

# STA POLICY

## 01-004 Records Management

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All records made, used, or received in the conduct of STA business, regardless of physical form, are considered public records. The purpose of this policy is to bring awareness that the need to exercise care in the storage, handling, and use of the public records of the Spokane Transit Authority is of great importance and consequence.

This policy applies to all agency records regardless of format; whether in paper, electronic, microfilm or other medium. The requirements for the retention, preservation, destruction, and release of the public records of Spokane Transit Authority are contained in various statutes of the State of Washington and several federal agencies. This policy is intended to supplement, not replace, any state or federal laws governing the retention or destruction of records held by STA.

### **ADMINISTRATIVE PROCEDURES**

[01-004-01 Preservation & Disposition of Agency Records](#)

[01-004-02 Public Record Requests](#)

### **RELATED INFORMATION**

[Local Government Common Records Retention Schedule \(CORE\) \( V. 4.2 - 8/21\)](#)

[Washington State Transit Authorities Retention Schedule](#)

[Chapter 40.14 RCW – Preservation & Destruction of Public Records](#)

[Chapter 40.10 RCW – Protection of Essential Records](#)

[Chapter 42.56 RCW – Public Records Act](#)

[Chapter 434-662 WAC – Preservation of Electronic Public Records](#)

### **APPROVED BY**

Chief Executive Officer

Signature on file

8/29/2019

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E. Susan Meyer

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Date