# 600.200 RECORDS MANAGEMENT POLICY

In compliance with [RCW 40.14](https://apps.leg.wa.gov/RCW/default.aspx?Cite=40.14), the college maintains public records. This system provides for the systematic identification and disposal of obsolete records; transfer of historically valuable records to the department of archives; removal of non-current records from active storage, protection and backup of records essential to the college’s authority and operation; disaster preparedness; insurance of record systems integrity and accessibility; and effective compliance with public disclosure requirements. The board delegates to the president or designee the responsibility to appoint a public records officer who shall administer the process of coordinating the retention of public records in compliance with state law and college regulations.

Adopted by the board of trustees: 5/10/00

Last reviewed: 7/26/22

Policy contact: Administrative Services

Related policies and procedures

1600.200 [Records Management Procedure](https://www.wvc.edu/humanresources/policies-procedures/600-administrative-services/600.200-records-management.html)