paper and scanned records.
8. All other legal requirements will be followed regarding documentation and retention timelines.

Records must not be destroyed when required for:

- a. Existing public records requests in accordance with chapter RCW 42.56; or,
- b. Ongoing or reasonably anticipated litigation; or,
- c. Other legal requirements, federal statutes, grant agreements, etc.; or,
- d. Archival transfer.

The District Executive Director or their designee will ensure that staff destroying or tossing documents have the proper training and resources to assure they adhere to this policy and Washington State law. (Employees, see Scan and Toss Procedures.)