# Basics of Managing Financial Records

WASHINGTON
SECRETARY OF STATE
STATE OF WASHINGTON
Secretary of State
Washington State Archives

Old National Bank, 1892, C A Libby,
Spokane City Historic Preservation Office Photographic Collection, Washington State Archives.

# AGENDA

1. Basics
2. Retention Schedules
3. Financial Records
4. Q & A at end

Meeting, 1960, General Subjects Photograph Collection, 1845-2005, Washington State Archives, Digital Archives

# What is Records Management?

Records Management
is **control** at every stage of
a record's lifecycle.

# Benefits of Managing Records

- ❑ Enables the agency to fulfill its mission
- ❑ Promotes cost-effective use of agency resources
- ❑ Strengthens transparent and accountable government
- ❑ Reduces Agency Risk

# What is a Public Record?

**A public record is:**

- ANYTHING made or received in the transaction of public business
- Regardless of format

Invoice? **Public record.**

Database entry? **Public record.**

E-mail? **Public record.**

Voicemail? **Public record.**

# PUBLIC RECORDS ARE PUBLIC PROPERTY

***All public records are the property of the state of Washington.*** (RCW 40.14.020)

***Anyone who destroys, conceals, erases or falsifies a public record…is guilty of a class B felony.*** (RCW 40.16.020)

# We're All Content Creators

You could be stuck on a ferry texting your boss on your personal cellphone.

If it's about work,

it's a **public record**.


Evergreen Point Floating Bridge, Department of Transportation, Agency Library, Photograph Collections, Washington State Archives, Digital Archives.

# How Do I Know What to Keep?

Agencies have the ongoing legal authority to disposition public records using…

## RECORDS RETENTION SCHEDULES

***The State & Local Records Committees review and approve the retention schedules.***

(RCW 40.14.060 and 40.14.070; chapters 434-624 and 434-630 WAC)

# Where do I go for help with financial records?

www.sos.wa.gov/archives

- State Agencies
  - *Managing Financial Records*
- Local Governments
  - *Select Type of Local Government Entity*
    - *Managing Financial Records*

# RECORDS RETENTION SERIES/SCHEDULE

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|---|---|---|---|
| GS 01013<br>Rev. 2 | ***Banking – Accounts and Transactions***<br>Records relating to the agency's banking activities and documenting its banking transactions.<br>Includes, but is not limited to:<br>• Deposits and withdrawals (including Electronic Funds Transfers (EFT), International Money Transfers (IMT), Automated Clearing House (ACH), etc.);<br>• Statements (bank, dividend, investment, etc.) and reconciliations;<br>• Records documenting the status of and adjustments to accounts;<br>• Checks and warrants issued by the agency (if returned by bank);<br>• Checks returned by the bank due to non-sufficient funds (NSF).<br>Excludes:<br>• Deposited items covered by *Banking – Deposited Items (DAN GS 01068)*;<br>• Master depository contracts covered by *Contracts and Agreements (DAN GS 01050)*. | **Retain** for 6 years after end of fiscal year<br>*then*<br>**Destroy**. | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |

*** You cannot destroy or transfer records without a DAN**

# Digitizing Paper Records

**ARCHIVAL** vs. **NON-ARCHIVAL**

Transfer original format to Archives

Follow our published requirements

**PLAN** before you scan.
Digitization is time-consuming, expensive & labor intensive.

keep **PUBLIC RECORDS** for

**MINIMUM RETENTION**

**Destroy** or **Transfer**

# HOLD IT!


State Patrol Welcome Lodges, 1938,
State Library Photograph Collection,1851-1990,
Washington State Archives, Digital Archives.

Records responsive to

- ❑ **Litigation Holds** or
- ❑ **Public Records Requests**

must be retained until matter is resolved.

# WHAT CAN I DESTROY NOW?


Protest signs in trash can, 1982, Gant Eichrodt, General Subjects Photograph Collection, 1845-2005, Washington State Archives

- ❑ Drafts
- ❑ Empty forms
- ❑ Working documents
- ❑ Duplicate copies
- ❑ Records formalized elsewhere
- ❑ Reference materials
- ❑ Personal, non-work related material

# Financial Functions

**Different functions of financial records**

- Accounting
- Auditing
- Banking and investment monitoring
- Budgeting
- Financial disputes and collections
- Payroll
- Purchasing
- Reporting
- Taxes

# FINANCIAL TRANSACTIONS

Example:
**Financial Transaction Records**

1. **Do the records relate to:**
   - ❑ Receipts and expenditures?
     - ❑ General financial transactions?
     - ❑ Bond/grant/levy project financial transactions?
2. **Review**
   - ❑ **Financial Management** sections of State General schedule and CORE schedule.
3. **Reach Out**

# Utilities Accounting

Exception:
**Local Utility Agency Records**

- Refer to the **Utilities Accounting** section of the Utility Services schedule for records relating to:
  - Utility meter readings
  - Customer account management
  - Electric utilities account

# SENSITIVE CARDHOLDER DATA

**What about Sensitive Cardholder Data?**

- ❑ **Local Government (CORE)/State Government General:**
  - ❑ Financial Transactions – Sensitive Cardholder Data (DAN GS2014-030 / DAN GS 01070)

***Retain until completion of transaction, then destroy.***

recordsmanagement@sos.wa.gov
(360) 586-4901

# Grant Management

Example: **Grant Management Records**

1. **Do the records relate to:**
   - ❑ Grant(s) your agency applied for?
     - ❑ Successful or unsuccessful?
   - ❑ Grant(s) your agency issued?
     - ❑ Overall administration?
     - ❑ Successful or unsuccessful?

   * Check grant agreement for additional retention requirements.
2. **Review**
   - ❑ **Financial/Agency Management** sections of CORE and State General schedule.
3. **Reach Out**

# SAY HELLO!

WASHINGTON
Secretary of State
Washington State Archives

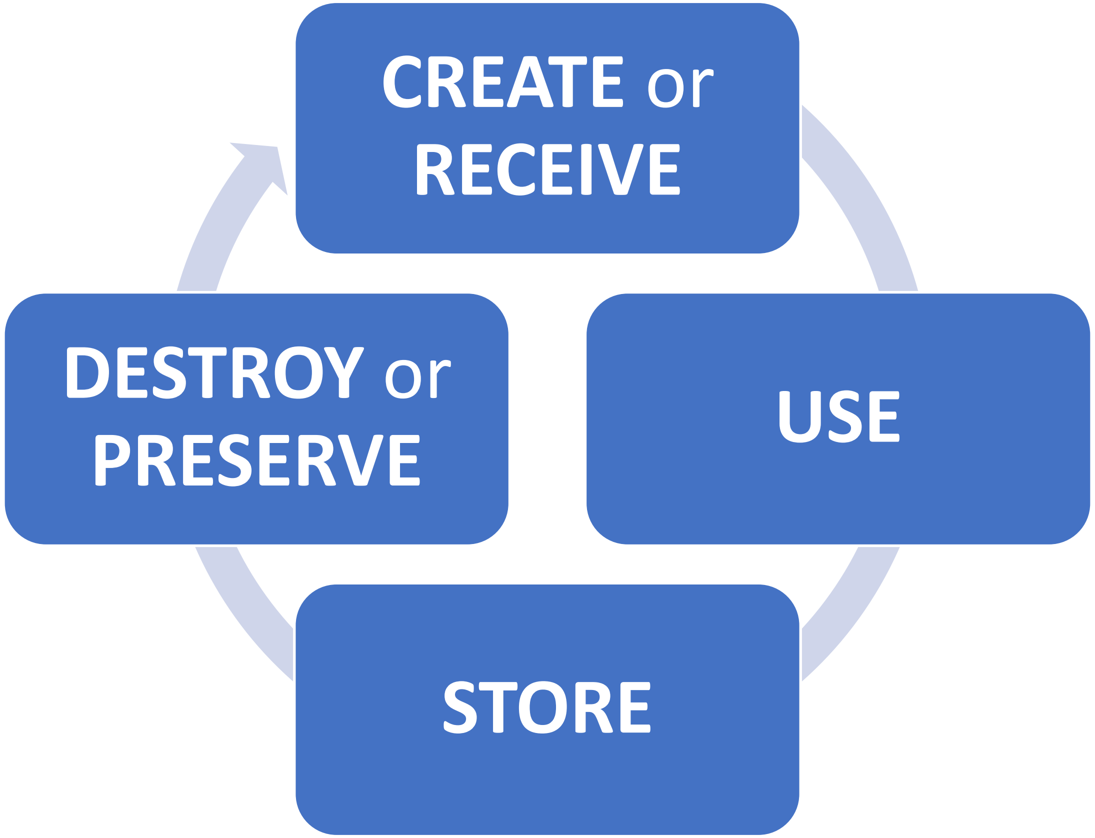
**THE RECORDS MANAGEMENT TEAM IS HERE FOR YOU WITH**

**FREE CONSULTATION, TRAINING, & ADVICE.**

**www.sos.wa.gov/archives**
**recordsmanagement@sos.wa.gov**
**(360) 586-4901**

# How to apply that information

Rosie Bigelow, MAS


CREATE or RECEIVE
USE
STORE
DESTROY or PRESERVE

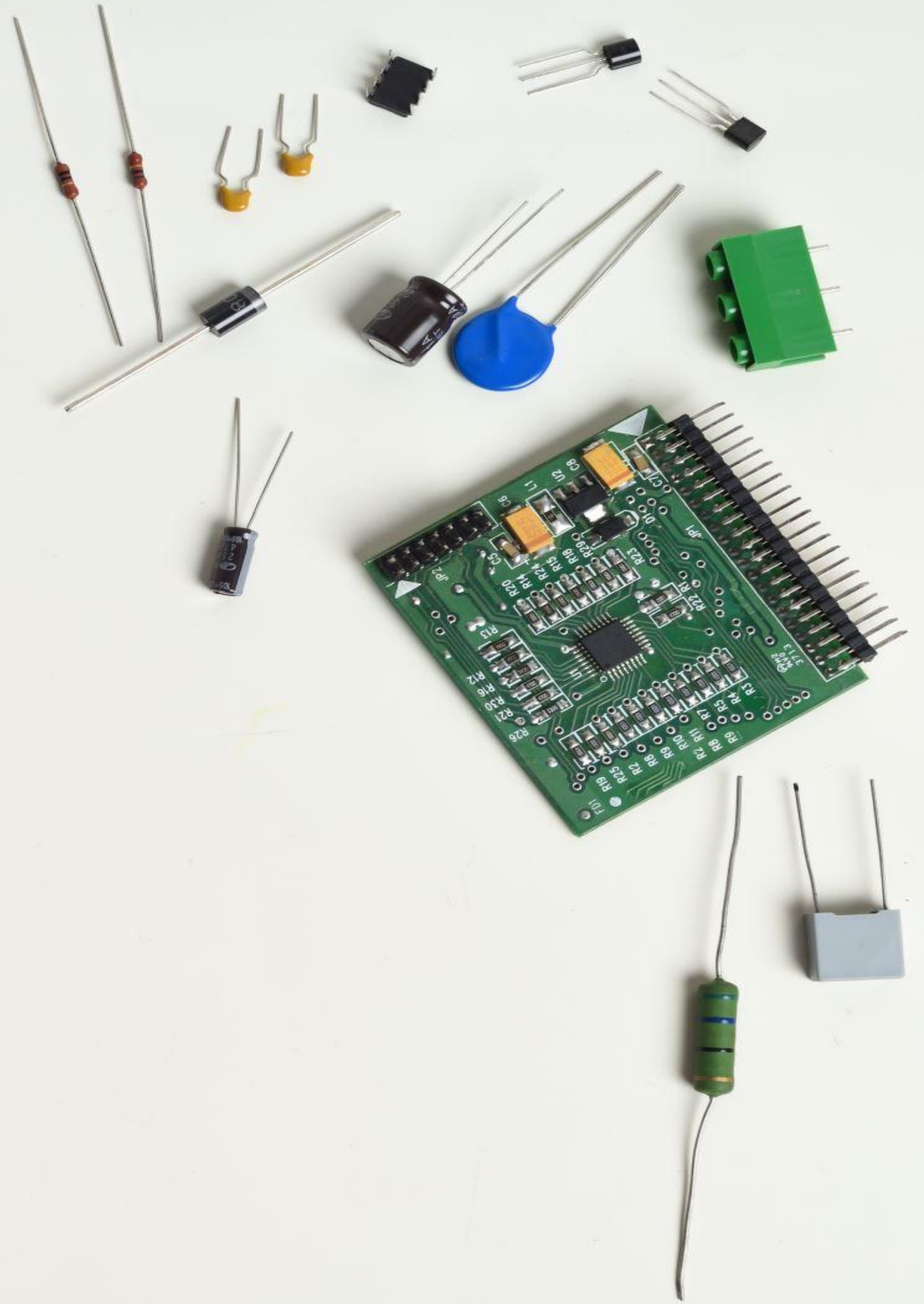

Create/Receive: Do you
need to make that?

# Create/Receive: But I didn’t ask for that!

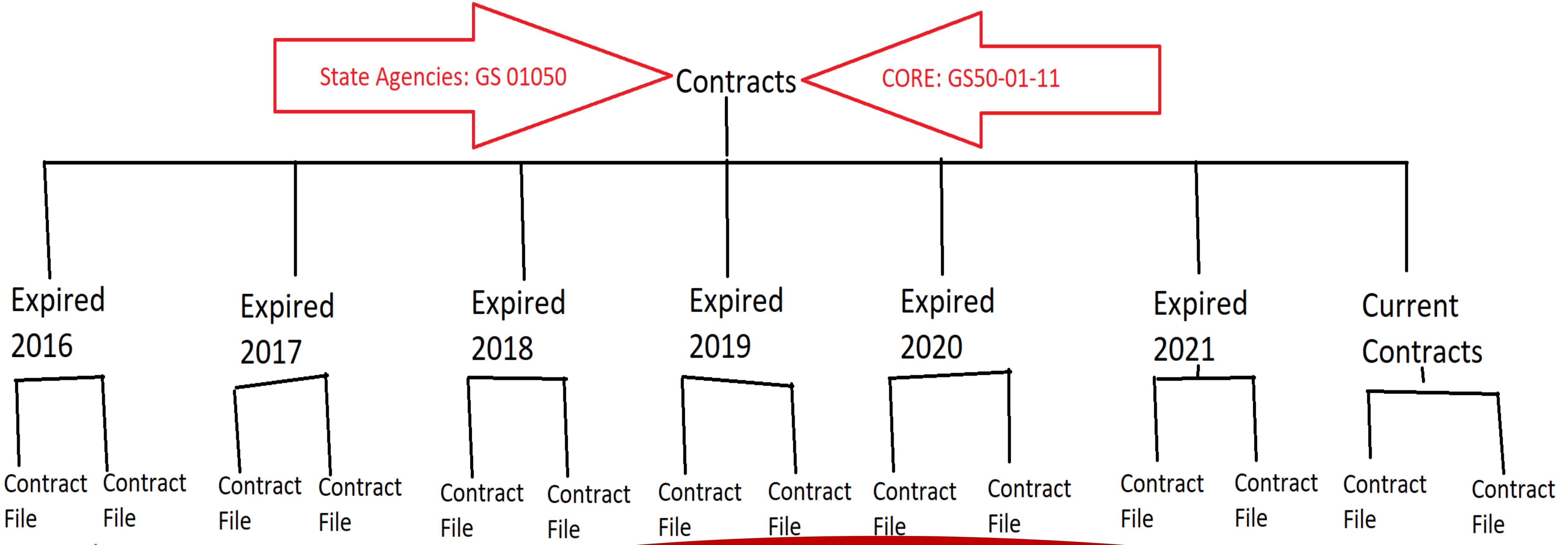
# Use/Storage: Decide your Storage strategy early

# What to look for in a storage location: Paper

# Electronic Storage



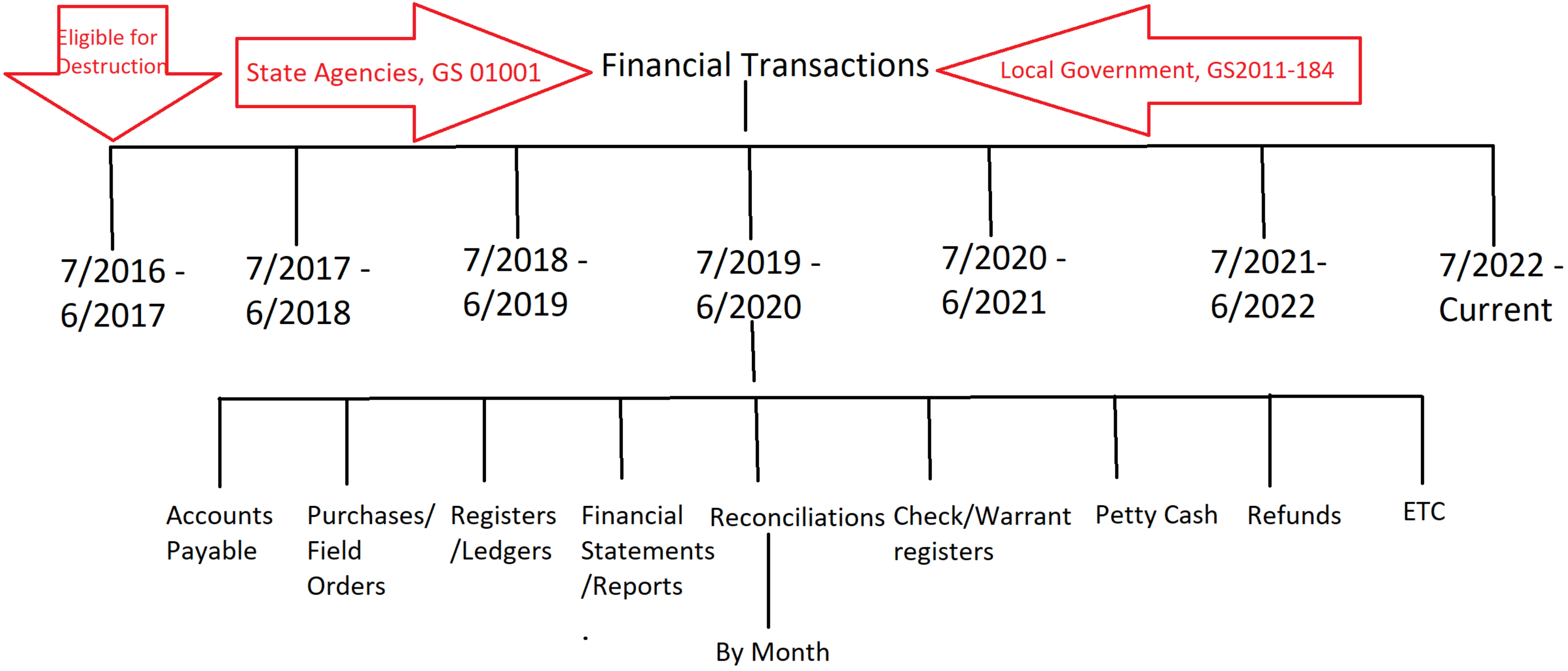
# How to make a file structure

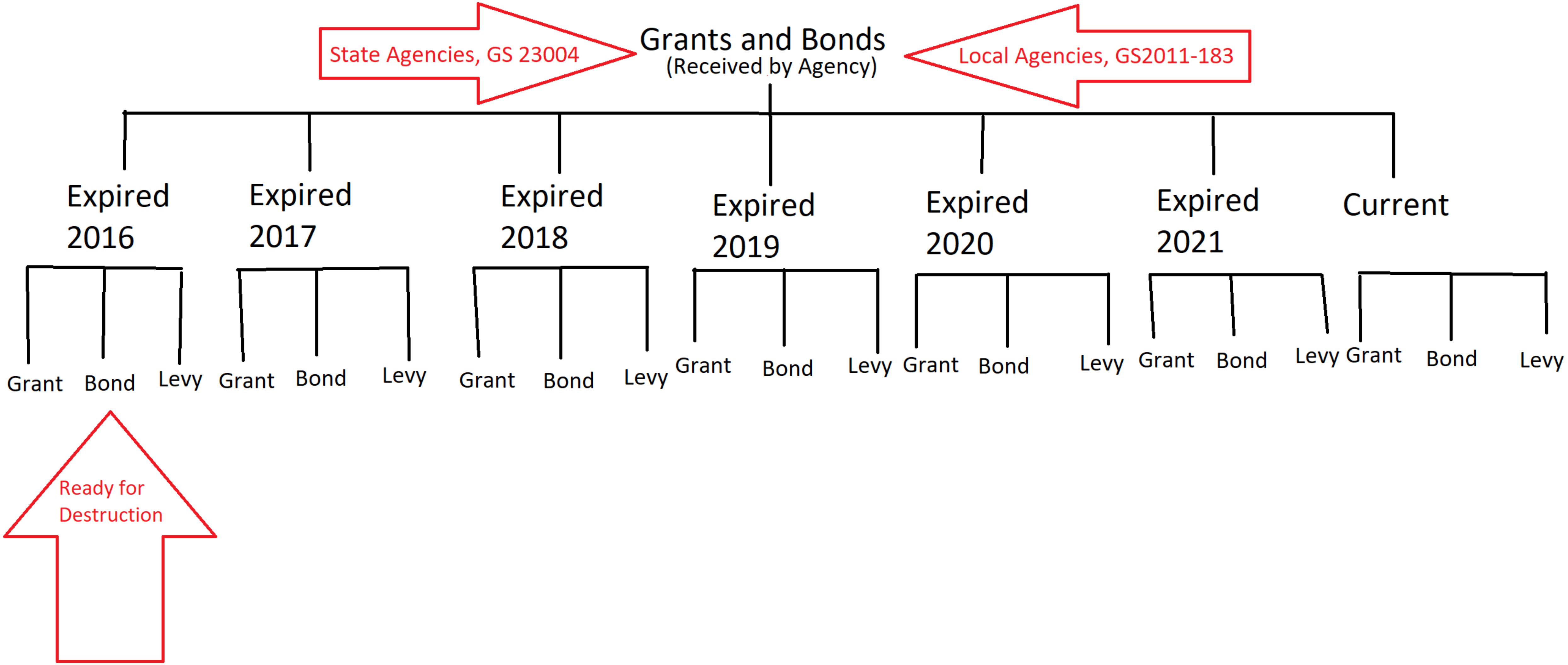




GS 1050 – Retain for six years after termination or expiration of instrument then Destroy

GS50-01-11 – Retain for six years after completion of transaction OR six years after termination/expiration of instrument/coverage


Eligible for Destruction
State Agencies, GS 01001
Financial Transactions
Local Government, GS2011-184
7/2016 - 6/2017
7/2017 - 6/2018
7/2018 - 6/2019
7/2019 - 6/2020
7/2020 - 6/2021
7/2021- 6/2022
7/2022 - Current
Accounts Payable
Purchases/ Field Orders
Registers /Ledgers
Financial Statements /Reports
Reconciliations
Check/Warrant registers
Petty Cash
Refunds
ETC
By Month

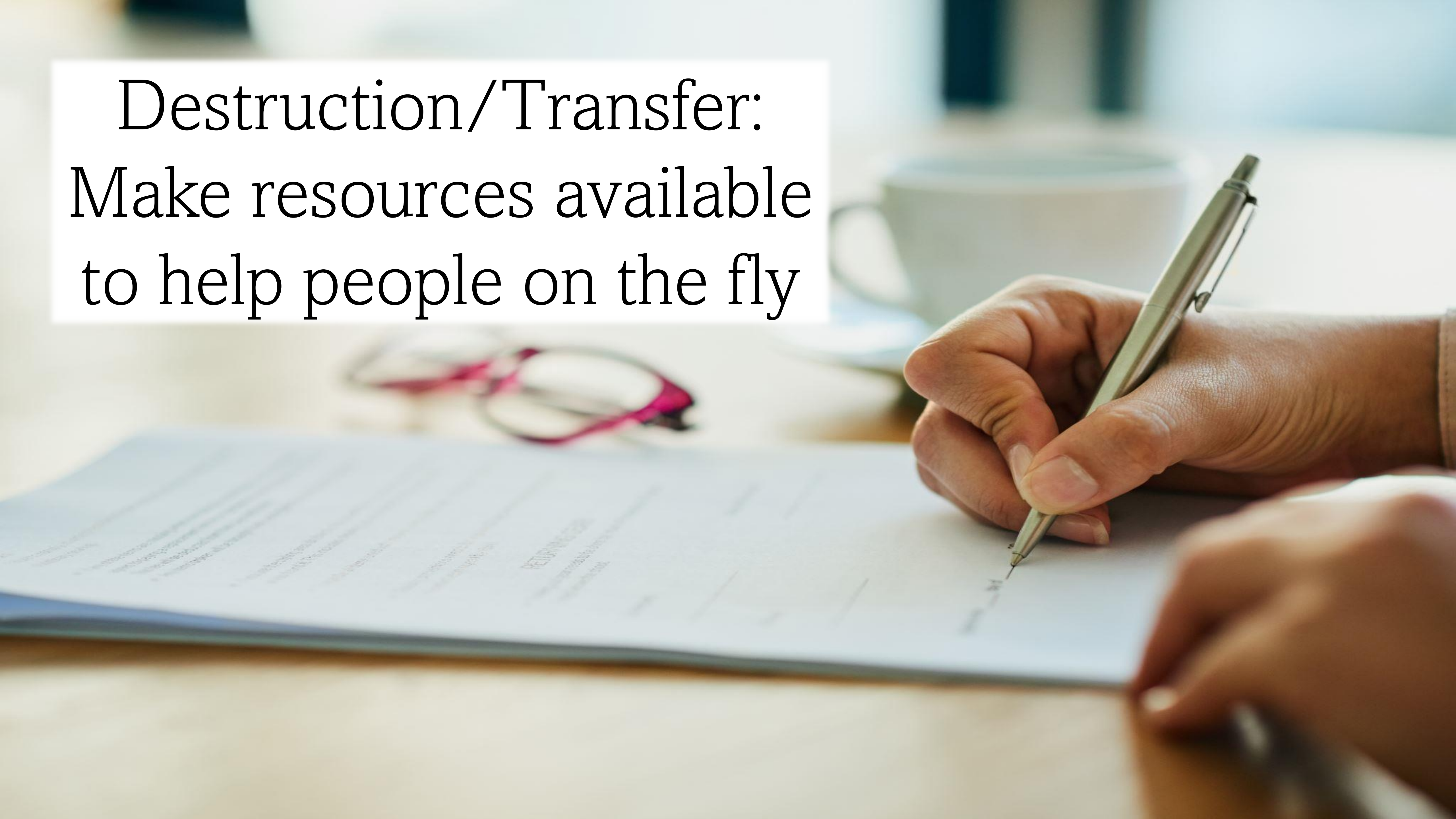

State Agencies, GS 23004
Grants and Bonds
(Received by Agency)
Local Agencies, GS2011-183
Expired 2016
Expired 2017
Expired 2018
Expired 2019
Expired 2020
Expired 2021
Current
Grant
Bond
Levy
Grant
Bond
Levy
Grant
Bond
Levy
Grant
Bond
Levy
Grant
Bond
Levy
Grant
Bond
Levy
Grant
Bond
Levy
Ready for Destruction

# Destruction/Transfer: DO YOUR PAPERWORK!

# Destruction/Transfer: Talk to EVERYONE about it!


Destruction/Transfer:
When an opportunity
presents itself, use it!

# Destruction/Transfer: Make resources available to help people on the fly



Destruction/Transfer: Snappy one-liners are shockingly effective.