

Chapter 90 Records Management

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90.010. Purpose

The records management program shall provide for the orderly and efficient management, retention, preservation and disposal of records in accordance with this chapter, and state and federal law.

(Res. 05-04 am, 5/20/05)

90.020. Definitions

“*Confidential records*” include personnel files, minutes and notes of duly authorized executive sessions of the board and its committees, members’ financial records of a sensitive nature, employee health records, member health records, member-designated unlisted phone numbers, and records pertaining to litigation and negotiations. (Res. 05-04 am, 5/20/05, Res. 07-15, 11/14/07)

“*Community records*” means those records of Shelter Bay Community, Inc. generated or received during the conduct of official business of the community, its administration, board, staff, and committee functions. (Res. 05-04 am, 5/20/05)

“*Records*” means any method of storing information, including but not limited to spoken word, handwriting, typewriting, printing, photocopying, photographing, computer generating or any other form of communications or reproduction, upon any medium, including but not limited to paper, discs or tape, film or prints or other media developed or received under law or in connection with the transaction of community business and preserved or appropriate for preservation as evidence of the community functions, policies, decisions, procedures, operations or activities of the community or because of their informational value. Unless specified in a retention schedule, the term “records” does not include:

1. Reference files,
2. Working files,
3. Library material developed or acquired solely for reference such as publications and processed documents (multi copies for membership distribution)
4. Records disposable upon the occurrence of an event,
5. Transitory files

(Res. 05-04 am, 5/20/05)

“*Records disposable on occurrence of an event*” means records which become of no further use to the community upon the occurrence of a certain event, such as completion of a job, audit, project, contract or the like. (Res. 05-04 am, 5/20/05)

“*Reference files*” means copies of notes, feeder notes and similar working papers accumulated in preparation of a communication, study or other writing or record. (Res. 05-04 am, 5/20/05)

“*Transitory files*” means transmittal letters, suspense copies when a reply has been received, and routine requests for information and publications. (Res. 05-04 am, 5/20/05)

“*Records management officer*” shall be the board secretary unless the secretary designates a community employee to perform this duty. (Res. 05-04 am, 5/20/05)

90.030. Records program administration

As defined in the By-laws, the board secretary, as custodian of all community records, shall provide for the maintenance and disposal of community records consistent with board approved policy.

- A. If needed and in consultation with the community manager, the board secretary may appoint a records management officer who shall administer the provisions of this chapter and perform the duties set forth herein. Such an appointment shall be in writing and a copy of the written appointment shall be placed in the employee’s personnel file.
- B. In the administration of the records management program, the secretary shall:
 - 1. Establish standards for preparing records retention schedules.
 - 2. Establish standards for records maintenance and security, including improvements in current records management practices, the use of space, equipment and supplies, and filing systems for permanent records.
 - 3. Establish procedures for a continuing records survey in order that an annual purging of records, according to their retention periods, can be conducted.
 - 4. Prepare a records inventory to ascertain the types of records being held.
 - 5. Classify records according to adopted retention schedules.
 - 6. Implement the scheduling of records for retention and/or disposal.
 - 7. Maintain records disposition files.
 - 8. Maintain the master records retention schedules.
 - 9. Recommend revisions and/or additions to retention schedules.
- C. The board secretary shall establish a procedure for staff and other appropriate persons to obtain access to permanent community records held in his/her custody.
- D. The secretary may initiate actions to recover records unlawfully removed from the community’s possession.

(Res. 05-04 am, 5/20/05)

90.040. Records retention schedules

- A. A records retention schedule shall state for each type of records:
 - 1. The duration for which the community will retain the records for the transaction of current business.
 - 2. The time after which the record will have no further legal, administrative, fiscal or historical value, and may be destroyed.
- B. Proposed records retention schedules shall be submitted to the auditor and legal counsel for review and comment prior to submittal to the board for approval.
- C. Records retention schedules shall be submitted to and approved by the board by resolution.
- D. Annually, the board secretary shall compile a list of records scheduled for disposal and forward the compiled list to the manager for review and comment. The board secretary, manager or designee may remove records from the disposal list, if it is determined that the records have a business or historical value to the community.

(Res. 05-04 am, 5/20/05, typo corrected 10/10/06)

90.050. Disposal of records

- A. As soon as the review and comment on the records disposal list has been complete, the secretary shall prepare a final list and proceed with disposal.
- B. Records of a confidential nature shall be disposed of by shredding. All other records shall be disposed of in an appropriate manner.
- C. The secretary shall file in the corporate records of the community the original disposal list which shall include the secretary's signature and the date of disposal.

(Res. 05-04 am, 5/20/05)

90.060. Copies of records

Records not otherwise required by law or By-Law to be preserved in original form, and records that are worn or damaged, may be copied by photocopy, photographic, microfilm or other mechanical process which produces a clear, accurate and permanent copy. When such a copy is retained in accordance with this chapter, the original may be destroyed. The copy shall be considered as the original for all purposes. *(Res. 05-04 am, 5/20/05)*

90.070 Records storage

Provision shall be made for permanent records to be stored in fireproof storage either on or off site.

(Res. 05-04 am, 5/20/05)

90.080 Confidential records

Records that are deemed confidential are not available to public review. *(Res. 05-04 am, 5/20/05)*

90.090 Release of records/information

With the exclusion of those records deemed confidential, per RCW 64.38.045, all records, including the names and addresses of other occupants of the lots, shall be available for examination by all members and their respective authorized agents on reasonable advance notice to the office. The release of member records and information, including billing account information, to non-members is not permitted unless the member approves the release of such information in writing prior to its release. *(Res. 21-02, 2/17/21)*

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