

## Records Management Forms - Instructions for Departments

### FORMS:

RECORDS MANAGEMENT REQUEST FORM

NEW RECORDS INVENTORY FORM

RECORDS DESTRUCTION NOTIFICATION and CERTIFICATION FORM

Email all records management inquiries and requests, including destruction requests and requests for State Archives appraisal, to the City Clerk's email distribution list found in the Global address book under **Clerks - City of Spokane** ([clerks@spokanecity.org](mailto:clerks@spokanecity.org)) with the subject line reading "**Records Management Request**".

### **Records Management Request Form**

The City contracts with Northwest Vital Records (NWVR) for offsite storage and retrieval services. The Records Management Request Form is used to (1) request existing boxes or files be retrieved from offsite and delivered to the requesting department, (2) to request pick up and return of boxes or files that have been brought back onsite and need to be returned to offsite storage, and (3) to have NWVR pick up new boxes of documents being sent offsite. Email completed forms to the City Clerk's Office, leaving the document in Word format.

Delivery Requests sent to the City Clerk's Office by 8:30 a.m. each morning are sent to NWVR by 9:00 a.m. that same day. Delivery Requests received after 8:30 a.m. will be scheduled for the following day. Requests for delivery are nearly always delivered the same day as the request. If you do not receive your box or file that day please notify the Offsite Storage Records Coordinator by emailing **Clerks - City of Spokane** ([clerks@spokanecity.org](mailto:clerks@spokanecity.org)).

New boxes and returns are picked up by NWVR on **Wednesdays only**. The deadline for pickup requests is 8:30 a.m. Wednesday. Pick up requests received after 8:30 a.m. on Wednesday will be scheduled for the following Wednesday.

### **New Boxes:**

A completed New Records Inventory Form must accompany requests for new boxes to be sent offsite.

- Contact the City Clerk's Office for available box numbers (if necessary).
- Once the form has been completed:
  - send the original signed document via interoffice mail and
  - send the Word version, filling in the department head approval and date the document was signed, along with the completed Records Management Request form. The purpose of this is for efficiency in processing and for City Clerk's staff enter data from the form into the City Clerk's offsite records database.
- A more detailed inventory list of the box contents may be attached to the email and should be in either Word, Excel or and editable PDF format.
- It is acceptable to have different types of documents in a box, though the documents should have the same retention period and/or destruction date so all documents can be disposed of at the same time.

### **Destruction:**

- Order boxes in from offsite if needed.
- Fill out a destruction form.
- Have your department head sign and date the completed form.
- Send either the original via interoffice mail or in PDF via email to the City Clerk's Office.
- The City Clerk's Office will review and initial authorizing approval of destruction and return the form to the department.

- The department will destroy the documents, sign and date the Destruction Confirmation line, indicate the method of destruction (reference Section 6.9.3 of the policy) and return the form to the City Clerk's office for final signature.
  - If the boxes are stored at NWVR and you are certain you don't need to bring the box in to review the contents you may request City Clerk's Office to have NWVR destroy the boxes at their facility.

**Filling in the New Records Inventory and Records Destruction Notification and Certification forms:**

Enter the Department information.

Consult the Washington State Archives website to determine the Disposition Authority Number (DAN):

The records retention schedules can be found at the links below. The PDFs and Word versions of the schedules are searchable. Choose the DAN that best fits the documents. Contact the City Clerk's Office if you have difficulty determining the DAN from the records retention schedules.

Local Government Common Records Retention Schedule (CORE) (Most types of documents will be found on this schedule.)

<http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx>

Local Government Records Retention Schedules – Alphabetical List (These schedules are more specific and pertain to documents that may not be included in CORE)

<https://www.sos.wa.gov/archives/RecordsManagement/Managing-City-Records.aspx>

**Columns on the forms:**

- **Box Number:** enter the number of the existing box or
  - to receive a box number for documents that have never been sent offsite and are ready for destruction contact the Clerk's Office
  - large batches of documents being destroyed onsite at the same time may all be lumped under one box number no matter how many actual boxes the documents would have filled
- **Record Series (Title/Contents):** enter the title (first line in the Description of Records in the records retention schedule) and add a brief description of the records including the year of the records
- **Retention and Disposition Action:** listed in the records retention schedules in the column of the same name
- **Scheduled Destruction:** Calculate the destruction date by adding year of the document, plus the number of retention years, plus one. The destruction date would be January 1 of that year. For example, a 2014 document with a retention date of 6 years would be eligible for destruction on January 1, 2021 (2014 + 6 +1 = 2021).
  - If the records are considered archival, noted under "Designation" in the records retention schedule and identified as "Transfer to Washington State Archives for appraisal and selective retention" under "Retention and Disposition Action", put Archival in the scheduled destruction. It would also be helpful to note the date the documents will meet their retention so that the records can be reviewed in a timely manner.
- **DAN (Disposition Authority Number):** Listed in the records retention schedules.

**Transferring Archival Records to State Archives:**

Records considered archival need to be appraised by Washington State Archives. Once the records have met their retention email the City Clerk's Office letting them know you have records that are in need of appraisal. The City Clerk's Office will coordinate a time with State Archives and the Department for the appraisal. Archives may not take all of the records and instead may authorize destruction. If so, the department will prepare a destruction form noting "Appraised and rejected by WA State Archives on (date) and approved for destruction" in the Scheduled Destruction box and proceed with the normal destruction process.

Public Records Management Program Policy – Attachment D  
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