

**WEST PLAINS/AIRPORT AREA  
PUBLIC DEVELOPMENT AUTHORITY**

**RESOLUTION NO. 2018-4**

**[Concerning the Adoption of a Record Retention Policy]**

**WHEREAS**, the West Plains/Airport Area Public Development Authority finds it desirable for the efficient and effective governance of the Corporation's affairs to adopt a Record Retention Policy;

**WHEREAS**, a copy of this policy is attached hereto as "**Exhibit A.**"

**WHEREAS**, pursuant to Section 3.7 and Section 6.6 of the corporate bylaws, the affirmative vote of a simple majority of board members is required to adopt board policies;

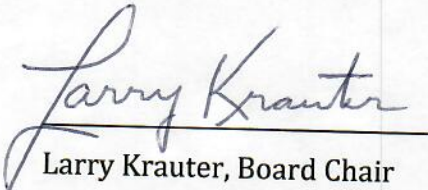
**BE IT RESOLVED**, that pursuant to the authority provided in the Corporation's bylaws, the Board of Directors hereby adopts the Record Retention Policy contained in "**Exhibit A.**"

**BE IT FURTHER RESOLVED**, that the officers of the Corporation are hereby authorized and directed to take all action necessary and proper to effectuate the foregoing.

**BE IT FURTHER RESOLVED**, any actions of the Board of Directors or staff of the West Plains/Airport Area Public Development Authority prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

**ADOPTED** by an affirmative majority vote of the Board of the West Plains/Airport Area Public Development Authority on the 18<sup>th</sup> day of January, 2018.

**WEST PLAINS/AIRPORT AREA PUBLIC DEVELOPMENT AUTHORITY**

  
Larry Krauter, Board Chair

## CERTIFICATE

I, the undersigned, Secretary of the West Plains/Airport Area Public Development Authority Board of Directors, a municipal corporation organized under the laws of the State of Washington, do hereby certify that the foregoing resolution was duly approved and adopted by the Board of Directors of the corporation at a meeting of the Board of Directors duly called and held on the 15<sup>th</sup> day of February, 2018, at which meeting a quorum was present; and that said resolution, as set out above, will appear in the minutes of said meeting in the corporation's minute book.

DATED ~~March~~ <sup>April</sup> 22, 2019.

  
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SECRETARY



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**RECORD RETENTION POLICY**

**1. Purposes**

This Policy represents the policy of the West Plains/Airport Area Public Development Authority (the "Authority") with respect to the retention and destruction of documents and other records, both in hard copy and electronic media (which may merely be referred to as "documents" in this Policy). Purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Board of Directors, officers, staff and other constituencies with respect to their responsibilities concerning document retention and destruction. Notwithstanding the foregoing, the organization reserves the right to revise or revoke this Policy at any time.

**2. Policy**

It is the policy of the Authority to generate and retain papers, records and electronic data, which are required for the effective running of our business, and to meet our obligations to employees and federal and state law. Everyone who generates, receives or stores papers, records and electronic data is responsible for implementing and following this policy.

**3. Administration**

Attached as **Appendix A** is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of the Authority and the retention and disposal schedule of electronic documents. Until the Board of Director's has hired staff and subsequently delegated the authority for the administration of this policy to one or more staff members, the Chair of the Board (the "Administrator") is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

**4. Suspension of Document Destruction; Compliance**

The organization becomes subject to a duty to preserve (or halt the destruction of) documents once litigation, an audit or a government investigation is reasonably anticipated. Further, federal law imposes criminal liability (with fines and/or imprisonment for not more than 20 years) upon whomever "knowingly alters, destroys, mutilates, conceals, covers up, falsifies, or makes a false entry in any record, document, or tangible object with the intent to impede, obstruct, or influence



the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States ... or in relation to or contemplation of any such matter or case." Therefore, if the Administrator becomes aware that litigation, a governmental audit or a government investigation has been instituted, or is reasonably anticipated or contemplated, the Administrator shall immediately order a halt to all document destruction under this Policy, communicating the order to all affected constituencies in writing. The Administrator may thereafter amend or rescind the order only after conferring with legal counsel. If any board member or staff member becomes aware that litigation, a governmental audit or a government investigation has been instituted, or is reasonably anticipated or contemplated, with respect to the Authority, and they are not sure whether the Administrator is aware of it, they shall make the Administrator aware of it. Failure to comply with this Policy, including, particularly, disobeying any destruction halt order, could result in possible civil or criminal sanctions. In addition, for staff, it could lead to disciplinary action including possible termination.

#### **5. Electronic Documents; Document Integrity**

Documents in electronic format shall be maintained just as hard copy or paper documents are, in accordance with the Document Retention Schedule. Due to the fact that the integrity of electronic documents, whether with respect to the ease of alteration or deletion, or otherwise, may come into question, the Administrator shall attempt to establish standards for document integrity, including guidelines for handling electronic files, backup procedures, archiving of documents, and regular checkups of the reliability of the system; provided, that such standards shall only be implemented to the extent that they are reasonably attainable considering the resources and other priorities of the organization.

#### **6. Privacy**

It shall be the responsibility of the Administrator, after consultation with counsel, to determine how privacy laws will apply to the organization's documents from and with respect to employees and other constituencies; to establish reasonable procedures for compliance with such privacy laws; and to allow for their audit and review on a regular basis.

#### **7. Records Not Addressed In The Record Retention Schedule**

Records and other documents or materials that are not expressly addressed by the Record Retention and Destruction Schedule found at **Appendix A** may be destroyed at any time provided that they have been retained for the periods prescribed for substantially similar records.

#### **8. Storage of Records**

Records may be stored in the Authority's office space if the records are in active use or are maintained in the office for convenience or ready reference. Inactive records, for which use or reference has diminished sufficiently to permit removal from the Authority's office space, may be maintained in the Authority's storage facility. These files should be cataloged so that records may be retrieved when necessary.



## **9. Historical Records**

Historical records are records which are no longer of use to the Authority, but which because of their age or research value may be of historical interest or significance. Historical records may not be destroyed.

## **EXHIBIT A**

### **RECORD RETENTION AND DESTRUCTION SCHEDULE**

The Authority adopts the Washington Secretary of State's Local Government Common Records Retention Schedule (current version 4.0 and all future versions). This records retention schedule authorizes the destruction/transfer of the public records of all local government agencies relating to the common functions of the management of the agency, and management of the agency's assets, finances, human resources and information resources. It is to be used in conjunction with the other approved schedules that relate to the functions of the agency.

All current approved records retention schedules can be accessed online at:  
<http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>.