

000.180 PERSONAL DEVICE USE POLICY

The purpose of this policy is to ensure that all work-related communications conducted via text messaging or personal devices are managed in compliance with the Washington Public Records Act ([RCW 42.56](#)), Washington State records retention laws, and applicable Washington state Archives retention schedules.

All Wenatchee Valley College employees are responsible for ensuring that communications related to College business—regardless of the device used—are properly retained, accessible, and produced in accordance with state law.

Text messages and communications created or received on personal devices that relate to college business are public records and must be managed accordingly.

Approved by the president's cabinet: 4/21/26

Adopted by the board of trustees: 5/20/26

Last reviewed: 5/20/26

Policy contact: Human Resources

Related policies and procedures

- 000.170 [Public Records Policy](#)
- 1000.170 [Public Records Procedure](#)
- 1000.180 Personal Use Device Procedure