

## **Records Storage Policy**

Per the following Washington RCW (Revised Code of Washington) 40.14.010 definition of public records applies to payment information obtained by Systems Design “Contractor” under the Scope of Services of the Professional Services Agreement of which the parties have hereby entered into per:

### **RCW 40.14.010**

#### ***Definition and classification of public records.***

*As used in this chapter, the term "public records" shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business, and legislative records as described in RCW [40.14.100](#).*

*For the purposes of this chapter, public records shall be classified as follows:*

*(1) Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; all legislative records as defined in RCW [40.14.100](#); and all other documents or records determined by the records committee, created in RCW [40.14.050](#), to be official public records.*

*Per RCW 40.14.060 these documents will be stored per the referenced code:*

### **RCW 40.14.060**

#### ***Destruction, disposition of official public records or office files and memoranda — Record retention schedules.***

*(1) Any destruction of official public records shall be pursuant to a schedule approved under RCW [40.14.050](#). Official public records shall not be destroyed unless:*

*(a) Except as provided under RCW [40.14.070](#)(2)(b), the records are six or more years old;*

*(b) The department of origin of the records has made a satisfactory showing to the state records*

*committee that the retention of the records for a minimum of six years is both unnecessary and uneconomical, particularly if lesser federal retention periods for records generated by the state under federal programs have been established; or*

*(c) The originals of official public records less than six years old have been copied or reproduced by any photographic or other process approved by the state archivist which accurately reproduces or forms a durable medium for so reproducing the original.*

*(2) Any lesser term of retention than six years must have the additional approval of the director of financial management, the state auditor and the attorney general, except when records have federal retention guidelines the state records committee may adjust the retention period accordingly. An automatic reduction of retention periods from seven to six years for official public records on record retention schedules existing on June 10, 1982, shall not be made, but the same shall be reviewed individually by the state records committee for approval or disapproval of the change to a retention period of six years.*

*Recommendations for the destruction or disposition of office files and memoranda shall be submitted to the records committee upon approved forms prepared by the records officer of the agency concerned and the archivist. The committee shall determine the period of time that any office files or memorandum shall be preserved and may authorize the division of archives and records management to arrange for its destruction or disposition.*

Systems Design West, LLC "Contractor" a Party of the Professional Services Agreement of which this attachment is made part of agrees to administer and adhere to RCW 40.14.060 regarding all qualifying "Provider" documents including but not limited to payer records, EOBs, EFT information, ERA information related to all payment transactions.

Original patient signatures received will be scanned and stored electronically and/or the original document will be stored by the Contractor for the entire duration of the Professional Services Agreement entered into by the parties, including any future term extensions. Upon termination of the Professional Services Agreement by either party, the Patient Signature documents will be turned over to the Provider and signed for by an authorized agent of the Provider.

All other documents related to the requirements of the scope of work of the referenced Professional Services Agreement related to Patient Information that are not required to be retained by any federal, state or local laws will be stored for use either electronically or as paper documents by the contractor for a minimum of 3 years from the date of receipt and then returned to the owner party of this agreement or destroyed upon written direction of the owner.