This schedule applies to: All Local Government Agencies

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of all local government agencies relating to the common functions of the management of the agency, and management of the agency's assets, finances, human resources and information resources. It is to be used in conjunction with the other approved schedules that relate to the functions of the agency.

All current approved records retention schedules can be accessed online at: http://www.sos.wa.gov/archives/recordsretentionschedules.aspx.

Disposition of public records

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival (Permanent Retention) or Non-Archival (with a retention period of "Life of the Agency" or "Permanent") must not be destroyed. Records designated as Archival (Appraisal Required) must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

Revocation of previously issued records retention schedules

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

Authority

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on December 18, 2014.

For the State Auditor: Cindy Evans	For the Attorney General: Matt Kernutt	The State Archivist: Steve Excell

REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	December 16, 2008	Consolidation of existing records series common to all local government agencies (from all local government general schedules) into a single records retention schedule. No changes to records series titles, descriptions, retention periods, disposition authority numbers (DANs), or archival designations. EXCEPTION: All duplicate DANs have been assigned new DANs. New series relating to Electronic Imaging Systems (EIS) source documents (DAN 50-09-14).
2.0	January 28, 2010	Complete revision of Information Management function. New Records Conversion activity created. Library records series transferred from *Local Government General Records Retention Schedule (LGGRRS) Version 5.0* and updated. Electronic Information Systems activity completely revised and placed in Asset Management function. New archival designations introduced in all *new and revised* records series. (Definitions can be found in the Glossary.) Revision numbers have been added to all Disposition Authority Numbers (DANs). A new section, Records with Minimal Retention Value, covers records previously covered by GS50-02 (which has been discontinued). Removed "Secondary Copy" and "Remarks" columns in all activities with *new and revised* records series. Also removed extraneous notes about revisions and corrections in all records series.
2.1	July 29, 2010	Records series in the Risk Management/Insurance and Legal sections (covering accidents/incidents, guardian permission for minors, and claims for damages) have been revised. The Industrial Insurance (workers' compensation) section has been updated and consolidated, and a new series covering LEOFF 1 claims has been added. GS50-01-11 (covering contracts and agreements) has been updated to include legal agreements of all kinds, such as liability waivers, hold harmless agreements, insurance waivers, etc. Two new series covering agency strategic plans have been added. A new series covering Superior Court source records (which have been reproduced) has been added. An obsolete records series relating to public disclosure requests has been discontinued.
2.2	December 15, 2011	Critical updates based on user feedback/input. 36 pages removed. 77 records series discontinued, 34 revised, and 28 added. 31 existing series relating to financial transactions have been consolidated into 2 new series: ***Financial Transactions – General***, and ***Financial Transactions – Bond, Grant and Levy Projects***. 19 existing series relating to meetings and hearings have been consolidated into 2 existing and 4 new series. Added "Designations" column; removed "Item No.", "Secondary Record Copy", and "Remarks" columns. (S*ome* remarks have been added to description as "Notes".) All records series relating to purchasing have been moved to Financial Management/ Purchasing. The Contracts and Agreements section has been updated/enhanced, and a new Training section has been added to cover agency-provided training. (These and many more changes are detailed in the Revision Guide.)
3.0	November 29, 2012	Complete revision of the Asset Management function. 34 new series; 7 series transferred in from LGGRRS Version 5.2; 87 series revised; and 78 series discontinued. Multiple activities restructured and several new activities added including: Elections (Elected Officials, Initiatives and Referenda); Emergency Planning, Response and Recovery; and, Local Government Legislation. (All changes are detailed in the Revision Guide.)
3.1	December 18, 2014	Added new series (GS2014-030) to urgently address the payment card Sensitive Authentication Data issue. Three additional series added (GS2014-029, GS2014-031, and GS2014-032); one discontinued (GS2010-085); and 11 revised/updated. Also, corrections made to 11 DAN *revision numbers* (e.g., "Rev. 0") (All changes are detailed in the Summary of Changes.)

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1. AGENCY MANAGEMENT

The function relating to the overarching management of the local government agency and its general administration. Also includes managing the agency's interaction with its community, and managing its legal matters.

1.1 ADMINISTRATION (GENERAL)

The activity associated with the day-to-day operations of the agency. Includes short-term records that can be disposed of as part of normal administrative practice.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-02 Rev. 0	ADMINISTRATIVE WORKING FILES Subject files containing informational copies of various records organized by issue, person, subject, or other areas of interest. *Remarks: Contact your Regional Archivist before disposing of elected official, executive or department head files. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.*	Destroy when obsolete or superseded - elected official, executive and department head files are potentially archival	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
GS50-01-36 Rev. 0	APPOINTMENT CALENDARS *Remarks: Elected officials and department heads may want to retain appointment calendars to document activities and appointments for a longer period of time.*	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-01-08 Rev. 0	CHRONOLOGICAL REFERENCE FILE Also known as reading or day file. Used as a chronological reference source supplemental to correspondence and subject reference files.	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM

1.1 ADMINISTRATION (GENERAL)

The activity associated with the day-to-day operations of the agency. Includes short-term records that can be disposed of as part of normal administrative practice.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-12 Rev. 3	***Communications – Governing/Executive/Advisory*** Internal and external communications to, from, and/or on behalf of the agency's governing bodies, elected official(s)/executive management, and advisory bodies, that are made or received in connection with the transaction of public business, ***and that are not covered by a more specific records series.*** Includes all communication types, regardless of format: • Correspondence, email; • Web sites/forms/pages, social networking posts and comments, etc. Includes, but is not limited to: • Agency-initiated information/advice; • Communications sent or received by support staff (administrative assistants, communications staff, etc.) on behalf of the executive or governing/advisory member; • Requests for and provision of information/advice. Excludes: • Non-executive communications covered by DAN GS2010-001; • Public records requests covered by DAN GS2010-014; • The provision of routine information covered by DAN GS50-02-01. *Note: Information/advice published online by the agency continues to be "provided" until the date it is removed/withdrawn.*	**Retain** for 2 years after communication received or provided, *whichever is later then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

1.1 ADMINISTRATION (GENERAL)

The activity associated with the day-to-day operations of the agency. Includes short-term records that can be disposed of as part of normal administrative practice.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-001 Rev. 3	***Communications – Non-Executive*** Internal and external communications to or from employees (includes contractors and volunteers), that are made or received in connection with the transaction of public business, ***and that are not covered by a more specific records series.*** Includes all communication types, regardless of format: • Correspondence, email; • Web sites/forms/pages, social networking posts and comments, etc. Includes, but is not limited to: • Requests for and provision of information/advice; • Agency-initiated information/advice. Excludes: • Communications sent or received by support staff **on behalf of** the executive or governing/advisory member, which are covered elsewhere in *CORE* (such as GS50-01-12) and sector schedules; • Governing/Executive/Advisory communications covered by DAN GS50-01-12; • Public records requests covered by DAN GS2010-014; • The provision of routine information covered by DAN GS50-02-01. *Note: Information/advice published online by the agency continues to be "provided" until the date it is removed/withdrawn.*	**Retain** for 2 years after communication received or provided, *whichever is later then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

1.1 ADMINISTRATION (GENERAL)

The activity associated with the day-to-day operations of the agency. Includes short-term records that can be disposed of as part of normal administrative practice.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06F-03 Rev. 1	***Informational Reports Compiled for Agency Use*** Reports created by agency staff ***where not covered by a more specific records series in CORE or sector schedules***.	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
GS50-01-39 Rev. 1	***Project Files (Miscellaneous)*** Records relating to agency projects ***where not covered by a more specific records series in CORE or sector schedules***.	**Retain** for 6 years after completion of project *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
GS50-01-32 Rev. 1	***Research/Program Reports, Studies, Surveys, Models, and Analyses*** Research/program reports, studies, surveys, models, and analyses ***where not covered by a more specific records series in CORE or sector schedules***. Excludes reports covered by GS2012-028 and data extracts/printouts covered by GS50-02-04.	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

1.2 AUTHORIZATION/CERTIFICATION

The activity of the local government agency seeking authorization/approval from regulating authorities relating to its general functions, mission, or operations, where regulated by federal, state or local law or court rule. Excludes the granting of approval by the local government agency acting in a regulatory capacity, which is covered in sector schedules.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-42 Rev. 1	***Authorizations/Certifications – Agency Management*** Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations acquired by the agency in relation to its general functions and operations, ***where not covered by a more specific records series.*** Includes authorizations required by and/or received from regulating authorities (local, state, federal agencies and/or courts). Includes applications, confirmations, correspondence, violations/corrections, reports, etc. Includes, but is not limited to: • Airport operating certificates (U.S. Federal Aviation Administration, 14 CFR § 139); • Animal exhibitor/importer/rehabilitation licenses, registrations and permits (U.S. Department of Agriculture, Center for Disease Control, U.S. Dept. of Fish and Wildlife); • Drug Enforcement Agency (DEA) license to acquire/dispense drugs; • Transportation (trains, light rail, ferries, school buses, etc.) (U.S. Dept. of Transportation, Title 49 CFR); • Temporary permits and licenses (food and beverage, public gatherings, etc.). Excludes authorizations received by the local government agency relating to: • Hazardous materials covered by GS55-01M-04; • Real property ownership (land division permits, etc.) covered by GS55-05A-06. **IMPORTANT: Excludes authorizations granted by the local government agency (such as permits, certificates, licenses, etc.), which are covered in sector schedules.**	**Retain** for 6 years after authorization superseded or terminated *and* conditions of authorization satisfied *and* violations (if any) corrected *then* **Destroy.**	NON-ARCHIVAL **ESSENTIAL** OPR

1.3 CHARTER, JURISDICTION AND MISSION

The activity of establishing, documenting and determining the local government agency's charter, jurisdiction and mission. Excludes records covered in the Meetings and Hearings section.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-015 Rev. 0	***Agency Identity/Brand*** Records relating to the development and selection of the agency's identity/brand for use on printed materials, web pages, signs, badges, banners, etc. May include, but is not limited to: • Design of symbols, logos, emblems, etc.; • Determination of mottos, slogans, school colors, mascots, etc.; • Establishment of program names, etc.; • Public participation in the decision-making process. Excludes the naming of buildings, roads, bridges, and other assets covered by GS2012-032. Excludes intellectual property ownership records covered by GS2012-030.	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR
GS50-01-37 Rev. 1	***Census Records from the State Office of Financial Management*** *Note: This record is retained permanently by the Office of Financial Management in accordance with its records retention schedule.*	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
GS50-05A-01 Rev. 1	***Charter and Bylaws – Adopted*** Official, adopted charter and/or bylaws defining the scope of the agency and its rights, responsibilities, and authority, and including written rules for the agency's decision-making bodies (councils, commissions, committees, etc.). Includes Associated Student Bodies (ASB).	**Retain** until superseded *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** **ESSENTIAL** OPR

1.3 CHARTER, JURISDICTION AND MISSION

The activity of establishing, documenting and determining the local government agency's charter, jurisdiction and mission. Excludes records covered in the Meetings and Hearings section.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-07 Rev. 1	***Charter and Bylaws - Development*** Records relating to the development of the agency's charter and/or by-laws defining the scope of the agency and its rights, responsibilities, and authority, and including written rules for the agency's decision-making bodies (councils, commissions, committees, etc.). Includes Associated Student Bodies (ASB). Excludes adopted charters and bylaws covered by GS50-05A-01.	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
GS50-16-09 Rev. 1	***Jurisdictional Boundary – Official*** Official documentation of the agency's legal jurisdictional boundary, changes to its boundary (including annexation or incorporation), and related records documenting locations and physical features within the agency's jurisdiction. Records may include, but are not limited to: • Drawings, maps, photographs (prints, slides, negatives, digital images), aerial photos; • Surveys, land survey field books; • Geological data/geotechnical reports. Excludes records that are: • Site-specific to real property assets owned by the agency and covered by GS55-05A-06; • Held by the county engineer and covered by GS2012-031; • Covered in the County Assessor, County Auditor, & Land Use Planning and Permitting sector schedules.	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** **ESSENTIAL** OPR

1.3 CHARTER, JURISDICTION AND MISSION

The activity of establishing, documenting and determining the local government agency's charter, jurisdiction and mission. Excludes records covered in the Meetings and Hearings section.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS52-03A-05 Rev. 1	***Jurisdictional Boundary – Development*** Records relating to the development and/or proposal of modifications/changes to the agency's jurisdictional boundary (including annexation or incorporation). Includes requests, proposals, process documentation, related communications, etc. Excludes records covered by GS50-05A-13, *Meetings – Governing/Executive*. Excludes official boundary documentation covered by GS50-16-09.	**Retain** for no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR
GS50-18-38 Rev. 1	***Jurisdictional Reference – Maps, Drawings, Photographs*** Maps, drawings, and/or photographs that provide reference information on land use conditions and physical features within the agency's jurisdictional boundary, prepared or collected by the agency and used for **staff reference** and/or **public information**. Records may include, but are not limited to: • Drawings, maps, photographs (prints, slides, negatives, digital images), aerial photos; • Surveys, land survey field books; • Geological data/geotechnical reports. Excludes records covered **more specifically** in *CORE* or sector schedules such as records that are: • Related to projects covered in the Land Use Planning sector schedule; • Site-specific to real property assets owned by the agency and covered by GS55-05A-06; • Held by the county engineer and covered by GS2012-031.	**Retain** for no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OFM

1.4 COMMUNITY RELATIONS

The activity of the local government agency's interaction with its community.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-165 Rev. 0	***Advertising and Promotion*** Records relating to the planning and/or execution of educational or promotional events, campaigns, and contests conducted by the agency to promote the agency's mission or business	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
GS2011-166 Rev. 0	***Awards and Recognitions*** Records documenting international, national, and other significant awards and recognition received by the agency in relation to its functions and assets. Includes, but is not limited to: • Awards (design, efficiency, sustainability, etc.) for agency-owned buildings, monuments, bridges, dams, and features (archeological, geographical or topological), etc.; • Recognition for web site or electronic information system designs, transit efficiency/service, customer service excellence, etc. Excludes artifacts (plaques, trophies, etc.).	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
GS50-06F-01 Rev. 0	BIOGRAPHICAL FILES	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

1.4 COMMUNITY RELATIONS

The activity of the local government agency's interaction with its community.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-167 Rev. 0	***Charity Fundraising*** Records documenting the agency's coordination and support of and/or participation in charity fundraising campaigns, including promotion of employee payroll deductions. Includes, but is not limited to: • Decision process for selecting charity campaigns to support; • Communication between the agency and charities; • Dissemination of charity information; • Arrangements and promotion of campaign events. Excludes authorizations of payroll deductions covered by GS50-03E-01.	**Retain** for 6 years after end of fiscal year *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-01-09 Rev. 1	***Citizen Complaints/Requests*** Communications from citizens making a complaint or request, as well as the associated agency response. Excludes records covered **more specifically** in *CORE* or sector schedules such as: • Code violation complaints covered by GS2012-026; • Claims for damages covered by GS50-01-10.	**Retain** for 3 years after matter closed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06F-02 Rev. 0	HISTORICAL FILES OF THE AGENCY	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

1.4 COMMUNITY RELATIONS

The activity of the local government agency's interaction with its community.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06F-05 Rev. 0	NEWSPAPER CLIPPINGS	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
GS50-06F-06 Rev. 0	PHOTOGRAPHS, AUDIO/VISUAL MATERIAL Photographic negatives and prints may be held at Regional Archives for permanent preservation and security backup.	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
GS50-06F-07 Rev. 0	PRESS RELEASES	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
GS2011-168 Rev. 0	***Proclamations*** Proclamations issued by the mayor, commissioner, or elected executive on behalf of the local government agency, ***where not included in the minutes or meeting packet of the agency's governing body.***	**Retain** for 6 years after issued *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

1.4 COMMUNITY RELATIONS

The activity of the local government agency's interaction with its community.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-016 Rev. 0	***Public Notice (Official)*** Records documenting public notices published or posted by the local government agency in order to inform the general public of its actions, decisions, or services. Includes all public notices, whether posted voluntarily or required by statute, ***where not covered by a more specific records series.*** Includes, but is not limited to: • Affidavit of mailing, posting or publishing; • Notices of agency elections, ordinances, auction, public meetings/hearings, etc. Excludes notices covered more specifically in *CORE* or sector schedules, such as public notices relating to bids and proposals covered by GS50-08A-01 and GS50-08A-11.	**Retain** for 6 years after notice published *or* 6 years after published event completed, *whichever is later* *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-01-30 Rev. 0	PUBLIC OPINION POLLS	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
GS50-06F-08 Rev. 0	SCRAPBOOKS AND ALBUMS	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

1.4 COMMUNITY RELATIONS

The activity of the local government agency's interaction with its community.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06F-09 Rev. 0	SPEECHES	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

1.5 CONTRACTS/AGREEMENTS

The activity of managing contracts and agreements entered into by the local government agency and processes involved in the development of such contracts and agreements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-169 Rev. 1	***Contracts and Agreements – Capital Assets (Non-Real Property)*** Instruments signed by the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit, and that relate to capital asset ownership, but do not establish, alter, or abolish real property ownership. Includes negotiations, change orders, compliance monitoring, etc. Includes, but is not limited to: • Purchase and sales agreements (non-real property only); • Bond, grant and levy project contracts/agreements (non-real property only); • Building construction and improvements; • Rights-of-way and/or easements granted to (received by) the agency; • Franchises granted to (received by) the agency. Excludes contracts & agreements covered **more specifically** in *CORE* or sector schedules such as: • Bond, grant and levy (real property) projects covered by GS55-05A-06; • Rights-of-way/easements granted by the agency, which are covered by GS55-05A-06; • Franchises granted by the agency, which are covered by GS50-05A-10. *Note: Bond transactions are completed when the final bond payment is made.*	**Retain** for 6 years after completion of transaction *or* 6 years after termination/ expiration of instrument *or* 6 years after disposition of asset (if asset owned by agency), *whichever is later* *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

1.5 CONTRACTS/AGREEMENTS

The activity of managing contracts and agreements entered into by the local government agency and processes involved in the development of such contracts and agreements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-11 Rev. 3	***Contracts and Agreements - General*** Instruments signed by the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit, ***and that do not establish, alter, or abolish ownership of capital assets.*** Includes negotiations, change orders, compliance monitoring, etc. Includes, but is not limited to: • Fidelity and surety coverage bonds (including bonds of elected & appointed officials); • Inter-agency, intra-agency, inter-governmental, inter-local agreements; • Lease, escrow, and rental agreements; • Lending agreements (facility, equipment, vehicle, etc.); • Liability waivers (hold harmless, insurance, etc.); • Loan agreements (long-term debt, etc.); • Master depository contract (banking); • Ongoing exemptions/discounts/rate reductions (utilities, property taxes, etc.); • Personal service, client service, purchasing agreements; • Purchase and sales agreements (non-capital asset purchases only); • Vendor bonds; • Warranties. Excludes contracts & agreements covered **more specifically** in *CORE* or sector schedules such as: • Contracts and agreements relating to real property capital assets (GS55-05A-06) and non-real property capital assets (GS2011-169); • Other bond, grant and levy project contracts and agreements covered by GS2011-183; • Public records transfer agreements with Washington State Archives covered by GS2010-021.	**Retain** for 6 years after completion of transaction or termination/expiration of instrument *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

1.5 CONTRACTS/AGREEMENTS

The activity of managing contracts and agreements entered into by the local government agency and processes involved in the development of such contracts and agreements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-017 Rev. 0	***Franchise Requests – Declined*** Records relating to franchise request proposals submitted to or requested by the local government agency ***where the request is not granted.*** Includes review, development, negotiations, and related communications. Excludes franchises granted by the agency, which are covered by GS50-05A-10. Excludes franchises granted to the agency, which are covered by GS2011-169.	**Retain** for 6 years after request declined *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-05A-10 Rev. 1	***Franchise Requests – Granted by Agency*** Records relating to franchise agreements granted by the local government agency allowing the use of public streets, bridges or other public ways, structures or places above or below the surface of the ground, for the provision of public services (such as utilities [gas, electricity, water, sewer, etc.], railroads, telecommunications, and other activities) in accordance with RCW 35A.47.040 and/or RCW 80.32.010. Includes review, development, negotiations, final agreement and related communications. Excludes franchises granted to the agency, which are covered by GS2011-169.	**Retain** for 6 years after termination or withdrawal of franchise agreement *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** **ESSENTIAL** OPR

1.6 ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA)

The activity of administering all elections ***other than those administered by the County Auditor*** *(which are covered in the County Auditor Records Retention Schedule). Includes official notifications of election results issued by the agency and/or received from the County Auditor or other regulating authority, and oaths of office taken by elected and appointed officials.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-018 Rev. 1	***Certification of Election – By Regulatory Agency*** Agency copy of election certification documentation **issued by a regulatory agency** in accordance with federal, state or local law. Includes certifications of elected officials (school board, city council, chief of police, judge, prosecuting attorney, etc.), bonds, levies, etc. Includes, but is not limited to, **certifications of**: • Regular and special elections held in accordance with Title 29 RCW and certified by the County Auditor. (County Auditor certification records are designated "Archival – Permanent Retention" in the *County Auditor Records Retention Schedule*.) • Educational service district board and regional committee member elections held by the Superintendent of Public Instruction (OSPI) in accordance with RCW 28A.310.080). (OSPI's certification records are designated "Archival" in its records retention schedule.) • Conservation District elections certified by the Washington State Conservation Commission (WSCC) in accordance with RCW 89.08.110. (WSCC's certification records are designated "Archival" in its records retention schedule.) Excludes: • Election administration records covered by GS2012-020; • *Certification* of elections *certified by the local government agency*, which are covered by GS2012-019; • County Auditor records covered in the *County Auditor Records Retention Schedule*.	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

1.6 ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA)

The activity of administering all elections ***other than those administered by the County Auditor*** *(which are covered in the County Auditor Records Retention Schedule). Includes official notifications of election results issued by the agency and/or received from the County Auditor or other regulating authority, and oaths of office taken by elected and appointed officials.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-019 Rev. 1	***Elections – Held and Certified by the Local Government Agency (Official Results)*** Core official documentation and certification of elections held and certified by the agency. Elections include, but are not limited to: • Irrigation District elections held pursuant to RCW 87.03.075; • Associated Student Body (ASB) officer elections held pursuant to RCW 28A.325.020; • School Board President elections held pursuant to RCW 28A.330.010; • Executive Committee elections. Records may include, but are not limited to: • Sample ballots, voters' pamphlets; • Tabulated votes; • Certification of election. Excludes County Auditor records covered in the *County Auditor Records Retention Schedule.* Excludes agency-held elections administration records covered by GS2012-020.	**Retain** for 6 years after end of calendar year *then* **Contact** Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR
GS2012-020 Rev. 0	***Elections – Held by the Local Government Agency (Administration)*** Internal administration of elections held by the local government agency. May include, but is not limited to: • Voter eligibility and challenges to voter eligibility; • Voted ballots, tally sheets; • Working files. Excludes County Auditor records covered in the *County Auditor Records Retention Schedule.* Excludes official election results documentation covered by GS2012-019.	**Retain** for 1 year after certification of election *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

1.6 ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA)

The activity of administering all elections ***other than those administered by the County Auditor*** *(which are covered in the County Auditor Records Retention Schedule). Includes official notifications of election results issued by the agency and/or received from the County Auditor or other regulating authority, and oaths of office taken by elected and appointed officials.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-021 Rev. 0	***Initiative, Referenda and Recall Measures*** Records relating to the administrative management of initiatives, referenda, and recall measures filed with the agency. Includes, but is not limited to, initiative, referenda, and recall measures: • Passed by voters; • Rejected by voters; • Where requisite number of signatures is not sufficient to place on ballot. Records include, but are not limited to: • Petitions signed by citizens; • Outreach, voter pamphlet input; • Planning files, legal opinions; • Related communications. Excludes elections records covered by GS2012-018, GS2012-019, and GS2012-020.	**Retain** for 6 years after certification of election or determination of signature insufficiency *then* **Transfer** to Washington State Archives for appraisal and selective retention**.**	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
GS50-05A-15 Rev. 1	***Oaths Of Office – Filed or Recorded with County Auditor*** Agency copy of official oaths of office taken by elected and appointed officials ***which have been filed or recorded with the County Auditor.*** Excludes oaths of office covered by GS2012-023. *Note: All documents filed and/or recorded with the County Auditor are designated Archival in the County Auditor Records Retention Schedule.*	**Retain** for 6 years after end of term of office or appointment *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

1.6 ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA)

The activity of administering all elections ***other than those administered by the County Auditor*** *(which are covered in the County Auditor Records Retention Schedule). Includes official notifications of election results issued by the agency and/or received from the County Auditor or other regulating authority, and oaths of office taken by elected and appointed officials.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-023 Rev. 0	***Oaths Of Office – Not Filed or Recorded with County Auditor*** Official oaths of office taken by elected and appointed officials ***which have not been filed or recorded with the County Auditor.***	**Retain** for 6 years after end of term of office or appointment *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR

1.7 EMERGENCY PLANNING, RESPONSE, RECOVERY

The activity of the agency responding to natural, man-made, and technology disasters and emergencies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06A-02 Rev. 1	***Backups for Disaster Preparedness/Recovery*** Routine, cyclical backups of the agency's electronic records created for the purpose of disaster preparedness and recovery.	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OFM
GS2012-024 Rev. 0	***Emergency/Disaster Preparedness – Contact Information*** Personal contact information compiled to facilitate contact in the event of an emergency or natural disaster. Includes employees, students, volunteers, etc. May include, but is not limited to: • Personal contact information (cell/home phone, email address, etc.); • Medical information (provider name, blood type, allergies, ADA requirements, etc.); • Physical pick-up information (for students/minors, etc.).	**Retain** until obsolete or superseded *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-14-03 Rev. 2	***Emergency/Disaster Preparedness and Recovery Plans*** Emergency and disaster preparedness, response, and recovery plans prepared for any aspect of the agency's operations and assets. Also includes, but is not limited to: • Employee emergency plans and fire prevention plans prepared in accordance with WAC 296-24-567; • Essential records lists. Excludes hazardous materials/dangerous waste management plans covered by GS50-19-08.	**Retain** for 6 years after obsolete or superseded *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

1.7 EMERGENCY PLANNING, RESPONSE, RECOVERY

The activity of the agency responding to natural, man-made, and technology disasters and emergencies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-18-29 Rev. 1	***Emergency/Disaster Response/Recovery – Uncommon or Major*** Records relating to actions taken by the local government agency in response to uncommon or major natural or manmade disasters/emergencies (storms, floods, fires, earthquakes, terrorism, etc.), ***where the agency deploys non-routine procedures, mobilizes special resources, requires significant outside assistance and/or where normal agency operations are suspended or significantly disrupted.*** Includes, but is not limited to: • Emergency operations center activities and communications; • Invocation of mutual aid or interlocal agreements with adjoining local jurisdictions; • State of Emergency/disaster damage declaration; • Federal Emergency Management Agency (FEMA) claims; • Actions implemented to protect life, property, public peace, the environment, and/or the economic base of the community; • Protection, recovery and repair of agency or community assets. Excludes emergencies/disasters involving hazardous materials/dangerous waste covered by GS2011-177 or GS50-19-15.	**Retain** for 6 years after matter resolved/recovery complete *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
GS2012-025 Rev. 0	***Emergency/Disaster Response/Recovery – Routine or Minor*** Records relating to actions taken by the local government agency in response to routine or minor natural or manmade disasters/emergencies (leaking pipes/flooding, snow closure, vandalism, etc.) ***where the agency manages the recovery with minimal assistance and/or disruption to normal agency operations.*** Excludes emergencies/disasters covered by GS50-18-29, GS2011-177 and/or GS50-19-15.	**Retain** for 6 years after matter resolved/recovery complete *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

1.8 LEGAL AFFAIRS

*The activity of managing the agency's legal affairs, including litigation, legal advice, and code enforcement (**where not covered by the Law Enforcement Records Retention Schedule**). Includes internal and outside counsel.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS53-02-01 Rev. 1	***Attorney General Opinions*** *Note: Opinions issued by the Office of the Attorney General (AG) are designated Archival in the AG records retention schedule.*	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04C-04 Rev. 1	***Civil Rights Violation Complaints*** Records relating to the agency's investigations of complaints of civil rights violations occurring within the agency's jurisdiction, where civil litigation has not commenced. Complaints may be made by employees (including contractors and volunteers), students, or the general public. Includes, but is not limited to: • Complaints, investigations, witness statements, evidentiary documents; • Notifications, communications, contact logs, notes; • Findings, settlement agreements, post-finding materials. Includes, but is not limited to: • Americans with Disabilities Act (ADA), Title II, etc.; • *Civil Rights Act of 1964* (voter registration, facilities, transportation, equal employment opportunity, education, race, color & national origin [Title VI], etc.); • Federal Fair Housing Amendments Act of 1988; • Health Insurance Portability and Accountability Act (HIPAA); • *Rehabilitation Act of 1973* (Section 504 accommodations, etc.); • Individuals with Disabilities Education Act (IDEA). *Note: If litigation commences, these records become part of the litigation case file and are covered by GS53-02-04.*	**Retain** for 6 years after resolution, completion, closure, or decision not to proceed *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

1.8 LEGAL AFFAIRS

*The activity of managing the agency's legal affairs, including litigation, legal advice, and code enforcement (**where not covered by the Law Enforcement Records Retention Schedule**). Includes internal and outside counsel.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-171 Rev. 0	***Civil Rights – Compliance*** Records relating to the agency's efforts to comply with federal, state and local statute governing employee (including contractors and volunteers), student, and the general public's civil rights. May include surveys, reports, notifications, communications, meetings, agreements, training materials, etc. Excludes: • *Rehabilitation Act of 1973* Section 504 accommodations covered by GS50-04C-01; • Civil rights violation complaints covered by GS50-04C-04; • Equal employment reports covered by GS50-04C-05.	**Retain** for 6 years after end of calendar year *or* conditions of grant satisfied, *whichever is later* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04C-01 Rev. 1	***Civil Rights – Compliance (Section 504 Accommodations)*** Records relating to the agency's compliance with Section 504 of the *Rehabilitation Act of 1973* which requires that qualified individuals with disabilities have equal opportunity to benefits and services. Records may include applications, agreements, surveys, reports, notifications, meetings, communications, training materials, etc. Excludes: • Civil rights violation complaints covered by GS50-04C-04; • Equal employment reports covered by GS50-04C-05.	**Retain** for 6 years after completion or denial of accommodation(s) *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS52-07-03 Rev. 0	***Civil Topical and Working Files*** Reference and working files compiled on various agencies, issues, and subjects by the Prosecutor and/or deputies in the process of acting as legal counsel for county government agencies, elected officials, commissions, and related bodies. Excludes litigation case files covered by GS53-02-04 and records covered in the *Prosecuting Attorney and Assigned Counsel Records Retention Schedule.*	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

1.8 LEGAL AFFAIRS

*The activity of managing the agency's legal affairs, including litigation, legal advice, and code enforcement (**where not covered by the Law Enforcement Records Retention Schedule**). Includes internal and outside counsel.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-10 Rev. 1	***Claims for Damages*** Records relating to claims for damages filed either against the agency by other parties, or by the agency against other parties. Excludes workers' compensation claims, which are covered by records series in the Industrial Insurance section. Excludes litigation case files covered by GS53-02-04.	**Retain** for 6 years after claim closed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2012-026 Rev. 0	***Code Enforcement*** Records relating to the enforcement of the local government agency's official code, ***where not covered by the Law Enforcement Records Retention Schedule.*** Includes complaint(s), investigations, inspections and assessments, warnings, notices, statements of required corrective action, **citations**, resolution, and all related communications. Code violations may include, but are not limited to: • Animal control; • Building, development, land use, and fire; • Nuisance (accumulation of junk on private property, etc.); • Parking; • Personal license and business license. Excludes records covered more specifically in *CORE* or sector schedules, such as GS2011-173 (*Appeals Hearings – Local Decision-Making Bodies (General)*).	**Retain** for 6 years after matter resolved *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

1.8 LEGAL AFFAIRS

*The activity of managing the agency's legal affairs, including litigation, legal advice, and code enforcement (**where not covered by the Law Enforcement Records Retention Schedule**). Includes internal and outside counsel.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-172 Rev. 0	***Court Orders – Served on the Agency*** Records relating to subpoenas and summonses served on the agency, where the agency is not a party to the litigation. Includes, but is not limited to: • Personnel/staff summonses; • Subpoenas for agency records. Excludes records where the agency is a party to the litigation or claim which are covered by other records series (*Litigation Case Files, Claims for Damages*, etc.).	**Retain** until no longer needed for agency business *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

1.8 LEGAL AFFAIRS

*The activity of managing the agency's legal affairs, including litigation, legal advice, and code enforcement (**where not covered by the Law Enforcement Records Retention Schedule**). Includes internal and outside counsel.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS55-05A-09 Rev. 2	***Evictions, Liens, Foreclosures, Condemnations*** Records relating to disputes involving real property and/or facilities owned or maintained by the agency ***where litigation has not commenced***. Includes actions taken (including debt forgiveness). Includes all activities and actions, such as: • Collections; • Vacation of premises; • Property liens (and releases); • Foreclosure of deeds and mortgages; • Condemnation/eminent domain. Includes, but is not limited to: • Correspondence, research, invoices/billing statements; proof of mailing; • Copies of title reports, certificates of delinquency, notices of summons. Excludes: • Encroachments covered by GS55-05A-06; • Non-real property financial disputes covered by GS50-03B-14. *Note: If litigation commences, these records become part of the litigation case file and are covered by GS53-02-04.* *Note: Per RCW 4.16.020, the statute of limitations for the commencement of actions for the recovery of real property is 10 years.*	**Retain** for 10 years after matter resolved *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS53-02-05 Rev. 0	LEGAL ISSUES/ADVICE FILES	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM

1.8 LEGAL AFFAIRS

*The activity of managing the agency's legal affairs, including litigation, legal advice, and code enforcement (**where not covered by the Law Enforcement Records Retention Schedule**). Includes internal and outside counsel.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS53-02-03 Rev. 1	***Legal Opinions (Agency Attorney)*** Official interpretations made by agency attorney regarding questions of legal rights or liabilities affecting the agency or any of its departments and offices. Excludes legal opinions covered by GS53-02-06, ***Levy and Bond Planning – Successful***.	PERMANENT	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
GS53-02-04 Rev. 1	***Litigation Case Files*** Documentation of a civil suit by the agency against another party, or defense of the agency and/or agency employee against suit by another party. *Note: Primary copies of official court documents are held permanently by the Clerk of Superior Court, or 10 years by the District or Municipal Court Administrator.*	**Retain** for 10 years after case closed *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

1.9 LOCAL GOVERNMENT LEGISLATION

The activity of the local government agency's governing bodies establishing law, statutes & regulations for themselves and for the people they represent. Includes enforcement, ***where not covered by the Law Enforcement Records Retention Schedule****.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-16 Rev. 1	***Ordinances and Resolutions – Approved*** Laws, statutes and/or regulations approved and enacted by the local government agency's governing body. *Note: Official and municipal codes are covered by Publications – Master Set, GS50-06F-04.*	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** **ESSENTIAL** OPR
GS50-01-25 Rev. 1	***Ordinances and Resolutions - Development*** Documentation of the analysis and development of ordinances and/or resolutions intended for submission to the agency's governing council, commission, or board. Excludes approved ordinances and resolutions covered by GS50-05A-16.	**Retain** for 3 years after approval or decision not to proceed *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

1.10 MEETINGS AND HEARINGS

The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-173 Rev. 1	***Appeals Hearings – Local Decision-Making Bodies (General)*** Records documenting the adjudicative proceedings of the local government agency's decision-making bodies subject to the *Administrative Procedure Act* (chapter 34.05 RCW). Includes hearings and quasi-judicial actions of the legislative body, planning commission, hearing examiner, or other bodies which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceeding ***where NO land use decision is being appealed.*** Includes, but is not limited to: • Animal control dispute appeals; • Billing dispute appeals hearings (utilities, etc.); • Civil asset forfeiture hearings; • Civil Service Commission hearings and employee grievance appeals; • County Board of Equalization property tax valuation and/or exemption appeals. Includes, but is not limited to: • Case files, decisions/orders/rulings, minutes (if taken); • Oral and written testimony, exhibits, etc.; • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Audio/visual recordings and transcripts of proceedings. Includes indexes and other finding aids. Excludes records covered by GS2011-174, GS50-05A-13, GS2011-176 and GS2012-027.	**Retain** for 6 years after final disposition of case *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR

1.10 MEETINGS AND HEARINGS

The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-174 Rev. 1	***Appeals Hearings – Local Decision-Making Bodies (Land Use)*** Records documenting the adjudicative proceedings of the local government agency's decision-making bodies subject to the *Administrative Procedure Act* (chapter 34.05 RCW). Includes hearings and quasi-judicial actions of the legislative body, planning commission, hearing examiner, zoning adjuster, board of adjustment or other bodies which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceeding ***where a land use decision is being appealed.*** • Includes, but is not limited to: Land use administrative appeals. Includes, but is not limited to: • Case files, decisions/orders/rulings, minutes (if taken); • Oral and written testimony; exhibits, etc.; • Agendas, meeting/agenda packets (briefs, reference materials, etc.), etc.; • Audio/visual recordings and transcripts of proceedings. Includes indexes and other finding aids. Excludes records covered by GS2011-173, GS50-05A-13, GS2011-176 and GS2012-027.	**Retain** for 6 years after final disposition of case *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** **ESSENTIAL** OPR

1.10 MEETINGS AND HEARINGS

The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-027 Rev. 0	***Meetings – Advisory*** Records documenting all meetings of the local government agency's advisory bodies. Includes: • Meetings regulated by the *Open Public Meetings Act* (chapter 42.30 RCW), such as regular and special meetings, public hearings, etc.; • All other meetings (including executive sessions regulated by RCW 42.30.110(2)). Includes, but is not limited to: • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Speaker sign-up, written testimony; • Audio/visual recordings and transcripts of proceedings; • Minutes. Includes indexes and other finding aids. Excludes records covered by GS2011-173, GS2011-174, GS2011-175, and GS2011-176.	**Retain** for 6 years after end of calendar year *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

1.10 MEETINGS AND HEARINGS

The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-13 Rev. 2	***Meetings – Governing/Executive*** Records documenting all meetings of the local government agency's governing bodies and executive management. Includes: • Meetings regulated by the *Open Public Meetings Act* (chapter 42.30 RCW), such as regular and special meetings, public hearings, etc.; • All other meetings (including executive sessions regulated by RCW 42.30.110(2)). Includes, but is not limited to: • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Speaker sign-up, written testimony; • Audio/visual recordings and transcripts of proceedings; • Minutes. Includes indexes and other finding aids. Excludes records covered by GS2011-173, GS2011-174, GS2011-175, and GS2011-176.	**Retain** for 6 years after end of calendar year *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** **ESSENTIAL** OPR

1.10 MEETINGS AND HEARINGS

The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-175 Rev. 1	***Meetings – Inter-Agency*** Records documenting all meetings held between the local government agency and one or more other public agencies. May include multi-agency staff meetings, committees, task forces that coordinate activities, communications, solutions to problems, etc. Includes, but is not limited to: • Agendas, meeting packets, sign-in lists, etc.; • Minutes, audio/visual recordings, transcripts, etc. Includes indexes and other finding aids. Excludes all meetings regulated by the *Open Public Meetings Act* (chapter 42.30 RCW), which are covered by GS50-05A-13. Excludes records covered by GS2011-173, GS2011-174, GS2011-175, GS2011-176 & GS2012-027.	**Retain** for 6 years after end of calendar year *or* 6 years after completion of project, *whichever is later* *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
GS50-01-43 Rev. 1	***Meetings – Staff*** Records documenting meetings held by (and/or for) general staff of the local government agency. May include staff meetings, internal committees/task forces, and other groups that meet for various reasons (to plan activities, coordinate communications, solve problems, coordinate employee safety, etc.). Includes, but is not limited to: • Agendas, meeting packets, sign-in lists, meeting notices, etc.; • Minutes, audio/visual recordings, transcripts, etc. Excludes all meetings regulated by the *Open Public Meetings Act* (chapter 42.30 RCW), which are covered by GS50-05A-13. Excludes records covered by GS2011-173, GS2011-174, GS2011-175, GS2011-176 & GS2012-027.	**Retain** for 2 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

1.10 MEETINGS AND HEARINGS

The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-176 Rev. 0	***Meetings/Hearings – Arrangements*** Records relating to the administrative arrangements of meetings held by or on behalf of the local government agency. Includes, but is not limited to: • Meeting date and place scheduling records; • Agenda requests; • Arrangement of catering, facilities and equipment. Excludes financial records (facilities, catering, travel expense, etc.).	**Retain** until no longer needed for agency business *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM

1.11 PLANNING

The activity of documenting and determining the local government agency's objectives, and the means for obtaining them.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-079 Rev. 0	***Strategic Plans – Development*** Records relating to the development of the agency's strategic plan.	**Retain** until no longer needed for agency business *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-080 Rev. 0	***Strategic Plans – Final Version*** Final version of agency-wide strategic, long-term plan used to align the agency's organizational and budget structure with its priorities, missions, and objectives.	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** NON-ESSENTIAL OFM
GS50-01-38 Rev. 1	***Work Plans*** Plans describing work to be performed by divisions and units of the agency, including timelines and areas of responsibility for specific actions. Also includes records relating to the development of work plans. Excludes agency-wide strategic plans covered by GS2010-080.	**Retain** until no longer needed for agency business *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM

1.12 POLICIES AND PROCEDURES

The activity of creating systematic approaches to operations and processes.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-01 Rev. 0	ADMINISTRATIVE PROCEDURES AND INSTRUCTIONS Internal procedures and instructions - Guidance on any routine internal procedure or protocol required for day to day operations. Includes work assignments to staff.	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-01-24 Rev. 1	***Official Agency Policy And Procedure Directives, Regulations and Rules*** Officially-adopted policies, procedures or public rules affecting the entire agency. Activated through executive or department head signature, ordinance or resolution.	**Retain** until no longer needed for agency business *then* Transfer to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** **ESSENTIAL** OPR

1.13 REPORTING

The activity of providing information as required by federal, state or local statute, or by court order/rule. Also includes internal agency reporting and voluntary reporting. Excludes published reports covered in the Forms and Publishing section.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-04 Rev. 1	***Annual Reports – Adopted*** May also include annual messages of chief executive officer.	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** NON-ESSENTIAL OPR
GS2012-028 Rev. 1	***Reporting/Filing (Mandatory) – Agency Management*** Records relating to general functions of the agency that are required to be filed with, or submitted to, an outside agency (including the legislative authority) by federal, state or local law, or by court order/rule, ***where not covered by a more specific records series***. Records include, but are not limited to: • Reports/forms/certificates/lists; • Submission confirmation, correspondence, inquiries, etc. Includes, but is not limited to: • Political campaign reports, lobbying reports, personal statements (financial affairs, contact information) etc., filed with the Public Disclosure Commission in accordance with chapters 42.17 and 42.17A RCW; • Special purpose district reports filed with the County or State Auditor in accordance with RCW 36.96.090; • Annual and 5-Year Plans submitted by Public Housing Authorities to the U.S. Department of Housing and Urban Development (HUD) in accordance with Section 511 of the *Quality Housing and Work Responsibility Act* (QHWRA); • Prosecuting Attorney reports submitted to the Governor, the state Liquor Control Board, and/or the legislative authority pursuant to RCW 36.27.020.	**Retain** for 6 years after report or document submitted *then* **Contact** Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

1.14 RISK MANAGEMENT/INSURANCE

The activity of identifying and mitigating risks to the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-177 Rev. 0	***Accidents/Incidents (Hazardous Materials) – Human Exposure*** Records documenting accidents, incidents, and any other occurrences within the agency's jurisdiction that are known to have involved human exposure to potentially hazardous materials. Includes employees (including contractors and volunteers) and the public. Includes, but is not limited to: • Description of accident/incident, response, and investigation; • Personal exposure information, physical examination reports, etc.; • Analyses of medical or exposure records (WAC 296-802-20015); • Toxic and hazardous substances records (*29 CFR § 1926.1101(n)*); • Personal exposure records as defined by American Nuclear Insurers (ANI) Information Bulletin 80-1A Section VIII; • Employment records for persons entering radiologically-controlled areas as defined by American Nuclear Insurers (ANI) Information Bulletin 80-1A Section I; • Other records as specified in WAC 296-802-20010. Hazardous materials include, but are not limited to: • Toxic substances or harmful physical agents as defined by *29 CFR § 1910.1020(c)(13);* • Hazardous materials as defined by RCW 70.136.020; • Dangerous waste, extremely dangerous waste, hazardous substances or hazardous waste as defined by RCW 70.105.010; • Pesticides as defined by RCW 15.58.030. *Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.*	**Retain** for 100 years after individual's date of birth *or* 30 years after individual's date of death, *whichever is sooner* *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

1.14 RISK MANAGEMENT/INSURANCE

The activity of identifying and mitigating risks to the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-03 Rev. 2	***Accidents/Incidents (Hazardous Materials) – No Human Exposure*** Records documenting accidents and incidents within the agency's jurisdiction involving hazardous materials ***where there was no human exposure.*** Includes, but is not limited to: • Description of accident/incident, response, and investigation; • Toxic and hazardous substances records (*29 CFR § 1926.1101(n)*). Hazardous materials include, but are not limited to: • Toxic substances or harmful physical agents as defined by *29 CFR § 1910.1020(c)(13);* • Hazardous materials as defined by RCW 70.136.020; • Dangerous waste, extremely dangerous waste, hazardous substances or hazardous waste as defined by RCW 70.105.010; • Pesticides as defined by RCW 15.58.030. Excludes accidents/incidents involving human exposure covered by GS2011-177.	**Retain** for 50 years after date of accident/incident *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
GS50-06C-03 Rev. 4	***Accidents/Incidents – No Claim Filed (Under Age 18)*** Records relating to accidents/incidents involving individual(s) younger than age 18, and where claims for damages are not filed. Includes, but is not limited to, reports and investigations. Includes agency copy of Reports of Accident filled out for volunteer fire fighters and reserve officers in accordance with RCW 41.24.210. Excludes hazardous materials accidents and incidents covered by GS2011-177 and GS50-19-03.	**Retain** for 3 years after individual reaches age 18 *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

1.14 RISK MANAGEMENT/INSURANCE

The activity of identifying and mitigating risks to the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-081 Rev. 2	***Accidents/Incidents – No Claim Filed (Age 18 and Older)*** Records relating to accidents/ incidents involving individuals age 18 and older, and where claims for damages are not filed. Includes, but is not limited to, reports and investigations. Includes agency copy of Reports of Accident filled out for volunteer fire fighters and reserve officers in accordance with RCW 41.24.210. Excludes hazardous materials accidents and incidents covered by GS2011-177 and GS50-19-03.	**Retain** for 3 years after date of incident *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06C-15 Rev. 0	INSURANCE AUDITS, SURVEYS, REPORTS To document and analyze the coverage, premium costs, and self-insurance costs.	4 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06C-16 Rev. 1	***Insurance Policies Purchased*** Includes accident/injury, sickness, automobile, theft, fire liability, life, and all other insurance policies purchased by the agency. *Note: The Local Records Committee suggests that policies which allow claims retroactive to their period of coverage should be retained permanently. Consult your risk manager.*	**Retain** for 6 years after termination or expiration of coverage *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
GS50-06C-04 Rev. 0	INSURANCE POLICY CERTIFICATES	PERMANENT	NON-ARCHIVAL **ESSENTIAL** OPR

1.14 RISK MANAGEMENT/INSURANCE

The activity of identifying and mitigating risks to the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06C-35 Rev. 3	***Permission for Minors to Participate*** Records relating to parental/legal guardian permission for individuals under age 18 (includes employees, students, interns and volunteers) to participate in agency-sponsored or agency-approved programs, events and activities. Includes travel away from agency facilities. Includes, but is not limited to: • Notices and announcements; • Sign-up sheets, rosters, registration forms; • Parent/legal guardian permissions (approval for use of private vehicles, waiver of liability, emergency information, etc.); • Chaperone/driver lists and information; • Transportation and all other arrangements. Excludes public school-sponsored events and activities for PreK-12 students covered by DAN SD51-06C-32 in the *School Districts and Educational Service Districts Records Retention Schedule*. Excludes records covered by PR50-13C-19 in the *Parks, Recreation and Culture Records Retention Schedule.* *Note: If an accident/incident occurs, these records are covered by GS50-06C-03, GS50-01-10, and/or GS53-02-04.*	**Retain** for 3 years after individual reaches age 18 *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06C-25 Rev. 0	RISK DATA Information compiled on the costs, liability for risks to which the agency is exposed, and the allocation of expense required to support the risk management program.	4 years	NON-ARCHIVAL NON-ESSENTIAL OFM

1.15 TRAINING

The activity of the local government agency providing training to agency employees, contractors, customers, or the public. Excludes financial records covered in the Financial Management function.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-178 Rev. 1	***Agency-Provided Training – Curriculum and Materials Development*** Records relating to the development of training courses, seminars and/or workshops. Includes research, materials development, etc. Excludes final curriculum and materials covered by GS2011-180. Excludes PreK-12 education covered in the *School Districts and Educational Service Districts Records Retention Schedule.*	**Retain** until curriculum no longer provided by agency *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2011-179 Rev. 1	***Agency-Provided Training – Arrangements*** Records relating to the administrative arrangements of agency-provided training courses, seminars and workshops. Includes, but is not limited to: • Training date and place scheduling records; • Training availability announcements and notices; • Participant registration; • Arrangement of catering, facilities and equipment. Excludes financial records (facilities, catering, travel expense, etc.). Excludes PreK-12 education covered in the *School Districts and Educational Service Districts Records Retention Schedule.*	**Retain** until no longer needed for agency business *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM

1.15 TRAINING

The activity of the local government agency providing training to agency employees, contractors, customers, or the public. Excludes financial records covered in the Financial Management function.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-180 Rev. 1	***Agency-Provided Training – Certificated, Hours/Credits Earned, or Mandatory*** Records documenting training courses, seminars and workshops provided by the local government agency to the public, customers, contractors, or agency employees, where: • Certificates/credentials/licenses may be awarded; or, • Continuing education hours/credits/points may be earned; or • Training is required by federal, state or local statute, and/or by employer. Records include, but are not limited to: • Curricula, materials presented, tests administered, etc.; • Attendee lists and sign-in sheets, test results, evaluations, etc.; • Certification/hours/credits/points awarded. Agency-provided training includes, but is not limited to: • Continuing legal education (CLE) credits, etc.; • Certification (and recertification) such as Emergency Medical Technician (EMT), Certified Municipal Clerk (CMC), cardiopulmonary resuscitation (CPR), disaster response/ emergency preparedness, first aid, lifeguard, childcare, etc.; • Recreational courses with marked levels of achievement (aquatics, etc.). Excludes records covered **more specifically** in *CORE* or sector schedules such as: • Hazardous materials training covered by GS2012-029 or UT2012-005; • In-service education programs (clock hours) covered by SD51-04G-01; • Hazardous materials trained personnel list covered by GS50-19-09; • Apprentice certification files covered by GS50-04B-34; • Employee training certificates/history retained in personnel or training history files.	**Retain** for 6 years after training provided *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

1.15 TRAINING

The activity of the local government agency providing training to agency employees, contractors, customers, or the public. Excludes financial records covered in the Financial Management function.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-029 Rev. 0	***Agency-Provided Training – Hazardous Materials Handling*** Records documenting training courses, seminars and workshops provided by the local government agency to the public, customers, contractors, or agency employees, **relating to non-radiological hazardous materials/waste handling or exposure** (including communicable infectious disease, toxic substances, harmful physical agents, etc.), where: • Certificates/credentials/licenses may be awarded; or, • Continuing education hours/credits/points may be earned; or, • Training is required by federal, state or local statute, and/or by employer. Records include, but are not limited to: • Curricula, materials presented, tests administered, etc.; • Attendee lists and sign-in sheets, test results, evaluations, etc.; • Certification/hours/credits/points awarded. Excludes records covered **more specifically** in *CORE* or sector schedules such as: • Radiation protection training as defined by WAC 246-222-030 and American Nuclear Insurers (ANI) Information Bulletin 80-1A and covered in the *Public Utilities Records Retention Schedule*. • Employee training certificates/history retained in the employee's personnel file or employee training history file. *Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.*	**Retain** for 50 years after training provided *then* **Destroy.**	NON-ARCHIVAL **ESSENTIAL** OPR

1.15 TRAINING

The activity of the local government agency providing training to agency employees, contractors, customers, or the public. Excludes financial records covered in the Financial Management function.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-181 Rev. 1	***Agency-Provided Training – General*** Records documenting training courses, seminars and workshops provided by the local government agency to the public, customers, contractors, or agency employees where: • Certificates/credentials/licenses are NOT awarded; and, • Continuing education hours/credits/points are NOT earned; and • Training is NOT required by federal, state or local statute or by employer. Records include, but are not limited to: • Curricula, materials presented, tests administered, etc.; • Attendee lists and sign-in sheets, test results, evaluations, etc. Excludes records covered **more specifically** in *CORE* or sector schedules such as: • Agency-provided training covered by GS2011-180 and GS2012-029; • Apprentice certification files covered by GS50-04B-34; • Employee training certificates/history retained in the employee's personnel file or employee training history file.	**Retain** for 3 years after training provided *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

2. ASSET MANAGEMENT

The function of managing the local government agency's assets, including physical assets (facilities, land, equipment, vehicles, supplies, hazardous materials, etc.) and intangible assets (copyrights, easements, water and timber rights, etc.). Includes hazardous materials. Excludes financial assets (stocks, bonds, etc.), which are covered in the Financial Management section.

2.1 ACQUISITION/OWNERSHIP

The activity of acquiring/owning assets through purchase, donation, or other means. Includes the agency's structures, infrastructure, and information system technology (IT). ***Excludes records documenting financial transactions which are covered in the Financial Management section of CORE.***

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-030 Rev. 0	***Capital Assets (Other) and Non-Capital Tracked Assets*** Records documenting acquisition/ownership of the agency's **capitalized**, non-real property assets and non-capital assets that are **tagged or tracked** (small and attractive assets, etc.). Non-real property capital assets may include, but are not limited to: • Vehicles, machinery, computers, equipment, furniture; • Intellectual property (copyrights, patent rights, trademarks, etc.); • Works of art and historical treasures; • Easements, rights-of-way *received by* the agency; • Water and timber rights *received by* the agency. Includes, but is not limited to: • Appraisals (statement of value); • Purchase offers for agency assets which are declined by agency ; • Legal ownership documentation (includes ***copy*** of vehicle title if original is transferred to new owner). Excludes contracts and agreements covered by GS2011-169 and GS2011-183. Excludes real property assets covered by GS55-05A-06.	**Retain** for 4 years after disposition of asset *or* until disposition of asset *and* completion of State Auditor's examination report, *whichever is sooner* *then* **Destroy.**	NON-ARCHIVAL **ESSENTIAL** OPR

2.1 ACQUISITION/OWNERSHIP

The activity of acquiring/owning assets through purchase, donation, or other means. Includes the agency's structures, infrastructure, and information system technology (IT). ***Excludes records documenting financial transactions which are covered in the Financial Management section of CORE.***

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS55-05A-06 Rev. 1 *continued next page*	***Capital Assets (Real Property)*** Records relating to the agency's capitalized, real property assets that document their acquisition, ownership, division, value, improvements, and sale (or other disposition). Real property capital assets may include, but are not limited to: • Land, infrastructure; road establishment; improvements; • Land division (plat, short plat, binding site plans, etc.); • Buildings, leasehold improvements. Includes, but is not limited to: • Appraisals (statement of land/facility values); • Contracts and agreements (including bond/grant/levy-funded real property); includes negotiations, compliance monitoring, etc.; • Documentation of legal ownership (deeds, titles, title insurance, etc.); • Easements granted by the agency; • Encroachments (land disputes, water rights and obligations, etc.); • Environmental site assessments (including tests, abatement/enclosure summary, etc.); • Geological data and geotechnical reports; aerial survey photographs/images and maps; • Land information files (acquisition reference files, condemnation proceedings, title information such as location, size, value, etc.); • *National and State Environmental Policy Act (NEPA and SEPA)* applications, checklists, reports; determinations of significance or non-significance; draft, final, supplemental Environmental Impact Statements (EIS), Scoping Notices, etc.; • Rights of way vacated/relinquished by the agency; • Purchase offers for agency assets (whether accepted or declined by agency); • Sale/auction/salvage/donation records (where not already included in records of the governing body covered by GS50-05A-13.) *continued next page*	**Retain** for 10 years after disposition of real property *and* 10 years after completion of transaction or termination/ expiration of instrument *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR

2.1 ACQUISITION/OWNERSHIP

The activity of acquiring/owning assets through purchase, donation, or other means. Includes the agency's structures, infrastructure, and information system technology (IT). ***Excludes records documenting financial transactions which are covered in the Financial Management section of CORE.***

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
continued from previous page GS55-05A-06 Rev. 1	***Capital Assets (Real Property)*** *continued from previous page* Excludes records covered **more specifically** in CORE or sector schedules such as: • Records recorded/filed with the county engineer and covered by GS2012-031; • Rights-of-way and easements received by the agency and covered by GS2011-169; • Land survey field books and maps covered by GS50-18-16; • Lead Agency SEPA records covered in the *Land Use Planning sector schedule*; • Non-site-specific geological data/geotechnical reports. *Note: Bond transactions are completed when the final bond payment is made.* *Note: Per RCW 4.16.020, the statute of limitations for the commencement of actions for the recovery of real property is 10 years.*	*continued next page* *continued from previous page*	*continued next page* *continued from previous page*
GS2012-031 Rev. 0	***County Engineer Records*** Records retained by the county engineer in accordance with RCW 36.80.040. Includes all matters recorded and filed with the county engineer documenting the complete history of public roads, highways, bridges, ditches, or other surveys of the county. Includes, but is not limited to, original papers, documents, petitions, surveys, repairs, other papers and reports.	**Retain** for the life of the agency *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** **ESSENTIAL** OPR
GS50-06B-24 Rev. 2	***Environmental Site Assessments – Asset Not Acquired*** Records relating to an analysis of environmental conditions (including hazardous materials and conditions) on real property being considered for acquisition, but not acquired by the agency. Includes appraisals completed by independent appraisers under contract to the agency as well as agency-generated appraisals.	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

2.1 ACQUISITION/OWNERSHIP

The activity of acquiring/owning assets through purchase, donation, or other means. Includes the agency's structures, infrastructure, and information system technology (IT). ***Excludes records documenting financial transactions which are covered in the Financial Management section of CORE.***

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-032 Rev. 0	***Naming (Assets)*** Records relating to the naming or renaming of roads, streets, parks, buildings, schools, stadiums, bridges, and other assets within the local government's jurisdiction ***where the naming process is not included in the development application.*** Includes research, community polls, proposals, approvals, correspondence, contracts and agreements, sale of naming rights, etc. Excludes records covered by GS50-05A-13, *Meetings – Governing/Executive*.	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** NON-ESSENTIAL OPR
GS51-07-21 Rev. 1	***Property Purchase Proposals Made by Agency – Unsuccessful*** Records relating to proposals made by the local government agency for the purchase of real property ***where the offer is not accepted or is withdrawn by the agency.*** Includes, but is not limited to, negotiations, purchase offers, title reports, etc. Excludes successful purchase proposals made by the agency **AND** purchase offers made by other parties for the agency's real property, which are covered by GS55-05A-06. Excludes environmental site assessments covered by GS50-06B-24.	**Retain** for 3 years after offer declined or withdrawn *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

2.2 AUTHORIZATION/CERTIFICATION

The activity of receiving permission or approval in relation to asset management. Excludes authorizations granted by the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-033 Rev. 0	***Authorizations/Certifications – Assets*** Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations acquired by the local government agency in relation to its assets, ***where not covered by a more specific records series.*** Includes authorizations required by and/or received from regulating authorities (local, state, federal agencies and/or courts). Includes, but is not limited to: • Application/filing & confirmation, violations/corrections, reports, related correspondence, etc. • Building construction/modification permits and inspections (master use, mechanical, electrical, plumbing, statements of alternate construction, certificates of occupancy, tenant improvement, Federal Emergency Management Agency [FEMA] flood, etc.); • Fire and life safety permits/inspections (fire extinguishers, alarms, sprinklers, suppression systems); heating, ventilation, air conditioning [HVAC] systems; boilers/hot water tanks, elevators, etc.); • Land use and environmental permits (utility, shoreline, conditional use, surface mining, zoning/land use exceptions/waivers, variances, forest practices, landscape, Army Corps of Engineers, National Pollutant Discharge Elimination System [NPDES], etc.); • Registrations (x-ray facilities and devices, etc.); • Vehicle/Vessel registration/tabs, emissions testing, USDOT number, etc., for motor pool/fleet, buses, garbage/recycling trucks, armored transport, etc.; • Water permits (drinking, waste, surface, ground, and drainage, etc.). Excludes records covered more specifically in *CORE* or sector schedules such as: • Records filed/recorded with the county engineer and covered by GS2012-031; • Real property ownership (land division permits, SEPA, etc.) covered by GS55-05A-06; • Hazardous materials covered by GS55-01M-04. Excludes authorizations **granted** by the local government agency (permits, certificates, licenses, SEPA lead agency review, etc.), which are covered in sector schedules.	**Retain** for 6 years after authorization superseded or terminated *and* conditions of authorization satisfied *and* violations (if any) corrected/ resolved *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

2.2 AUTHORIZATION/CERTIFICATION

The activity of receiving permission or approval in relation to asset management. Excludes authorizations granted by the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-034 Rev. 0	***Designations (Assets)*** Records relating to designations bestowed on assets **owned or maintained** by the local government agency. Includes applications, correspondence, notifications, etc. Includes, but is not limited to: • Heritage or landmark designation, placement on the National Historic Register, etc.; • Critical (Sensitive) Area designation. Excludes electric utility designations made by federal regulators including NERC, CIP and TSA. Excludes the **granting of** designations, which is covered in sector schedules.	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** NON-ESSENTIAL OFM

2.3 CONSTRUCTION

The activity of designing, planning and construction of structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), and information systems (IT)(software, networks, etc.) owned, leased, maintained, or occupied by the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-035 Rev. 0	***As-Built Drawings – Appraised and Not Selected for Archival Preservation*** Final set of drawings (as-builts) produced at the completion of the construction of the local government agency's structures and infrastructure ***where Washington State Archives has appraised and not selected the records for preservation***. Documents the approved design (as-designed drawings) and changes made during construction. Includes redesigns, remodels, and renovations; architectural and engineering drawings and specifications. *Note: If a final set of as-built drawings is not produced, then the as-designed drawings (with notations) serve as the as-built.*	**Retain** until structure no longer owned by agency *then* **Transfer** to new owner *or* **Destroy.**	NON-ARCHIVAL **ESSENTIAL** OPR
GS50-18-06 Rev. 1	***As-Built Drawings – Appraised and Selected for Archival Preservation*** Final set of drawings (as-builts) produced at the completion of the construction of the local government agency's structures and infrastructure ***where Washington State Archives has appraised and selected the records for preservation***. Documents the approved design (as-designed drawings) and changes made during construction. Includes redesigns, remodels, and renovations; architectural and engineering drawings and specifications. *Note: If a final set of as-built drawings is not produced, then the as-designed drawings (with notations) serve as the as-built.* *Note: Due to the significance of this record, Washington State Archives recommends that upon project completion, the agency create a working copy for its use and transfer the original to Washington State Archives.*	**Retain** until completion of project *then* **Transfer** original to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** **ESSENTIAL** OPR

2.3 CONSTRUCTION

The activity of designing, planning and construction of structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), and information systems (IT)(software, networks, etc.) owned, leased, maintained, or occupied by the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-18-10 Rev. 1 *continued next page*	***Construction Project Files*** Records documenting the planning, design, and construction phases of the local government agency's structures and infrastructure. Includes redesigns, remodels, renovations, improvements, betterments, and increases in efficiency. Structures and infrastructure (above or below ground) include, but are not limited to: • Buildings (offices, schools, plants, warehouses, etc.); • Roads, bridges, tunnels, dams, drainage systems, water and sewer systems; • Ferry terminals/docks, helipads, runways; transit stops/pads/shelters; park facilities; • Curbs, gutters, sidewalks, parking lots; park benches; fire hydrants; • Street lighting systems, traffic lights, signs and signals; parking meters; art installations. Records include, but are not limited to: • As-designed drawings (provided that as-built drawings are retained in accordance with GS50-18-06); • Design and décor documentation for historical reference (paint colors, building material and fixture descriptions, etc.); • Public feedback (input, support, opposition, etc.); • Public meeting materials (handouts, comments, etc.); • Photographs, official dedication/opening, etc.; • Preliminary drawings and specifications; • Schedules, calendars, construction logs, quality control reports; • Related communications (with contractors, consultants, attorneys, regulatory agencies, municipalities, etc.). Excludes records covered **more specifically** in *CORE* or sector schedules such as: *continued next page*	**Retain** for 6 years after completion of project or terms of grant agreement, *whichever is later* *then* **Transfer** to Washington State Archives for appraisal and selective retention. *continued next page*	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR *continued next page*

2.3 CONSTRUCTION

The activity of designing, planning and construction of structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), and information systems (IT)(software, networks, etc.) owned, leased, maintained, or occupied by the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
continued from previous page GS50-18-10 Rev. 1	***Construction Project Files*** *continued from previous page* Excludes records covered **more specifically** in *CORE* or sector schedules such as: • As-Designed drawings (serving as As-Built drawings) covered by GS50-18-06 or GS2012-035; • Records filed/recorded with the county engineer covered by GS2012-031; • Construction permits and inspections covered by GS2012-033; • Contracts and agreements covered by GS2011-183, GS55-05A-06, etc.; • Real property ownership records (SEPA, contracts, etc.) covered by GS55-05A-06. *Note: Per* RCW 4.16.310*, the statute of limitations for the commencement of actions or claims arising from construction, alteration, repair, design, planning, survey, engineering, etc., of improvements upon real property is 6 years after substantial completion of construction or termination of services.*	*continued from previous page*	*continued from previous page*

2.3 CONSTRUCTION

The activity of designing, planning and construction of structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), and information systems (IT)(software, networks, etc.) owned, leased, maintained, or occupied by the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06B-22 Rev. 1	***Facility Systems/Equipment*** Documentation of systems and equipment **installed** in facilities owned, leased or maintained by the local government agency. Includes only systems and equipment that are not integral to the structure of the facility and that may be replaced during the life of the facility, such as: • Audio/visual; • Fire and life safety (alarms, sprinklers, etc.); • Heating, ventilating and air conditioning (HVAC); • Information technology (IT) wiring; • Security. Includes, but is not limited to: • Installation drawings and other documentation integral to the maintenance and operation of the system or equipment; • System layout descriptions, specifications; • Warranties.	**Retain** for 6 years after the system or equipment is replaced or disposed of *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

2.3 CONSTRUCTION

The activity of designing, planning and construction of structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), and information systems (IT)(software, networks, etc.) owned, leased, maintained, or occupied by the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-036 Rev. 0	***IT Applications – Noteworthy*** Records documenting the planning, technical design, construction, installation, implementation, post-implementation review and commissioning of the agency's noteworthy information systems (computer software applications, databases, websites, etc.) Includes, but is not limited to, applications which are: • Of particular significance to the agency or community; • Considered to be ground-breaking (first use of technology to deliver a particular agency service, etc.); • Created or used to manage the agency's archival records; • Award recipients (local, state, national, international). Includes contracts and agreements. *Note: For guidance on how to identify noteworthy IT applications, please contact Washington State Archives.*	**Retain** until no longer needed for agency business *and* all records within the application have been migrated or dispositioned in accordance with a current approved records retention schedule *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

2.3 CONSTRUCTION

The activity of designing, planning and construction of structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), and information systems (IT)(software, networks, etc.) owned, leased, maintained, or occupied by the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06A-03 Rev. 2	***IT Applications – Technical Design and Implementation*** Records documenting the technical design and implementation of the agency's computer software applications, databases, and websites (internet and intranet). Includes, but is not limited to: • Design documentation/detail; • Database schema and dictionaries; • Source code; • System and program change descriptions/authorizations; • Development plans (for testing, training, conversion, and acceptance); • Release notes; • Operational and user instructions; • Acceptance testing. Excludes noteworthy IT applications covered by GS2012-036.	**Retain** until application or version is no longer needed for agency business *and* all records within the application have been migrated or dispositioned in accordance with a current approved records retention schedule *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OFM
GS2010-003 Rev. 1	***IT Audit Trail – Infrastructure*** Records documenting authorizations for and modifications to the configurations and settings of the agency's infrastructure (firewalls, routers, ports, network servers, etc.).	**Retain** for 1 year after date of activity *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

2.3 CONSTRUCTION

The activity of designing, planning and construction of structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), and information systems (IT)(software, networks, etc.) owned, leased, maintained, or occupied by the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-006 Rev. 1	***IT Network – Design and Build*** Records documenting the design and construction of the agency's information technology network. Includes, but is not limited to: • Network diagrams and build guides; • Master control list of Internet Protocol (IP) address assignments; • Uniform Resource Locator (URL) addresses and passwords.	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OFM
GS55-05G-04 Rev. 1	***Standards and Specifications Manuals*** Design and development standards and specifications approved by the agency's governing body for the construction, operation and maintenance of structures and infrastructure within the agency's jurisdiction.	**Retain** for 6 years after superseded *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OFM

2.4 DISPOSAL

The activity of disposing of the local government agency's assets through sale or otherwise. Excludes hazardous materials/dangerous waste.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06E-08 Rev. 1	***Disposal of Assets (Non-Real Property)*** Non-financial records relating to the process disposing of all agency non-real property capital assets. Includes sale, auction, salvage, donation, etc. Includes, but is not limited to: • Selling equipment, vehicles, machinery, art, etc.; • Copy of vehicle/vessel report of sale, etc.; • Surplus property transfer. Excludes: • Ordinances and resolutions (and associated documents) authorizing the auction of surplus property covered by GS50-05A-16 and GS50-01-25; • Disposal of hazardous materials covered by GS50-19-02; • Disposal of real property assets covered by GS55-05A-06; • Purchase offers for agency assets *declined by the agency* covered by GS2012-030.	**Retain** for 6 years after disposal of asset *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06B-23 Rev. 0	***Waste Materials Analysis*** Records relating to the **analysis** of the agency's waste materials (such as motor oil) used to determine if the materials should be designated as non-hazardous or hazardous waste. Includes reports.	**Retain** for 6 years after analysis completed *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

2.5 HAZARDOUS MATERIALS MANAGEMENT

Records relating to the identification, location, handling, use, storage, transportation, and disposal of the local government agency's hazardous materials. Includes abatement and remediation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS55-01M-04 Rev. 1	***Authorizations/Certifications – Hazardous Materials*** Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations acquired by the local government agency in relation to hazardous materials created, maintained, disposed of, or in any way used by the local government agency, ***where not covered by a more specific records series.*** Includes authorizations required by and/or received from regulating authorities (local, state, federal agencies and/or courts). Includes, but is not limited to: • Radioactive materials licenses and inspections pursuant to chapter 246-220 through 254 WAC. Hazardous materials include, but are not limited to: • Toxic substances or harmful physical agents as defined by CFR § 1910.1020(c)(13); • Hazardous materials as defined by RCW 70.136.020; • Dangerous waste, extremely dangerous waste, hazardous substances or hazardous waste as defined by RCW 70.105.010; • Pesticides as defined by RCW 15.58.030; • Hazardous chemicals defined by the U.S. Department of Labor, Occupational Safety & Health Administration (OSHA) Hazard Communication Standards. *Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.*	**Retain** for 50 years after authorization superseded or terminated *and* conditions of authorization satisfied *and* violations (if any) corrected *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

2.5 HAZARDOUS MATERIALS MANAGEMENT

Records relating to the identification, location, handling, use, storage, transportation, and disposal of the local government agency's hazardous materials. Includes abatement and remediation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-15 Rev. 1	***Hazardous Materials/Dangerous Waste – Abatement and Remediation*** Records relating to hazardous materials clean-up actions and investigations of incidents and/or disasters occurring within the agency's jurisdiction and completed by or on behalf of the agency. Projects include, but are not limited to: • Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) Superfund projects; sites listed on the Department of Ecology's Hazardous Sites List (WAC 173-340-330); • Abatement, remediation, removal of potentially hazardous materials such as asbestos, lead paint, lead in drinking water, contaminated soil, storage tanks (under or above ground), etc.; • Clean-up of spills and releases of hazardous materials. Records include, but are not limited to: • Preliminary assessment/site inspection reports, remedial investigation/feasibility studies and reports, risk and endangerment assessment, health and safety plans, etc.; • Notifications (such as Emergency Release Notification of an Extremely Hazardous Substance (EHS) in accordance with Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), or asbestos removal/disturbance notification required of local education agencies by the Asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP) in accordance with 40 CFR § Part 61, Subpart M.) • Contracts, abatement permits, consent agreements, record of decision (ROD), administrative orders, plans (project operations, work, community relations, quality assurance, etc.); • Sampling data, chemical analysis services, surveys, applicable or relevant and appropriate requirements (ARARs), enforcement action, operation & maintenance, monitoring & review; • (Potentially) responsible party searches and investigations; consent decrees; • Alert notifications (email, web post, tweet, RSS feed, etc.).	**Retain** for 10 years after completion of project *or* 10 years after terms of grant agreement, *whichever is later* *then* **Transfer** to Washington State Archives for appraisal and selective retention *and* **Retain** records not selected for permanent preservation for 50 years pursuant to 42 USC § 9603 (d)(2).	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR

2.5 HAZARDOUS MATERIALS MANAGEMENT

Records relating to the identification, location, handling, use, storage, transportation, and disposal of the local government agency's hazardous materials. Includes abatement and remediation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-02 Rev. 1	***Hazardous Materials/Dangerous Waste – Control/Inventory/Tracking/Disposal*** Records documenting the control, tracking, and disposal of the hazardous materials and dangerous waste generated, transported, treated, stored, used, and/or disposed of by the local government agency ***where no accident or incident has occurred.*** Includes, but is not limited to: • Reports and forms required under the *Resource Conservation and Recovery Act (RCRA)*; • Dangerous Waste Annual Report filed with the Department of Ecology in accordance with WAC 173-303-220; • Materials Safety Data Sheet (MSDS)(WAC 296-800-180), annual inventory of chemicals, emergency and hazardous chemical inventory form, Tier Two Chemical Inventory Report, and all other forms and reports submitted to the State Emergency Response Commission (SERC), Local Emergency Planning Committees (LEPC), the Department of Ecology and/or local fire department as required by the U.S. Environmental Protection Agency *Emergency Planning & Community Right-to-Know Act*; • Toxic Release Inventory (TRI) reporting in accordance with 40 CFR § Part 372. Excludes: • Abatement/remediation records covered by GS50-19-15; • Pesticide application covered by GS50-18-43; • Hazardous materials/dangerous waste plans covered by GS50-19-08. *Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.*	**Retain** for 50 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

2.5 HAZARDOUS MATERIALS MANAGEMENT

Records relating to the identification, location, handling, use, storage, transportation, and disposal of the local government agency's hazardous materials. Includes abatement and remediation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-08 Rev. 1	***Hazardous Materials/Dangerous Waste – Plans*** Plans and procedures relating to the proper management of hazardous materials/waste used, owned, stored, or created by the local government agency. May include information relating to the collection, analysis, transportation, recordkeeping, and disposal of hazardous waste/materials in an effort to prevent contamination of humans, the environment, etc. Includes, but is not limited to: • Hazardous materials emergency response plans and procedures; • Employee Right to Know implementation plan; • Hazardous waste plans prepared and submitted to the Department of Ecology in accordance with RCW 70.105.220; • Asbestos management plans prepared in accordance with the *Asbestos Hazard Emergency Response Act* (AHERA) and the *Asbestos School Hazard Abatement Reauthorization Act* (ASHARA) in accordance with 40 CFR § Part 763. Excludes hazardous materials reports and inventories covered by GS50-19-02 and abatement records covered by GS50-19-15. *Note: Local hazardous waste plans (RCW 70.105.220) received by the Washington State Department of Ecology are designated Archival in accordance with the Department of Ecology's records retention schedule.*	**Retain** for 6 years after obsolete or superseded *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR
GS50-18-43 Rev. 1	***Pesticide Application*** Records documenting the local government agency's application of pesticides to agricultural land, roadsides, and/or landscapes as regulated by RCW 17.21.100 and WAC 16-228-1320.	**Retain** for 7 years after date of pesticide application *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

2.6 INSPECTION/MONITORING

The activity of observing, examining, testing, calibrating, measuring or otherwise evaluating/confirming the functionality, safety, or performance of the agency's physical assets. Includes routine, preventive, predictive, scheduled and unscheduled assessments.
***Excludes inspections/monitoring completed by outside regulatory agencies**, which is covered by GS50-01-42.*
***Excludes inspections/monitoring completed by the local government agency in its capacity as a regulatory agency**, which is covered in sector schedules.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-18-08 Rev. 1	***Inspections – Bridges*** Records relating to the inspection of bridges owned by the agency and performed in accordance with National Bridge Inspection Standards (NBIS) pursuant to 23 CFR § 650(C) and 23 USC 151. Includes inspection diaries, field notes, etc. Excludes records held by the county engineer and covered by GS2012-031. Excludes reports covered by GS2012-044.	**Retain** for 6 years after asset no longer owned by agency *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
GS2012-037 Rev. 0	***Inspections/Monitoring – Non-Regulated*** Records documenting inspections/monitoring of assets owned, used or maintained by the local government agency, ***where not required by regulatory agencies***. Includes inspections/ monitoring completed by agency staff and/or contractors. Includes structures and infrastructure, equipment and systems, vehicles/vessels, IT hardware and systems, etc. May include, but is not limited to: • Temperature and humidity records; • Equipment functionality/safety checks (vehicle daily checks, etc.); • IT system health monitoring (benchmarks, real-time performance logs, etc.). Excludes records covered **more specifically** in *CORE* or sector schedules such as: • Regulated and/or environmental inspections/monitoring covered by GS51-07-10, GS50-19-15, GS50-01-42, GS50-18-08, and GS2012-038; • Traffic/light monitoring covered by GS50-18-33 and GS50-18-34; • Inspections/monitoring of assets **not** owned by the agency but *monitored by the agency in a regulatory capacity,* which is covered in sector schedules.	**Retain** until no longer needed for agency business *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

2.6 INSPECTION/MONITORING

The activity of observing, examining, testing, calibrating, measuring or otherwise evaluating/confirming the functionality, safety, or performance of the agency's physical assets. Includes routine, preventive, predictive, scheduled and unscheduled assessments.
***Excludes inspections/monitoring completed by outside regulatory agencies**, which is covered by GS50-01-42.*
***Excludes inspections/monitoring completed by the local government agency in its capacity as a regulatory agency**, which is covered in sector schedules.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-07-10 Rev. 1	***Inspections/Monitoring – Regulated (Environmental)*** Records relating to environmental monitoring of assets owned by the agency where **required by regulatory agencies** and ***where not covered by a more specific records series*.** May include monitoring of soil, air, water (ground, drinking, surface, waste), etc. Includes, but is not limited to: • Atmospheric monitoring of confined spaces (WAC 296-809-50006). Excludes records covered more specifically in *CORE* or sector schedules such as: • Hazardous materials abatement/remediation covered by GS50-19-15; • Inspections/monitoring covered by GS50-01-42, Authorizations Received from Regulatory Agencies – Assets; • Inspections/monitoring of assets **not** owned by the agency but *monitored by the agency in a regulatory capacity*, which is covered in sector schedules. *Note: Local government agencies may need to retain these records longer in order to comply with additional federal or state regulatory agency requirements.*	**Retain** for 30 years after end of calendar year *then* **Transfer** to Washington State Archives for appraisal and selective retention**.**	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

2.6 INSPECTION/MONITORING

The activity of observing, examining, testing, calibrating, measuring or otherwise evaluating/confirming the functionality, safety, or performance of the agency's physical assets. Includes routine, preventive, predictive, scheduled and unscheduled assessments.
***Excludes inspections/monitoring completed by outside regulatory agencies**, which is covered by GS50-01-42.*
***Excludes inspections/monitoring completed by the local government agency in its capacity as a regulatory agency**, which is covered in sector schedules.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-038 Rev. 0	***Inspections/Monitoring – Regulated (Non-Environmental)*** Records relating to non-environmental monitoring of assets owned by the agency ***where required by regulatory agencies*** and ***where not covered by a more specific records series.*** Includes, but is not limited to: • Airport self-inspections (14 CFR § 139.327); • Underground storage tank (UST) inspections (40 CFR § 280.45); Excludes records covered **more specifically** in *CORE* or sector schedules such as: • Bridge inspections covered by GS2012-031, GS50-18-08, and GS2012-044; • Environmental inspections/monitoring covered by GS51-07-10 and GS2012-037; • Hazardous materials abatement/remediation covered by GS50-19-15; • Inspections/monitoring relating to an authorization/certification and covered by GS50-01-42 or GS2012-033; • Inspections/monitoring of assets **not** owned by the agency but *monitored by the agency in a regulatory capacity*, which is covered in sector schedules. *Note: Local government agencies may need to retain these records longer in order to comply with additional federal or state regulatory requirements.*	**Retain** for 6 years after end of calendar year *and* violations (if any) corrected *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

2.6 INSPECTION/MONITORING

The activity of observing, examining, testing, calibrating, measuring or otherwise evaluating/confirming the functionality, safety, or performance of the agency's physical assets. Includes routine, preventive, predictive, scheduled and unscheduled assessments.
***Excludes inspections/monitoring completed by outside regulatory agencies**, which is covered by GS50-01-42.*
***Excludes inspections/monitoring completed by the local government agency in its capacity as a regulatory agency**, which is covered in sector schedules.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-18-34 Rev. 1	***Monitoring (Traffic) – Analysis*** Compilations, analyses and reports prepared by the agency (includes contractors) relating to traffic count/volume/flow, traffic lights/signals, traffic accidents/incidents, etc., on streets and roads within the agency's jurisdiction. Includes, but is not limited to: • Data analysis, summary reports and printouts, maps, etc.	**Retain** for 6 years after analysis or report completed *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
GS50-18-33 Rev. 1	***Monitoring (Traffic) – Raw Data*** Raw data collected during the monitoring of traffic count/volume/flow, traffic lights/signals, traffic accidents/incidents, and other information or statistics relating to traffic on the streets and roads within the agency's jurisdiction. Includes, but is not limited to: • Electronic data, video recordings; • Accident reports received from Washington State Patrol or other law enforcement agency, etc. Excludes summary report compilations covered by GS50-18-34.	**Retain** until no longer needed for agency business *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM

2.7 INVENTORY

The activity of detailing or itemizing goods, materials and resources on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03A-18 Rev. 1	***Inventory – Capital, Expendable and Consumable Assets*** Records relating to the inventorying of the agency's capital assets (as defined by agency policy, ordinance, or resolution) and expendable assets (tagged or tracked using tags or serial numbers in accordance with agency policy, ordinance, or resolution), and consumable assets (including items offered for resale). Capital assets may include, but are not limited to: • Land, improvements, infrastructure, easements, rights-of-way; • Buildings, leasehold improvements; • Vehicles, machinery, computers, equipment, furniture; • Works of art and historical treasures. Expendable assets may include, but are not limited to: • Computers, smart phones, global positioning system (GPS) devices. Consumable assets may include, but are not limited to: • Commodities (food, fuel, etc.); • Supplies (office, forms, printing, mailing, linens, etc.); • Forms, publications; • Parts (for vehicles, printers, machines, etc.); • School stores items (shirts, snacks, annuals, planners, yearbooks, etc.); • Concession supplies, maps, code books; • Grave markers. Excludes: • Hazardous materials inventories covered by GS50-19-02; • Tree inventories (GS50-06B-25) and surplus property inventories (GS50-08C-06). *Note: Capital asset tracking information **must** be created in accordance with RCW 43.09.200, and is covered by GS2011-182. For more information, please contact the Office of the State Auditor.*	**Retain** for 4 fiscal years after date of inventory *or* until disposition of asset *and* completion of State Auditor's examination report, *whichever is sooner* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

2.7 INVENTORY

The activity of detailing or itemizing goods, materials and resources on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06B-05 Rev. 1	***Inventory – Keys/Key Cards/Badges*** Records documenting the inventory of security badges or building keys/key cards issued to employees (includes contractors and volunteers) and visitors to gain access to agency facilities and resources.	**Retain** until obsolete or superseded *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OFM
GS50-08C-06 Rev. 1	***Inventory – Surplus Property*** Records relating to the inventorying of surplus capital and/or expendable (tagged or tracked) assets.	**Retain** for 6 years after inventory record obsolete or superseded *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06B-25 Rev. 1	***Inventory – Trees*** Records relating to the inventorying of trees on agency-owned property completed in accordance with an agency-adopted policy regarding historical or ornamental trees. May include number, type, age, and estimated height.	**Retain** for 3 years after inventory record obsolete or superseded *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

2.8 MAINTENANCE

The activity of performing legally required or voluntary actions on assets owned or used by the agency aimed at preventing unsafe conditions, advancing security, reducing equipment decline/failure, and avoiding unnecessary loss. Includes routine, preventive, scheduled and unscheduled repair, remediation and abatement. ***Excludes records documenting financial transactions which are covered in the Financial Management section of CORE.***

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-039 Rev. 0	***Maintenance – Major and/or Regulated*** Records documenting all **major maintenance AND** all **regulated maintenance** (required by regulatory agencies and/or local, state or federal statute and/or court order/rule) which is performed on assets owned, used, or maintained by the agency in order to ensure the full useful life of the agency's structures and infrastructure (buildings, roads, bridges, vehicles/ vessels/aircraft, equipment, IT hardware, etc.). Includes work performed by contractors. Includes, but is not limited to: • Instructions, maintenance manuals, vendor statements; • Maintenance/repair history (logs, summaries, reports, etc., which *may* also include non-regulated minor maintenance); • Original defect and inspection reports; • Service, repair and maintenance records (regulated and/or major); • Work orders; • Related correspondence. **Excludes:** • Maintenance records covered **more specifically** in CORE and sector schedules, such as GS2012-031 and GS2012-044; • Capital improvements (redesigns, remodels, renovations, improvements, betterments, and increases in efficiency) covered by GS50-18-10, *Construction Project Files* • Contracts and agreements covered in the Contracts/Agreements section; • Financial records covered in the Financial Management section. *Reminder: If a record serves multiple purposes (such as an invoice that itemizes costs of services and documents maintenance performed), it must be retained according to the longer of the applicable retention periods.*	**Retain** for 6 years after asset no longer owned by agency *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR

2.8 MAINTENANCE

The activity of performing legally required or voluntary actions on assets owned or used by the agency aimed at preventing unsafe conditions, advancing security, reducing equipment decline/failure, and avoiding unnecessary loss. Includes routine, preventive, scheduled and unscheduled repair, remediation and abatement.
Excludes records documenting financial transactions which are covered in the Financial Management section of CORE.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-040 Rev. 0	***Maintenance – Minor Non-Regulated*** Records documenting maintenance performed on assets owned, used, or maintained by the agency that is **minor** in nature **and NOT required by a regulatory agency.** Includes minor maintenance on structures and infrastructure (buildings, roads, bridges, equipment, vehicles/vessels/aircraft, IT hardware, etc.). Includes work performed by contractors. Minor non-regulated maintenance may include, but is not limited to: • Custodial, floor and window cleaning, lawn/gardening, indoor plant care, etc.; • Painting, furniture upholstery/refinishing, etc.; • Vehicle and equipment oil changes, tune-ups, filters, tires, etc. Records include, but are not limited to: • Service, repair and maintenance records (minor non-regulated); • Related correspondence, work orders, lists/logs and reports. Excludes: • Maintenance records covered **more specifically** in CORE and sector schedules, such as GS2012-039 and GS2012-031; • Capital improvements (redesigns, remodels, renovations, improvements, betterments, and increases in efficiency) covered by GS50-18-10, *Construction Project Files*; • Pesticide application covered by GS50-18-43; • Contracts and agreements covered in the Contracts/Agreements section; • Financial records covered in the Financial Management section. *Reminder: If a record serves multiple purposes (such as an invoice that itemizes costs of services and documents maintenance performed), it must be retained according to the longer of the applicable retention periods.*	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

2.9 PLANNING

The activity of assessing the need for, and strategizing the acquisition, use, and disposal of, the agency's physical assets (facilities, land, equipment, vehicles, supplies, hazardous materials, etc.) and intangible assets (copyrights, easements, water and timber rights, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-041 Rev. 0	***Capital Construction Projects – Preliminary Plans (Project Not Completed)*** Records relating to the preliminary planning of the agency's capital construction projects ***where the project is not completed***. Includes, but is not limited to: • Preliminary drawings and specifications; • Public meeting materials (handouts, comments, etc.); • Communications between contractors, consultants, public, etc. Excludes project plans covered by records series in the Acquisition or Construction sections.	**Retain** for 6 years after decision not to proceed *then* **Transfer** to Washington State Archives for appraisal and selective retention**.**	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
GS50-06A-01 Rev. 2	***IT Applications – Planning and Review*** Records documenting the planning and post-implementation review of the agency's computer software applications, databases, and websites (internet and intranet). Includes, but is not limited to: • Requirements and objectives documents/statements; • Feasibility studies; • Charter, cost/benefit analyses, investment plans; • Post-implementation reviews/evaluations/recommendations. Excludes noteworthy applications covered by GS2012-036.	**Retain** for 6 years after finalization of project *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

2.9 PLANNING

The activity of assessing the need for, and strategizing the acquisition, use, and disposal of, the agency's physical assets (facilities, land, equipment, vehicles, supplies, hazardous materials, etc.) and intangible assets (copyrights, easements, water and timber rights, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-042 Rev. 0	***Long-Range Asset Plans (Development)*** Records relating to the development of the agency's long-range strategic plan(s) for the management of its physical and intangible assets. Includes, but is not limited to: • Forecasting, needs assessment, feasibility studies, surveys and reports; • Goals and objectives, long-range vision; • Annual review. Excludes: • Final versions of long-range asset plans covered by GS51-07-15; • Preliminary plans for projects covered by GS2012-041 or GS50-18-10; Excludes financial records relating to successful levy and bond proposals which are covered by ***Financial Transactions – Bond, Grant and Levy Projects*** (GS2011-183).	**Retain** for 6 years after final version completed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

2.9 PLANNING

The activity of assessing the need for, and strategizing the acquisition, use, and disposal of, the agency's physical assets (facilities, land, equipment, vehicles, supplies, hazardous materials, etc.) and intangible assets (copyrights, easements, water and timber rights, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-07-15 Rev. 1	***Long-Range Asset Plans (Final Version)*** Final version of the agency's long-range strategic plan(s) for the management of its physical and intangible assets. Includes, but is not limited to: • Capital facilities/improvement plans; • Comprehensive solid waste plans prepared in accordance with RCW 70.95.080; • Environmental and conservation plans; • Transportation plans (such as comprehensive transportation plans approved by the legislative body in accordance with RCW 35.77.010, Transportation Improvement Plans (TIP) prepared in accordance with RCW 36.81.121, Annual Construction Program (ACP) prepared in accordance with RCW 36.81.130, etc.). Excludes: • Plans retained as part of the records of the governing body and retained in accordance with GS50-05A-13, *Meetings – Governing/Executive;* • Plans held by the county engineer and covered by GS2012-031; • Agency-wide strategic plans covered by GS2010-080; • Project plans covered in the Construction section.	**Retain** until superseded *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
GS2012-043 Rev. 0	***Short-Term/Routine Asset Plans*** Records relating to the routine, short-term planning and management of the agency's physical and intangible assets, ***where not covered by a more specific records series.*** Excludes project plans covered by records series in the Acquisition or Construction section.	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

2.10 REPORTING

The activity of providing information as required by regulating authorities. Also includes internal agency reporting and voluntary reporting. Excludes published reports covered in the Forms and Publishing section.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-044 Rev. 0	***Reporting/Filing (Mandatory) – Assets*** Records which are required to be filed with, or submitted to, an outside agency (including the legislative authority) by federal, state or local law, or by court order/rule, which are related to the agency's assets, and which are ***not covered by a more specific records series***. Includes, but is not limited to: • Reports/forms/certificates/lists; submission confirmation, correspondence, inquiries, etc.; • Relocation assistance/real property acquisition and displacement activities reports submitted to federal agencies in accordance with 49 CFR § 24.9 and WAC 468-100-009; • Bridge and road inspection/maintenance reports/plans required to be submitted or filed with a regulatory agency by federal and/or state statute. Excludes records held by the county engineer and covered by GS2012-031.	**Retain** for 6 years after report or document submitted *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

2.11 SECURITY

The activity of protecting the local government agency's assets against danger, loss or threat. Includes structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), equipment (motor pool cards, transit vehicles, etc.), and information systems (IT software, networks, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-002 Rev. 1	***Authorization – Employee Access*** Records documenting the authorization of employee (includes contractors and volunteers) access to agency structures, infrastructure, equipment, supplies, electronic systems, networks, applications, electronic and physical records/data. Includes, but is not limited to: • Requests and approvals for access and permissions; • Assignment of security identification badges, building/card keys, access codes, etc. Excludes "day only" authorizations (security tag clipped to jacket, etc.) issued to contract and temporary employees, which are covered by GS50-06B-20.	**Retain** for 6 years after termination of user's access *or* 6 years after system or asset no longer in use, *whichever is sooner* *then* **Destroy**	NON-ARCHIVAL **ESSENTIAL** OPR

2.11 SECURITY

The activity of protecting the local government agency's assets against danger, loss or threat. Includes structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), equipment (motor pool cards, transit vehicles, etc.), and information systems (IT software, networks, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-008 Rev. 1	***Security Incidents and Investigations*** Records documenting security incidents and investigations relating to agency structures, infrastructure, vehicles, equipment, supplies, electronic systems, networks, applications, electronic and physical records/data. Incident documentation may include, but is not limited to: • Intrusion and event logs; surveillance recordings; photographic evidence; • Weapons confiscation logs; vandalism reports; voicemail messages; • Staff/contractor/volunteer/visitor access/entry logs, swipe card data, login records, etc. Investigation documentation may include, but is not limited to: • Witness (and other) statements; • Reports (to law enforcement, agency management, regulating authority, etc.); • Corrective action taken; decision not to proceed with investigation; • Correspondence, notes, recorded information. Excludes accidents/incidents involving injuries to individuals which are covered in the Risk Management or Industrial Insurance sections.	**Retain** for 6 years after investigation completed or matter resolved, *whichever is later* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

2.11 SECURITY

The activity of protecting the local government agency's assets against danger, loss or threat. Includes structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), equipment (motor pool cards, transit vehicles, etc.), and information systems (IT software, networks, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06B-20 Rev. 1	***Security Monitoring – Employee and Public Access*** Records documenting employee (includes contractors and volunteers) and public access to agency structures, infrastructure, equipment, supplies, electronic systems, networks, applications, electronic and physical records/data. Includes, but is not limited to: • Staff and visitor access/entry logs, swipe card data, etc.; • Information system login records (audit logs), etc. Excludes surveillance recordings covered by GS50-06B-18 and routine security monitoring covered by GS2010-009. *Note: If an incident occurs, records are covered by GS2010-008 or other relevant investigation case file series.*	**Retain** for 3 years after date of report or last log entry *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-009 Rev. 1	***Security Monitoring – Routine*** Records relating to the routine security monitoring of the agency's buildings, resources, and information systems (network/system/data). Includes, but is not limited to: • Intrusion and event logs, intrusion alarm reports, etc. • Security patrol logs. Excludes records covered by GS50-06B-20 and GS50-06B-18. *Note: If an incident occurs, records are covered by GS2010-008 or other relevant investigation case file series.*	**Retain** until determined that no security incident has occurred, *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

2.11 SECURITY

The activity of protecting the local government agency's assets against danger, loss or threat. Includes structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), equipment (motor pool cards, transit vehicles, etc.), and information systems (IT software, networks, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06B-18 Rev. 1	***Security Monitoring – Oversight/Surveillance Recordings*** Security recordings monitoring the agency's infrastructure, buildings, vehicles, equipment, etc., ***where not covered by a more specific records series.*** Includes, but is not limited to: • Audio/visual recordings (digital or analog); • Data generated by navigational and/or tracking devices used to track and/or verify vehicle routes, locations, or actions, such as Global Positioning System (GPS) tracking data, automatic vehicle locator (AVL) data, etc. Excludes surveillance recordings covered in sector schedules. *Note: If an incident occurs, records are covered by GS2010-008 or other relevant investigation case file series.*	**Retain** for 30 days after last recording *or* until determined that no security incident has occurred, *whichever is sooner*, *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

2.12 USAGE AND OPERATIONS

The activity of the local government agency (staff, contractors and volunteers) using (or granting temporary authority to use) its assets (buildings, vehicles, equipment, goods, materials, resources, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-004 Rev. 1	***IT Automated/Scheduled Tasks*** Records relating to scheduled, computer-driven tasks including, but not limited to: • Event logs; • Run reports and requests; • Task schedules; • Successful completion reports.	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-005 Rev. 1	***IT Helpdesk Requests*** Records relating to employee (includes contractors and volunteers) requests for advice and assistance in using information technology systems and applications. *Note: Maintenance and repair of IT hardware is covered by DAN GS2012-039 or GS2012-040.*	**Retain** for 1 year after finalization of request *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06A-05 Rev. 2	***IT Systems Usage*** Records relating to the usage of the agency's information technology and communication systems to ensure appropriate use. Includes, but is not limited to: • Internet activity logs (sites visited, downloads/uploads, video/audio streaming, etc.); • Fax and telephone logs. *Note: The **content** of records created or received by employees (includes contractors and volunteers) must be retained for the current approved minimum retention period(s).*	**Retain** for 1 year after activity *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06B-09 Rev. 1	***Operating Manuals*** Operating manuals, specifications, vendor statements, and other related documentation for assets owned, used or maintained by the agency ***where not covered by a more specific records series in CORE or sector schedules***.	**Retain** until disposition of asset *then* **Destroy** *or* **Transfer** to new owner.	NON-ARCHIVAL **ESSENTIAL** OFM

2.12 USAGE AND OPERATIONS

The activity of the local government agency (staff, contractors and volunteers) using (or granting temporary authority to use) its assets (buildings, vehicles, equipment, goods, materials, resources, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2014-029 Rev. 0	***Tenant Files (Residential Housing)*** Records relating to **residential tenants** in buildings/units owned, used or maintained by *agencies* ***where public housing/low-income housing subsidies are NOT provided pursuant to Title 24 CFR.*** Residential housing may include, but is not limited to: • Unsubsidized housing; • HCFP Rural Rental Housing, Farm Labor Housing, Rural Rental Assistance, or other housing programs regulated by the United States Department of Agriculture (USDA) pursuant to 7 CFR § XXXV; • Rural Housing Stability Assistance Program regulated by the U.S. Department of Housing and Urban Development (HUD) pursuant to Subtitle D of Title IV of the McKinney-Vento Homeless Assistance Act (42 USC § 11408). Includes, but is not limited to: • Application, background check, etc.; • Correspondence with tenants (including notifications, complaints and responses, notices of entry of dwelling unit during tenancy, etc.); • Executed lease/agreement; • Inspections. Excludes: • Tenant files for housing programs provided pursuant to Title 24 CFR, which are covered in the *Housing Authorities Records Retention Schedule*. • Damage claims and collections covered by *CORE* series GS50-01-10 and GS50-03B-14. *Note: If litigation commences, these records become part of a litigation case file covered by CORE series GS53-02-04.*	**Retain** for 6 years after termination of lease/agreement *or* 6 years after conditions of grant satisfied (if applicable), *whichever is later* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

2.12 USAGE AND OPERATIONS

The activity of the local government agency (staff, contractors and volunteers) using (or granting temporary authority to use) its assets (buildings, vehicles, equipment, goods, materials, resources, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-045 Rev. 0	***Usage and Dispersal (Assets)*** Records relating to the dispersal and usage of the agency's assets. Includes all assets owned, rented, leased and/or maintained by the agency. Includes, but is not limited to: • Energy usage measurements; • Facility, equipment and vehicle use requests, checkout logs, rental/use schedules, statistical reports; • Fuel/oil usage and dispersal data; pump/tank audit reports; mileage data, etc.; • Materials disbursement, supplies drawn from central stores, stores reports, etc.; • Pit and quarry material control files. Excludes services (public utilities, transit, housing, etc.) covered in sector schedules. **Excludes authorizations issued by the local government agency (permits, certificates, licenses, etc.), which are covered in sector schedules.** *Note: Contracts, agreements and permits authorizing the use of the agency's assets are covered in the Contracts and Agreements section.*	**Retain** for 4 years after end of fiscal year *or* until completion of State Auditor's examination report, *whichever is sooner* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

3. FINANCIAL MANAGEMENT

The function of managing the local government agency's financial resources, obligations and monetary infrastructure.

3.1 ACCOUNTING

The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-02-01 Rev. 0	ACCOUNTS PAYABLE CONTROL WORKSHEET Lists invoice totals and taxes. Used to balance against computer generated warrant register.	1 month	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03B-10 Rev. 0	APPLICATION FOR DUPLICATE INSTRUMENT, AFFIDAVIT, AND BOND Authority to issue duplicated check or warrant in case of loss or destruction. Notarized oath that original was lost or destroyed and request for replacement.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2012-046 Rev. 0	***Billing Stubs*** Records accompanying payments submitted by customers to the agency noting the amounts, methods, and/or details of the payments (billing stubs, remittance advices, payment stubs, etc.). *Note: Billing stubs bundled or filed with records requiring longer minimum retention periods (such as GS2011-184 or GS2011-183) must be retained for the longer retention period(s).*	**Retain** for 4 years after end of fiscal year *or* until completion of State Auditor's examination Report, *whichever is sooner* *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM

3.1 ACCOUNTING

The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-182 Rev. 0	***Capital Asset Record*** Tracking record created by the local government agency for each of its capital assets as required by the Office of the State Auditor in accordance with RCW 43.09.200. Includes information summarizing: • Acquisition (when & how purchased or constructed, purchase price); • Improvements; • Depreciation; • Deductions; • Disposal (when & how disposed of, expenses related to the sale, etc.).	**Retain** for 4 years after disposition of asset *or* disposition of asset and completion of State Auditor's examination report, *whichever is sooner* *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03B-06 Rev. 0	CHECK STUBS OR DUPLICATE COPIES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2012-047 Rev. 0	***Collection Agency Reports*** Reports received from collection agencies itemizing collections activities performed on behalf of the local government agency.	**Retain** for 4 fiscal years *or* completion of State Auditor's examination report, *whichever is sooner* *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03A-10 Rev. 0	DISTRIBUTION OF EXPENDITURES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

3.1 ACCOUNTING

The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03B-14 Rev. 2	***Financial Disputes and Collections - General*** Records relating to the agency's financial disputes and attempts to collect funds, ***where not related to real property ownership***, and where civil litigation has not commenced. Includes, but is not limited to: • Accounts receivable and payable; • Checks/warrants returned due to non-sufficient funds (NSF); • Correspondence, notices, invoices/statements, account closure; • Damage and loss claims (purchasing); • Settlement documentation. Excludes hearing examiner case files covered by GS2011-173. Excludes collections involving real property covered by GS55-05A-09. *Note: If litigation commences, these records become part of the litigation case file and are covered by GS53-02-04.*	**Retain** for 6 years after matter resolved *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

3.1 ACCOUNTING

The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-183 Rev. 2	***Financial Transactions – Bond, Grant and Levy Projects*** Records documenting all resources received and expended by the agency for bond-, levy-, and/or grant-funded projects. Also includes authorized debt financing. Includes, but is not limited to: • Cancelled (and voided) checks, credit card slips, project cost record, etc., ***for capital assets constructed by the local government agency;*** • Contracts and agreements (for non-capital assets only); includes negotiations, compliance monitoring, etc.; • Documents supporting purchase/acquisition/construction and disposition/sales prices; • Financial statements and reports (cash receipts transmittals, daily cash report/summary, expenditure transactions, treasurer/finance officer reports, etc.); • Grant/scholarship announcements, applications, evaluation summaries, award notifications, etc., for funds awarded or received by the local government agency; • Project cost/expenditure tracking record (staff time, etc.); • Registers and journals for all funds and functions (including numerical listing of checks/warrants/vouchers, etc.); • Revenue bonds and coupons, registers, etc.; • Trust indenture, loan agreement, etc. Excludes: • Sensitive Authentication Data covered by GS2014-030; • Contracts and agreements involving the agency's capital assets which are covered by GS55-05A-06 and GS2011-169; • General and subsidiary ledgers covered by GS50-03A-15; • Unsuccessful grant/scholarship applications covered by GS50-03C-07.	**Retain** for 6 years after final bond payment *or* 6 years after completion of levy/grant project *or* terms of grant agreement, *whichever is later* *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

3.1 ACCOUNTING

The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-184 Rev. 2	***Financial Transactions – General*** Records documenting all resources received and expended by the agency ***provided that receipts and expenditures are not for bond, grant or levy projects***. Includes, but is not limited to: • Purchase and sales (purchase/field orders, bills of sale, receipts, cash books, remittance advices, vouchers, fiscal purchasing/receiving documents, etc.); • Billing statements; billing summaries (registers/ledgers); adjustments to accounts (error corrections, overpayment refunds, conservation rebates, etc.); delinquent accounts lists; • Financial statements and reports (cash receipts transmittals, daily cash report/summary, expenditure transactions, treasurer/finance officer, etc.); • Registers and journals (general and subsidiary) for all funds and functions; • Check/warrant registers; • Petty cash. Excludes: • Sensitive Authentication Data covered by GS2014-030; • Levy-, grant-, and bond-funded transactions covered by GS2011-183; • Utility meter readings covered in the *Utility Services Records Retention Schedule*; • General and subsidiary ledgers covered by GS50-03A-15; • Contracts and agreements; • Annual financial reports covered by GS50-03D-02.	**Retain** for 6 years after end of fiscal year *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

3.1 ACCOUNTING

The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2014-030 Rev. 0	***Financial Transactions – Sensitive Authentication Data*** Security/verification code or other Sensitive Authentication Data *as defined by the Payment Card Industry Data Security Standard (PCI DSS)* used to authenticate electronic financial transactions. Includes, but is not limited to: • Three- or four-digit customer identification (CID) number printed on the front or back of a payment card and/or embedded in magnetic stripe data such as Card Identification Number (CIN), Card Verification Value (CVV), Card Validation Code (CVC), etc.; • PIN Verification Key Indicator (PVKI) or PIN Verification Value (PVV). IMPORTANT: According to the State Auditor's Office, Sensitive Authentication Data does not include the primary account number (PAN), the credit card number (if different), and/or the transaction amount, all of which must be retained to document the financial transaction.	**Retain** until completion of transaction *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03A-15 Rev. 1	***General and Subsidiary Ledgers*** General and subsidiary ledgers documenting the agency's assets, liabilities, revenues, expenditures, gains and losses. *Note: If your agency has ledgers from the 1800's, please contact Washington State Archives before destroying.*	**Retain** for 6 years after end of fiscal year *or* 6 years after final bond payment *or* 6 years after completion of levy/grant project *or* terms of grant agreement, *whichever is later* *then* **Destroy.**	NON-ARCHIVAL **ESSENTIAL** OPR

3.1 ACCOUNTING

The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03C-07 Rev. 1	***Grant/Scholarship Applications – Not Approved*** Records relating to unsuccessful grant and scholarship applications received or submitted by the local government agency. Records may include applications, evaluations, denial notifications, etc.	**Retain** for 1 year after notification of denial received or sent *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03B-09 Rev. 0	STATEMENTS OF BOND OR OTHER COLLATERAL SECURITY POSTED BY BANK (or other depository)	3 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03A-28 Rev. 0	TRIAL BALANCES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS55-05B-32 Rev. 0	UNCLAIMED PROPERTY RESEARCH/INVESTIGATIVE FILES – FUNDS HELD BY THE AGENCY Research and investigation records documenting unclaimed property retained by the agency until it is returned to its owner, including property returned to its owner prior to the completion of the abandonment period and property transferred to agency Gen Fund after termination of the abandonment period. May include correspondence, registered mail receipts, last known address, copy of check and amount, etc.	6 years after property claimed	NON-ARCHIVAL NON-ESSENTIAL OPR
GS55-05B-33 Rev. 0	UNCLAIMED PROPERTY RESEARCH/INVESTIGATIVE FILES – FUNDS REMITTED TO DEPARTMENT OF REVENUE *Research and investigative records created to track attempts to contact individuals of unclaimed property for funds remitted to the Dept of Rev. May include correspondence, register mail receipts, last known address, copy of check and amount, etc.*	6 years after property deemed abandoned and funds remitted to the Department of Revenue.	NON-ARCHIVAL NON-ESSENTIAL OPR

3.2 AUDITING

The activity of verifying the accuracy of the local government agency's financial accounts.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03F-01 Rev. 0	AUDIT SUBJECT/REFERENCE FILES Cumulative data on departments and audit issues.	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03F-02 Rev. 0	FISCAL AND PERFORMANCE AUDIT REPORTS Final report of audit findings.	6 years	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
GS50-03A-26 Rev. 1	STATE AUDITOR'S EXAMINATION REPORT *Note: This record is retained permanently by the Office of the State Auditor in accordance with its records retention schedule.*	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03F-03 Rev. 0	TECHNICAL REFERENCE MATERIALS – INTERNAL AUDIT Audit related publications and documents gathered for reference.	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM

3.3 AUTHORIZATION/CERTIFICATION

The activity of granting and/or receiving permission or approval in relation to financial management.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03B-11 Rev. 0	DELEGATION OF AUTHORITY AND SIGNATURE RECORDS Includes written delegation of authority to specific individuals to sign documents and financial instruments, and to make decisions acting in lieu of a superior officer. Records will include samples of signatures.	Destroy when superseded plus 6 years.	NON-ARCHIVAL NON-ESSENTIAL OPR

3.4 BANKING

The activity of transacting monetary exchanges with a financial institution.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-185 Rev. 0	***Banking – Accounts and Transactions*** Records relating to the agency's banking activities and documenting its banking transactions. Includes, but is not limited to: • Deposits and withdrawals (including Electronic Funds Transfers (EFT), International Money Transfers (IMT), Automated Clearing House (ACH), etc.); • Statements (bank, dividend, investment, etc.) and reconciliations; • Records documenting the status of and adjustments to accounts; • Stop payment reports/requests (and supporting documentation); • Checks and warrants issued by the agency (if returned by bank). Excludes: • Master depository contracts covered by GS50-01-11. • Cancelled and voided checks for capital assets constructed by the agency which are covered by GS2011-183, ***Financial Transactions – Bond, Grant and Levy Projects.*** • Deposited items covered by GS2011-186.	**Retain** for 6 years after end of fiscal year *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2011-186 Rev. 0	***Banking – Deposited Items*** Negotiable instruments received by the agency and deposited to the bank in a different format. Includes, but is not limited to: • **Original paper** checks/warrants imaged using Remote Deposit Capture (RDC) or Imaged Cash Letter (ICL), or returned by the bank after redemption; • **Images** of checks/warrants created in lieu of depositing the original item (such as imaged cash letter (ICL)). Excludes checks returned to agency due to non-sufficient funds covered by GS50-03B-14.	**Retain** until deposit verified by bank *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

3.5 BUDGET

The activity of determining estimates of the local government agency's future revenue and expenditures.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03D-01 Rev. 0	ANNUAL ESTIMATE OF REVENUE AND EXPENDITURES	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03D-03 Rev. 0	BUDGET DEVELOPMENT OR WORKING FILES Background information and draft documents compiled in the course of budget preparation.	Destroy when obsolete or superseded.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03D-04 Rev. 0	BUDGET FORECAST REPORTS	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03D-05 Rev. 0	BUDGET OFFICER'S MONTHLY REPORT TO GOVERNING COUNCIL, COMMISSION, OR BOARD	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03D-06 Rev. 0	BUDGET STATUS REPORT Includes all types of periodic budget status reports compiled by all units of local government as per statute, charter, or agency policy.	3 years or until completion of State Auditor's examination report	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03D-07 Rev. 0	DEPARTMENTAL BUDGET REQUESTS	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03D-08 Rev. 0	FINAL BUDGET	Clerk of governing council, commission or board - PERMANENT	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
GS50-03D-10 Rev. 0	PRELIMINARY BUDGETS	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM

3.6 PAYROLL

The activity relating to the monetary compensation of employees on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03E-01 Rev. 0	AUTHORIZATION FOR PAYROLL DEDUCTIONS	Termination of authorization plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03E-02 Rev. 0	BENEFIT DETAIL REPORTS - PAYROLL	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-05 Rev. 0	DIRECT PAYROLL DEPOSIT AUTHORIZATION	Until transferred to cancellation file	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-06 Rev. 0	DIRECT PAYROLL DEPOSIT AUTHORIZATION CANCELLATION	4 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-07 Rev. 0	DIRECT PAYROLL DEPOSIT ENROLLEES DETAIL DATA	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-08 Rev. 0	DIRECT PAYROLL DEPOSIT HASH SHEET	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-09 Rev. 0	DIRECT PAYROLL DEPOSIT PRE-NOTE DATA	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-10 Rev. 0	DIRECT PAYROLL DEPOSIT TRANSMITTAL LISTINGS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

3.6 PAYROLL

The activity relating to the monetary compensation of employees on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03E-15 Rev. 0	INDIVIDUAL EMPLOYEE PAY HISTORY May be used for verification of eligibility for retirement benefits. *Note: Either the individual employee pay history or the payroll register must be kept for long-term verification of retirement eligibility.*	If used for retirement verification - 60 years. If NOT used for retirement verification - 3 years.	NON-ARCHIVAL **ESSENTIAL** OPR
GS50-03A-17 Rev. 0	INTERNAL REVENUE SERVICE (IRS) FORMS 1099 - INT 941 - Employer's Quarterly Return W-2 - Employer's Copies of Federal Withholding Tax Statement W-4 - Employees Withholding Exemption Certificates W-9 - Request for Taxpayer ID Number and Certification	4 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-16 Rev. 0	LABOR AND INDUSTRIES REPORT ON PAYROLL	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-17 Rev. 0	LEAVE BUY-BACK ACCEPTANCE FORMS	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03E-18 Rev. 0	LEAVE SHARING AUTHORIZATION	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03E-19 Rev. 0	LISTINGS OF PAYROLL DEDUCTIONS Includes medical insurance.	3 years or until completion of State Auditor's examination report	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-20 Rev. 0	MEDICAL INSURANCE REPORTS - PAYROLL	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

3.6 PAYROLL

The activity relating to the monetary compensation of employees on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03E-21 Rev. 0	OLD AGE SECURITY INSURANCE (OASI) REPORTS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03A-32 Rev. 0	PAYROLL OR EXPENSE CHECKS LOG/SHEET Log or sheet that is signed by person picking up payroll or expense checks.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-22 Rev. 0	PAYROLL REGISTER May be used for verification of eligibility for retirement benefits. *Note: Either the individual employee pay history or the payroll register must be kept for long-term verification of retirement eligibility.*	If used for retirement verification - 60 years. If NOT used for retirement verification - 3 years.	NON-ARCHIVAL **ESSENTIAL** OPR
GS50-03A-33 Rev. 0	PERSONNEL FUND MONITORING REPORTS Reports document financial transactions on state-monitored personnel funds including Health Care, Industrial Insurance, Unemployment, Special Employment and Group Term Life. Reports document that the fund is being monitored and used accordingly, and are required by the State of Washington.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03E-23 Rev. 0	RECORDS OF ATTACHMENTS OR GARNISHMENTS OF SALARIES OR WAGES	Satisfaction plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04A-07 Rev. 0	SALARY SCHEDULE - EMPLOYEE	Destroy when superseded plus 6 years	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
GS50-03E-29 Rev. 0	STATE DEPARTMENT OF RETIREMENT SYSTEMS APPLICATIONS AND REPORTS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

3.6 PAYROLL

The activity relating to the monetary compensation of employees on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03E-24 Rev. 0	STATE EMPLOYEES RETIREMENT TRANSMITTAL	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-25 Rev. 1	SUPPORTING DOCUMENTS AND REPORTS – PAYROLL Documentation of status of and adjustments to payroll accounts.	**Retain** for 4 years after end of fiscal year or until completion of State Auditor's examination report, *whichever is sooner* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-04 Rev. 0	TIME CARDS/TIME SHEETS Daily, weekly, or monthly time accumulation reports. May be used as retirement verification. *Note: Retain for 60 years if employee pay histories or payroll registers are not used for retirement verification.*	If used for retirement verification - 60 years. If NOT used for retirement verification - 4 years. Time records subject to federal audit should be retained per federal requirements.	NON-ARCHIVAL **ESSENTIAL** OPR

3.7 PLANNING

The activity relating to planning financial strategies and processes in regard to revenues and expenditures. Includes ~~bond~~ levy and bond planning.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-048 Rev. 0	***Impact Fees - Rate Setting*** Records relating to setting impact fee rates for the collection of taxes by regulatory authorities. Includes inquiries, notifications, etc. Includes, but is not limited to, fees calculated for collection pursuant to: • RCW 36.73.120, Transportation improvements; • RCW 39.92.050, Transportation Impact Fee; • RCW 82.02.050, Impact fees – Intent – Limitations; • RCW 36.70A.350, *Growth Management Act*; • RCW 43.21C.060, *State Environmental Policy Act*; • RCW 58.17.110(2)(b), *State Subdivision Act*. Excludes approvals by governing bodies, and capital facilities plans covered elsewhere in *CORE*.	**Retain** for 6 years after rates superseded *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2011-187 Rev. 0	***Internal Service Fund – Rate Setting*** Records relating to setting rates for goods and services provided by the local government agency to itself on a cost-reimbursement basis through an internal service fund. May include motor pools, information technology, purchasing, central stores, duplicating/printing services, etc. Includes, but is not limited to: • Cost-allocation basis; • Actual costs separated from estimated costs.	**Retain** for 4 years after rates superseded *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

3.7 PLANNING

The activity relating to planning financial strategies and processes in regard to revenues and expenditures. Includes ~~bond~~ levy and bond planning.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS53-02-06 Rev. 1	***Levy and Bond Planning – Successful*** Records relating to the financial planning of successful capital improvement and/or operations & maintenance levy and bond proposals. Includes Local Improvement District (LID) and Road Improvement District (RID) bond projects. Includes, but is not limited to: • Preliminary studies, proposals, prospectuses, budget requests, decision packages, etc.; • Legal opinions; authorizations and certificates for issuance; cancellation and exchange records; bond counsel opinions; other legal documents; • Communications and documentation related to the issuance of bonds to finance any capital or other project. Excludes: • Receipt and expenditure of levy and bond funds covered by GS2011-183, *Financial Transactions – Bond, Grant and Levy Projects*; • Long-range facilities plans covered by GS51-07-15; • Asset-specific records covered in the Acquisition/Ownership and Construction sections (for LID and RID projects, etc.). • Design and construction records for LID and RID projects covered by GS2012-031, GS55-05A-06, GS50-18-10, or sector schedules.	**Retain** for 6 years after final bond payment *or* completion of levy project *then* **Transfer** to Washington State Archives for appraisal and selective retention**.**	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
GS2011-188 Rev. 1	***Levy and Bond Planning – Unsuccessful*** Records relating to the financial planning of unsuccessful capital improvement and/or operations & maintenance levy and bond proposals. Includes Local Improvement District (LID) and Road Improvement District (RID) bond projects. Includes, but is not limited to: • Preliminary studies, proposals, prospectuses, budget requests, decision packages, communications, legal opinions, etc.	**Retain** for 6 years after levy failure *or* decision to not proceed *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

3.8 PURCHASING

The activity of acquiring goods and services to accomplish the goals of the agency. May include development and review of product specifications, receipt and processing of requisitions, bids and proposals (advertising, evaluating and awarding), and inspections of goods received.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-08A-01 Rev. 1	***Bids and Proposals – Successful*** Records documenting bids and proposals made by other parties to provide the agency with goods, services, revenue, or other benefits which are accepted by the agency. Includes, but is not limited to: • Request for proposal or bid (RFP), request for qualifications/quotations (RFQQ), specifications, etc.; • Notices (filed with county clerk, newspaper, etc.); • Bid proposals, evaluation documents, statements of qualification, applications, etc. Excludes contracts and agreements covered in the Contracts/Agreements section. Excludes unsuccessful bid proposals covered by GS50-08A-11.	**Retain** for 6 years after completion of purchase or fulfillment of contract *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-08A-11 Rev. 1	***Bids and Proposals – Unsuccessful*** Records documenting bids and proposals to provide the agency with goods, services, revenue, or other benefits, which are not accepted by the agency. Includes bid proposals, evaluation documents, statements of qualification, applications (rental/lease), etc. If agency decides not to proceed with purchase or agreement, records also include: • Request for proposal or bid (RFP), request for qualifications/quotations (RFQQ), specifications, etc.; • Notices (filed with county clerk, newspaper, etc.). Excludes successful bids and proposals covered by GS50-08A-01. Excludes executed contracts and agreements covered in the Contracts/Agreements section.	**Retain** for 4 years after end of fiscal year *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-08A-02 Rev. 0	CONSULTANT AND CONTRACTOR ROSTERS	Destroy when superseded plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OFM

3.8 PURCHASING

The activity of acquiring goods and services to accomplish the goals of the agency. May include development and review of product specifications, receipt and processing of requisitions, bids and proposals (advertising, evaluating and awarding), and inspections of goods received.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-08A-05 Rev. 0	DELIVERY RECEIPT-INTERNAL PURCHASING	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08A-14 Rev. 0	EMERGENCY PURCHASE AUTHORIZATION AND EXCEPTION REQUEST Request for an exception of the purchasing process when a department exceeds the dollar limit when purchasing an item. Files document the approval authorization for emergency purchases under an amount set by the agency. Includes correspondence, copy of invoice, log of requests, etc.	Date approved plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06E-21 Rev. 0	EQUIPMENT/VEHICLE PARTS ORDERS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08B-05 Rev. 0	MATERIALS ORDERS/REQUISITIONS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08B-06 Rev. 0	MATERIALS RECEIPTS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08B-07 Rev. 0	MATERIALS RECEIVING AND DISBURSEMENT REPORTS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08B-08 Rev. 0	PACKING SLIPS	Until confirmation of materials received	NON-ARCHIVAL NON-ESSENTIAL OFM

3.8 PURCHASING

The activity of acquiring goods and services to accomplish the goals of the agency. May include development and review of product specifications, receipt and processing of requisitions, bids and proposals (advertising, evaluating and awarding), and inspections of goods received.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-08A-06 Rev. 0	PRICE CHECKS AND INFORMAL QUOTATIONS	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08A-07 Rev. 0	PURCHASE ORDER, REQUISITION AND BID LOGS LISTING Listing of purchase order, requisitions and/or bids in numerical order, including date, item, amount, department, and vendor.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-08A-09 Rev. 0	RECEIVING REPORTS Listing of items actually delivered to purchaser used to make sure that the shipment is correct and complete.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-08A-10 Rev. 0	REQUISITIONS Official statement documenting the purchase of commodities, goods, or services subject to bid.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-08A-12 Rev. 0	WITHDRAWAL/CANCELLATION/ CHANGE OF PURCHASE ORDERS	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-08A-13 Rev. 0	WOMEN AND MINORITY OWNED BUSINESS ENTERPRISE (WMBE) VENDOR COMPLIANCE REPORTS	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR

3.9 REPORTING

The activity of providing financial information as required by regulating authorities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03D-02 Rev. 1	***Annual Financial Report of Chief Fiscal Officer to Commissioners/Council*** Annual financial report compiled by the local government agency and submitted to its governing body in accordance with statute, charter, and/or agency policy.	**Retain** until obsolete or superseded *then* **Transfer** to Washington State Archives for appraisal and selective retention**.**	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
GS50-03C-01 Rev. 1	***Continuing Grants – Annual Financial Status Reports*** Annual report submitted for continuing grants containing summaries and breakdowns of expenditures for the past year. Excludes non-continuing grant reports covered by GS50-03C-02.	**Retain** for 4 years after submission of report *or* for period required by grant/ program, *whichever is later* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03C-02 Rev. 1	***Bond, Grant and Levy Project Reports*** Reports relating to bond, grant (non-continuing) and levy projects. Includes, but is not limited to: • Progress statements; • Expenditure of funds; • Periodic, annual, special, and final reports. Excludes continuing grant reports covered by GS50-03C-01.	**Retain** for 4 years after submission of final report *or* for period required by grant/ program, *whichever is later* *then* **Transfer** to Washington State Archives for appraisal and selective retention**.**	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

3.9 REPORTING

The activity of providing financial information as required by regulating authorities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-189 Rev. 1	***Reporting/Filing (Mandatory) – Financial Management*** Records relating to financial management and submitted to regulatory agencies as required by federal, state or local law, ***where not covered by a more specific records series***. Includes reports, confirmation of submission, correspondence, inquiries, etc. Includes, but is not limited to: • Report of known or suspected loss of public funds or assets or other illegal activity filed with the Office of the State Auditor in accordance with RCW 43.09.185.	**Retain** for 4 years after submitted to regulatory agency *then* **Transfer** to Washington State Archives for appraisal and selective retention**.**	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
GS55-05B-31 Rev. 0	UNCLAIMED PROPERTY REPORT – FILED WITH DEPARTMENT OF REVENUE Report filed with the Department of Revenue that identifies unclaimed property for agency. *Note: Reference RCW 63.29.170.*	6 years after report filed	NON-ARCHIVAL NON-ESSENTIAL OPR

3.10 TAXES

The activity of paying or collecting taxes.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-12D-01 Rev. 0	BUSINESS AND OCCUPATION TAX ACCOUNT LEDGERS	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-12D-02 Rev. 0	BUSINESS AND OCCUPATION TAX COMPUTATIONS AND LISTINGS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-12D-03 Rev. 0	BUSINESS AND OCCUPATION TAX DEBIT AND CREDIT NOTICES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-12D-05 Rev. 0	BUSINESS AND OCCUPATION TAX TRANSMITTALS Documentation of transmittal of tax revenue to finance officer.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-12D-07 Rev. 0	LOCAL IMPROVEMENT DISTRICT ASSESSMENT ROLLS AND LEDGERS	Final payment plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-12D-08 Rev. 0	LOCAL IMPROVEMENT DISTRICT TAX STATEMENTS AND RECEIPTS	Final payment plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-12D-04 Rev. 0	STATE AND LOCAL TAX RETURNS Returns and reports submitted for taxes paid to state and/or local government agencies. Includes but is not limited to: Sales Tax, Use Tax, Regional Transit Authority Tax, Food and Beverage Tax, Litter Tax, Lodging Tax, State Public Utility Tax, Tobacco Products Tax, Petroleum and Hazardous Substances Tax, Solid Fuel Burning Device Tax, Syrup Tax, and Enhanced 911 Tax. *Note: Reference RCW 82.32.070 and Department of Revenue Advisory No. 3131.2009.*	Filing plus 5 years	NON-ARCHIVAL NON-ESSENTIAL OPR

4. HUMAN RESOURCE MANAGEMENT

The function of managing the local government agency's workforce.

4.1 AUTHORIZATION/CERTIFICATION

*The activity of agency **employees** (includes contractors and volunteers) receiving authorization/approval, or fulfilling certification requirements, as required by regulating authorities or the agency for purposes relating to employee job activities. Excludes the granting of approval by local government agencies acting in a regulatory capacity, which is covered in sector schedules.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-190 Rev. 1	***Authorizations/Certifications – Human Resources (General)*** Records relating to licenses, permits, accreditations, certifications and other authorizations acquired by local government agency employees in certain positions (includes contractors and volunteers) that are either required by or received from regulating authorities (such as local, state or federal agencies and/or court order/rule), ***where not covered by a more specific records series***. Includes applications/confirmations, correspondence, reports, violations/corrections, etc. Includes, but is not limited to: • Appointed (assigned) counsel certification of compliance pursuant to Washington State Supreme Court Order #25700-A-1004; • Board of Pharmacy registration (animal control agencies) pursuant to RCW 69.50.310; • Drivers' licenses (individual or commercial); • Emergency Medical Technician (EMT) certification or recertification. Excludes health care provider licenses covered by GS2011-191.	**Retain** for 6 years after authorization/certification superseded or terminated *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

4.1 AUTHORIZATION/CERTIFICATION

*The activity of agency **employees** (includes contractors and volunteers) receiving authorization/approval, or fulfilling certification requirements, as required by regulating authorities or the agency for purposes relating to employee job activities. Excludes the granting of approval by local government agencies acting in a regulatory capacity, which is covered in sector schedules.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-09 Rev. 1	***Authorizations/Certifications – Human Resources (Hazardous Materials Handling)*** Records relating to licenses, permits, accreditations, certifications and other authorizations acquired by local government agency employees in certain positions (includes contractors and volunteers) that **relate to the handling of hazardous materials** and are either required by or received from regulating authorities (local, state or federal agencies and/or courts). Includes trained personnel lists. *Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.*	**Retain** for 50 years after authorization/certification superseded or terminated *then* **Destroy.**	NON-ARCHIVAL **ESSENTIAL** OPR
GS2011-191 Rev. 1	***Authorizations/Certifications – Human Resources (Health Care Providers Licensed by Washington State)*** Records relating to mandatory **licenses** received from Washington State Departments of Health or Licensing by local government agency employees (includes contractors and volunteers) for the provision of health care or related services. Includes physicians, nurses, psychologists, physical therapists, physician's assistants, and all other health care providers **licensed** by Washington State. *Note: See RCW 4.16.350.*	**Retain** for 8 years after authorization superseded or terminated *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

4.2 BENEFITS

The activity of compensating employees via means other than salaries and wages.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04D-01 Rev. 0	BENEFITS STUDIES AND S	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS59-01-02 Rev. 0	COMMUTE TRIP REDUCTION PARTICIPANT FILES Includes bonus voucher certification forms, registration forms, incentives and parking tracking files for compliance with Commute Trip Reduction Administration.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS59-01-03 Rev. 0	COMMUTE TRIP REDUCTION PROGRAM ADMINISTRATIVE FILES Program administration documentation.	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-03 Rev. 0	CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) EXTENSION NOTICE AND ELECTION FORMS Document extension of health care benefit coverage upon termination of employment or other qualifying event.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-02 Rev. 0	CUMULATIVE LEAVE RECORD	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03E-11 Rev. 0	DISABILITY, HEALTH AND WELFARE CLAIMS - EMPLOYEE	Settlement plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-28 Rev. 0	EMPLOYEE ASSISTANCE PROGRAM SUPERVISOR'S REFERRAL DOCUMENTATION Documentation of referrals and completion of treatment by employees referred to the Employee Assistance Program by their supervisors to resolve work-related problems.	Termination of employment plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR

4.2 BENEFITS

The activity of compensating employees via means other than salaries and wages.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04A-06 Rev. 0	EMPLOYEE ASSISTANCE PROGRAM CASE FILES Confidential personal records of the diagnosis of disabling personal problems and recommended professional treatment or problem solving plan together with a history of implementation of the plan. *Note: Reference RCW 4.16.350 (3).*	8 years after last treatment or session	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-19 Rev. 0	EMPLOYEE ASSISTANCE PROGRAM FILES Quarterly reports, contracts, RFPs.	4 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04D-02 Rev. 0	EMPLOYEE BENEFIT CONTRACTS/POLICIES/PLANS Includes insurance, deferred compensation, health care, etc.	Until superseded or coverage lapses plus 6 years	NON-ARCHIVAL **ESSENTIAL** OPR
GS50-04D-03 Rev. 0	EMPLOYEE BENEFIT PARTICIPATION/ENROLLMENT AGREEMENTS AND WITHDRAWALS	Termination or withdrawal plus 6 years	NON-ARCHIVAL **ESSENTIAL** OPR
GS50-04B-40 Rev. 0	EMPLOYEE RETIREMENT BENEFIT HISTORY FILES – FOR AGENCIES OPERATING THEIR OWN PENSION SYSTEMS Documentation used to track status and changes in individual employee retirement benefits.	Termination of retirement benefit eligibility plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-41 Rev. 0	EMPLOYEE RETIREMENT BENEFIT HISTORY FILES FOR EMPLOYEES THAT HAVE WITHDRAWN FROM THE SYSTEM – FOR AGENCIES OPERATING THEIR OWN PENSION SYSTEMS Documentation used to track status and changes in individual employee retirement benefits for employees that have withdrawn from agency's pension system, but retain rights to re-vest.	Withdrawal plus 60 years	NON-ARCHIVAL NON-ESSENTIAL OPR

4.2 BENEFITS

The activity of compensating employees via means other than salaries and wages.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-42 Rev. 0	EMPLOYEE RETIREMENT BENEFIT VERIFICATION FILES - AGENCIES OPERATING THEIR OWN PENSION SYSTEMS Documentation of appropriate dispersal of employee retirement benefits.	Termination of retirement benefit eligibility plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-43 Rev. 0	EMPLOYEE RETIREMENT BENEFIT VERIFICATION FILES FOR EMPLOYEES THAT HAVE WITHDRAWN FROM THE SYSTEM - FOR AGENCIES OPERATING THEIR OWN PENSION SYSTEMS Documentation of appropriate dispersal of employee retirement benefits for employees that have withdrawn from the agency's pension system, but retain rights to re-vest.	Withdrawal plus 60 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04D-06 Rev. 0	LISTING OF PARTICIPANTS COVERED BY AGENCY HEALTH INSURANCE PROVIDERS – EMPLOYEE BENEFITS Report submitted monthly to the agency by the provider.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06C-19 Rev. 0	MONTHLY STATEMENT OF BENEFITS PAID	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04D-04 Rev. 0	MONTHLY STATEMENT OF EMPLOYEE BENEFITS PAID	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR

4.2 BENEFITS

The activity of compensating employees via means other than salaries and wages.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-09 Rev. 1	REQUESTS FOR LEAVE/OVERTIME	**Retain** for 4 years after end of fiscal year *or* until completion of State Auditor's examination report, *whichever is sooner* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-36 Rev. 0	RETIREMENT INVESTMENT PORTFOLIOS - AGENCIES OPERATING THEIR OWN PENSION SYSTEMS Documentation of all agency retirement system investment contracts, agreements and accounts, including domestic and international equities, domestic fixed income, real estate, venture and cash equivalents. May also include broker and partnership agreements, performance reports, correspondence, asset review and additional investment information.	Closeout of agreement, contract or account plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04D-05 Rev. 0	UNEMPLOYMENT INSURANCE CLAIMS OF INDIVIDUAL EMPLOYEES	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS59-01-04 Rev. 0	YEARLY SURVEY/QUESTIONNAIRE OF EMPLOYEES COMMUTE TRIP REDUCTION	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

4.3 EQUITY

The activity of ensuring fairness and equal opportunities for all employees.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04C-02 Rev. 0	AFFIRMATIVE ACTION FORECASTS	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04C-03 Rev. 0	AFFIRMATIVE ACTION PLANS	Keep until superseded plus 6 years	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR
GS50-01-54 Rev. 0	AFFIRMATIVE ACTION STUDIES AND REPORTS	5 years	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

4.4 INDUSTRIAL INSURANCE

The activity relating to the coverage of medical expenses and salary compensation for work related injuries and illnesses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06C-24 Rev. 0	CLAIMS COSTS REPORTS OR STATEMENTS Compilation of costs of processing claims against self-insured liabilities.	4 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06C-06 Rev. 1	***Employer's Quarterly Report for Industrial Insurance (Workers' Compensation)*** *Note: Department of Labor and Industries (L&I) retains one copy for 6 years in accordance with L&I's records retention schedule.*	**Retain** for 3 years after date of report *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06C-01 Rev. 0	INDUSTRIAL INSURANCE CLAIM LOG	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-082 Rev. 0	***Law Enforcement Officers and Fire Fighters (LEOFF 1) Injury/Disability Claims*** Records relating to injury and disability claims filed by law enforcement officers and fire fighters who are members of the Washington State Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF) Plan 1, in accordance with chapter 41.26 RCW. Includes, but is not limited to: • Medical, dental, vision, long-term care records; • Claim and insurance payment information. Excludes Local Disability Board records, which are covered by GS50-05A-13. *Note: LEOFF Plan 2 injury/disability claims are covered by GS50-06C-02, GS2010-084, GS50-06C-27, or GS50-06C-31.*	**Retain** for 6 years after death of individual *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

4.4 INDUSTRIAL INSURANCE

The activity relating to the coverage of medical expenses and salary compensation for work related injuries and illnesses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06C-05 Rev. 1	***Self-Insured Employer Certification*** *Note: Department of Labor and Industries (L&I) retains one copy for 6 years after termination of certification in accordance with L&I's records retention schedule.*	**Retain** for 2 years after certification withdrawn or surrendered *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-083 Rev. 0	***Volunteer Fire Fighters' and Reserve Officers' Relief Claims*** Records relating to injury and disability relief claims filed by volunteer fire fighters and reserve officers in accordance with chapter 41.24 RCW. *Note: Claims filed with the State Board for Volunteer Firefighters and Reserve Officers (SBVFRO) are retained permanently in accordance with the SBVFRO's records retention schedule.*	**Retain** for 6 years after claim closed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2010-084 Rev. 0	***Workers' Compensation Claims (Department of Labor and Industries) – Eye Injuries*** Records relating to workers' compensation claims for injuries to eyes filed by employees (and volunteers) of agencies insured by the Department of Labor & Industries (L&I) in accordance with Title 51 RCW and Title 296 WAC. Includes, but is not limited to, Reports of Industrial Injury. *Note: L&I retains compensable claims for 75 years and non-compensable claims for 40 years in accordance with its records retention schedule.*	**Retain** for 10 years after claim closed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

4.4 INDUSTRIAL INSURANCE

The activity relating to the coverage of medical expenses and salary compensation for work related injuries and illnesses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06C-02 Rev. 1	***Workers' Compensation Claims (Department of Labor and Industries) – General*** Records relating to workers' compensation claims filed by employees (and volunteers) of agencies insured by the Department of Labor & Industries (L&I) in accordance with Title 51 RCW and Title 296 WAC. Includes, but is not limited to, Reports of Industrial Injury or Occupational Disease. Excludes claims for eye injuries covered by GS2010-084. *Note: L&I retains compensable claims for 75 years and non-compensable claims for 40 years in accordance with its records retention schedule.*	**Retain** for 7 years after claim closed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06C-27 Rev. 1	***Workers' Compensation Claims (Self-Insured) – Compensable*** Records relating to compensable workers' compensation claims filed by employees (and volunteers) of self-insured agencies in accordance with Title 51 RCW and Title 296 WAC. Includes, but is not limited to, Self-Insurance Report of Occupational Injury or Disease. *Note: All files of defaulting self-insured employers shall be transferred to and will be retained by Department of Labor and Industries (L&I) for 75 years after claim closed in accordance with L&I's records retention schedule.*	**Retain** for 75 years after claim closed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06C-31 Rev. 1	***Workers' Compensation Claims (Self-Insured) – Non-Compensable*** Records relating to non-compensable workers' compensation claims filed by employees (and volunteers) of self-insured agencies in accordance with Title 51 RCW and Title 296 WAC. Includes, but is not limited to, Self-Insurance Report of Occupational Injury or Disease. *Note: All files of defaulting self-insured employers shall be transferred to and will be retained by Department of Labor and Industries (L&I) for 40 years after claim closed in accordance with L&I's records retention schedule.*	**Retain** for 40 years after claim closed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

4.5 LABOR RELATIONS

The activity of managing relationships dealing with the negotiation of labor.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-50 Rev. 0	COLLECTIVE BARGAINING AGREEMENTS	Termination plus 6 years	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR
GS50-04E-04 Rev. 0	COLLECTIVE BARGAINING CONTRACT AND AGREEMENT NEGOTIATIONS FILES *Note: Records from this series may be selected to be transferred to and preserved at a Regional Archives branch subject to any restrictions provided by collective bargaining contracts and agreements.*	Until approval of negotiated agreement	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
GS50-04E-06 Rev. 0	UNION ARBITRATION FILES Case histories of disputes between agency and union settled through arbitration.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04E-05 Rev. 0	UNION ORGANIZATION LISTS	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM

4.6 MISCONDUCT/DISCIPLINE/GRIEVANCE

The activity of investigating and responding to employee misconduct, grievances and disciplinary matters.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-45 Rev. 1	CIVIL SERVICE CASE FILES - NOT HEARD Cases may not be heard for the following reasons: unprepared, resolved, referred to another jurisdiction, ineligible employees or withdrawn. Excludes the records of Civil Service Commissions covered by GS2011-173 (hearings), GS50-5A-13 (meetings), and GS50-01-12 (communications).	Administrative Closure plus 3 years.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-35 Rev. 1	CIVIL SERVICE COMMISSION CASE FILE Documentation of cases of violations or disciplinary actions submitted to the Civil Service Commission. Excludes the records of Civil Service Commissions covered by GS2011-173 (hearings), GS50-5A-13 (meetings), and GS50-01-12 (communications).	Case resolved or closed plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-37 Rev. 1	CIVIL SERVICE COMMISSION EXHIBITS - PETITION FOR REVIEW FILED Exhibits from Civil Service Commission hearings for which petitions for review and/or petitions for reconsideration have been filed, including documents, affidavits and depositions. Excludes the records of Civil Service Commissions covered by GS2011-173 (hearings), GS50-5A-13 (meetings), and GS50-01-12 (communications).	Petition for review or petition for reconsideration filed plus 3 years, *whichever is later*.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-38 Rev. 1	CIVIL SERVICE COMMISSION EXHIBITS - PETITION FOR REVIEW NOT FILED Exhibits from Civil Service Commission hearings for which petitions for review and/or petitions for reconsideration have not been filed, including documents, affidavits and depositions. Excludes the records of Civil Service Commissions covered by GS2011-173 (hearings), GS50-5A-13 (meetings), and GS50-01-12 (communications).	Expiration of review or reconsideration period plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

4.6 MISCONDUCT/DISCIPLINE/GRIEVANCE

The activity of investigating and responding to employee misconduct, grievances and disciplinary matters.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-39 Rev. 1	CIVIL SERVICE COMMISSION INVESTIGATION FILES Documentation of investigation of improper hiring decisions and practices. Excludes the records of Civil Service Commissions covered by GS2011-173 (hearings), GS50-5A-13 (meetings), and GS50-01-12 (communications).	Case resolved or closed plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04E-03 Rev. 1	***Employee Grievances*** Records relating to complaints and grievances relating to workplace issues filed with the local government agency by its employees. Excludes: • Appeal hearings records of the local decision-making body covered by GS2011-173. • Civil rights violation complaints covered by GS50-04C-04.	**Retain** for 6 years after matter resolved *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-46 Rev. 2	***Employee Misconduct Investigation Files – Sustained*** Documentation compiled in official investigations of employee misconduct that result in findings of misconduct by the employee, which may include the complaint initiating the investigation, investigative reports, statements, taped information, corrective action, correspondence and notes. Excludes: • Accusations/investigations of certain school/district employees covered more specifically in the *School Districts and Educational Service Districts Records Retention Schedule*; • Records covered by LE03-01-05 or LE2010-059 in the *Law Enforcement Records Retention Schedule;* • Investigative summary reports covered by GS50-04B-06, Personnel File; • Workplace violence case files covered by GS50-05A-24. *Note: Collective bargaining agreements and civil service rules & regulations may require a **longer** minimum retention period.*	**Retain** for 3 years after case closed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

4.6 MISCONDUCT/DISCIPLINE/GRIEVANCE

The activity of investigating and responding to employee misconduct, grievances and disciplinary matters.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-47 Rev. 2	***Employee Misconduct Investigation Files – Unfounded*** Documentation compiled in official investigations of employee misconduct that do not result in findings of misconduct by the employee, which may include the complaint initiating the investigation, investigative reports, statements, taped information, corrective action, correspondence and notes. Excludes: • Accusations/investigations of certain school/district employees covered more specifically in the *School Districts and Educational Service Districts Records Retention Schedule*; • Records covered by LE03-01-05 or LE2010-059 in the *Law Enforcement Records Retention Schedule*. *Note: Collective bargaining agreements and civil service rules & regulations may require a **longer** minimum retention period.*	**Retain** until case closed *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-01-51 Rev. 0	FINAL AGREEMENT A written agreement the parties enter into at the conclusion of the resolution process, which sets forth the settlement of the issues and the future responsibilities of each party, if any. *Note: Reference chapter 7.75 RCW.*	Termination or withdrawal plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-01-52 Rev. 0	INITIAL AGREEMENT A written agreement that expresses the method by which the disputing parties shall attempt to resolve the issues in dispute. *Note: Reference chapter 7.75 RCW.*	Termination or withdrawal plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-25 Rev. 0	WHISTLEBLOWER INVESTIGATION REPORTS Agency copies of investigations of allegations of fraud or violations of state laws or regulations. Also includes documentation of investigations into alleged retaliation against individuals making such allegations.	Case closed plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR

4.6 MISCONDUCT/DISCIPLINE/GRIEVANCE

The activity of investigating and responding to employee misconduct, grievances and disciplinary matters.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-24 Rev. 0	WORKPLACE VIOLENCE CASE FILES Case files document incidents involving internal workplace violence. Includes investigation, treatment, follow-up, correspondence, corrective measures, etc. May include secondary copies of documentation filed in an individual's personnel file. **"Case closed" is intended to mean that point in time when all investigation and follow-up have been resolved, and no investigation or follow-up is required.*	Case closed plus 6 years*	NON-ARCHIVAL NON-ESSENTIAL OFM

4.7 OCCUPATIONAL HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for employees.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-05D-10 Rev. 0	AUDIOMETRIC TEST RECORDS – INDIVIDUAL EMPLOYEE *Note: Reference WAC 296-817-400.*	**Retain** for the duration of the affected employee's employment	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06B-26 Rev. 1	***Confined Space Permit Files*** Records of internally-issued permits (notices) for individual entries into confined spaces as provided by chapter 296-809 WAC, which should include documentation that required safety procedures were followed. Excludes atmospheric monitoring records covered by GS51-07-10. *Note: Reference WAC 296-809-50006.*	**Retain** for 1 year after obsolete or superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-30 Rev. 1	***Employee Medical Records - General*** Records documenting the medical condition of employees (includes contractors and volunteers), their physical condition, the effects of workplace conditions on their health, and their physical ability to perform essential job functions. Excludes hazardous materials exposure records covered by GS2011-177, *Accidents/Incidents (Hazardous Materials) – Human Exposure*. *Note: Reference 29 CFR § 1910.1020(14)(d)(i) and WAC 296-802-20005. Health insurance claims records maintained separately from medical program records and records of first-aid treatment made on-site by a non-physician and filed separately from the employee medical records, are not required to be retained for 30 years after termination of employment, and thus are not considered part of this records series.*	**Retain** for 30 years after termination of employment *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

4.7 OCCUPATIONAL HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for employees.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-192 Rev. 0	***Employee Medical Records – Employed Less Than One Year*** Records documenting the medical condition of employees (includes contractors and volunteers) whose service with the agency is less than one year and where the medical records are provided to the employee in accordance with *29 CFR § 1910.1020(14)(d)(i)(C).* Excludes hazardous materials exposure records covered by GS2011-177, *Accidents/Incidents (Hazardous Materials) – Human Exposure*. *Note: Reference WAC 296-802-20005.*	**Retain** until termination of employment *then* **Provide** to employee upon departure.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS51-05D-11 Rev. 0	ERGONOMIC FILES Ergonomic files document the analysis, action, and measures taken to adjust workplace environment to help prevent work-related injuries. Files include name of employee, supervisor, organization unit, location, and action taken to adjust workstation or environment.	Last action taken plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06C-10 Rev. 0	FIRE AND OTHER EMERGENCY DRILL REPORTS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-04 Rev. 0	HEPATITIS B VIRUS (HBV) AND HUMAN IMMUNODEFICIENCY VIRUS (HIV) EXPOSURE REPORTS AND WAIVERS *Note: Reference 29 CFR § 1910.1020.*	Termination of employment plus 30 years	NON-ARCHIVAL **ESSENTIAL** OPR
GS50-06C-33 Rev. 0	INDUSTRIAL HYGIENE MONITORING FILES Files document the monitoring of agency work environments for industrial health issues. May be for air quality, noise level, presence of chemicals, etc. Includes sample, test results, corrective action taken if any, etc.	30 years	NON-ARCHIVAL NON-ESSENTIAL OPR

4.7 OCCUPATIONAL HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for employees.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06C-21 Rev. 0	OCCUPATIONAL INJURIES AND ILLNESSES U.S. BUREAU OF LABOR STATISTICS LOG AND SUMMARY	5 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06C-20 Rev. 0	PENALTY ASSESSMENT NOTIFICATION	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS51-05D-07 Rev. 0	RESPIRATOR FIT TEST RECORDS *Note: Reference WAC 296-842-12010.*	Destroy after next test administered	NON-ARCHIVAL NON-ESSENTIAL OFM
GS51-05D-08 Rev. 0	RESPIRATOR PROGRAM FILES *Note: Reference WAC 296-842-12010.*	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS51-05D-06 Rev. 0	WORKPLACE HAZARD ASSESSMENT CERTIFICATION Includes name of workplace, address of workplace inspected for hazards, name of person certifying assessment was done, date(s) assessment done, and statement identifying the document as the certification of assessment for the workplace. *Note: Reference WAC 296-800-16010.*	Destroy when superseded plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR

4.8 PERFORMANCE MANAGEMENT

The activity of assessing and directing employee progress toward performance goals.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-20 Rev. 0	EMPLOYEE SUGGESTION PROGRAM FILES Original suggestion forms, evaluation forms, recommendation form, and correspondence to document and process employee suggestion files.	3 years after determination of suggestion	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-31 Rev. 0	PERFORMANCE EVALUATION BACKGROUND FILE – SUPERVISOR	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04A-08 Rev. 1	PERFORMANCE EVALUATIONS Evaluation of employee work performance, prepared by supervisor on a regular schedule. Includes probation records/evaluations ***where not related to misconduct or corrective action.***	**Retain** for 3 years after completion of evaluation *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-29 Rev. 0	WORK ASSIGNMENT RECORD, SCHEDULE OR LOG Documentation of day-to-day tasks or projects assigned to and/or completed by individual staff or crews.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

4.9 PERSONNEL

The activity of documenting an individual's employment with the local government agency. Includes volunteers.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2014-031 Rev. 0	***Disclosure of (Former) Employee Information to Prospective Employers*** Records relating to the disclosure of information about former employees to prospective employers or employment agencies pursuant to RCW 4.24.730. May include written log, disclosure releases/statements, copies of information provided, etc. Excludes: • Disclosure of information about current employees, which is covered by GS50-04B-06, *Personnel File;* • Public records requests covered by GS2010-014.	**Retain** for 3 years after disclosure of information *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-27 Rev. 0	DRUG/ALCOHOL TEST RESULTS – POSITIVE RESULTS OR REFUSAL TO TEST (AGENCY EMPLOYEES) Files document drug/alcohol testing for cases with reasonable suspicion of abuse/use of substance. Includes drug/ alcohol test results, corrective action, treatment, etc. *Note: Reference 49 CFR § 382.401.*	Date of results plus 5 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-33 Rev. 0	DRUG/ALCOHOL TEST RESULTS – NEGATIVE RESULTS OR CANCELED TESTS (AGENCY EMPLOYEES) *Note: Reference 49 CFR § 382.401.*	Results posted or test canceled plus 1 year	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-44 Rev. 0	EMPLOYEE AWARD FILES Files contain records related to employee award programs such as recognition of outstanding performance, length of service, incentive plans, etc. May include recommendations, approved nominations, appreciation letters and additional related information.	Date of award plus 2 years.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
GS50-04B-13 Rev. 0	EMPLOYEE CONTRACTS – SUPERSEDED Contracts superseded within fiscal year.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

4.9 PERSONNEL

The activity of documenting an individual's employment with the local government agency. Includes volunteers.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-14 Rev. 0	EMPLOYEE DIRECTORY/ROSTER	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
GS50-04B-06 Rev. 3	***Personnel File*** May include, but is not limited to: • Application for employment when hired, start of employment, identification; • Citations, letters of recommendation; • Criminal history, background checks and investigations; polygraph and psychological testing, etc. • Employment status, position descriptions and job classifications, personal history cards, raises, etc.; • Evaluation of applications of recognition of non-college credit courses; • Exit interview; • Bonds of officials (elected and appointed); • Retirement or disability resulting in employment termination; • Summary report of employee misconduct investigations (sustained only). Excludes oaths of office covered by GS2012-023 and the *County Auditor Records Retention Schedule.* *Note: Collective bargaining agreements and civil service rules & regulations may require a longer minimum retention period.*	**Retain** for 6 years after termination of employment *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OFM

4.9 PERSONNEL

The activity of documenting an individual's employment with the local government agency. Includes volunteers.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-23 Rev. 0	TEMPORARY AGENCY WORKER ACCOUNTS Tracks temporary agency workers hired using original request forms moved to individual departments.	Termination of employment plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-10 Rev. 0	VOLUNTEER FILES Documents work service of individual volunteer. Includes application.	Termination of volunteer service plus 6 years	NON-ARCHIVAL **ESSENTIAL** OPR

4.10 POSITION DEVELOPMENT/STAFF STRUCTURE

The activity of structuring and organizing human resources to meet the current and future needs of the agency

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-05 Rev. 0	JOB DESCRIPTIONS Current statement of qualifications, responsibilities, and duties of each individual position.	Destroy when obsolete or superseded plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2012-049 Rev. 0	***Organizational Charts*** Diagrammatical representations of the structure of the agency and internal reporting relationships.	**Retain** until superseded *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
GS50-04B-07 Rev. 0	POSITION CLASSIFICATION STUDIES Details on specific role and position of each job title, duties, obligations, etc.	Destroy when obsolete or superseded plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-08 Rev. 0	POSITION DESCRIPTION HISTORY FILES A history of positions, classifications, and corresponding job descriptions as these positions are revised. (Serves as writing aid for the development of future positions.)	PERMANENT	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2014-032 Rev. 0	***Workforce Planning*** Records relating to planning activities to develop the agency's workforce, such as skills inventories/assessments, diversity planning, succession planning, recruitment and retention planning, etc. Includes, but is not limited to: • Final plans; • Records relating to the development of plans; • Related correspondence.	**Retain** for 6 years after obsolete or superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

4.11 RECRUITMENT/HIRING

The activity of screening, selecting and employing of individuals. Includes volunteers.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-01 Rev. 0	APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04A-02 Rev. 0	CIVIL SERVICE COMMISSION JOURNAL Account of activity pertaining to certain civil service job openings. Contains names, test scores, and an indication of whether or not the persons involved are on an eligibility list, etc. *Note: One copy of each available report should be assembled for transfer to Regional Archives.*	Expiration plus 1 year	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
GS50-04A-03 Rev. 0	CIVIL SERVICE EXAMINATION (PASSED BUT NOT HIRED) Examinations of those applicants that are on eligibility list, but have not been hired.	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04A-04 Rev. 0	ELIGIBILITY LIST OR REGISTER List of individuals eligible to fill specific positions.	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-11 Rev. 0	EMPLOYEE & VOLUNTEER FINGERPRINT LISTING Listings of newly hired employees fingerprinted for criminal background checks.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-05A-26 Rev. 1	***Employment Eligibility (INS) Documents – Immigration And Naturalization Services*** Documents used to verify employment eligibility within the United States. Records may include, but are not limited to, federal I-9 forms and copies of passport, valid driver's license, certificate of naturalization, etc. *Note: Reference 8 CFR § 274a.2(a)(2).*	**Retain** for 1 year after termination of employment *or* 3 years after date of hire, *whichever is later* *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

4.11 RECRUITMENT/HIRING

The activity of screening, selecting and employing of individuals. Includes volunteers.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04A-05 Rev. 0	EMPLOYMENT INQUIRIES Applications filled out by persons requesting positions and test announcement information.	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-16 Rev. 0	EMPLOYMENT INTERVIEW EVALUATION FILES Includes test results.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-17 Rev. 0	EMPLOYMENT REQUISITION/ PERSONNEL ACTION REQUEST May contain position specifications, needs analysis, and authorization signatures.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-18 Rev. 0	JOB ANNOUNCEMENTS OR POSTINGS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-22 Rev. 0	RECRUITMENT FILES Documents recruitment and selection process for each advertised position, including newspaper announcement, job description, working papers/notes, applicant list, interview questions and notes, selection documents, and employee applications. *Note: Per RCW 4.16.080, the statute of limitations for the commencement of actions for equal employment opportunity discrimination complaints (injury to the rights of others) is 3 years.*	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-24 Rev. 0	VOLUNTEER APPLICATIONS – NOT ACCEPTED OR INELIGIBLE	Application denied plus 1 year	NON-ARCHIVAL NON-ESSENTIAL OFM

4.12 REPORTING

The activity of providing information about agency employees as required by regulating authorities. Includes volunteers and contractors.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04C-05 Rev. 2	***Reporting/Filing (Mandatory) – Human Resources*** Records relating to human resources and submitted to regulatory agencies as required by federal, state or local law, ***where not covered by a more specific records series***. Includes reports, confirmation of submission, correspondence, inquiries, etc. Includes, but is not limited to: • Employer Information Report EE0-1 filed with the Equal Employment Opportunity Commission in accordance with *29 CFR § 1602.7;* • Elementary-Secondary Staff Information Report EE0-5 filed with the Equal Employment Opportunity Commission in accordance with *29 CFR § 1602.41;* • New Hire Reports filed with the Department of Social and Health Services (DSHS) in accordance with RCW 26.23.040; • Commute trip reduction plans and annual progress reports filed with the Commute Trip Reduction Board in accordance with RCW 70.94-527(7),(8).	**Retain** for 4 years after submitted to regulatory agency *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

4.13 STAFF DEVELOPMENT

The activity of enhancing employees' competencies and skills through programs and training.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-34 Rev. 0	APPRENTICE CERTIFICATION FILES/TRAINING Documentation of classes taken, attendance, evaluations, certifications and on-the-job performance compiled for individuals participating in an apprenticeship program that will be used to meet future job requirements in and out of the agency.	50 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-05A-23 Rev. 1	***Continuing Professional Education Records*** Records documenting completion of continuing education requirements by individual employees.	**Retain** for 4 years after end of licensing or reporting period *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04G-01 Rev. 0	EMPLOYEE TRAINING HISTORY FILE Files documenting the training history of individual employees who have participated in training and staff development programs. May include in-service and class registrations, confirmations, and documentation of training completed.	Termination plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04G-02 Rev. 0	TRAINING/CLASS COMPLETION REPORT Listings of employees and the classes or training exercises that have been completed. Produced on a periodic basis.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

5. INFORMATION MANAGEMENT

The function of managing the local government agency's information, including electronic information systems, forms and publications, mail services, library services, records management, and public disclosure.

5.1 FORMS AND PUBLICATIONS

The activity of drafting, producing, and managing the local government agency's forms and publications.

See **FINANCIAL MANAGEMENT** – **Accounting** for financial records relating to forms and publications.

*See **ASSET MANAGEMENT – Inventory** for forms and publications inventories.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-011 Rev. 0	***Forms – Accountable*** Unused, pre-numbered forms such as checks, receipts, invoices, meal tickets and licenses.	**Retain** for 3 fiscal years *or* until completion of State Auditor's examination report, *whichever is sooner* *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-012 Rev. 0	***Forms – Master Set*** Master set of all forms created by the agency. Also includes source materials (.pdfs, camera-ready copies, original photographs/images, etc.) Excludes web-based forms covered by DAN GS50-06A-03.	**Retain** until use of form ceases *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-013 Rev. 0	***Forms and Publications – Creation*** Records relating to the design, creation, and revision of agency-created forms and publications. Includes, but is not limited to: • Job descriptions/specifications/design records; • Sample job products/proofs/samples. Excludes web-based forms covered by DAN GS50-06A-03.	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

5.1 FORMS AND PUBLICATIONS

The activity of drafting, producing, and managing the local government agency's forms and publications.

See **FINANCIAL MANAGEMENT** – **Accounting** for financial records relating to forms and publications.
*See **ASSET MANAGEMENT – Inventory** for forms and publications inventories.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06F-04 Rev. 4	***Publications – Master Set*** Master set of all publications created by the agency and intended for distribution to the agency's customers, clients, community or the general public. Also includes source materials (.pdfs, camera-ready copies, original photographs/digital images, etc.). Publications include, but are not limited to: • Reports, manuals, brochures; • Newsletters, magazines, journals; • Official/municipal code; • Maps, plans, charts; • Audio/video recordings and films/presentations. Excludes annual reports covered by GS50-05A-04.	**Retain** until no longer needed for agency business *then* **Contact** Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

5.2 LIBRARY SERVICES

The activity of circulating a collection of materials. Includes public, school, and internal agency libraries.
*See **FINANCIAL MANAGEMENT – Accounting** for financial records relating to library services.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-12A-03 Rev. 1	***Annual Report of Trustees*** Records relating to the annual reporting of statistics to the library's legislative body and the State Librarian in accordance with RCW 27.12.260. *Note: Reports received by the Washington State Library are designated Archival in accordance with the Office of the Secretary of State's records retention schedule.*	**Retain** for 3 years after report submitted *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-12A-01 Rev. 1	***Catalog*** Records describing the library information sources owned by the agency.	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OFM
GS50-12A-02 Rev. 1	***Circulation*** Records relating to the borrowing, lending, and returning of items in the library's collection. Includes, but is not limited to: • Item circulation history; • User/patron records (applications for membership, borrower registration, parent/guardian permissions). Excludes interlibrary loans covered by DAN GS50-12A-08.	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

5.2 LIBRARY SERVICES

The activity of circulating a collection of materials. Includes public, school, and internal agency libraries.
*See **FINANCIAL MANAGEMENT – Accounting** for financial records relating to library services.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-12A-08 Rev. 1	***Collection Control – General*** Records documenting the physical control of the library's collection. Includes, but is not limited to: • Accession and deaccession (discard) of items; • Interlibrary loans; • Shelf list/inventory of holdings. Excludes special collections covered by GS2010-023. *Note: Agreements relating to bequests are covered by GS50-01-11.*	**Retain** for 3 fiscal years *or* until completion of State Auditor's examination report, *whichever is sooner* *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
GS2010-023 Rev. 0	***Collection Control – Special Collections*** Records documenting the physical control of the library's special collections (archival, manuscript, rare books, etc.). Includes, but is not limited to: • Accession and deaccession (discard) of items; • Interlibrary loans; • Shelf list/inventory of holdings. *Note: Agreements relating to bequests are covered by GS50-01-11.*	**Retain** until special collection items no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR
GS2010-024 Rev. 0	***Special Collections*** Items in the library's special collections, including, but not limited to: • Archival collections; • Manuscripts; • Rare books.	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

5.3 MAIL SERVICES

The activity of managing the circulation of printed information. Includes incoming and outgoing, internal and external mail processes.
*See **FINANCIAL MANAGEMENT – Accounting** for financial records relating to mail services.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06D-02 Rev. 1	***Mail Delivery and Receipt*** Records documenting the agency's incoming and outgoing physical mail (letters, packages, etc.). Includes, but is not limited to: • Certified/registered/insured mail logs and return receipts; • Postage meter logs/reports; • Private ground delivery registers/receipts (UPS, Federal Express, etc.); • Signed pick-up and delivery receipts; • United States Postal Service (USPS) forms (certificate of bulk mailing, etc.). *Note: Contracts/agreements/permits relating to mailing services and equipment are covered by GS50-01-11.*	**Retain** for 3 fiscal years *or* until completion of State Auditor's examination report, *whichever is sooner* *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

5.4 PUBLIC DISCLOSURE

The activity of responding to requests for access to the public records of the local government agency in accordance with chapter 42.56 RCW.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-09-13 Rev. 2	***Public Disclosure/Records Request Logs*** Records documenting the tracking of public records requests made in accordance with chapter 42.56 RCW. *Note: Exemption logs are covered by DAN GS2010-014.*	**Retain** for 3 years after date of latest entry *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-014 Rev. 2	***Public Disclosure/Records Requests*** Records relating to requests from the general public for access to the agency's public records in accordance with chapter 42.56 RCW. Includes, but is not limited to: • Internal and external correspondence relating to the request; • Records documenting the public records provided to the requestor (copies or lists of the records provided, etc.); • Records documenting the public records (or portions) withheld (exemption logs, copies of portions redacted, etc.); • Records documenting administrative reviews relating to the request. Excludes the records that are the subject of the public records request (which must be retained in accordance with the applicable records series).	**Retain** for 2 years after public records request fulfilled *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

5.5 RECORDS CONVERSION

The activity of converting the agency's public records from one form (source records) to another (converted records) through the processes of imaging (digitization or microfilm preservation) or data migration (digital or magnetic).
As per WAC 434-662-040, electronic records must be retained in electronic format. For information on scanning requirements and/or microfilm standards, please visit our webpage: http://www.sos.wa.gov/archives/RecordsManagement/Destruction-of-Public-Records.aspx.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-015 Rev. 0	***Conversion Process – Archival Records*** Records documenting the process of converting the agency's Archival public records from one form to another where not captured in the metadata of the converted records. Includes, but is not limited to: • Migration of digital records (mapping schemas, testing reports, etc.); • Digitization of paper-based records (tests, inspection results, etc.); • Microfilming of digital and/or paper-based records (arrangement of originals, guide sheets, etc.); • Transfer of magnetic recordings. *Note: The source records are covered by GS2010-017 or GS2010-018.*	**Retain** until the converted Archival records are transferred to Washington State Archives *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
GS2010-016 Rev. 0	***Conversion Process – Non-Archival Records*** Records documenting the process of converting the agency's Non-Archival public records from one form to another where not captured in the metadata of the converted records. Includes, but is not limited to: • Migration of digital records (mapping schemas, testing reports, etc.); • Digitization of paper-based records (tests, inspection results, etc.); • Microfilming of digital and/or paper-based records (arrangement of originals, guide sheets, etc.); • Transfer of magnetic recordings. *Note: The source records are covered by GS50-09-14 or GS2010-018.*	**Retain** until the converted Non-Archival records have been destroyed in accordance with a current approved records retention schedule *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

5.5 RECORDS CONVERSION

The activity of converting the agency's public records from one form (source records) to another (converted records) through the processes of imaging (digitization or microfilm preservation) or data migration (digital or magnetic).
As per WAC 434-662-040, electronic records must be retained in electronic format. For information on scanning requirements and/or microfilm standards, please visit our webpage: http://www.sos.wa.gov/archives/RecordsManagement/Destruction-of-Public-Records.aspx.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-017 Rev. 2	***Source Records – Imaged (Archival)*** Archival source records which have been imaged using one of the following processes, and *provided that* the converted records are retained in accordance with a current approved records retention schedule: • Scanned/digitized in accordance with *Washington State Requirements for the Destruction of Non-Archival Paper Records After Imaging*, following all recommendations specific to "long-term records"; • Scanned/digitized in accordance with a valid approval by Washington State Archives' legacy processes (*Electronic Imaging System* (EIS) or *Early Destruction After Digitization* (DAD) ; or, • Microfilmed in accordance with *Washington State Standards for the Production and Use of Microfilm*. Excludes records covered in the *County Clerks and Superior Court Records Retention Schedule*.	**Retain** until verification of successful conversion *then* **Contact** Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
GS50-09-14 Rev. 3	***Source Records – Imaged (Non-Archival)*** Non-Archival source records which have been imaged using one of the following processes and *provided that* the converted records are retained in accordance with a current approved records retention schedule: • Scanned/digitized in accordance with *Washington State Requirements for the Destruction of Non-Archival Paper Records After Imaging*; • Scanned/digitized in accordance with a valid approval by Washington State Archives' legacy processes (Electronic Imaging System (EIS) or Early Destruction After Digitization (DAD); or, • Microfilmed in accordance with Washington State Standards for the Production and Use of Microfilm. Excludes records covered in the *County Clerks and Superior Court Records Retention Schedule*.	**Retain** until verification of successful conversion *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

5.5 RECORDS CONVERSION

The activity of converting the agency's public records from one form (source records) to another (converted records) through the processes of imaging (digitization or microfilm preservation) or data migration (digital or magnetic).
As per WAC 434-662-040, electronic records must be retained in electronic format. For information on scanning requirements and/or microfilm standards, please visit our webpage: http://www.sos.wa.gov/archives/RecordsManagement/Destruction-of-Public-Records.aspx.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-018 Rev. 0	***Source Records – Migrated*** Non-paper-based source records which have been migrated to another non-paper-based format such as: • Digital records which are migrated to another digital format; • Magnetic records (VHS, cassette tapes, reel to reel, 8-track tapes, etc.) which are migrated to another magnetic or a digital format. **And,** *provided that* the converted records are retained in accordance with a current approved records retention schedule. Excludes paper- and film-based source records covered by DANs GS2010-017 and GS50-09-14.	**Retain** until verification of successful conversion *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

5.6 RECORDS MANAGEMENT

The activity of systematically controlling the lifecycle of the local government agency's public records (creation or receipt, use, maintenance, and disposition).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-019 Rev. 0	***Conservation (Archival)*** Conservation treatment records documenting repair to public records designated as Archival.	**Retain** until the Archival records are transferred to Washington State Archives *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
GS2010-020 Rev. 0	***Conservation (Non-Archival)*** Conservation treatment records documenting repair to public records designated as Non-Archival.	**Retain** until the Non-Archival records have been destroyed in accordance with a current approved records retention schedule *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-09-06 Rev. 1	***Destruction of Public Records*** Records relating to the destruction of the agency's public records. Includes, but is not limited to: • Destruction logs; • Affidavits; • Agency authorizations; • Certificates/Notices of destruction.	**Retain** for the life of the agency.	NON-ARCHIVAL **ESSENTIAL** OPR

5.6 RECORDS MANAGEMENT

The activity of systematically controlling the lifecycle of the local government agency's public records (creation or receipt, use, maintenance, and disposition).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-007 Rev. 0	***Online Content Management*** Records documenting the publishing of the agency's online (internet and intranet) content. Includes, but is not limited to: • Requests/approvals to upload/update/remove content; • Confirmation of content upload/update/removal; • Point-in-time record of webpage/site (screenshot, snapshot, site map). *Note: All published content consists of individual records which have their own separate retention requirements. Each of these records must be retained for the current approved minimum retention period(s) according to their applicable records series.*	**Retain** for 1 year after online content removed *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-09-02 Rev. 2	***Records Control*** Records relating to the physical and intellectual control of the agency's records, including, but not limited to: • Files classification schemes/guidelines; • Inventories; • Records center transmittals/retrievals; • Master indexes, lists, registers, tracking systems, databases, and other finding aids used to access public records designated as Non-Archival. *Note: Master indexes, lists, registers, tracking systems, databases and other finding aids for public records designated as Archival should be retained with the records and transferred to Washington State Archives.*	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

5.6 RECORDS MANAGEMENT

The activity of systematically controlling the lifecycle of the local government agency's public records (creation or receipt, use, maintenance, and disposition).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-09-01 Rev. 1	***Retention and Disposition Authorization*** Records relating to the retention of the agency's records in accordance with chapter 40.14 RCW, including, but not limited to: • Internal working guides abstracted from approved records retention schedules; • Application for Early Destruction of Source Documents after Digitization (DAD) or Electronic Imaging Systems (EIS) application, *provided that* the original is retained by the Washington State Archives; • Agency's copies of records retention schedules approved by the Local Records Committee in accordance with RCW 40.14.070, *provided that* the original is retained by the Local Records Committee.	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-021 Rev. 0	***Transfer of Legal Custody*** Records relating to the transfer of the agency's legal custody of its public records under one of the following circumstances: • Transfer of Archival records to Washington State Archives; • Lawful transfer to another government entity (state agency, other local government agency, etc.); • Donation of public records (to a public library, historical or genealogical society, etc.), with the approval of the State Archivist in accordance with RCW 40.14.070(3).	**Retain** for the life of the agency.	NON-ARCHIVAL **ESSENTIAL** OFM

6. RECORDS WITH MINIMAL RETENTION VALUE

This section covers records created or received by the agency which are typically of short-term, temporary informational use.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-02-01 Rev. 0	***Agency Information – Routine*** Internal and external requests for, and provision of, routine information about the operations of the agency, such as: • Business hours, locations/directions, web/email addresses; • Meeting dates/times.	**Retain** until no longer needed for agency business *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-02-02 Rev. 0	***Agency-Generated Forms and Publications – Copies*** Blank forms and duplicate copies of publications, *provided that* the agency retains the primary record in accordance with the current approved minimum retention period. Includes, but is not limited to: • Reports, catalogs, brochures, calendars, posters; • Multi-media presentations (videos, CDs, etc.). *Excludes:* • Publication masters covered by DAN GS50-06F-04; • Form masters covered by DAN GS2010-012; • Accountable forms (unused, pre-numbered checks, receipts, meal tickets, licenses, etc.) covered by DAN GS2010-011.	**Retain** until no longer needed for agency business *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-02-03 Rev. 0	***General Information – External*** Information received from other agencies, commercial firms, or private institutions, which requires no action and is no longer needed for agency business purposes. Includes, but is not limited to: • Catalogs, reports, multi-media presentations (videos, CDs, etc.); • Informational copies, notices, bulletins, newsletters, announcements; • Unsolicited information (junk mail, spam, advertisements, etc.).	**Retain** until no longer needed for agency business *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-02-04 Rev. 1	***Secondary (Duplicate) Copies*** Copies of records (created or received), provided that the agency retains the primary record in accordance with the current approved minimum retention period. Includes, but is not limited to, data extracts and printouts from agency electronic information systems, provided that the: • Records within the database are retained for their minimum retention period; and, • Data extracts/printouts are NOT required to substantiate "point-in-time" evidence of business transactions.	**Retain** until no longer needed for agency business *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-02-05 Rev. 1	***Transitory Records*** Public records that only document information of temporary, short-term value, ***and provided that the records are:*** • **Not** needed as evidence of a business transaction; ***and***, • **Not** covered by a more specific records series. Includes, but is not limited to: • Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency (notices of community affairs, holidays, etc.); • Preliminary drafts of letters, memoranda, reports, work sheets, spreadsheets, presentations, and informal notes, etc., which do not represent significant basic steps in the preparation of record document(s); • Routing slips used to direct the distribution of documents; • Shorthand notes, stenotype tapes, and mechanical records, after they have been transcribed into typewritten or printed form on paper or microfilm; • Telephone messages (including voicemail, digital voice messages, etc.); • Letters of transmittal which do not add any information to the transmitted materials; • Abandoned, voided or defective architectural drawings.	**Retain** until no longer needed for agency business *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM

GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival – *See* ***Archival (Appraisal Required)*** and ***Archival (Permanent Retention).***

Archival (Appraisal Required)

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.

Archival (Permanent Retention)

Public records which possess enduring legal and/or historic value and must not be destroyed. Local government agencies must either transfer these records to Washington State Archives or retain and preserve these records according to archival best practices until such time as they are transferred to Washington State Archives (WSA).

WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as "Archival (Permanent Retention") other than the removal of duplicates. Master indexes, lists, registers, tracking systems, databases and other finding aids for public records designated as Archival should be retained with the records and transferred to Washington State Archives.

Disposition

Actions taken with records when they are no longer required to be retained by the agency.

Possible disposition actions include transfer to Washington State Archives and destruction.

Disposition Authority Number (DAN)

Control numbers systematically assigned to records series or records retention schedules when they are approved by the Local Records Committee.

Essential Records

Public records that local government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with chapter 40.10 RCW. Copies of master indexes, lists, registers, tracking systems, databases and other finding aids should also be transferred with the records.

Local Records Committee

The committee established by RCW 40.14.070 to review and approve disposition of local government records.

Its three members include the State Archivist and one representative each from the Offices of the Attorney General and the State Auditor.

Migration

The periodic transfer of data from one electronic system to another in order to ensure continued integrity and accessibility of data despite changes over time in hardware, software, and storage media.

Non-Archival

Public records which do not possess sufficient historic value to be designated as "Archival". Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.

Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in chapter 40.10 RCW.

Obsolete

Public records which are no longer relevant to current program or primary functional responsibilities of a department or office.

Office of Record

The group, department, or office within an agency responsible for maintaining a primary record from creation (or receipt) through disposition.

OFM (Office Files and Memoranda)

Public records which have been designated as "Office Files and Memoranda" for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(2) "Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda."

OPR (Official Public Records)

Public records which have been designated as "Official Public Records" for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(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; … and all other documents or records determined by the records committee… to be official public records."

Permanent *– See* ***Archival (Permanent Retention)*** *and* ***Non-Archival****.*

Potentially Archival *or* ***Potential archival value*** *– See* ***Archival (Appraisal Required)****.*

Primary Records

The original record (whether created or received by the agency) which serves as the official record, and must be retained in accordance with a current approved records retention schedule.

Public Records

RCW 40.14.010 – Definition and classification of public records.

"… 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…"

Records Series

A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.

Secondary Records

Copies (or duplicates) of the agency's primary records used for specific legal, fiscal, or administrative purposes.

Secondary records exist for convenience of reference, or for informational purposes, and may be discarded when no longer needed for agency business in accordance with GS50-02-04.

Security Microfilm

Silver duplicate or first-generation microfilm which is stored at Washington State Archives under strictly-controlled environmental conditions and serves as an emergency/disaster back-up, in accordance with chapter 40.10 RCW.

Washington State Archives provides security microfilm storage and inspection services to local government agencies.

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