

Records Policy



Policy Number: 100-015-005

Effective Date: 03/01/2025

Policy Sponsor: Information Systems

Title: Administration

Review Date: Biennial

Background Information/Purpose:

Being a public agency, the District has the responsibility to be transparent and consistent in the management of all records.

It is the intent of the District to manage records according to the provisions of the Preservation and Destruction of Public Records ([RCW 40.14](#)), the Public Records Act ([RCW 42.56](#)), and any other applicable regulations which govern District record keeping.

Definitions:

Active Records - Records that are less than two years old.

Essential Records - Records necessary for the continuity of government operations during or following a disaster and which support one or more of the following:

- a) Documents that express the District's legal authorities, rights, responsibilities, and financial status.
- b) Documents that express the rights and obligations of the District's employees and the
- c) citizens it serves.

Non-Current Records - Records over two years old and have a less active reference life than current records but are not at the point of being obsolete and ready for destruction.

Public Disclosure - The requirement that the District provide community access to the records it maintains, and to protect them from loss or damage. Provisions of this requirement are found in the Public Records Act. (RCW Title 42.56).

Public Records - Any information, regardless of physical form or characteristics (for example, e-mail, video tape, or a photograph), that has been created by or received by the District in connection with the transaction of public business.

Records Center - The areas in District facilities designated for the storage of non-current records and records awaiting destruction or transmittal to the Regional Branch of the Washington State Archives.

Records Classification and Retention Schedule - The Core and Utility Services Records Retention Schedule encompasses all applicable Washington State and Federal Records Retention laws which give a District the authority for the disposition of records.

Records Series - Any group of records accomplishing a particular function that is used as a unit, may be filed as a unit and can be disposed of as a unit. Each listing in a record retention schedule is a separate record series.

Social Media - Third-party hosted online technologies that facilitate social interactions and dialogue. *Social media* include a variety of internet-based communication tools, such as, but not limited to: Twitter, Facebook, Linked-In, YouTube, Flickr, Instagram, and blogs etc.

Scan & Toss - Paper based records that have been imaged or scanned according to the requirements and standards set forth by [Washington State Archives](#) and WAC Chapter [434-662](#) and WAC [434-663](#).

Policy Statements:

The District will establish, maintain, and review all documents referenced in the “Related References, Policies, Procedures, Forms and Appendices” section.

The District’s records are diverse, complex and stored in multiple locations, computer systems and databases, therefore, it is unduly burdensome to maintain a central index of records. The District will make available for public disclosure all indices which may at a future time be developed for District use. The retention schedules for District records will be in accordance with the applicable Washington State Archives retention schedules and 18 CFR 125.3 - Schedule of records and periods of retention. The District will conduct records management education and training as needed to ensure compliance with applicable laws and policies.

The District Records Retention Specialist shall serve as the Public Records Officer of the Lewis County Public Utility District. The District Records Retention Specialist may appoint a designee to fulfill the responsibilities of the Public Records Officer.

The District will administer a “Scan & Toss” program in accordance with RCW 40.14 and Chapter 434-663 WAC

Pursuant to RCW 42.56.120(2)(b), the District finds that it is unduly burdensome to calculate the actual costs to provide records due to insufficient resources to conduct a comprehensive study to determine actual costs and the interruption of essential District business that would result from conducting such a comprehensive study.

- The District reserves the right to charge fees to the requestor in accordance with the amounts provided in RCW 42.56.120, as provided below, and as amended by the Legislature.
- The District may also use any other method authorized by the Public Records Act for imposing charges for public records including, but not limited to, charging a flat fee, charging a customized service charge, or charging based on a contract, memorandum of understanding, or other agreement with a requestor. No fee shall be charged for the inspection of public records or locating public documents and making them available for copying, with the exception of the customized service charge allowed in RCW 42.56.120.

- The District may waive charges assessed for records when the Public Records Officer determines collecting a fee is not cost effective.

Applicable Legislation and Regulations:

In accordance with RCW [40.14](#), [40.16](#), [42.56](#) and [42.17A](#), violations of any portion of this policy may result in disciplinary action. If appropriate, the District will advise appropriate governmental officials of violations.

Related References, Policies, Procedures, Forms and Appendices:

[Records Retention Schedule](#)

[Records Destruction Log Record Log](#)

Records Procedure Manual

Approval:

David Plotz, General Manager

Date

Version History

Version	Approval Date	Effective Date	Resolution No.	Change Notes
100-015	11/22/2016	01/01/2017	2754	Approval of Policy
100-015-001	10/1/2019	10/1/2019	By motion	Revisions to include social media
100-015-002	03/17/2020	04/01/2020	2875	Add Scan and Toss language and Public Records Officer language
100-015-003	03/15/2022	03/18/2022	2949	Removed reference to records committee, updated language and RCW reference and added WAC.
100-015-004	05/24/2024	06/01/2024	3017	Reaffirm policy
100-015-005	02/18/2025	03/01/2025	3044	Revisions to Policy Statement to include Index of Records language