
Records Management Program

202.1 PURPOSE

The purpose of this program is to establish policy and standard procedures for managing records according to the provisions of the Public Records Act (RCW 40.14) and all the other state and federal statutes and regulations which govern agency records keeping practices, including the systematic identification and disposal of obsolete records; transfer of historically valuable records to the Washington State Archives system; removal of non-current records from active office storage; protection and security backup of records essential to agency authority and operation; disaster preparedness; insurance of records systems integrity and accessibility; and effective compliance with public disclosure.

202.2 POLICY

The Vancouver Police Department will work with the agency Records Officer to ensure that:

- Records essential to agency authority and operations are adequately protected from damage or loss.
- Historically valuable records are preserved and transferred to the Washington State Archives.
- Records are purged at the end of the retention period specified by the applicable retention schedule.
- Records are accessible for public inspection and their security is maintained according to the provisions of the Public Disclosure Act (RCW 42.17).

202.3 DEPARTMENT RESPONSIBILITIES

The Department's primary responsibility is to implement a Records Management Program to ensure:

- Compliance with the Records Management Program policy, procedures and practices.
- Compliance with all applicable Washington State Archives Records Retention Schedules.

202.4 RECORDS OFFICER RESPONSIBILITIES

The Records Officer or designee coordinates the agency-wide records management program.

The Professional Standards Unit Lieutenant will be the Department's designated Records Officer, and shall:

- Protect public records integrity and access during information systems planning and design.
- Dispose of records that have reached the end of the approval retention period.
- Dispose of records that have reached the end of their retention period.
- Transfer historically valuable records to the Washington State Archives.

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- Represent the interests of the Department in its dealings with the Washington State Archives.
- Educate and advise the Department on records management procedures and practices.
- Implement public disclosure procedures and practices.

202.5 DISPOSTION OF RECORDS

Once a record meets the purging requirements, it is first to be reviewed by the Vancouver City Attorney to determine if the record must be retained for any pending or anticipated litigation. After the record has been reviewed and a determination made on its relevance, final disposition of purging or achiving the record must follow the processing procedures outlined in the applicable retention schedule.