

RECORDS MANAGEMENT PROGRAM

The following policy provides for the time and orderly retention and disposition of public records.

1. **Public Records Coordinator:** The Executive Assistant to the Superintendent will serve as the Public Records Coordinator for the Washington School for the Deaf and will be responsible for the following:
 - a. Coordinate the agency's Record Management Program including records inventory, transfer and disposition activities
 - b. Serve as liaison with the Division of Archives and Records Management.
 - c. Recommend retention and disposition of the records series.
 - d. Forward appropriate forms to the Division of Archives and Records Management
 - e. This position is responsible for responding to public records requests.

GENERAL INFORMATION:

The Records Retention Schedule is the official authorization for the timely disposition of agency records. Disposition may be by transfer of records to the Record Center, destruction, microfilming or other method as identified on the form.

As general rule, records will be retained locally rather than being sent to the Archives for storage.

Legal Reference: RCW 40.14

Adoption Date: 02/12/04