



## Records Retention Policy

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**Policy Number:** 0007

**Effective Date:** August 18, 2023

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### 1. Background

In conformance with policies of the Federal Transit Administration, Washington State Department of Transportation, Washington State Secretary of State, and Washington State Auditor's Office, the Snohomish County Transportation Coalition (Snotrac) has developed this policy for retention of records.

### 2. Policy

- a. Snotrac shall retain all records, including financial records, procurement documentation for capital projects, discrimination and misconduct complaints, and drug and alcohol testing records for:
  - i. Operating, mobility management and planning grant records for six years beyond the end of the grant period.
  - ii. Capital vehicle and equipment grant records throughout the useful life of the vehicle or equipment and for six years thereafter; and
  - iii. Capital construction grant records throughout the useful life of the facility and for six years thereafter.
- b. If any litigation, claim, or audit is started before the expiration of the appropriate records retention period, the records must be retained for six years beyond the resolution of all litigation, claims, or audit findings involving the records and final action taken.
- c. Copies of records made by microfilming, photocopying, portable digital format (PDF), or similar methods may be substituted for original records if they are preserved with integrity and are admissible as evidence. All records retained beyond the mandatory retention period are subject to audit and/or review.