



Privacy Scoring Checklist

# Electronic Records Leading Practices

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## 1. RecordsLeadingPractices-Responsibility

Someone in the agency has overall responsibility for managing and retaining records;

## 2. RecordsleadingPractices-Policies

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Agency has written policies and procedures for managing and retaining records;

## 3. RecordsLeadingPractices-Tools

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Agency has adequate software, hardware and physical storage for managing and retaining records;

## 4. recordsLeadingPractices-Staff

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Agency staff know how to manage and retain their records;

## 5. RecordsLeadingPractices-Retained



- ☐ Agency keeps records for the minimum retention period listed in current approved records retention schedules;

## 6. RecordsLeadingPractices-knownlocations

- ☐ Agency knows what records they have, where they are and their formats;

## 7. RecordsleadingPractices-organized

- ☐ Agency keeps records organized to help with access, security and destruction/transfer;

## 8. RecordsLeadingPractices-Retention

- ☐ Agency knows how long each type of record needs to be retained;

## 9. RecordsLeadingPractices-Destroyed

- ☐ Agency destroys “Non-Archival” records and transfers “Archival” records to Washington State Archives at the end of the minimum retention period;

## 10. RecordsLeadingPractices-Disaster

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Agency has plans and backups of records needed to resume critical operations in the event of a disaster.

## About Privacy & Data Protection

Since our inception at the beginning of 2016, the Office of Privacy and Data Protection has been chartered as the focal point for privacy efforts in Washington state. We hit the ground running with the publication of our Privacy Guide for Washington State Citizens, which has been distributed through public libraries, senior centers and other venues. Please let us know if you want a copy! We have revised our Privacy.wa.gov web site, adding news stories and over 50 Tips and Tools to protect your privacy.



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For more information, please visit our website:

[www.privacy.wa.gov](http://www.privacy.wa.gov)