



Process for Securing and Storing Records Procedure (PIC-P008)

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Property and Inventory Control Department manages the secured records area at the Washoe County School District.

2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Accountant

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 WCSD - Washoe County School District

5.0 PROCEDURE:

- 5.1 WCSD will maintain an area for the sole purpose of storing records that are required to be secured.
 - 5.1.1 Departments have custodial duty for all storage of their records.
 - 5.1.2 Departments are responsible for the type of lock that will be used to secure their area. The lock may be, but not limited to the following, padlock, combination lock, or security device.
 - 5.1.2.1 At the discretion of the department, an additional key to the secured area may be left with the Warehouse Supervisor.
 - 5.1.2.2 The department will authorize an employee whose responsibility will be to work with the Warehouse Supervisor for entering and exiting the cages where the Warehouse has ownership of a department key.
 - 5.1.2.3 The Warehouse will maintain a log of when employee(s) request a department key for entrance and exiting.
 - 5.1.3 Departments will contact Property and Inventory Control with the name of the employee who will be responsible for the secured area.
 - 5.1.4 Individual departments are responsible for placing storage boxes in the cage(s) and/or need to work with warehouse personnel in storing the boxes in the proper location for their records.
 - 5.1.5 Records storage boxes must have a minimum of the following information clearly marked on the box:
 - 5.1.5.1 Department Name
 - 5.1.5.2 Date to be Destroyed



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- 5.1.6 Each department must follow the Local Government Archives Schedule when labeling boxes for record retention.
- 5.1.7 It is the responsibility of the department to pull any storage box and place in the shred / holding area by the "destroy date".
 - 5.1.7.1 Property Control is responsible for the shredding of these materials.
- 5.1.8 Departments need to develop a process they will use for storing records in the secured area.
- 5.2 Any boxes left in walkways, left outside of cases or causing an impediment in anyway will be placed in the holding area for shredding.
- 5.3 Property and Inventory Control will be monitoring this secured area on a quarterly basis.
 - 5.3.1 If any issues arise, Property and Inventory Control will contact the responsible party to resolve the issue.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Nevada State Library and Archives
http://nevadaculture.org/nsla/index.php?option=com_content&task=view&id=508&Itemid=80
- 6.2 Local Government Records Retention Schedule
- 6.3 NRS 239.125
- 6.4 NAC 239.155

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Warehouse Log				
Local Government Records Retention Schedule	Electronic	Electronic	Electronic	Electronic
Quarterly Monitoring Log of Secured Area	Electronic	Electronic	Electronic	Electronic

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/10/09	A	Initial Release

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