

	<b>COLUMBIA IRRIGATION DISTRICT</b> <b>Policy 3.0</b> "Records Management"			APPROVED: <u>Jerry Sleater</u> President Board of Directors		
	Effective Date: <b>7 April 2014</b> Revision: <b>No. 0</b>			DATE: <u>7 April 2014</u>		
<i>Revised</i>	<i>Revised</i>	<i>Revised</i>	<i>Revised</i>	<i>Revised</i>	<i>Revised</i>	
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**A. Purpose**

1. To ensure that the District records are managed coherently and in accordance with statute.

**B. Policy**

1. The records and files of the District will be maintained in accordance with the current revisions of the applicable records retention schedules published by the Washington State Archives, which should be consulted and followed regarding the disposition of public records. Department heads will be responsible for the oversight of the documents retained by their departments, for granting access to the files as appropriate to employees, and for ensuring a Public Record Destruction Log is completed with proper authorization prior to record destruction. The Public Records Officer shall assist with verification of compliance with retention schedules and retain the Public Records Destruction Log.

**C. References:**

1. Washington State Archives, Local Government Common Records Retention Schedule (CORE)
2. Washington State Archives, Public Utilities Records Retention Schedule