



## Records Management Policy

Governance Section: Operations

Revision Date: 3/27/2025

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### Purpose

To adopt by reference the records management standards established by the State of Washington and to clarify ownership of records contained in the Pool's Risk Management Information System (RMIS).

### Authority

1. RCW 40.14.070 – Preservation and destruction of public records
2. RCW 40.14.050 – Records committee retention schedules
3. RCW 42.56 – Public Records Act
4. WAC Chapter 44-14 – Public Records Act, Model Rules

### Retention and Disposition of Records

The Pool does not adopt the "Local Government Common Records Retention Schedule" promulgated by the office of the Secretary of State pursuant to Revised Code of Washington (RCW) 40.14.070 and the "Department of Enterprise Services Records Retention Schedule" by the Department of Enterprise Services pursuant to RCW 40.14.050, but will refer to these retention schedules to assist with setting Pool retention schedules, and deviate from these schedules when necessary. Public records may not be destroyed pursuant to a retention schedule if actual or anticipated litigation is pending or if a public records request is pending.

### Public Records Requests

1. The Pool hereby adopts the procedures for responding to a public record request established by RCW 42.56 as presently written and as it may be hereafter amended. The Executive Director shall memorialize these procedures, keep these procedures up to date, and post on the Pool's website.
2. The Pool will charge fees to copy and provide public records permitted by RCW 42.56.120. These fees will be posted on the Pool's public website.

### Ownership of Records in Origami

1. Some information contained in the Pool's RMIS, is jointly owned and retained by WSTIP and the Member.
2. When a Member receives a request for records contained in RMIS, it shall provide third party notice to WSTIP if it plans to disclose information so WSTIP can seek an injunction if necessary.
3. If the Member receives a Public Records Request for records in the Pool's RMIS, the records which the Member has access to are responsive records the Member should disclose with appropriate exemptions as they apply.
4. The Member and WSTIP will collaborate when either receives a public record request to help ensure consistency of response, but ultimately it will be the agency that received the request that decides how to respond.

### Amendment

The Executive Committee may amend this policy.

### Policy History

Part of this Policy was originally adopted in Resolution 1-99 passed February 18, 1999.



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Resolution 1-99 was repealed and Records Retention Policy passed August 27, 2009.  
Records Retention Policy was changed to Records Management Policy and passed December 6, 2018.  
Records Management Policy was edited and passed on May 26, 2022. Revised March 2024. Revised March 2025 to clarify 1 and added 3.

Passed by the Executive Committee on March 27, 2025.

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*Joseph Macdonald*

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Joseph Macdonald, President

Attest:

Signed by:

*Miranda Nash*

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Approved as to form:

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