

RESOLUTION NO. 2015-14

A RESOLUTION OF THE PORT OF CHELAN COUNTY ADOPTING A PUBLIC RECORDS RETENTION AND DESTRUCTION POLICY, REPEALING PRIOR INCONSISTENT RESOLUTIONS; AND SETTING AN EFFECTIVE DATE.

WHEREAS, Chapter 40.14 RCW and Title 343 WAC set forth certain processes and procedures for review, retention, and destruction or disposition of public records; and

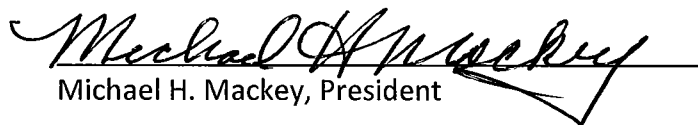
WHEREAS, the Port of Chelan ("Port") does not have written policies specifically governing the process and procedures to retain and destroy or dispose of the Port's public records; and

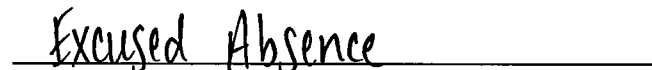
WHEREAS, the Board of Commissioners ("Board") have reviewed the procedures set forth in this Resolution and now desire to adopt the record retention and destruction or disposal procedures set forth herein.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Port of Chelan County:

1. The Board of Commissioners hereby adopts the Public Record Retention & Destruction Policy attached to this Resolution as Exhibit "A" and incorporated herein by this reference as if set forth in full.
2. Any prior inconsistent Resolutions or policies regarding the retention and/or destruction of public records, if any, are hereby repealed.
3. This Resolution shall be effective upon passage by the Board.

ADOPTED by the Commission of the Port of Chelan County at a regular meeting thereof held on the 17th day of December, 2015.


Michael H. Mackey, President


Ron Johnston-Rodriguez, Vice President

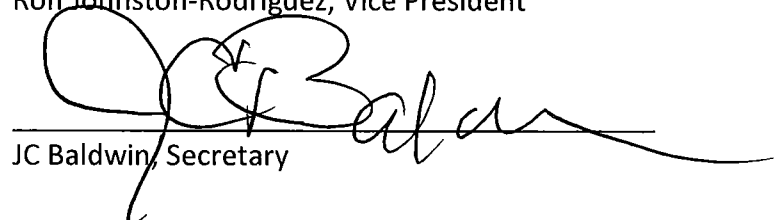

JC Baldwin, Secretary

EXHIBIT "A"

PUBLIC RECORDS RETENTION & DESTRUCTION POLICY

Section 1. Purpose

This policy is established with the purpose of meeting the Port'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 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.

Section 2. Record Retention

The Port 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 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 or litigation has been completed.

Section 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 the designated retentions period.

Section 4. Record Storage

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

Section 5. Record Disposition

A. The Port shall cause any public record that is authorized for destruction by the Retention Schedules and no longer needed by the Port to be destroyed in compliance with Chapter 40.14 RCW and Chapter 434-640, as each currently exist or are hereafter amended. The Port 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 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 shall reduce any such records to an illegible condition.

C. The Port 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 shall, to the extent reasonably possible, document the destruction of 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.