This schedule applies to: All State Government Agencies

Scope of records retention schedule
This records retention schedule authorizes the destruction/transfer of public records documenting common functions and activities of state government agencies, including Universities and Community and Technical Colleges. It is to be used in conjunction with the other approved schedules that relate to the unique functions of the agency.

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 state resources.

Public records designated as ARCHIVAL 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.

Revocation of previously issued records retention schedules
All previous versions of the State Government General Records Retention Schedule are revoked. State Agencies must ensure 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 State Records Committee in accordance with RCW 40.14.050 on August 3, 2011.

For the State Auditor: Emily Johnson	For the Attorney General: Cindy Evans	For the Office of Financial Management: Heather Matthews	The State Archivist: Jerry Handfield

REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 1991	General Update
2.0	July 1997	General Update
3.0	Summer 2001	General Update
3.5	April 2005	General Update
4.0	November 2005	General Update
5.0	October 6, 2010	Changes to format, Glossary Updated, Indexes Added, Standardized Archival Designations and proper citation of RCW's.
5.1	August 3, 2011	All records series reorganized into six functional areas: Agency Management, Asset Management, Financial Management, Human Resource Management, Records Management, and Records With Minimal Retention Value. Major revision to Information Management function. New activities added including Banking, Community Relations, Library Services, Public Disclosure, Publishing, Records Conversion, Risk Management and Security. Please reference the Revision Guide for detailed information.

For assistance and advice in applying this records retention schedule,

please contact Washington State Archives at:

recordsmanagement@sos.wa.gov

TABLE OF CONTENTS

1. AGENCY MANAGEMENT 5
1.1 COMMUNITY RELATIONS 5
1.2 CONTRACTS AND PURCHASING RECORDS 7
1.3 EXECUTIVE LEVEL RECORDS 10
1.4 GENERAL OFFICE OPERATIONS (NON-EXECUTIVE) 16
1.5 LEGAL FILES 21
1.6 LEGISLATIVE RELATIONS 23
1.7 RISK MANAGEMENT 24
1.8 TRAINING 25

2. ASSET MANAGEMENT 27
2.1 FACILITIES MANAGEMENT 27
2.2 INFORMATION SERVICES 30
2.3 REAL PROPERTY MANAGEMENT 38
2.4 SECURITY 41
2.5 SUPPLY, EQUIPMENT AND VEHICLE MANAGEMENT 42
2.6 TELECOMMUNICATIONS 45

3. FINANCIAL MANAGEMENT 46
3.1 AUDITS, INVESTIGATIONS AND EXAMINATIONS 46
3.2 BANKING 48
3.3 FISCAL AND ACCOUNTING RECORDS 49
3.4 GRANTS MANAGEMENT 58

4. HUMAN RESOURCE MANAGEMENT 60
4.1 ATTENDANCE AND LEAVE 60
4.2 BENEFITS 61
4.3 EQUITY 63
4.4 INDUSTRIAL INSURANCE 64
4.5 LABOR RELATIONS 65
4.6 MISCONDUCT/DISCIPLINE/GRIEVANCES 66

4.7 OCCUPATIONAL HEALTH AND SAFETY 69
4.8 PAYROLL 70
4.9 PERFORMANCE MANAGEMENT 73
4.10 PERSONNEL 74
4.11 POLICIES AND PROCEDURES 77
4.12 POSITION DEVELOPMENT/STAFF STRUCTURE 78
4.13 RECRUITMENT/HIRING 79
4.14 STAFF DEVELOPMENT 80

5. INFORMATION MANAGEMENT 81
5.1 FORMS MANAGEMENT 81
5.2 LIBRARY SERVICES 82
5.3 MAIL SERVICES 84
5.4 PUBLIC DISCLOSURE 85
5.5 PUBLISHING 86
5.6 RECORDS CONVERSION 89
5.7 RECORDS MANAGEMENT 92

6. RECORDS WITH MINIMAL RETENTION VALUE 95

GLOSSARY 98

INDEXES 101

1. AGENCY MANAGEMENT

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

1.1 COMMUNITY RELATIONS

The activity of state agencies providing training to outside parties such as other state employees, contractors, customers, or the public.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
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. Excludes records relating to promotional campaigns conducted by commodities commissions to promote consumption of Washington State commodities.	GS 05006 Rev. 0	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
Charity Fundraising Records documenting the agency's coordination, participation and support of fundraising campaigns and promoting employee payroll deductions for charities. 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 authorization of payroll deductions covered by GS 01060 and GS01061. Excludes the Office of the Secretary of State's records related to the whole of government coordination of the Combined Fund Drive.	GS 09021 Rev. 1	**Retain** for 6 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

1.1 COMMUNITY RELATIONS

The activity of state agencies providing training to outside parties such as other state employees, contractors, customers, or the public.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Press Releases Press or news releases issued by an agency to the media to inform the public about events, activities and accomplishments.	GS 05003 Rev. 0	**Retain** for 2 years after date of issue *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL
Public Information Office, Reference Files Records documenting activities of an agency, generally organized by subject. Provides a record of events, issues and subjects related to an agency's programs, missions and activities. Used to provide background information in responding to pubic information requests.	GS 05005 Rev. 0	**Retain** for 2 years after date of document *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL

1.2 CONTRACTS AND PURCHASING RECORDS

The activity of managing purchasing records generated by state agencies in the course of procuring services, supplies, and equipment.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Bid, Invitation To/Request for Proposal Solicitation of bids from vendors. May include related working papers, SF GEN-PUR-008 or similar agency-specific form, Request for Proposal (RFP), Request for Information (RFI), and Request for Qualifications and Quotations (RFQQ).	GS 06004 Rev. 0	**Retain** for 6 years after closure or cancellation date *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Bids/Proposals, Unsuccessful Documentation of the bids submitted to provide goods or services which were not chosen or failed to meet requirements. May include lists of ranking of unsuccessful bidders, financial information about the bidders, resumes, proposals, pricing sheets and other related materials, in addition to the unsuccessful bids.	GS 06007 Rev. 0	**Retain** for 3 years after bid award or cancellation date *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

1.2 CONTRACTS AND PURCHASING RECORDS

The activity of managing purchasing records generated by state agencies in the course of procuring services, supplies, and equipment.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Contracts and Agreements Instruments signed by the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit. Includes, but is not limited to: • Inter-agency, intra-agency, and inter-governmental agreements; • Lease, escrow, and rental agreements; • Lending agreements (facility, equipment, vehicle); • Liability waivers (hold harmless, insurance, etc.); • Loan Agreements (long-term debt, etc.); • Master depository contract (banking); • Personal service, client service, purchasing agreements; • Purchase and sales agreements (non-capital asset purchases only); • Vendor bonds; • Warranties. Excludes public records transfer agreements with Washington State Archives covered by GS 11001. Excludes bond project loan agreements covered by GS 01069.	GS 01050 Rev. 1	**Retain** for 6 years after termination or expiration of instrument *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** OPR
Purchase Authority Authority for an agency to accomplish its own purchases. May be state form GEN-PUR-007 or similar agency-specific form.	GS 06002 Rev. 0	**Retain** for 6 years after superseded *then* **Destroy.**	NON-ARCHIVAL **ESSENTIAL**

1.2 CONTRACTS AND PURCHASING RECORDS

The activity of managing purchasing records generated by state agencies in the course of procuring services, supplies, and equipment.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Supply and Equipment Requests Internal agency documents used to request the purchase of supplies and equipment.	GS 06001 Rev. 0	**Retain** for 30 days after date of receipt *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

1.3 EXECUTIVE LEVEL RECORDS

The activity relating to the executive level of an agency, including records which document the policies, procedures, and administration of an agency. Records created at this level are designated 'Archival' and must be transferred to the Washington State Archives after their retention has been satisfied. This activity does not include routine office records or program level records.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Appointment Records, Official A record of the procedure by which members are asked to serve by appointment or recommendation on any committee, commission, council, board or task force. May include correspondence, official appointment letters, instructions, notices of termination or re-appointment and other related documentation.	GS 10012 Rev. 0	**Retain** for 6 years after termination of appointment *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL
Calendars, Executive A record of appointments, task lists, and meeting schedules. Provides a day-by-day record of official activities.	GS 10008 Rev. 0	**Retain** for 4 years after date of document *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL

1.3 EXECUTIVE LEVEL RECORDS

The activity relating to the executive level of an agency, including records which document the policies, procedures, and administration of an agency. Records created at this level are designated 'Archival' and must be transferred to the Washington State Archives after their retention has been satisfied. This activity does not include routine office records or program level records.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Correspondence – Executive/Official Internal and external communications to or from the agency's elected official(s) and/or executive management concerning policy issues, concerns, actions or issues, 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 public records requests covered by GS 05001. Excludes the provision of routine information covered by GS 50002. *Note: Information/advice published online by the agency continues to be "provided" until the date it is removed/withdrawn.*	GS 10007 Rev. 1	**Retain** for 4 years after communication received or provided, whichever is later *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **POSSIBLY ESSENTIAL** OFM
History Files Documentation of the history and development of an office, program or event. May include photographs, videotapes, newsletters, scrapbooks or articles.	GS 10013 Rev. 0	**Retain** for 5 years after end of calendar year *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL

1.3 EXECUTIVE LEVEL RECORDS

The activity relating to the executive level of an agency, including records which document the policies, procedures, and administration of an agency. Records created at this level are designated 'Archival' and must be transferred to the Washington State Archives after their retention has been satisfied. This activity does not include routine office records or program level records.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Interpretive and Policy Statements Official statements of policy adopted by an agency, board or commission. Includes an agency's interpretation of a statute, rule or other provision of law, of a court decision, or of an agency order.	GS 10010 Rev. 0	**Retain** for 3 years after superseded *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL**
Minutes and Files of Policy-Setting Meetings Minutes, agendas, and meeting files of the governing body of an agency or of meetings that formulate policy, rules or regulations for an agency or a number of agencies. May include multi-media recordings.	GS 10004 Rev. 0	**Retain** for 6 years after date of document *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL**
Papers of Executive Direction A record of formal statements at the executive level of an agency, in regard to agency policy, actions, and mission. May include issuances, directives, records of briefings and presentations of policy in any form.	GS 10005 Rev. 0	**Retain** for 4 years after date of document *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL**

1.3 EXECUTIVE LEVEL RECORDS

The activity relating to the executive level of an agency, including records which document the policies, procedures, and administration of an agency. Records created at this level are designated 'Archival' and must be transferred to the Washington State Archives after their retention has been satisfied. This activity does not include routine office records or program level records.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Policies and Procedures Policies and procedures issued at the executive level of an agency to address agency-wide operations, critical agency functions, or issues of public visibility or concern. May include formal directives, formal policy statements, printed or published procedures manuals, bulletins, orders and rules or notices. *Note: This series does not apply to policies and procedures that regulate activities outside the agency or ones that are established through statute or through Washington Administrative Code (WAC) procedures. See GS 10009 Rules and Regulations (Washington Administrative Code).*	GS 10002 Rev. 0	**Retain** for 6 years after superseded *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **POSSIBLY ESSENTIAL** (policies and procedures for essential operations)
Quality and Performance Improvement Documentation Documentation of plans and processes for improving agency quality and performance. May include meeting documentation, plans, reports, presentations, training materials, correspondence, performance measures, statistics, and recommendations associated with efforts such as quality improvement, the Performance Partnership, Balanced Scorecard, Plain Talk, and the Government Management, Accountability and Performance Program (GMAP).	GS 10011 Rev. 0	**Retain** for 6 years after date of document *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL

1.3 EXECUTIVE LEVEL RECORDS

The activity relating to the executive level of an agency, including records which document the policies, procedures, and administration of an agency. Records created at this level are designated 'Archival' and must be transferred to the Washington State Archives after their retention has been satisfied. This activity does not include routine office records or program level records.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Rules and Regulations (Washington Administrative Code) Agency records of filings, hearings, justification statements, meeting tapes and other documents related to the development and enactment of official rules and regulations for inclusion in the Washington Administrative Code (WAC). *Note: For WACs that are not superseded within 6 years of implementation, the agency must make a complete copy of the file for agency use and deliver the original documents to the State Archives for historical preservation.*	GS 10009 Rev. 0	**Retain** for 6 years after superseded *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL
Speeches and Writings A record of speeches, including tapes, videos and transcripts, and written presentations and other writings by the agency head or other executive level official, concerning agency policy, concerns, actions or issues.	GS 10006 Rev. 0	**Retain** for 6 years after date of document *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL
Studies and Operational Plans Major studies and plans initiated at the executive level and/or conducted in response to a legislative order, executive order, federal requirement or court order. Generally addresses agency-wide operations or issues, affects the most important or most critical agency functions, or addresses areas of public visibility or concern. Excludes strategic plans covered by GS 10001. *Note: This series does not apply to program-specific plans.*	GS 10001 Rev. 0	**Retain** for 4 years after superseded or no longer applicable *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **POSSIBLY ESSENTIAL** (plans for essential operations or services)

1.3 EXECUTIVE LEVEL RECORDS

The activity relating to the executive level of an agency, including records which document the policies, procedures, and administration of an agency. Records created at this level are designated 'Archival' and must be transferred to the Washington State Archives after their retention has been satisfied. This activity does not include routine office records or program level records.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Subject Files, Executive Level Executive level documentation of the administration of agency activities. May include organizational charts, narrative reports, reports from agency divisions and sub-divisions, studies, news releases, newspaper clippings, correspondence, copies of minutes of meetings, management team meeting minutes, agendas and other materials. *Note: This series does not apply to program-level records.*	GS 10003 Rev. 0	**Retain** for 4 years after date of document *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL

1.4 GENERAL OFFICE OPERATIONS (NON-EXECUTIVE)

The activity relating to the executive of routine agency/office administrative tasks. This section includes routine correspondence, subject files, tracking and control records, and transitory records. This function relates to routine administrative records in paper, electronic, or other formats. It does not apply to executive level records or agency program files.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Administrative Plans, Working Files, Reports and Survey Results Plans, working files and reports resulting from routine administrative operations and projects. May include work plans, compiled survey results, charts, diagrams, statistics, reports, research materials, drafts, and other documentation related to management studies, non-fiscal audits, surveys and planning studies.	GS 09006 Rev. 0	**Retain** for 2 years after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Brainstorm/Team Incentive Program (TIP) Documentation Agency copies of all documentation regarding Brainstorm or Team Incentive Program (TIP) proposals. May include application copies, correspondence, award ceremony documentation, evaluations and other related documentation. *Note: The Office of the Secretary of State retains the primary record copy. For agency administered programs, see GS 09013 Employee Suggestion Program. For fiscal documentation of the Brainstorm/Team Incentive Program (TIP) see GS 03031 Payroll Files. This series does not include fiscal documentation of prize money.*	GS 09012 Rev. 0	**Retain** for 2 years after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Calendars, Non-Executive A record of appointments, meeting schedules, itineraries and task lists for the agency's non-executive employees. Provides a day-by-day record of activities.	GS 09023 Rev. 0	**Retain** for 1 year after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

1.4 GENERAL OFFICE OPERATIONS (NON-EXECUTIVE)

The activity relating to the executive of routine agency/office administrative tasks. This section includes routine correspondence, subject files, tracking and control records, and transitory records. This function relates to routine administrative records in paper, electronic, or other formats. It does not apply to executive level records or agency program files.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Complaints, Policy or Procedural Complaints filed by state employees or the public relating to a policy and/or its implementation, procedures, or business practices that are being followed. May include documentation, filing forms, backup information, recommendations, resolutions and related memoranda and correspondence.	GS 09016 Rev. 0	**Retain** for 3 years after resolution of complaint *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Correspondence – General Routine correspondence concerning day-to-day office administration and activities. May include correspondence between other offices within an agency, routine correspondence with other agencies, and correspondence with the public on routine matters. *Note: This series does not include program correspondence (which is either scheduled uniquely or covered by GS 09022), or executive level correspondence covered by GS 10007.*	GS 09005 Rev. 1	**Retain** for 30 days after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM

1.4 GENERAL OFFICE OPERATIONS (NON-EXECUTIVE)

The activity relating to the executive of routine agency/office administrative tasks. This section includes routine correspondence, subject files, tracking and control records, and transitory records. This function relates to routine administrative records in paper, electronic, or other formats. It does not apply to executive level records or agency program files.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Correspondence – Program 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, forms; • Web sites, web forms, web 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: • Executive correspondence covered by GS 10007; • General correspondence covered by GS 09005; • Public records requests covered by GS 05001; • The provision of routine information covered by GS 50002. *Note: Information/advice published online by the agency continues to be "provided" until the date it is removed/withdrawn.*	GS 09022 Rev. 0	**Retain** for 2 years after communication received or provided, whichever is later *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM
Employee Suggestion Program All documentation regarding an agency's Employee Suggestion Program. May include applications, correspondence, award ceremony documentation, evaluations, and fiscal documentation of any prize money awarded.	GS 09013 Rev. 0	**Retain** for 6 years after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

1.4 GENERAL OFFICE OPERATIONS (NON-EXECUTIVE)

The activity relating to the executive of routine agency/office administrative tasks. This section includes routine correspondence, subject files, tracking and control records, and transitory records. This function relates to routine administrative records in paper, electronic, or other formats. It does not apply to executive level records or agency program files.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Material Safety Data Sheets (MSDS) or Allowed Substitute Record Data sheets or allowed substitute records identifying hazardous chemical(s) by the chemical and common names(s) and listing all ingredients which have been determined to be health hazards. May include records of hazardous chemical use and analyses using exposure or medical records (WAC 296-802-20010 and WAC 296-802-20015).	GS 09017 Rev. 1	**Retain** for 30 years after superseded *or* 30 years after chemicals are no longer used *then* **Destroy.**	NON-ARCHIVAL **POSSIBLY ESSENTIAL** OPR
Minutes and Files of General Office Meetings Minutes, agendas and meeting files from agency staff meetings, internal committees, task force committees and other internal agency meetings which meet to coordinate activities, work out problems, serve as sounding boards, or as vehicles for communication.	GS 09009 Rev. 0	**Retain** for 2 years after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Plans, Routine Plans developed to guide routine administrative operations. May include work plans and plans for specific administrative projects. *Note: This series does not apply to agency-level planning which involves major policy issues or agency-wide administrative matters.*	GS 09008 Rev. 0	**Retain** for 2 years after date of document *then* **Destroy.**	NON-ARCHIVAL **POSSIBLY ESSENTIAL** (plans for essential operations or services)
Policies and Procedures, General Office, Routine Policies and procedures covering the routine, day-to-day operations of an office or unit. *Note: This series does not include agency mission-related policies and procedures. See GS 10002 Administrative Policies and Procedures.*	GS 09001 Rev. 0	**Retain** until superseded *then* **Destroy.**	NON-ARCHIVAL **POSSIBLY ESSENTIAL** (policies or procedures for essential operations)

1.4 GENERAL OFFICE OPERATIONS (NON-EXECUTIVE)

The activity relating to the executive of routine agency/office administrative tasks. This section includes routine correspondence, subject files, tracking and control records, and transitory records. This function relates to routine administrative records in paper, electronic, or other formats. It does not apply to executive level records or agency program files.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Project Files Documentation of state projects which have innovative or historical significance. May include project management documents such as project team notes, minutes and agendas, studies, surveys, progress reports, correspondence, research and background files, presentation materials, cost estimates, implementation plans and final reports filed as part of the project subject. *Note: This series does not include capital projects, program files, federally-funded or grant-funded projects.*	GS 09018 Rev. 0	**Retain** for 6 years after end of project *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL
Reference Files (Convenience Copies) Files containing reference copies of correspondence, reports, studies, articles, minutes, and/or other reference materials which are maintained solely for ease of access and reference, **and where not covered by a more specific records series**. *Note: This series does not include executive level records or program level files.*	GS 09002 Rev. 1	**Retain** until no longer needed for agency business *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM
Subject Files Files arranged alphabetically by topic for subjects of relevance to the work of an office. May include correspondence, memos reports and statistics. *Note: This series does not include secondary copies.*	GS 09019 Rev. 0	**Retain** for 2 years after end of calendar year *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Survey Responses, Individual Individual responses to surveys or questionnaires.	GS 09020 Rev. 0	**Retain** until no longer needed *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

1.5 LEGAL FILES

Legal actions involving state agencies are handled by the Office of the Attorney General, primarily by an Assistant Attorney General assigned to each agency. Therefore, most records pertaining to legal actions are centralized under the auspices of the Attorney General. However, many state agencies maintain separate files of correspondence with the Attorney General's Office, information letter opinions, formal opinions and the issue files on legal matters pertaining to the agency.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Attorney General Letters, Informal Opinions and Correspondence State agency copies of correspondence with the Office of the Attorney General. May include "Informal Attorney General Opinions." *Note: This series does not include the Attorney General's copy of this correspondence.*	GS 18002 Rev. 0	**Retain** for 6 years after date of document *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL
Attorney General Opinions A record of published, formal opinions on legal matters directly relating to the activities of a state agency. *Note: This series does not include the Attorney General's copy.*	GS 18001 Rev. 0	**Retain** for 6 years after date of document *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **POSSIBLY ESSENTIAL**
Attorney General's Case Files – Agency Copy Agency copies of case files under the jurisdiction of the Attorney General's office, collected and maintained to document the agency's role with regard to any legal issue. May include copies of background information, lawsuit documentation, correspondence, pleadings, appeals, court orders, agency working files and related documentation.	GS 18004 Rev. 0	**Retain** until the case resolved and appeal period expired and administrative purpose served *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

1.5 LEGAL FILES

Legal actions involving state agencies are handled by the Office of the Attorney General, primarily by an Assistant Attorney General assigned to each agency. Therefore, most records pertaining to legal actions are centralized under the auspices of the Attorney General. However, many state agencies maintain separate files of correspondence with the Attorney General's Office, information letter opinions, formal opinions and the issue files on legal matters pertaining to the agency.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Legal Issue Files Files on legal issues of concern to a state agency. Interpretations of laws and policies, studies, reports, correspondence, copies of legal documents and other materials pertaining to specific issues. *Note: This series does not include litigation files or other legal files.*	GS 18003 Rev. 0	**Retain** for 6 years after issue resolved *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **POSSIBLY ESSENTIAL**
Non-Attorney General Legal Case Files Litigation and case files with no Attorney General involvement..	GS 18005 Rev. 0	**Retain** for 6 years after case resolved *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR
Court Orders Served on the Agency (Not Party to Litigation) . 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 GS 18004 or GS 18005.	GS 18006 Rev. 0	**Retain** until no longer needed for agency business *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

1.6 LEGISLATIVE RELATIONS

Records documenting the relations of a state agency with the Legislature. Series include files on requested legislation, legislation affecting the agency, contacts with legislators, and other related material. Includes records of contacts with legislative bodies at both the state and federal levels.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Agency Request Legislation Documentation of legislation requested by an agency. May include bill drafts, correspondence, fiscal notes, memos, meeting minutes, bill analysis reports, legislative committee reports, monitoring reports, and related records.	GS 19001 Rev. 0	**Retain** for 2 years after end of legislative session *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL
Bill Files, Legislative Copies of bills under consideration by the Legislature with possible significant impact on the agency. May include bill drafts, amendments, fiscal notes, memos, correspondence, committee reports, monitoring reports, and related records.	GS 19002 Rev. 0	**Retain** for 2 years after end of legislative session *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL
Public Disclosure Report, Agency Copy Report to the Public Disclosure Commission on lobbying by agency personnel. May include the L-5 Report or a similar document serving the same purpose and information gathered to create the report. *Note: The Public Disclosure Commission retains the primary copy of Public Disclosure Reports for 10 years.*	GS 19004 Rev. 0	**Retain** for 4 years after end of legislative session *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

1.7 RISK MANAGEMENT

The activity of identifying and migrating risks to the state government agency including disaster preparedness.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
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. Excludes accidents and incidents involving hazardous materials.	GS 18007 Rev. 0	**Retain** for 3 years after individual reaches age 18 *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR
Accidents/Incidents – No Claim Filed (Age 18 and Older) Records relating to accidents/ incidents involving individual(s) age 18 and older, and where claims for damages are not filed. Includes, but is not limited to, reports and investigations. Excludes accidents and incidents involving hazardous materials.	GS 18008 Rev. 0	**Retain** for 3 years after date of incident *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR
Disaster Preparedness and Recovery Plans Records relating to the protection and reestablishment of the agency in the case of a disaster.	GS 14010 Rev. 1	**Retain** until superseded *then* **Destroy.**	NON-ARCHIVAL ESSENTIAL OFM
Safety Drills/Disaster Recovery Exercise Documentation of agency safety drills and disaster recovery exercises.	GS 25002 Rev. 0	**Retain** for 6 years after date of drill or exercise *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

1.8 TRAINING

The activity of providing training and/or education to outside parties such as other state employees, contractors, customers, or the public.

*See **HUMAN RESOURCES MANAGEMENT – Staff Development** for additional record series relating to the training of agency employees.*

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Conferences and Seminars, Agency A record of information used to organize and conduct conferences, seminars and similar events. May include preparation material, registration and confirmation records, flyers and/or brochures, presentation material and other related documentation. *Note: This series is relevant to conferences that the agency presents, not conferences attended by employees outside of the agency, nor does it include training where a certificate is provided. This series does not include fiscal records or conferences which are grant or contract funded.*	GS 22005 Rev. 0	**Retain** for 3 years after end of event *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Course Information Records Memoranda, flyers, announcements, catalogs, and other records related to specific training courses including information on course content, program registration, instructor, credits and hours.	GS 22001 Rev. 0	**Retain** until superseded or obsolete *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Course Registration Processing Records Applications and enrollment records. May include data forms, course applications, supervisor and training officer authorizations and rosters of registrants.	GS 22002 Rev. 0	**Retain** for 3 years after application for course *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Training and Development Files (State Employees, Contractors and Customers) A record of presentation or course material developed and gathered for use in training for state employees, contractors and customers. May include reference material, outlines, handouts, notes, evaluations, overheads, videos, computerized presentations and related documentation.	GS 22004 Rev. 0	**Retain** for 1 year after administrative purpose served *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

1.8 TRAINING

The activity of providing training and/or education to outside parties such as other state employees, contractors, customers, or the public.

*See **HUMAN RESOURCES MANAGEMENT – Staff Development** for additional record series relating to the training of agency employees.*

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Training Files, General Public Information used to conduct training and orientation sessions, or to provide information to an agency's public customers. May include training announcements, registration information, reference material, outlines, handouts, notes, evaluations, videos, presentation material and trainings given to special client and stakeholder groups. *Note: This series does not cover any training that maintains or results in the issuance of a required certificate or license.*	GS 05007 Rev. 0	**Retain** until superseded or obsolete *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

2. ASSET MANAGEMENT

The function of managing the state government agency's physical assets (facilities, land, equipment, vehicles, supplies, etc.) Includes asset acquisition, maintenance, inventory, and disposal.

2.1 FACILITIES MANAGEMENT

The activity of managing the operation and maintenance of buildings and other facilities owned or leased by agencies of the State of Washington. Includes documentation relating to capital projects, fixed asset management, buildings and grounds maintenance, and space planning and allocation.

The State Records Committee recommends keeping campus-wide records in a central location because buildings and facilities often work in concert or affect one another.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Construction Documentation, General Administration Capital Projects Agency copies of documents for new construction or additions/remodels to existing facilities when the work is completed by the Department of General Administration. May include correspondence, project meeting minutes, approval, program review and/or comments, plans, drawings, permits, Environmental Impact Statements (EIS), specifications, contracts, test results, reports, modification proposals, change orders, allotment and payment records and related documentation. *Note: General Administration Engineering and Architecture Services retains the primary copy of this series. For circuit networks see GS 14031 Network Circuit Files.*	GS 21010 Rev. 1	**Retain** for 6 years after completed and accepted *then* **Destroy**.	NON-ARCHIVAL **POSSIBLY ESSENTIAL** OPR
Construction Documentation, Non-General Administration Capital Projects Agency copies of documents for new construction or additions/remodels to existing facilities when the work is not completed by the Department of General Administration. May include correspondence, project meeting minutes, approval, program review and/or comments, plans, drawings, permits, Environmental Impact Statements (EIS), specifications, contracts, test results, reports, modification proposals, change orders, allotment and payment records and supporting documentation. *Note: For circuit networks see GS 14031 Network Circuit Files.*	GS 21011 Rev. 0	**Retain** for 6 years after disposition of building *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **POSSIBLY ESSENTIAL** OPR

2.1 FACILITIES MANAGEMENT

The activity of managing the operation and maintenance of buildings and other facilities owned or leased by agencies of the State of Washington. Includes documentation relating to capital projects, fixed asset management, buildings and grounds maintenance, and space planning and allocation.

The State Records Committee recommends keeping campus-wide records in a central location because buildings and facilities often work in concert or affect one another.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Facility Maintenance and Routine Repairs Agency records documenting maintenance and minor repair work, work requests, and records of work completed.	GS 21002 Rev. 0	**Retain** for 6 years after completion of work *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Fixed Assets Files Agency copies of records documenting the purchase and ownership of major items of equipment. May include purchase orders for fixed assets, vouchers, inventory documents, surplus property disposition records, and other records relating to the purchase, ownership and disposition of fixed assets. *Note: This series does not apply to land ownership records. See GS 24 Real Property Management.*	GS 21001 Rev. 0	**Retain** for 6 years after disposition of asset *then* **Destroy.**	NON-ARCHIVAL **POSSIBLY ESSENTIAL**
Major Repair and Replacement Records, Building and Equipment Records documenting repairs and/or replacement of structural or major equipment items. May include documentation on the repair or replacement of HVAC systems, electrical or plumbing systems, roofs, walls, floors and other structural elements, architectural or engineering drawings, equipment documentation, work orders, fiscal documents, inspection reports, final acceptance documents, and related records.	GS 21008 Rev. 0	**Retain** for 6 years after disposition of building or equipment *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

2.1 FACILITIES MANAGEMENT

The activity of managing the operation and maintenance of buildings and other facilities owned or leased by agencies of the State of Washington. Includes documentation relating to capital projects, fixed asset management, buildings and grounds maintenance, and space planning and allocation.

The State Records Committee recommends keeping campus-wide records in a central location because buildings and facilities often work in concert or affect one another.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Operations and Inspection Records, Physical Plant Systems Records documenting operations and inspections for facility, grounds and utility systems. Systems include but are not limited to HVAC, water, electrical and mechanical systems, landscaping features and underground utilities. Records include but are not limited to meter readings, inspection reports and fuel consumption records.	GS 21007 Rev. 0	**Retain** for 6 years after disposition of asset *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Reference Copies of Drawings and Files, Maintenance and Operations, Physical Plant Agency copies of architectural drawings, engineering plans and fixed equipment manuals used for reference in building maintenance and operation. *Note: Primary copies of these records should be kept pursuant to GS 21010 Construction Documentation, General Administration, Capital Projects or GS 21011 Construction Documentation, Non-General Administration Capital Projects.*	GS 21003 Rev. 0	**Retain** for 3 years after superseded *then* **Destroy.**	NON-ARCHIVAL **POSSIBLY ESSENTIAL**
Space Allocation Planning Files Agency space allocation plans and related documentation including copies of requests, space and cost estimates, justifications, specifications, building and floor plan layout drawings and supporting documentation.	GS 21006 Rev. 0	**Retain** for 4 years after completion of action *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

2.2 INFORMATION SERVICES

Documentation of computer services, computer system management, and computer network management.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Audit Trail Files Data generated during the creation of a master file or database, used to validate a master file or database during a processing cycle.	GS 14020 Rev. 0	**Retain** for 3 backup cycles *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Computer Run Scheduling Records Records used to schedule computer runs, including daily schedules, run reports, run requests, and other records documenting the successful completion of a run.	GS 14015 Rev. 0	**Retain** for 30 days after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Computer Usage Files Electronic files or automated logs created to monitor computer system usage. May include log-in field system usage files, charge-back files, data entry logs, and records of individual computer program usage.	GS 14013 Rev. 0	**Retain** for 6 months after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Data Documentation Records created during system development or modification and used to access, retrieve, or manipulate data. May include data element dictionaries, file layouts, code books and other related materials.	GS 14003 Rev. 0	**Retain** for 1 year after disposition of data *then* **Destroy.**	NON-ARCHIVAL **POSSIBLY ESSENTIAL**
Data or Database Dictionary Reports Periodic printouts from a data or database dictionary system, including data element attribute reports, database schema, and related records used for reference purposes.	GS 14025 Rev. 0	**Retain** until superseded *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Data Processing Operating Procedures Records of procedures for data entry, computer equipment operation, production control, tape library, system backup, and other aspects of data processing operation.	GS 14007 Rev. 0	**Retain** for 1 year after superseded or discontinued *then* **Destroy.**	NON-ARCHIVAL **POSSIBLY ESSENTIAL**

2.2 INFORMATION SERVICES

Documentation of computer services, computer system management, and computer network management.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Data Processing Unit's Copies of Output Reports Copies of output reports produced for clients.	GS 14021 Rev. 0	**Retain** until acceptance by client *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Destruction (Scratch) Reports Records documenting the destruction of electronic files stored on a tape library.	GS 14024 Rev. 0	**Retain** for 1 year or when superseded *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Extracted Data Files, Summary Summary or aggregate data from a master file or database created solely to distribute data to individuals or program units for reference and use, but not altered or augmented to support program specific needs.	GS 14022 Rev. 0	**Retain** until data is distributed *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Finding Aids, Indexes and Tracking Systems Electronic indexes, lists, registers and other finding aids used to provide access to hard copy or electronic records. *Note: Finding aids, indexes or tracking systems developed for archival records must be transferred to the State Archives along with the historical record.*	GS 14023 Rev. 0	**Retain** until the disposition of indexed data *then* **Destroy.**	NON-ARCHIVAL **POSSIBLY ESSENTIAL**
Information Technology Assistance Requests Documentation of all requests for technical assistance including help desk requests, and the responses to those requests, as well as information on the use of computer equipment for program delivery, security and other purposes.	GS 14029 Rev. 0	**Retain** for 1 year after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

2.2 INFORMATION SERVICES

Documentation of computer services, computer system management, and computer network management.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Input Documents Copies of records or copies of forms designed and used solely for data input and control, when original records have been retained.	GS 14016 Rev. 0	**Retain** until data input and any necessary verification *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Network Circuit Files Automated or paper records containing information on network circuits used by an agency, including circuit number, vendor, cost per month, type of connection, software, contact person, and other relevant information. Records used to plan and implement a network and documentation of data communication service, installation or repair including work orders, correspondence, memoranda, work schedules, and copies of building and circuit diagrams and copies of related fiscal records. *Note: For Construction Records see GS 21010 Construction Documentation, General Administration Capital Projects or GS 21011 Construction Documentation, Non-General Administration Capital Projects.*	GS 14031 Rev. 0	**Retain** until circuit is no longer in use *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Network Usage Files Electronic files or automated logs created to monitor the use of the agency's network by its customers or network/internet usage by its employees, including but not limited to, log-in records, security logs, and system usage files.	GS 14032 Rev. 0	**Retain** until scheduled review/audit *or* until 3 backup cycles *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

2.2 INFORMATION SERVICES

Documentation of computer services, computer system management, and computer network management.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Network Usage Summary Summary reports and other records created to document computer usage for reporting or other purposes.	GS 14033 Rev. 0	**Retain** for 1 year after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Operating System/Hardware Conversion Plan Records relating to the replacement of equipment or computer operating systems.	GS 14009 Rev. 0	**Retain** for 6 months after plan implementation complete *then* **Destroy.**	NON-ARCHIVAL **POSSIBLY ESSENTIAL**
Portfolio Management Documentation, Agency Copy Required by Department of Information Services Board, the Department of Information Services and the Office of Financial Management, the portfolio details agency investment, acquisition and use of information technology. Updated annually, the portfolio is used in executive decision-making and evaluation of relationships between information technology investments, agency strategies and programs, and the budget. *Note: The primary record copy is retained by the Department of Information Services for a longer period of time.*	GS 14036 Rev. 0	**Retain** until superseded *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Program Listing and Source Code Source code that is compiled to generate the machine language instructions used to operate an automated information system.	GS 14004 Rev. 0	**Retain** for 1 year after 2 update cycles after code is modified or replaced 1 year after discontinuance of system *then* **Destroy.**	NON-ARCHIVAL **ESSENTIAL**

2.2 INFORMATION SERVICES

Documentation of computer services, computer system management, and computer network management.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Project Planning and Documentation, Information Technology Documentation of projects. May include program management plans, information technology proposal documentation, meeting documentation, project planning, assessment, conversion, test planning and results, implementation, contingency plans, and certification records.	GS 14037 Rev. 0	**Retain** for 6 years after termination of project *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Site and Equipment Support Files Records documenting support and maintenance services provided to specific data processing equipment or installations, including site visit reports, program and equipment service reports, service histories and related correspondence and memos.	GS 14026 Rev. 0	**Retain** for 1 year after disposition of equipment *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Software Review Files Records related to the review and recommendation of software for agency use, including vendor information, manuals, software reviews, and related material.	GS 14028 Rev. 0	**Retain** until software is no longer in use *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Summary Computer Usage Report Summary reports and other paper records created to document computer usage for reporting or cost recovery purposes.	GS 14014 Rev. 0	**Retain** for 6 months after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
System and Backup Files Copies of system files and databases, application software, logs, directories and other records needed to restore a system and its data in the event of system or data loss. May include records of the location and status of back-up copies.	GS 14011 Rev. 0	**Retain** until after 3 backup cycles *then* **Destroy.**	NON-ARCHIVAL **ESSENTIAL**

2.2 INFORMATION SERVICES

Documentation of computer services, computer system management, and computer network management.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
System Documentation Records documenting the use, operation and maintenance of an agency's automated information system, including but not limited to user manuals, system requirements for software, hardware and the operating system, hardware configurations and equipment control systems.	GS 14008 Rev. 0	**Retain** until hardware or software is discontinued but, not before data is migrated to a new system *then* **Destroy.**	NON-ARCHIVAL **POSSIBLY ESSENTIAL**
System Specifications Manufacturer and/or user and operational documentation describing system operations, including, but not limited to, system documentation records, user guides, system flowcharts, and input/output specifications.	GS 14002 Rev. 0	**Retain** for 1 year after disposition or transfer of system data to a new system *then* **Destroy.**	NON-ARCHIVAL **POSSIBLY ESSENTIAL**
System Users Access Files Electronic or textual records created to control or monitor an individual's access to a system and its data. Created for security purposes, including, but not limited to, user account records and access authorization files.	GS 14012 Rev. 0	**Retain** for 2 years after termination of user account *then* **Destroy.**	NON-ARCHIVAL **POSSIBLY ESSENTIAL**
Systems and Applications Development Records created and used to develop, redesign or modify an automated system or application, including, but not limited to, user requirements, status reports and correspondence.	GS 14001 Rev. 0	**Retain** for 1 year after disposition or transfer of system data to a new operating environment *then* **Destroy.**	NON-ARCHIVAL **POSSIBLY ESSENTIAL**

2.2 INFORMATION SERVICES

Documentation of computer services, computer system management, and computer network management.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Technical Program Documentation Documentation of program code, flowchart, maintenance log, system change notices, and other records documenting functions of and modification to computer programs.	GS 14005 Rev. 0	**Retain** for 1 year after authorized retention of the data *then* **Destroy.**	NON-ARCHIVAL **ESSENTIAL**
Test Data Base Files Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.	GS 14006 Rev. 0	**Retain** until no longer needed, but not before acceptance of test results *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Valid Transaction Files Records used to update and/or document a transaction in a database or master file, including, but not limited to, valid transaction files, DBMS files and similar records. These records are not retained to document a program unit action or for audit purposes.	GS 14018 Rev. 0	**Retain** until after 3 backup cycles *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Work or Intermediate Files Records used to facilitate the processing of a specific job or run, or used to create, update, modify, transfer, manipulate or sort data within an automated system when all transactions are captured in a master file, valid transaction file or database, in cases where the file is not required to provide an audit trail.	GS 14017 Rev. 0	**Retain** until completion of transaction *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

2.2 INFORMATION SERVICES

Documentation of computer services, computer system management, and computer network management.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Year 2000 Project Files Documentation of Year 2000 compliance projects. May include program management plans, meeting documentation, project planning, assessment, conversion, test planning and results, implementation contingency plans, and certification records.	GS 14035 Rev. 0	**Retain** for 6 years after termination of project and/or contract *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL

2.3 REAL PROPERTY MANAGEMENT

The activity relating to the acquisition, management, and disposition of agency-owned real property (land). Includes appraisals, contracts, deeds, title reports, water rights, and other related documents.

A durable copy (microfilm, paper, or electronic as approved by the State Archivist) of any record that is still active after having been in existence for 50 years must be provided to the State Archives in order to preserve the information for posterity.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Condemnations of Land Documentation of condemnation actions either by state agencies or affecting state agencies.	GS 24006 Rev. 0	**Retain** for 6 years after disposition of parcel *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL**
Land Acquisition Documentation Documentation of the process for planning and acquiring particular parcels of land. May include planning reports, boundary descriptions and adjustments, photographs, studies, correspondence, and other related documentation.	GS 24004 Rev. 0	**Retain** for 6 years after disposition of parcel *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **POSSIBLY ESSENTIAL**
Land Appraisals Contracts and reports on the appraisal of land for monetary value.	GS 24001 Rev. 0	**Retain** for 6 years after date of document *then* **Destroy.**	NON-ARCHIVAL **ESSENTIAL**

2.3 REAL PROPERTY MANAGEMENT

The activity relating to the acquisition, management, and disposition of agency-owned real property (land). Includes appraisals, contracts, deeds, title reports, water rights, and other related documents.

A durable copy (microfilm, paper, or electronic as approved by the State Archivist) of any record that is still active after having been in existence for 50 years must be provided to the State Archives in order to preserve the information for posterity.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Land Sales and Conveyance Documentation Records pertaining to the sale of state land.	GS 24009 Rev. 0	**Retain** for 6 years after disposition of parcel *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL**
Land Title Documents Documentation of the conveyance of land titles to the state. May include title searches, deeds, patents, clear lists and supporting documentation.	GS 24008 Rev. 0	**Retain** for 6 years after disposition of parcel *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL**
Lands Escheated to the State Records pertaining to the conveyance of lands escheated to the state for management or disposal.	GS 24005 Rev. 0	**Retain** for 6 years after disposition of parcel *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL**

2.3 REAL PROPERTY MANAGEMENT

The activity relating to the acquisition, management, and disposition of agency-owned real property (land). Includes appraisals, contracts, deeds, title reports, water rights, and other related documents.

A durable copy (microfilm, paper, or electronic as approved by the State Archivist) of any record that is still active after having been in existence for 50 years must be provided to the State Archives in order to preserve the information for posterity.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Lands Inventory Inventories of land owned by state agencies. May include summary information of each parcel.	GS 24003 Rev. 0	**Retain** for 6 years after superseded *then* **Destroy.**	NON-ARCHIVAL **ESSENTIAL**
Water Rights Acquired by the State Records of actions documenting the acquisition of water rights on state land.	GS 24007 Rev. 0	**Retain** for 6 years after disposition of parcel *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL**

2.4 SECURITY

The activity of protecting the state government agency's physical goods and resources against danger, loss or threat.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Building Access Documentation Documentation of individual security identification and building access privileges. May include requests and authorizations for the issuance of identification badges and key cards to employees, contractors, and volunteers.	GS 25001 Rev. 0	**Retain** for 6 years after termination of access *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Security Recordings Security recordings of agency facilities and grounds. May include both video and digital recordings. *Note: As with all public records, security recordings must be retained until final resolution of the case if they are requested or used in litigation.*	GS 25003 Rev. 0	**Retain** for 30 days after date of recording *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

2.5 SUPPLY, EQUIPMENT AND VEHICLE MANAGEMENT

The activity of managing state-owned or leased equipment, supplies, and motor vehicles. Does not include real property (land) records.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Capital Assets Management System, Statewide or Agency Statewide or agency systems to maintain agency inventories of land, buildings, furniture, equipment and other capital assets. May be used for input into the statewide reporting system. Includes: • Asset tracking and depreciation schedules; • Running inventory control documents that describe each piece of agency-owned or leased equipment and furniture; • Data Input Sheet, • Reports (Asset, Added, Changes, Purge, Summary of Monthly File Activity).	GS 16008 Rev. 1	**Retain** for 6 years after superseded *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR
Disposition Records, Asset Agency copies of records that track the disposition of property. May include request for disposal of property, receipts, copies of disposition reports, Disposed Property Report and records of property that has been sent to state surplus.	GS 16003 Rev. 0	**Retain** for 6 years after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Equipment Maintenance and Repair Records Records documenting services and repairs to agency equipment, excluding motor vehicles. May include maintenance and repair orders, copies of fiscal documents such as requisitions, purchase orders and vouchers, warranties, manuals and related materials. *Note: This series does not include structural or major equipment items. See GS 21008, Major Repair and Replacement Records, Building and Equipment. See GS 16007 - Motor Vehicle Maintenance, Repair and Disposition Records for motor vehicles.*	GS 16006 Rev. 0	**Retain** for 3 years after disposition of item *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

2.5 SUPPLY, EQUIPMENT AND VEHICLE MANAGEMENT

The activity of managing state-owned or leased equipment, supplies, and motor vehicles. Does not include real property (land) records.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Inventories, Supplies, Commodities And Parts Running inventories used to manage stocks of expendable materials such as office supplies, parts and other expendable supplies, describing the materials and indicating current stock balances.	GS 16004 Rev. 0	**Retain** for 6 years after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Motor Vehicle Maintenance, Repair and Disposition Records Records documenting service, repairs and disposition of motor vehicles assigned to or owned by an agency. May include maintenance orders and logs, copies of fiscal documents such as requisitions, purchase orders, vouchers, warranties, manuals, and related materials.	GS 16007 Rev. 0	**Retain** for 6 years after disposition of vehicle *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Motor Vehicle Title Record of legal ownership of state-owned vehicles. *Note: At sale, title is transferred to new owner. At disposal, title is transferred to Department of Licensing.*	GS 16009 Rev. 0	**Retain** until after sale or disposition of vehicle *then* **Transfer** to new owner or Department of Licensing.	NON-ARCHIVAL NON-ESSENTIAL
Supplies, Commodities and Parts Disbursement Records Records documenting the disbursement of office supplies, commodities, parts and other expendable materials.	GS 16005 Rev. 0	**Retain** for 6 years after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Vehicle Accident Report Form, Agency Copy The Office of Financial Management requires that one copy of the Vehicle Accident Report Form (State Form 137) be sent to the reporting agency's Safety and/or Risk Management Office within two working days following an accident involving a state Motor Pool vehicle.	GS 16010 Rev. 0	**Retain** for 3 years after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

2.5 SUPPLY, EQUIPMENT AND VEHICLE MANAGEMENT

The activity of managing state-owned or leased equipment, supplies, and motor vehicles. Does not include real property (land) records.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Vehicle Log and Usage Report Reports and logs of vehicle usage by state agencies.	GS 07003 Rev. 0	**Retain** for 3 years after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

2.6 TELECOMMUNICATIONS

The activity of documenting the administration of telecommunications services provided to state agencies.

*See also **FINANCIAL MANAGEMENT – Fiscal and Accounting Records** for additional record series relating to fiscal and accounting activities.*

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Reports and Information, Telecommunications Telecommunications-related reports and information. May include toll-free reports and usage information, voicemail and telephone calling information reports, individual telephone calling information requests, and automated call distribution (ACD) data.	GS 08005 Rev. 0	**Retain** for 1 year after end of fiscal year *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
SCAN Account Detail Report Listings of telephone activity by each SCAN account. Shows name of account holder, number called, distance, time spent, and SCAN charges. The "Official Copy" may be the agency's copy of the billing or the employee-signed copy.	GS 08004 Rev. 0	**Retain** for 6 years after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
SCAN System Authorization Requests Requests by state agencies for assignment, changes in assignment, changes in authorization levels, or cancellation of SCAN access. May include related correspondence and memorandum in addition to the SCAN requests.	GS 08002 Rev. 0	**Retain** for 6 months after request approved or denied *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Services and Order Requests, Telecommunications Requests by state agencies for telephone service, installation or repairs, and responses to the requests. May include requests for voicemail, network and data circuit services and other telecommunications services.	GS 08001 Rev. 0	**Retain** for 1 year after request approved or denied *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

3. FINANCIAL MANAGEMENT

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

3.1 AUDITS, INVESTIGATIONS AND EXAMINATIONS

The activity of documenting internal audits and investigations, and State Auditor examinations of state agency programs and fiscal activities.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Audit Documentation and Working Papers Audit documentation, including support for findings, conclusions, and recommendations. May also include correspondence, memos, drafts, preliminary findings, notes, and other materials used in preparing internal or external audits, investigations or examinations. *Note: This series does not apply to State Auditor's Office audits.*	GS 04001 Rev. 0	**Retain** for 6 years after audit report date *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
External Audit, Final Audit or Examination Report Final reports of customer audits, compliance audits, performance audits, external audits or examinations performed by or for a state agency. *Note: Agency retains primary record copy. This series does not include State Auditor's Office audits.*	GS 04005 Rev. 0	**Retain** for 6 years after audit report date *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL
Internal Audit, Final Audit or Examination Report Final reports of internal audits, investigations or examinations. *Note: Agency retains primary record copy.*	GS 04002 Rev. 0	**Retain** for 6 years after audit report date *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL

3.1 AUDITS, INVESTIGATIONS AND EXAMINATIONS

The activity of documenting internal audits and investigations, and State Auditor examinations of state agency programs and fiscal activities.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
State Auditor's Office Audit Results, Agency Copy Documentation of state agency audits conducted by the State Auditor's Office. May include final reports of audits and examinations performed by the State Auditor's Office, Management Letters, Exit Items, and other documentation provided at the final exit conference. *Note: State Auditor's Office retains primary record copy.*	GS 04006 Rev. 0	**Retain** for 3 years after exit conference date *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
State Auditor's Office Whistleblower Investigative Reports, Agency Copy Agency copies of State Auditor's Office reports of allegations of fraud or violations of state laws or regulations as a result of a Whistleblower complaint filed under Chapter 42.40 RCW. *Note: State Auditor's Office retains primary record copy.*	GS 04004 Rev. 0	**Retain** for 3 years after date of report *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

3.2 BANKING

The activity of transacting monetary exchanges with a financial institution.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
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; • Checks and warrants issued by the agency (if returned by bank); • Checks returned by the bank due to non-sufficient funds (NSF). Excludes deposited items covered by GS 01068. Excludes master depository contracts covered by GS 01050.	GS 01013 Rev. 1	**Retain** for 6 years after end of fiscal year *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR
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 GS 01013.	GS 01068 Rev. 0	**Retain** for 14 days after date of deposit *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

3.3 FISCAL AND ACCOUNTING RECORDS

The function of managing the primary record – regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required. Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Accounts Payable Documents all invoices for items disbursed during each month by general account code, to provide posting data to the general ledger (GS 01009). Documents adjustments to accounts. Includes supporting documents.	GS 01007 Rev. 0	**Retain** for 6 years after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Accounts Receivable Documentation of charges and billing process for goods and/or services rendered. Documents adjustments to accounts. May include "determination of fees" documentation, work orders or service requests (may be in the form of field orders or invoice vouchers) logs of goods and/or services provided, receipts, billing statements and related documents.	GS 01016 Rev. 0	**Retain** for 6 years after date of document *then* **Destroy.**	NON-ARCHIVAL **ESSENTIAL**
Allotment Records, Revenue and Expenditure Records revenue and expenditure allotments. Includes allotment submittals and backup documentation.	GS 01043 Rev. 0	**Retain** for 6 years after end of biennium *then* **Destroy.**	NON-ARCHIVAL **POSSIBLY ESSENTIAL**
Asset Depreciation Reports Calculated value of the depreciation value of state-owned assets. May include Depreciation Ledger, General Ledger Interface, Depreciation by Cost Center, and related documentation.	GS 16002 Rev. 0	**Retain** for 6 years after superseded *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

3.3 FISCAL AND ACCOUNTING RECORDS

The function of managing the primary record – regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required. Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Budget Preparation Working Files Documentation of agency development of biennial budget proposals. May include correspondence, reports, memos, drafts, statistics, agency budget request and supporting documentation.	GS 01040 Rev. 0	**Retain** for 6 years after end of biennium *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Cash Receipt Records A record of agency cash receipts. May include daily cash listing, electronic funds transfer (EFTs), transfers, credit card payments, and cash register tape.	GS 01010 Rev. 0	**Retain** for 6 years after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Credit Card Records Includes all documentation of the use of credit cards issued to agencies or employees, such as receipts, records related to online ordering, purchase card log and activity log.	GS 01017 Rev. 0	**Retain** for 6 years after date of document *then* **Destroy.**	NON-ARCHIVAL **POSSIBLY ESSENTIAL**
Disbursement Reporting System Report – DRS Automatic and agency-requested reports (for subscribing agencies) of vendor history information, including disbursements and the Office of Minority and Women's Business Enterprise's information.	GS 02009 Rev. 0	**Retain** for 90 days after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

3.3 FISCAL AND ACCOUNTING RECORDS

The function of managing the primary record – regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required. Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Financial Reporting Working Documents, Fiscal Year End Working documents used for analysis of certain financial balance interrelationships and other financial information. May include: • CAF – Financial Balances and Other Information; • FED – Federal Revenues and Expenditures; • REC – Receivable/Payable Relationship; • PAY – Payable/Receivable Relationship.	GS 02020 Rev. 0	**Retain** for 6 years after end of the fiscal year *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Financial Reports, Fiscal Year End, Agency Copy Reports summarizing fiscal year accounting activity. *Note: The Office of Financial Management retains the primary record copy of reports generated by AFRS and Enterprise Reporting*	GS 01067 Rev. 0	**Retain** for 6 years after the end of fiscal year *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

3.3 FISCAL AND ACCOUNTING RECORDS

The function of managing the primary record – regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required. Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Financial Reports, Quarterly, Monthly & Daily, Agency Copy Detail and summary financial and statistical information reports created on a quarterly, monthly, daily, or in-process basis. May include: • Monthly Approved Allotment and Revenue Reports; • Monthly Financial Statement Reports; • Monthly Combined Approved and Adjusted Allotment Reports; • Monthly Treasurer Accounting System Reports; • Monthly Working Papers Reports; • Monthly General Ledger Trial Balances; • Quarterly Petty Cash Report. *Note: the Office of Financial Management maintains designated AFRS Monthly Reports for 6 years. Agencies using non-AFRS systems should schedule their records on agency unique schedules. Copies not used for reconciliation can be destroyed when administrative purpose has been served.*	GS 02005 Rev. 0	**Retain** for 6 years after date of report *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
General Ledger Trial Balance A record of prescribed general ledger accounts documenting agency receipts, expenditures and balances, by source and fund. May include reconciliation reports. Note: Applies only to General Ledger Trial Balances not generated by Enterprise Reporting.	GS 01009 Rev. 0	**Retain** for 6 years after date of the document *then* **Destroy.**	NON-ARCHIVAL **POSSIBLY ESSENTIAL**

3.3 FISCAL AND ACCOUNTING RECORDS

The function of managing the primary record – regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required. Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Internal Revenue Service (IRS) Reporting Forms Any IRS-required documents used by state agencies to report vendor payments to the IRS. May include forms 1098, 1099, 5498, W-2G, or similar-use forms. *Note: For IRS Form W-9 see GS 01066 Vendor Payment Information.*	GS 01019 Rev. 0	**Retain** for 4 years after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Journal Vouchers Documentation for entering journal voucher transactions into an accounting system.	GS 01006 Rev. 0	**Retain** for 6 years after date of document *then* **Destroy.**	NON-ARCHIVAL **POSSIBLY ESSENTIAL**
Management Reporting System – MRS Supplemental, ad hoc, analytical information on the status of allotments, disbursements, accruals, encumbrances, and variances at varying levels for various time frames.	GS 02008 Rev. 0	**Retain** for 90 days after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Notes, Legislative Summary and detail agency reports, narrative, and graphics for final Omnibus, Supplemental, Transportation, and Capital budgets enacted by the Legislature. *Note: The Legislative Evaluation and Accountability Program (LEAP) Committee holds the primary and archival copy of the Legislative Budget Notes.*	GS 01065 Rev. 0	**Retain** for 6 years after the end of biennium *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

3.3 FISCAL AND ACCOUNTING RECORDS

The function of managing the primary record – regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required. Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Policies and Procedures, Fiscal Memoranda, rules, orders, directives, procedural instructions, regulations, bulletins, notices, instructions issued by OFM and the State Auditor, and any other documentation which is directive in nature or explains policies and procedures relating to the fiscal administration of an agency.	GS 01014 Rev. 0	**Retain** for 6 years after superseded *then* **Destroy.**	NON-ARCHIVAL **ESSENTIAL**
Public Works Requisition A record of all requisitions for public works projects processed by the Engineering and Architecture Division of the Department of General Administration. *Note: This series does not apply to General Administration Department copy.*	GS 01012 Rev. 0	**Retain** for 6 years after work completed *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Revenue Reports A monthly summary of revenue recorded from interagency agreements, contracts, and other sources.	GS 01011 Rev. 0	**Retain** for 6 years after date of document *then* **Destroy.**	NON-ARCHIVAL **POSSIBLY ESSENTIAL**

3.3 FISCAL AND ACCOUNTING RECORDS

The function of managing the primary record – regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required. Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Tax-Exempt Bonds Records documenting all resources received and expended by the agency for bond-funded projects. Includes, but is not limited to: • Documents supporting purchase/acquisition/construction price and disposition/sales price; • If capital asset constructed by agency, includes cancelled (voided) checks and credit card slips, project cost record, etc.; • Project cost/expenditure tracking record (staff time, etc.); • Registers (numerical listing of checks/warrants, etc.); • Trust indenture, loan agreements, bond counsel opinions, etc.; • Transcripts of bond issuance documents.	GS 01069 Rev. 0	**Retain** for 6 years after final bond payment *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR
Travel Records documenting travel undertaken by employees and non-employees. Includes travel authorization, arrangement, travel receipt documentation, and reimbursement of expenses (including advance payments).	GS 07001 Rev. 1	**Retain** for 6 years after end of fiscal year *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

3.3 FISCAL AND ACCOUNTING RECORDS

The function of managing the primary record – regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required. Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Vendor Payments Files Documentation of agency disbursements. May include all documentation related to purchases by agencies, including voucher distribution registers, vendor remittance advisories, document transmittals and certification reports, encumbrance requests and other documentation which provides a record of payments to vendors and other agencies for goods and services. May include: • Purchase Order Files; • Field Order Files; • Purchase Requisition Files; • Invoice Voucher Files; • Printing Requisition Files; • Copy Center Request Files; • Travel Expense Payment Files; • Inter-Agency Billing Files; • Encumbrances and Liquidation Records.	GS 01004 Rev. 0	**Retain** for 6 years after date of document *then* **Destroy.**	NON-ARCHIVAL **POSSIBLY ESSENTIAL** (Some items in this series may be Essential)
Vendor Payment Information Documentation may include IRS Form W-9, Vendor Registration Form, and Electronic Funds Transfer Authorization Form.	GS 01066 Rev. 0	**Retain** for 6 years after final payment *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

3.3 FISCAL AND ACCOUNTING RECORDS

The function of managing the primary record – regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required. Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Warrant Register A record of fiscal transactions concerning disbursement vouchers drawn against the State Treasurer and the account classification of each transaction. May include detail and summary records. *Note: This series does not apply to State Treasurer's copies.*	GS 01001 Rev. 0	**Retain** for 6 year after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Warrant Register, Claims A record of disbursements relating to claims or refunds which require case or claim data identification. *Note: If a federal records retention requirement differs from that which is specified by this series, keep the records for whichever retention period is longer.*	GS 01003 Rev. 0	**Retain** for 6 years after payment made *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

3.4 GRANTS MANAGEMENT

The function relating to the administration of grants either issues by the state or received by state agencies. Records include grant applications, grantor and grantee correspondence and official responses, grant contacts, fiscal records, reports, administrative correspondence, grant products, and other related records.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Agency Grant Program Files Documentation of grant programs administered by granting agencies. May include fiscal reports, correspondence, audit reports and related documentation.	GS 23003 Rev. 0	**Retain** for 6 years after administrative purpose served *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Deliverables File copies, including but not limited to reports, studies, surveys, educational materials and promotional materials, regardless of media, that have been developed or produced as part of a grant or grant agreement.	GS 23005 Rev. 0	**Retain** for 6 years after final termination of grant or agreement *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL
Grants Applications, Denied Documentation of grants in which the application has been denied. May include applications, grant evaluation summaries, working papers, letters of denial, and other related documentation.	GS 23002 Rev. 0	**Retain** for 1 year after grant application denied *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Grants Issued by the State Documentation may include grant announcement parameters, grant applications, grant evaluation summaries, notification of grant awards, grant project status, fiscal reports, correspondence related to grant monitoring, audit reports, progress and compliance reports prepared and submitted by the grantee and related documentation.	GS 23001 Rev. 0	**Retain** for 6 years after end of grant period *then* **Destroy.**	NON-ARCHIVAL **POSSIBLY ESSENTIAL**

3.4 GRANTS MANAGEMENT

The function relating to the administration of grants either issues by the state or received by state agencies. Records include grant applications, grantor and grantee correspondence and official responses, grant contacts, fiscal records, reports, administrative correspondence, grant products, and other related records.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Grants Received by State Agencies Documentation of grant projects and funds received and expended by state agencies. May include copies of Requests for Proposals (RFPs), applications, notifications of grant awards, fiscal reports and supporting documentation, reports and correspondence related to grant monitoring, audit reports, status reports, compliance reports, grants modifications requests, progress reports and final reports.	GS 23004 Rev. 0	**Retain** for 6 years after end of grant period *then* **Destroy.**	NON-ARCHIVAL **POSSIBLY ESSENTIAL**

4. HUMAN RESOURCE MANAGEMENT

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

4.1 ATTENDANCE AND LEAVE

The activity of documenting and authorizing employee attendance and leave.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Attendance and Leave Records A record of the attendance of state employees including: • Annual leave; • Sick leave; • Compensatory time; • Exchange time; • Overtime; • Personal holidays; • Other records pertaining to attendance.	GS 03030 Rev. 0	**Retain** for 6 years after end of fiscal year *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Family Medical Leave and Shared Leave Documentation of the use of family medical leave and the receipt and return of shared leave. May include: • Donation info; • Career shared leave.	GS 03034 Rev. 0	**Retain** for 7 years after termination of employment *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Time Keeping/Time And Effort Documentation of federal requirements for quarterly/semi-monthly reports of employee time when federal dollars are expended.	GS 03035 Rev. 0	**Retain** for 10 years after administrative purpose served *then* **Destroy.**	NON-ARCHIVAL ESSENTIAL

4.2 BENEFITS

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

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Commute Trip Reduction Documentation Agency Commute Trip Reduction program administration documentation, including: • Bonus voucher certification forms; • Registration forms; • Incentives; • Parking tracking files; • Other records pertaining to the program.	GS 03037 Rev. 0	**Retain** for 6 years after end of fiscal year *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR
Employee Recognition/Appreciation Ceremonies or Awards A record of agency- or division-wide employee recognition efforts and events to include: • Meeting minutes; • Plans; • Awards; • Location; • Details of events; • Copies of expenditure records. *Note: For Brainstorm or TIP records, See GS 09012 Brainstorm/Team Incentive Program (TIP) Documentation.*	GS 03021 Rev. 0	**Retain** for 2 years after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Tuition Reimbursement Provides a record of courses taken by employees for which tuition reimbursement was requested by the employee. May include Tuition Reimbursement Request Form and related documents.	GS 03013 Rev. 0	**Retain** for 6 years after completion of course *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

4.2 BENEFITS

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

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Voluntary Employee's Beneficiary Association (VEBA) Documentation Documentation of an agency participation in VEBA (medical expense plan), which may include lists of eligible employees, ballots and vote tally of employees who are eligible to retire in a given calendar year and correspondence.	GS 03045 Rev. 0	**Retain** for 6 years until superseded *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

4.3 EQUITY

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

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Affirmative Action Plans, Goals and Reports Agency affirmative action/equal opportunity plans, goals and reports including workforce reports and personnel utilization analysis reports showing progress on affirmative action goals.	GS 20002 Rev. 0	**Retain** for 6 years after calendar year *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL
Reasonable Accommodation Files Documentation of employee requests for an agency's provision of reasonable accommodations for employees with special needs.	GS 03011 Rev. 0	**Retain** for 7 years after termination of employment *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

4.4 INDUSTRIAL INSURANCE

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

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Injury Claims Claims by employees (and volunteers) injured on the job. May include: • Agency copy of L&I claim forms; • Accident report; • Reports from doctors; • Agency responsibility forms; • Related documentation. *Note: This series does not apply to the L&I copy of injury claims files. This series does not include copies of L&I claim forms kept in GS 03039 Employee Medical and Safety Files.*	GS 03015 Rev. 1	**Retain** for 7 years after claim settled *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR
Injury Claims, Eye Injuries Claims by employees with eye injuries on the job. May include: • Agency copy of L&I claim forms; • Accident report; • Reports from doctors; • Agency responsibility forms; • Related documentation. *Note: This series does not apply to the L&I copy of injury claims files. This series does not include copies of L&I claim forms kept in GS 03039 Employee Medical and Safety Files.*	GS 03016 Rev. 0	**Retain** for 10 years after claim settled *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

4.5 LABOR RELATIONS

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

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Labor Union Contracts Records of contract negotiation proceedings, contracts, related correspondence, amendments, etc.	GS 09015 Rev. 0	**Retain** for 6 years after contract superseded or terminated *then* **Destroy.**	NON-ARCHIVAL **ESSENTIAL**
Labor Union Relations Files All documentation related to labor union administrative business. May include correspondence, meeting files and minutes, and related documentation. *Note: For files regarding grievances see GS 03003 Grievance Files.*	GS 09014 Rev. 0	**Retain** for 2 years after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

4.6 MISCONDUCT/DISCIPLINE/GRIEVANCES

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

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Affirmative Action Complaint Files Agency copies of complaints submitted by job applicants and agency employees, and the resolution of complaints related to affirmative action/equal opportunity issues. May include: • Complaints; • Agency Responses and Decisions; • Related Correspondence; • Filings; • Records of Appeals.	GS 20004 Rev. 0	**Retain** for 6 years after resolution of case *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Complaints, Harassment and Discrimination Documentation of complaints by state employees regarding work place discrimination or harassment.	GS 03038 Rev. 0	**Retain** for 6 years after resolution of case *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Grievance Files A record of complaints and grievances by state employees regarding work place issues but not including discrimination or sexual harassment.	GS 03003 Rev. 1	**Retain** for 6 years after resolution of case *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR
Personnel Action Appeals Records pertaining to employee appeals against the agency by state employees. May include appeals, responses, legal actions, correspondence and related documentation. *Note: This series does not apply to the records of the Personnel Resources Board.*	GS 03004 Rev. 0	**Retain** for 2 years after final determination *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

4.6 MISCONDUCT/DISCIPLINE/GRIEVANCES

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

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Personnel Complaints, Exonerated, Non-Represented Employees Personnel complaints filed against or by non-represented state employees in which the complaint proved to be unsubstantiated. *Note: Info regarding employee misconduct that is determined to be false and in all situations where the employee has been fully exonerated of wrongdoing shall be promptly destroyed unless the employee requests that the info be retained, or it is related to pending legal action or legal action is expected to result. (See RCW 42.06.450) This series does not include complaints related to discrimination or harassment. See GS 03038 Complaints, Harassment and Discrimination.*	GS 03006 Rev. 0	**Retain** until exoneration *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Personnel Complaints, Exonerated, Represented Employees Personnel complaints filed against or by represented state employees in which the complaint proved to be unsubstantiated. *Note: Some Collective Bargaining Agreements require complaints to be removed from an employee's file upon exoneration, although the agency is not required to dispose of the records at that time. This retention schedule establishes the retention period for such records by the agency. If the Collective Bargaining Agreement covering the agency's employees provides for a different retention period than this schedule, the agency should request approval of a unique schedule for those records.* *In regards to harassment or discrimination complaints by represented employees, use this records series if the Collective Bargaining Agreement applies to those types of complaints. If harassment or discrimination complaints are not covered by the Collective Bargaining Agreement, use GS 03038.*	GS 03043 Rev. 0	**Retain** for 3 years after final determination *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

4.6 MISCONDUCT/DISCIPLINE/GRIEVANCES

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

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Personnel Complaints, Upheld, Non-Represented Employees Personnel complaints filed against or by non-represented state employees. May include documentation, filing forms, backup info, recommendations, resolutions, and related memoranda and correspondence. *Note: This series does not include complaints related to discrimination or harassment. See GS 03038 Complaints, Harassment and Discrimination.*	GS 03005 Rev. 0	**Retain** for 6 years after final determination *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Personnel Complaints, Upheld, Represented Employees Personnel complaints filed against or by represented state employees. May include documentation, filing forms, backup information, recommendations, resolutions, and related memoranda and correspondence. *Note: If the Collective Bargaining Agreement covering the agency's employees provides for a different retention period for these records, the agency should request approval of a unique schedule for those records.*	GS 03044 Rev. 0	**Retain** for 6 years after final determination *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

4.7 OCCUPATIONAL HEALTH AND SAFETY

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

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Employee Medical and Safety Files Documentation may include: • Employee copy of medical documents of diagnosis; • Prognosis, treatment and accommodation for employee injuries and illnesses; • Return to work plans; • Medical tests, medical examinations, medical procedures/results, and reports from doctors, including agency copy of L&I claims forms and related documentation. This series includes Medical Surveillance, Exposure, and Audiology history record, employee/supervisor/reviewer investigation of Accident/Incident forms, and Accident Review Board Case Summaries. *Note: For more information on requirements for retaining employee medical records see WAC 296-802-20005 and RCW 49.17.220.*	GS 03039 Rev. 0	**Retain** for 30 years after termination of employment *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

4.8 PAYROLL

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

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Distribution of Payroll and Related Costs A detailed distribution account of the payroll costs for each agency employee.	GS 01062 Rev. 0	**Retain** for 6 years after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Payroll Files Series may include: • Documentation of employee pay status; • Misc., payroll deductions; • Internal revenue info, insurance plans; • Other documentation concerning employee payroll. *Note: In the event of an employee transfer, current miscellaneous deductions and forms for insurance, etc., are forwarded to the gaining agency. The remainder of the file is kept by the originating office.*	GS 03031 Rev. 0	**Retain** for 7 years after termination of employment *then* **Destroy.**	NON-ARCHIVAL **ESSENTIAL**
Payroll Files, Retirement Verification Salary and employment dates retained for the purpose of retirement verification. Records should show monthly salary earned and hours worked.	GS 03032 Rev. 0	**Retain** for 60 years after termination of employment *then* **Destroy.**	NON-ARCHIVAL **ESSENTIAL**
Payroll Register Central, certified record of agency payroll, payroll deductions, and the net pay of each agency employee. (This document can be used to assist in providing retirement verification if adequate time worked data is on the payroll registers.)	GS 01060 Rev. 0	**Retain** for 60 years after the date of document *then* **Destroy.**	NON-ARCHIVAL **ESSENTIAL**

4.8 PAYROLL

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

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Payroll Register, Deductions Central record of the accounting of funds withheld or deducted from each employee's payroll to satisfy deductions. May include misc. payroll deductions.	GS 01061 Rev. 0	**Retain** for 6 years after the date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Payroll Register, Year-to-Date Accumulative summary of payroll expenses for each agency employee.	GS 01063 Rev. 0	**Retain** for 6 years from the date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Payroll Reports Various payroll reports used by the personnel/payroll offices to verify actions. May include: • Payroll certification signed by agency head or designee and all documents that reflect personnel actions; • Internal revenue reports; • L&I quarterly reports; • Savings bonds; • Sign-ups and deposits; • Garnishments; • Warrant cancellations; • Electronic fund transfers; • Year-to-date cost reports; • Various miscellaneous deductions.	GS 03033 Rev. 0	**Retain** for 6 years after report received and verified *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

4.8 PAYROLL

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

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Wage, Quarterly Report of A report of the total personnel costs of each agency, detailing the status of each employee, pay range, and total wages paid to date.	GS 01064 Rev. 0	**Retain** for 6 years after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

4.9 PERFORMANCE MANAGEMENT

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

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Employee Information File – Supervisor's Copy Documentation gathered by an employee's supervisor in preparation for each employee's performance evaluation. May include: • Notes regarding training and employee development; • Performance notes; • Job assignments; • Other related documentation. *Note: If this file contains any secondary copies of documentation found in the official Personnel Record Folder, GS 03001 they may be discarded when their administrative purpose has been served.*	GS 03024 Rev. 0	**Retain** until completion of evaluation *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Employee Performance Evaluations Evaluations of state employee work performance, prepared by his or her supervisor on a regular schedule.	GS 03002 Rev. 0	**Retain** for 3 years after completion of next evaluation *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

4.10 PERSONNEL

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

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Personnel Record Folders, Non-Retired Employees Documentation related to an employee's state employment history including position held, Position Eligibility Worksheet, Retirement Status Worksheet, Student Waiver of Retirement Plan or any agency documentation pertinent to the eligibility of the position or the individual employee for a retirement plan. *Note: This series does not include complaints, reprimands, disciplinary actions or evaluations. Agencies have discretion to decide whether all personnel records are kept in one file and subject to the retention required by GS 03001, or kept in separate files to facilitate destruction of those records that are not required to be retained as long. See GS 03042 for retention of personnel records that do not relate to retirement.*	GS 03001 Rev. 0	**Retain** for 60 years after termination of employment *then* **Destroy.**	NON-ARCHIVAL **ESSENTIAL**
Personnel Record Folders, Retired Employees Documentation related to an employee's state employment history including position held, Position Eligibility Worksheet, Retirement Status Worksheet, Student Waiver of Retirement Plan or any agency documentation pertinent to the eligibility of the position or the individual employee for a retirement plan. *Note: This series does not include complaints, reprimands, disciplinary actions or evaluations.*	GS 03041 Rev. 0	**Retain** for 25 years after date of retirement *then* **Destroy.**	NON-ARCHIVAL **ESSENTIAL**

4.10 PERSONNEL

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

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Personnel Records Documentation related to an employee's state employment history. May include employees' application, resume, assignment(s), telecommunicating agreements, employee profiles, justification documentation, promotions, reclassifications and other related employment information. *Note: This series does not include documentation pertinent to the eligibility of the position or the individual for a retirement plan, which has a significantly longer retention period. This series recognizes that some agencies segregate personnel records into separate folders and allows those agencies to avoid retaining these records for the longer retention period required for retirement related records. See GS 03001 and 03041.*	GS 03042 Rev. 0	**Retain** for 10 years after termination of employment *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Reports, Personnel Various reports generated by the Department of Personnel (DOP) and made available to state agencies. The reports document employee info such as position changes, activity summary, affirmative action, position costs, seniority dates, under-fill, over-fill, termination, employee positions and status, new hire, non-permanent tracking, multi-fill, and similar topics. *Note: Effective July 1, 2006, all reports generated by the DOP can now be generated through the Human Resources Management System (HRMS) by each agency, instead of being provided by DOP. All reports previously provided by DOP should be kept under GS 03009 until their retention has been met. All reports generated from HRMS can be discarded under GS 50. If the agency determines that the reports printed have an administrative, legal or fiscal value the agency should then request approval of a unique schedule for those records.*	GS 03009 Rev. 0	**Retain** for 6 years after superseded *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

4.10 PERSONNEL

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

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Volunteer Files Applications, agreements, and other information pertaining to volunteers. Excludes L&I claims covered by GS 03015.	GS 03017 Rev. 1	**Retain** for 6 years after calendar year *then* **Destroy.**	NON-ARCHIVAL **ESSENTIAL** OPR

4.11 POLICIES AND PROCEDURES

The activity of creating systematic approaches to operations and processes.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Policy, Rules and Regulations for Employees, Agency Policy, rules and regulations adopted by state agencies to govern the behavior of their employees	GS 03020 Rev. 0	**Retain** for 6 years after superseded *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

4.12 POSITION DEVELOPMENT/STAFF STRUCTURE

The activity of structuring and organizing human resources.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Job Specifications Descriptions of job classifications which apply to positions held by the employees of a state agency. *Note: This series does not apply to DOP master files.*	GS 03008 Rev. 0	**Retain** until superseded *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Position Files History of each position within the agency. May include vacancies, reallocations, training plan, selective certification documentation, classification questionnaire and related documentation.	GS 03010 Rev. 0	**Retain** until position abolished or revised *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Reduction In Force Files, Agency Documentation of reduction in force actions by state agencies. May include documentation of the process and its implementation, agency decisions, reports, correspondence, organizational charts, meeting minutes, administrative notes and other documentation related to a reduction in force action.	GS 03019 Rev. 0	**Retain** until after conclusion of any pending action *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

4.13 RECRUITMENT/HIRING

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

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Applications/Resumes Received – Not Interviewed Any request for job consideration, solicited or unsolicited, not interviewed.	GS 03022 Rev. 0	**Retain** for 6 months after date of document *then* **Destroy.**	NON-ESSENTIAL NON-ARCHIVAL
Employment Eligibility Verification Documents/I-9 Forms Documents used to verify employment eligibility within the United States. May include: • Federal I-9 forms; • Passport copies; • Copies of valid driver's license; • Copies of certificate of naturalization and supporting documentation. *See 8 CFR 274a.2.*	GS 03036 Rev. 0	**Retain** until after date of hire plus 3 years or termination of employment plus 1 year, whichever is later *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Exit Interview, Personnel Documentation of info gained during an exit interview with a terminating employee.	GS 03040 Rev. 0	**Retain** for 6 years after calendar year *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Recruitment, Employee Documentation of the entire process used in recruiting and hiring new employees. May include background checks or criminal history records requests.	GS 03012 Rev. 0	**Retain** for 3 years after position filled *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

4.14 STAFF DEVELOPMENT

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

*See **AGENCY MANAGEMENT – Training** for record series relating to training of non-agency staff.*

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
On-The-Job-Training Files Provides a record of a trainee's dates of service, training plan, evaluation reports, correspondence, ADA requirements, and other related documentation.	GS 03023 Rev. 0	**Retain** for 6 years after training terminated *then* **Destroy.**	NON-ARCHIVAL **ESSENTIAL**
Training, Employee/Clock Hour Credits Various forms, sign-up sheets and reports documenting courses attended by state employees.	GS 03007 Rev. 0	**Retain** for 7 years after termination of employment *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL
Training History Files, Employee Records of an employee's training history, including employee's name and identifying info, courses registered for and completed along with completion dates. May be maintained as a separate record in the agency personnel office or within the individual employee personnel files. *Note: See also GS 03007 Training, Employee/Clock Hour Credits.*	GS 22003 Rev. 0	**Retain** for 7 years after termination of employment *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

5. INFORMATION MANAGEMENT

The function of managing the state government agency's information, including forms and publishing, mail services, public disclosure, and records management.

5.1 FORMS MANAGEMENT

The activity of drafting, producing, and managing the state agency's forms.

See **FINANCIAL MANAGEMENT** for financial records relating to forms.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Forms – Accountable Unused, pre-numbered forms such as checks, receipts, invoices, meal tickets and licenses.	GS 12004 Rev. 0	**Retain** for 6 years after end of the fiscal year *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM
Forms – Development Records relating to the design, creation, and revision of agency-created forms. Includes, but is not limited to: • Job descriptions/specifications/design records; • Sample job products/proofs/samples.	GS 12001 Rev. 1	**Retain** until no longer needed for agency business *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM
Form – Inventory Files Inventories of stocks of forms on hand.	GS 12003 Rev. 0	**Retain** until superseded or obsolete *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM
Forms – Master Set Master set of all forms created by the agency. Also includes source materials (.pdfs, camera-ready masters, original photographs/images, etc.)	GS 12005 Rev. 0	**Retain** until use of form ceases *then* **Destroy.**	NON-ARCHIVAL **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.*

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Catalog Records describing the library information sources owned by the agency.	GS 15021 Rev. 0	**Retain** until no longer needed for agency business *then* **Destroy.**	NON-ARCHIVAL **ESSENTIAL** OFM
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 GS 15023 or GS 15025.	GS 15022 Rev. 0	**Retain** until no longer needed for agency business *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM
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 GS 15025. *Note: Agreements relating to bequests are covered by GS 01050.*	GS 15023 Rev. 0	**Retain** for 6 years after end of the fiscal year *then* **Destroy.**	NON-ARCHIVAL **ESSENTIAL** OPR

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.*

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
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 GS 01050.*	GS 15024 Rev. 0	**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
Special Collections Items in the library's special collections, including, but not limited to: • Archival collections; • Manuscripts; • Rare books.	GS 15025 Rev. 0	**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.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
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 GS 01050.*	GS 13003 Rev. 1	**Retain** for 6 years after end of the fiscal year *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR

5.4 PUBLIC DISCLOSURE

The activity relating to the agency's contact with the general public, the media, the legal community, and others regarding state agency policies, activities, and actions. Includes information releases, public information, office files, requests for information, and requests for records under the terms of the Public Records Act.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
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; • Public disclosure requests and appeals. Excludes the records that are the subject of the public records request (which must be retained in accordance with the applicable records series).	GS 05001 Rev. 1	**Retain** for 6 years after public records request fulfilled *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR
Requests for Information, General Letters, memos, telephone logs, copies of responses, and related records documenting requests for information from the public, the media, and other agencies. *Note: This series does not include requests filed under the provisions of chapter 42.56 RCW.*	GS 05002 Rev. 0	**Retain** for 1 year after response to request completed *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL

5.5 PUBLISHING

The activity of drafting, producing, and managing the state agency's publications. Includes web-based publishing.

See **FINANCIAL MANAGEMENT** for financial records relating to publications.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Master Printing Job Documentation A record of all work done by the printing and reproductive office.	GS 15001 Rev. 0	**Retain** for 3 years after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM
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.*	GS 15010 Rev. 0	**Retain** for 1 year after online content removed *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM
Photographs, Graphics and Visual Resources Photographs, slides, and other graphic materials used in publications, stored in the form of prints, negatives, transparencies, digital images, or other formats. Includes camera-ready masters and all source materials.	GS 15007 Rev. 1	**Retain** until administrative purpose served *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

5.5 PUBLISHING

The activity of drafting, producing, and managing the state agency's publications. Includes web-based publishing.

See **FINANCIAL MANAGEMENT** for financial records relating to publications.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Publication and Duplication Service Job Files Records of publication and duplication services provided by outside vendors or by agency copy services. May include copy requests, production activity logs, copy machine activity logs, orders, job descriptions and specifications, publications design records, sample job products, estimates, material order sheet, proofs, samples, completed job reports, summary of costs, and related records. Excludes printing master and source materials covered by GS 15007.	GS 15005 Rev. 1	**Retain** for 6 year after date of document *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM
Publications – Development Records relating to the design, creation, and revision of agency-created publications. Includes, but is not limited to: • Job descriptions/specifications/design records; • Sample job products/proofs/samples. Excludes printing master and source materials covered by GS 15007.	GS 15009 Rev. 1	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

5.5 PUBLISHING

The activity of drafting, producing, and managing the state agency's publications. Includes web-based publishing.

See **FINANCIAL MANAGEMENT** for financial records relating to publications.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Publications Publications created by the state agency and intended for distribution to state government, the public, or the legislature. Publications include, but are not limited to: • Annual reports and other reports, manuals, brochures; • Newsletters, magazines, journals, periodicals; • Maps, plans, charts; • Audio/video recordings and films/presentations. Excludes all other copies of publications which are covered by GS 50005. Excludes source materials covered by GS 15007. *Note: Agencies are required to transfer copies of state publications to the Washington State Library in accordance with RCW 40.06.030.*	GS 15008 Rev. 1	*Upon publication*, **transfer** one copy to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** NON-ESSENTIAL OFM

5.6 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 microfilm standards or obtaining approval for early destruction of source documents after imaging, please contact Washington State Archives.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
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 GS 11014 or GS 11011.*	GS 11011 Rev. 1	**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

5.6 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 microfilm standards or obtaining approval for early destruction of source documents after imaging, please contact Washington State Archives.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
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 GS 11014 or GS 11012.*	GS 11013 Rev. 0	**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
Source Records – Imaged (Archival) Archival source records which have been imaged using either of the following processes: • Digitized in accordance with a valid approval by Washington State Archives in accordance with WAC 434-663; or, • Microfilmed in accordance with *Washington State Standards for the Production and Use of Microfilm*. ***And**, provided that* the converted records are retained in accordance with a current approved records retention schedule.	GS 11014 Rev. 0	**Retain** until verification of successful conversion *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

5.6 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 microfilm standards or obtaining approval for early destruction of source documents after imaging, please contact Washington State Archives.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Source Records – Imaged (Non-Archival) Non-Archival source records which have been imaged using either of the following processes: • Digitized in accordance with a valid approval by Washington State Archives in accordance with WAC 434-663; or, • Microfilmed in accordance with Washington State Standards for the Production and Use of Microfilm ***And**, provided that* the converted records are retained in accordance with a current approved records retention schedule.	GS 11012 Rev. 1	**Retain** until verification of successful conversion *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM
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 GS 11014 or GS 11012.	GS 11015 Rev. 0	**Retain** until verification of successful conversion *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM

5.7 RECORDS MANAGEMENT

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

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Conservation (Archival) Conservation treatment records documenting repair to public records designated as Archival.	GS 11016 Rev. 0	**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
Conservation (Non-Archival) Conservation treatment records documenting repair to public records designated as Non-Archival.	GS 11017 Rev. 0	**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
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.	GS 11005 Rev. 1	**Retain** for the life of the agency.	NON-ARCHIVAL **ESSENTIAL** OFM

5.7 RECORDS MANAGEMENT

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

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
Records Control Records relating to the physical and intellectual control of the agency's records, including, but not limited to: • Essential records lists; • 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. Excludes records documenting the transfer of legal custody covered by GS 11001. Excludes records documenting the destruction of public records covered by GS 11005. *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.*	GS 11009 Rev. 1	**Retain** until no longer needed for agency business *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM

5.7 RECORDS MANAGEMENT

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

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
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 State Records Committee in accordance with Chapter 40.14 RCW, provided that the original is retained by the State Records Committee.	GS 11003 Rev. 1	**Retain** until no longer needed for agency business *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM
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 (other state agency, local government agency, etc.).	GS 11001 Rev. 1	**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.

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
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.	GS 50002 Rev. 0	**Retain** until no longer needed for agency business *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM
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 GS 15008; • Form masters covered by GS 12005; • Accountable forms (unused, pre-numbered checks, receipts, meal tickets, licenses, etc.) covered by GS 12004.	GS 50003 Rev. 0	**Retain** until no longer needed for agency business *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
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.).	GS 50004 Rev. 0	**Retain** until no longer needed for agency business *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM
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 information systems.	GS 50005 Rev. 0	**Retain** until no longer needed for agency business *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM

DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
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, employee meetings, 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.	GS 50001 Rev. 1	**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 (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 State Records Committee.

Essential Records/Possibly Essential

Public records that state 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.

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."

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 GS 50005.

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.

State Records Committee

The committee established by RCW 40.14.050 to review and approve disposition of state government records.

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

INDEX: ARCHIVAL / LIFE OF AGENCY RECORDS

AGENCY MANAGEMENT
- Community Relations
  - Press Releases ... 6
  - Public Information Office Reference Files ... 6
- Executive Level Records
  - Appointment Records, Official ... 10
  - Calendars, Executive ... 10
  - Correspondence - Executive ... 11
  - History Files ... 11
  - Interpretive and Policy Statements ... 12
  - Minutes and Files of Policy Setting Meetings ... 12
  - Papers of Executive Direction ... 12
  - Policies and Procedures ... 13
  - Quality and Performance Improvement Documentation ... 13
  - Rules and Regulations ... 14
  - Speeches and Writings ... 14
  - Studies and Operational Plans ... 14
  - Subject Files ... 15
- General Office Operations (Non-Executive)
  - Project Files ... 20
- Legal Files
  - Attorney General Letters, Informal Opinions and Correspondence ... 21
  - Attorney General Opinions ... 21
  - Legal Issue Files ... 22
- Legislative Relations
  - Agency Request Legislation ... 23
  - Bill Files, Legislative ... 23

ASSET MANAGEMENT
- Facilities Management
  - Construction Documentation, Non-General Administration Capital Projects ... 27
- Information Services
  - Year 2000 Project Files ... 37
- Real Property Management
  - Condemnations of Land ... 38
  - Land Acquisition Documentation ... 38
  - Land Sales and Conveyance Documentation ... 39
  - Land Title Documents ... 39
  - Lands Scheated to the State ... 39
  - Water Rights Acquired by the State ... 40

FINANCIAL MANAGEMENT
- Audits, Investigations and Examinations
  - External Audit, Final Audit or Examination Report ... 46
  - Internal Audit, Final Audit or Examination Report ... 46
- Grants Management
  - Deliverables ... 58

HUMAN RESOURCE MANAGEMENT
- Equity
  - Affirmative Action Plans, Goals and Reports ... 63

INFORMATION MANAGEMENT
- Library Services
  - Collection Control – Special Collections ... 83
  - Special Collections ... 83
- Publishing
  - Photographs, Graphics and Visual Resources ... 86
  - Publications ... 88
- Records Conversion
  - Conversion Process – Archival Records ... 89
  - Source Records – Imaged (Archival) ... 90
- Records Management
  - Conservation (Archival) ... 92
  - Destruction of Public Records ... 92

INDEX: ESSENTIAL RECORDS

AGENCY MANAGEMENT
Contracts and Purchasing Records
Contracts and Agreements 8
Purchase Authority 8
Executive Level Records
Correspondence - Executive 11
Interpretive and Policy Statements 12
Minutes and Files of Policy Setting Meetings 12
Papers of Executive Direction 12
Policies and Procedures 13
Studies and Operational Plans 14
General Office Operations (Non-Executive)
Material Safety Data Sheets 19
Plans, Routine 19
Policies and Procedures, General Office, Routine 19
Legal Files
Attorney General Opinions 21
Legal Issue Files 22
ASSET MANAGEMENT
Facilities Management
Construction Documentation, General Administration Capital Projects 27
Construction Documentation, Non-General Administration Capital Projects 27
Fixed Assets Files 28
Reference Copies of Drawings and Files, Maintenance and Operations, Physical Plant 29
Information Services
Data Documentation 30
Data Processing Operating Procedures 30
Finding Aids, Indexes and Tracking Systems 31
Operating System/Hardware Conversion Plan 33
Program Listing and Source Code 33
System Backup Files 34
System Documentation 35
System Specifications 35
System Users Access Files 35
Systems and Applications Development 35
Technical Program Documentation 36
Real Property Management
Condemnations of Land 38
Land Acquisition Documentation 38
Land Appraisals 38
Land Sales and Conveyance Documentation 39
Land Title Documents 39
Lands Escheated to the State 39
Lands Inventory 40
Water Rights Acquired by the State 40
FINANCIAL MANAGEMENT
Fiscal and Accounting Records
Accounts Receivable 49
Allotment Records, Revenue and Expenditure 49
Credit Card Records 50
General ledger Trial Balance 52
Journal Vouchers 53
Policies and Procedures, Final 54
Revenue Reports 54
Vendor Payments Files 56
Grants Management
Grants Issued by the State 58
Grants Received by State Agencies 59
HUMAN RESOURCE MANAGEMENT
Labor Relations
Labor Union Contracts 65
Payroll
Payroll Files 70

Payroll Files, Retirement Verification 70
Payroll Register 70
Personnel
Personnel Record Folders, Non-Retired Employees 74
Personnel Record Folders, Retired Employees 74
Volunteer Files 76
Staff Development/Training
On-The-Job Training Files 80
INFORMATION MANAGEMENT
Forms Management
Forms – Master Set 81
Library Services
Catalog 82
Collection Control – General 82
Collection Control – Special Collections 83
Records Management
Destruction of Public Records 92
Transfer of Legal Custody 94

INDEX: DISPOSITION AUTHORITY NUMBERS (DANs)

GS 01001 57
GS 01003 57
GS 01004 56
GS 01006 53
GS 01007 49
GS 01009 52
GS 01010 50
GS 01011 54
GS 01012 54
GS 01013 48
GS 01014 54
GS 01016 49
GS 01017 50
GS 01019 53
GS 01040 50
GS 01043 49
GS 01050 8
GS 01060 70
GS 01061 71
GS 01062 70
GS 01063 71
GS 01064 72
GS 01065 53
GS 01066 56
GS 01067 51
GS 01068 48
GS 01069 55
GS 02005 52
GS 02008 53
GS 02009 50
GS 02020 51
GS 03001 74
GS 03002 73
GS 03003 66
GS 03004 66
GS 03005 68
GS 03006 67
GS 03007 80
GS 03008 78
GS 03009 75
GS 03010 78
GS 03011 63
GS 03012 79
GS 03013 61
GS 03015 64
GS 03016 64
GS 03017 76
GS 03019 78
GS 03020 77
GS 03021 61
GS 03022 79
GS 03023 80
GS 03024 73
GS 03030 60
GS 03031 70
GS 03032 70
GS 03033 71
GS 03034 60
GS 03035 60
GS 03036 79
GS 03037 61
GS 03038 66
GS 03039 69
GS 03040 79
GS 03041 74
GS 03042 75
GS 03043 67
GS 03044 68
GS 03045 62
GS 04001 46
GS 04002 46
GS 04004 47
GS 04005 46
GS 04006 47
GS 05001 85
GS 05002 85
GS 05003 6
GS 05005 6
GS 05006 5
GS 05007 26
GS 06001 9
GS 06002 8
GS 06004 7
GS 06007 7
GS 07001 55
GS 07003 44
GS 08001 45
GS 08002 45
GS 08004 45
GS 08005 45
GS 09001 19
GS 09002 20
GS 09005 17
GS 09006 16
GS 09008 19
GS 09009 19
GS 09012 16
GS 09013 18
GS 09014 65
GS 09015 65
GS 09016 17
GS 09017 19
GS 09018 20
GS 09019 20
GS 09020 20
GS 09021 5
GS 09022 18
GS 09023 16
GS 10001 14
GS 10002 13
GS 10003 15
GS 10004 12
GS 10005 12
GS 10006 14
GS 10007 11
GS 10008 10
GS 10009 14
GS 10010 12
GS 10011 13
GS 10012 10

GS 10013 11
GS 11001 94
GS 11003 94
GS 11005 92
GS 11009 93
GS 11011 89
GS 11012 91
GS 11013 90
GS 11014 90
GS 11015 91
GS 11016 92
GS 11017 92
GS 12001 81
GS 12003 81
GS 12004 81
GS 12005 81
GS 13003 84
GS 14001 35
GS 14002 35
GS 14003 30
GS 14004 33
GS 14005 36
GS 14006 36
GS 14007 30
GS 14008 35
GS 14009 33
GS 14010 24
GS 14011 34
GS 14012 35
GS 14013 30
GS 14014 34
GS 14015 30
GS 14016 32
GS 14017 36
GS 14018 36
GS 14020 30
GS 14021 31
GS 14022 31
GS 14023 31
GS 14024 31
GS 14025 30
GS 14026 34
GS 14028 34
GS 14029 31
GS 14031 32
GS 14032 32
GS 14033 33
GS 14035 37
GS 14036 33
GS 14037 34
GS 15001 86
GS 15005 87
GS 15007 86
GS 15008 88
GS 15009 87
GS 15010 86
GS 15021 82
GS 15022 82
GS 15023 82
GS 15024 83
GS 15025 83
GS 16002 49
GS 16003 42
GS 16004 43
GS 16005 43
GS 16006 42
GS 16007 43
GS 16008 42
GS 16009 43
GS 16010 43
GS 18001 21
GS 18002 21
GS 18003 22
GS 18004 21
GS 18005 22
GS 18006 22
GS 18007 24
GS 18008 24
GS 19001 23
GS 19002 23
GS 19004 23
GS 20002 63
GS 20004 66
GS 21001 28
GS 21002 28
GS 21003 29
GS 21006 29
GS 21007 29
GS 21008 28
GS 21010 27
GS 21011 27
GS 22001 25
GS 22002 25
GS 22003 80
GS 22004 25
GS 22005 25
GS 23001 58
GS 23002 58
GS 23003 58
GS 23004 59
GS 23005 58
GS 24001 38
GS 24003 40
GS 24004 38
GS 24005 39
GS 24006 38
GS 24007 40
GS 24008 39
GS 24009 39
GS 25001 41
GS 25002 24
GS 25003 41
GS 50001 97
GS 50002 95
GS 50003 95
GS 50004 96
GS 50005 96

INDEX: SUBJECTS

1

1098, 1999, 5498 IRS forms 53

A

access (security)
  buildings/facilities..... 41
  information systems/data 35
accession/discard (libraries) 82, 83
accidents/incidents..... 24
  employees 64
  investigations (employee) 69
  motor vehicles 43
accommodations
  reasonable (employee)..... 63, 69
  travel (employee) 55
accountable forms 81
accounts payable/receivable 49
acquisition/purchasing
  authorities 8
  credit cards (agency) 50
  equipment/supplies..... 9
  land parcels..... 38, 39
  online orders..... 50
  vendor payments..... 56
  water rights 40
ADA .....*see* Americans with Disabilities Act
administrative plans/working files..... 16
advertising and promotion 5
  conferences/seminars 25
  grant funded deliverables..... 58
advice
  legal 21
  provision of..... 11, 18
affirmative action
  complaints 66
  plans/goals/reports 63
  reports from Department of Personnel (DOP) ... 75
AFRS/Enterprise Reporting 51, 52
agency
  history files 11
  publications/forms 88, 95
  rules
    development and enactment..... 14
    statements/interpretations 12
agendas
  general office meetings 19
  policy setting meetings..... 12
    copies in subject files 15
  project teams (significant/historical projects).... 20
agreements (and contracts)..... 8
allotment/revenue reports 52
allotments (revenue/expenditure) 49
Americans with Disabilities Act (ADA)
  employee training requirements..... 80
  reasonable accommodations 63
analysis of financial balance..... 51
annual
  evaluations 73
  leave 60
appeals
  affirmative action/equal opportunity..... 66
  personnel action 66
  public disclosure 85
applications
  course registrations 25
  employee suggestions 18
  employment 79
  grants..... 58, 59
  information systems/software
    development 35
    user access 35
  volunteer 76
appointment calendars
  executive..... 10
  non-executive 16
appointments (boards/committees)..... 10
appraisal/appraisal required..... *see* Glossary
appraisals (land)..... 38
appreciation ceremonies (employee)..... 61
appropriate use
  computers/programs..... 30
  network usage 33
architectural drawings
  construction/remodels 27
  major repairs/replacements..... 28

reference copies 29
archival ..... *see* Glossary
collections (libraries) 83
records (transfer) 94
assets 27
depreciation 42, 49
purchase/disposition 28
attendance and leave 60
conferences/seminars 25
training courses 80
Attorney General
case files 21
opinions/correspondence 21
audio/visual recordings
agency publications 88
destruction 92
digitized 90, 91
format conversion 89, 90
general information (from external sources) 96
history files 11
migrated 91
policy setting meetings 12
public trainings 26
publications (agency-generated) 95
security/surveillance 41
source records 91
speeches (executive) 14
training/development 25
audiology (employee injury/illness) 69
audit trail files (IT) 30
audits 46
external 46
findings 46
grant programs 58, 59
internal 46
non-fiscal 16
State Auditor 47
automated
call distribution data (ACD) 45
clearing house (ACH) 48
information systems (source code) 33
tasks (electronic info systems) 30
awards (employee) 61

B

background checks 79
backup files 34
balanced scorecard 13
bank contracts 8
banking 48
benchmark data sets 36
benefits (personnel) 61
bids (from vendors) 7
bills (legislation) 23
boards/committees (appointments/terminations) 10
bonds
savings 71
tax exempt 55
vendor 8
bonus voucher certification 61
brainstorm/team incentive program (TIP) 16
brochures (agency publications) 88, 95
budget preparation working files 50
buildings
construction/remodels 27
inventories/depreciation 42
maintenance/operations 28, 29
security (access/surveillance) 41
business hours/addresses 95

C

calendars
agency publications 88, 95
executive 10
non-executive 16
camera-ready (publications) 86
camera-ready artwork 81, 88
capital assets management system 42
capital construction projects 27
case files (legal) 21, 22
cash receipts/register tapes 50
catalogs
agency publications 88, 95
library collections 82
CDs/DVDs/videos ..... *see* audio/visual recordings
certificates
bulk mailing 84
destruction (public records) 92
naturalization 79
certified mail (logs/return receipts) 84
charity fundraising 5
checks (deposits) 48
chemicals (hazardous) 19
circuit files 32
circulation (libraries) 82
citizenship/immigration documents 79
claims
employee injuries 64, 69

for damages 21, 22
warrant registers 57
client service agreements 8
clock hour credits 80
collections (library) 82, 83
commissions (appointments/terminations) 10
communications
executive 11
non-executive 18
community relations 5
commute trip reduction 61
compensatory time 60
complaints
employee/personnel 66, 67, 68
policies/procedures 17
whistleblower 47
compliance audits 46
computer
run scheduling 30
usage 30, 33, 34
condemnation actions (land) 38
conferences/seminars (agency organized) 25, 26
conservation (public records) 92
construction
buildings/facilities 27
tax-exempt bond records 55
contractors
building access (security) 41
correspondence 18
training/development 25
contracts 8
condemnation 38
construction 27
labor union 65
land appraisals 38
revenue reports 54
conversion (records) 89, 90
conversion plan (IT) 33
conveyancing (land sales) 39
copies
affirmative action complaints 66
agency-generated forms/publications 95
asset disposition tracking 42
Attorney General case files/opinions 21
brainstorm/team incentive (TIP) 16
construction documentation 27
data input forms 32
drawings (building) for maintenance 29
financial reports 52
fiscal records 42, 43
fixed asset purchase/ownership records 28
grant-related (RFPs) 59
informational (external) 96
legal documents 22
legislative bills 23
network circuit diagrams (IT) 32
output reports (data processing) 31
passport (employment verification) 79
public disclosure requests 85
secondary/duplicate 96
space allocation/requests 29
subject files 15
system restore files (IT) 34
whistleblower reports (from State Auditor) 47
copy center request files 56
copying/duplicating (print job documentation) 86, 87
correspondence
Attorney General 21
executive 11
general 17
non-executive 18
program 18
councils (appointments/terminations) 10
courses
agency organized 25, 26
employee training 61, 80
court orders
Attorney General case files 21
interpretations 12
served on agency (non-litigant) 22
studies/plans (resulting) 14
creation of forms/publications 81, 87
credit card payments/receipts 50
criminal history (background checks) 79
custody (public records) 94
customer
audits 46
network usage monitoring 32
training/information 25, 26

D

DAD (Early Destruction of Source Documents after Digitization) 94
data documentation/dictionaries 30
data processing
output reports 31
procedures 30
databases
audit trail files 30
backup 34

dictionary reports 30
input documents (copies) 32
user access (security) 35
day files 20
deductions
charities 5
payroll 70, 71
deeds (land titles/ownership) 39
deliverables (grant projects) 58
delivery (mail) 84
Department of
General Administration (GA) 27, 54
Information Services/Board 33
Labor & Industries (L&I) 64, 71
Licensing (DOL) 43
Personnel (DOP) 75
deposits (banking) 48
depreciation (assets)
buildings/equipment/land 42
reports 49
design (agency forms/publications) 81, 87
destruction of
electronic files/tapes 31
public records 92, 94
development
biennial budget proposals 50
employee 73, 80
forms 81
office/program/event 11
position/staff structure 78
publications 87
rules/regulations (WAC) 14
system (IT) 30, 35, 36
training/course 25
digital voice messages/voicemail 97
digitization of records 89, 90, 91
directives (papers of executive direction) 12
disaster preparedness
plans 24
safety drills 24
system backup 34
disbursement reporting system (DRS) 50
discrimination complaints 66, 67
disposal/disposition
equipment/property 42
fixed assets 28
land 39
motor vehicles 43
public records 94
tax-exempt bond-funded projects 55
disposition ..... *see* Glossary
Disposition Authority Number (DAN) ..... *see* Glossary
distribution lists 20
documentation
automated information system 35
technical programs (IT) 36
documents (digitized) 90, 91
donated leave 60
drafts
audits 46
biennial budget 50
bills (legislative) 23
preliminary 16, 97
drawings/plans
architectural/engineering
construction/remodels 27
major repairs/replacements 28
reference copies 29
space allocation 29
drills (safety/disaster) 24
driver's license copy 79
duplicate (secondary)copies 96
DVDs/CDs/videos ..... *see* audio/visual recordings

E

Early Destruction of Source Documents after
Digitization (DAD) 94
editorials by agency executives 14
educational materials (grant deliverables) 58
electronic funds transfers (EFT) 48, 50, 71
authorization forms 56
Electronic Imaging Systems (EIS) 90, 91, 94
electronic information systems
audit trail 30
automated 33
automated systems 36
automated/scheduled tasks 30
development 35, 36
online content 86
software 34
system documentation 35
test data 36
transaction validation 36
user access 35
electronic records
control 93
conversion 89, 90
destruction 92
finding aids/indexes/tracking 31
forms/publications 95

from external sources ... 96
migration ... 91
online content ... 86, 95
retention/dispostion ... 94
secondary/duplicate ... 96
source records ... 90, 91
transfer of legal custody ... 94
transitory ... 97
eligibility for employment ... 79
email
addresses ... 95
unsolicited/spam ... 96
emergency drills ... 24
employees
accidents/injuries (claims/reports) ... 64
exit interviews ... 79
information file ... 73
labor union contracts ... 65
medical and safety file ... 69
performance evaluations ... 73
policy ... 77
reasonable accomodation ... 63
recognition/awards ... 61
recruitment ... 79
rules and regulations ... 77
suggestions ... 18
training ... 80
training and development files ... 25
training history ... 80
employment
application ... 75
assignments ... 75
classification questionnaire ... 78
classifications ... 78
eligibility/verification ... 79
history ... 75
positions ... 78
profiles ... 75
promotions ... 75
reallocations ... 78
reclassifications ... 75
resume ... 75
telecommunicating agreements ... 75
training plan ... 78
vacancies ... 78
encumbrances ... 56
engineering drawings/plans
construction/remodels ... 27
major repairs/replacements ... 28
reference copies ... 29
equal opportunity
complaints ... 66
plans/goals/reports ... 63
equipment
disposal/disposition ... 42
installations ... 34
inventories ... 42
maintenance/repairs/servicing ... 42
repair ... 28
replacement ... 28
requisitions ... 9
support files ... 34
equity (employment) ... 63
escrow agreement ... 8
essential records ... *see* Glossary
lists ... 93
evaluations
brainstorm/team incentive program (TIP) ... 16
employee performance ... 73
employee suggestion program) ... 18
grant applications ... 58
on-the-job-training ... 80
portfolio management (IT) ... 33
training (presented by agency) ... 25, 26
event logs (electronic info systems) ... 30
events (history files) ... 11
examinations (audits) ... 46, 47
exchange time ... 60
executive
calendars ... 10
communications (internal/external) ... 11
direction (formal statements) ... 12
orders ... 13
speeches/writings/recordings ... 14
subject files ... 15
exercises (safety/disaster) ... 24
exit interviews ... 79
expenditures
allotments ... 49
employee recognition/awards ... 61
financial reporting ... 51
general ledger ... 52
tax-exempt bonds ... 55
exposure (employee) ... 69
external audits ... 46
extracted data summary ... 31
eye injuries (employees) ... 64

F

facilities

construction/remodels 27
inspections/operations 29
maintenance/operations 28
security (access/surveillance) 41
family medical and shared leave (FMLA) 60
federal
forms 79
revenues and expenditures 51
time keeping 60
field order files 56
files classification 93
financial institutions (banks) 48
financial reporting 51, 52
grant programs 58, 59
finding aids (public records) 31, 93
findings (audit) 46, 47
fiscal notes (legislation) 23
fiscal year accounting activity 51
fixed assets 28
fleet (motor vehicles)
accidents/logs/usage 43
disposal/maintenance/repairs/servicing 43
title/ownership 43
usage logs 44
floor plan drawings 29
flyers (advertising/promotional) 25
FMLA .....*see* Family Medical and Shared Leave
forms
accountable 81
creation 87
development/creation 81
electronic funds transfer authorization 56
Internal Revenue Service (IRS) 53, 56
inventory 81
master set (agency-created) 81
supplies/blank 95
U.S. Citizenship and Immigration Services (I-9) .. 79
vendor registration 56
fraud allegations (whistleblowers) 47
fundraising, charity 5
furniture
inventories/depreciation 42

G

General Administration (Department of)
construction projects 27
general information (external) 96
general ledger 52
general office (non-executive) 16
general public (training files) 26
Government Management, Accountability and
Performance Program (GMAP) 13
grant programs (agency administered) 58
grants (received by the agency) 59
graphics (used in publications) 86
grievances 66

H

harassment complaints 66, 67
hardware conversion plan 33
hazardous materials 19
Help Desk requests 31
history
agency/programs/events 11
criminal (recruitment) 79
employee medical 69
employee training 80
item circulation (libraries) 82
position (human resources) 78
state employment (employee) 74, 75
training (employee) 80
vendor information 50
hold harmless agreements 8
holiday notices 97

I

I-9 forms 79
identification badges (security) 41
imaged cash letter (ICL) 48
imaging systems (digitization) 90
incentives 61
incidents .....*see* accidents/incidents
indexes 31
industrial insurance 64
information services (IS) 30
information technology
assistance requests 31
audit trail 30
automated info system 33
conversion plans 33
network usage 33
portfolio management 33
project planning/documentation 34
site/equipment support 34
system backup 34
system documentation 35

system specifications 35
informational copies 96
injuries 24
employee (medical file) 69
industrial (claims/reports) 64
input documents (copies of records/forms) 32
inspections
buildings and equipment 28
digitized records 89, 90
facilities/grounds/utility systems 29
insurance
employee benefits 70
industrial (workers' compensation) 64
waivers (liability) 8
inter-agency billing 56
interlibrary loans 83
intermediate files (IS) 36
internal audits 46
international money transfers 48
internet/intranet
content management 86
web addresses 95
inventories
buildings/equipment/land 42
forms (stock on hand) 81
land 40
public records 93
supplies/parts 43
investigations
accidents/incidents 24, 69
audits 46, 47
whistleblowers 47
invoice voucher files 56
IT assistance requests 31

J

job assignments (employee) 73
job specifications 78
journal vouchers 53
journals (agency publications) 88
junk mail/spam 96

K

keys/key cards (building/facility security) 41

L

Labor & Industries (Department of)
injury claims (agency copy) 64
quarterly reports 71
labor unions (contracts/relations) 65
land (real property)
acquisition/purchasing 38
appraisals 38
condemnation actions 38
disposal 39
disposal/sale 39
escheated to the State 39
inventories 40, 42
title documents 39
water rights 40
layoffs (reductions in force) 78
lease agreement 8
legal issues/matters 22
Attorney General advice/opinions/case files 21
legislation (agency request) 23
legislative
budget notes 53
Evaluation and Accountability Program (LEAP) .. 53
relations 23
letters of transmittal 97
liability waivers 8
library collections 82, 83
licensing (motor vehicle) 43
liquidation 56
loan agreements
bond projects 55
general 8
interlibrary 83
lobbying (public disclosure) 23
logs
accounts receivable 49
copy machine activity 87
data entry 30
destruction (public records) 92
exemption (public disclosure) 85
mail/postage 84
maintenance orders (vehicles) 43
network usage 32
system backup 34
telephone 85
vehicle usage 44
long distance telephone authorization 45
long-term debt agreements 8

M

machine language instructions 33

magazines (agency publications) 88
magnetic records (audio/video tapes)..... 89, 90, 91
mail (delivery and receipt) 84
maintenance/operations/repairs
  buildings/facilities..... 28
  equipment 42
  motor vehicles 43
major repair/replacement (building/equipment)... 28
management reporting system (MRS)..... 53
manuals
  agency publications 88
  automated information systems 35
  equipment 42
  fixed equipment 29
  motor vehicle..... 43
  policies/procedures 13
  software..... 34
manuscript collections (libraries)..... 83
maps/plans/charts (agency publications)..... 88
master
  depository contract 8
  file (transaction validation)..... 36
  file data (extracted) 31
  file validation (audit trail) 30
  forms..... 81
  indexes (public records)..... 93
  print job documentation 86
  publications 88
Material Safety Data Sheets (MSDS)..... 19
mechanical recordings 97
media
  articles by agency head/executive level 14
  newspaper clippings 15
  press releases 6
  requests for general information 85
medical (employee)
  expense plans 62
  history file 69
  injury claims..... 64
  leave 60
meetings
  appointments (executive calendars) 10
  appointments (non-executive calendars)..... 16
  dates/times/locations..... 95
  employee recognition planning..... 61
  general office 19
  information technology projects 34
  labor union relations 65
  legislation planning..... 23
  notices (staff) 97
  policy setting..... 12
  project planning (construction) 27
  quality/performance improvement..... 13
  reduction in force 78
  rule-setting (WAC) 14
  year 2000 (Y2K)..... 37
memos (transitory) 97
messages (voicemail/telephone) 97
microfilm
  converting paper/digital records 89, 90
  security 100
  standards (Washington State) 90, 91
migration..... *see* Glossary
  conversion process 89, 90
  source records 91
minors (under age 18)
  accidents/incidents..... 24
  library permissions 82
minutes (meeting)
  agency request legislation planning 23
  construction project planning 27
  convenience copies 15, 20
  employee recognition..... 61
  general office 19
  labor union relations 65
  policy setting..... 12
  project management 20
  reduction in force 78
monitoring
  computer usage.....30, 32, 33, 35
  grant projects 58, 59
  legislation 23
motor vehicles
  accidents..... 43
  disposal/maintenance/repairs/servicing..... 43
  title/ownership 43
  usage logs 44
MSDS (Material Safety Data Sheets)..... 19
multi-fill position..... 75
multi-media presentations (videos/CDs/DVDs)
  agency publications 88, 95
  from external sources..... 96

N

naturalization certification..... 79
negotiations (labor union contracts) 65
networking (social)..... 11, 18
networks
  circuits (design & maintenance) 32
  service requests..... 45

usage 32, 33
new hire 75
news releases 6
newsletters
agency publications 88
agency/program/office 11
from external sources 96
newspaper clippings 15
non-archival ..... *see* Glossary
non-essential ..... *see* Glossary
non-paper-based records 91
non-permanent positions 75
non-retired employees (personnel record) 74
notes
fiscal (legislation) 23
legislative budget 53
shorthand/stenotype 97
notices (informational) 97
notices of destruction (public records) 92
NSF (non-sufficient funds) checks 48
numbered forms (accountable) 81

O

obsolete ..... *see* Glossary
Office of
Attorney General (AG) 21
Financial Management (OFM) 33, 43, 51, 52
State Auditor (SAO) 47
State Treasurer (TRE) 57
office of record ..... *see* Glossary
office supplies 43
OFM (Office Files and Memoranda) ..... *see* Glossary
online
communications/advice 11, 18
content management 86
purchasing receipts (credit) 50
routine agency information 95
operating systems 33
operations
administrative/routine 16, 19
building/equipment 28, 42
motor vehicle 43
physical plant 29
policies/procedures 19
system (IT) 35
opinions (legal) 21
OPR (Official Public Record) ..... *see* Glossary
organizational
charts 15
restructures (reductions in force) 78
over-fill position 75
overtime 60

P

papers of executive direction 12
parcels (land)
acquisition/purchasing 38
inventories 40
parent/guardian permissions (libraries) 82
parking tracking files 61
parts
disbursement 43
inventories 43
passport copies 79
patrons/users (libraries) 82
pay range 72
payable/receivable relationship 51
payments (vendor) 56
payroll
certification 71
costs (distribution) 70
deposits 71
files 70
garnishments 71
internal revenue reports 71
registers 70, 71
reports 71
sign-ups 71
performance
agency 13
audits (agency) 46
evaluations (employees) 73
permissions
parent/guardian (libraries) 82
personal holidays 60
personal service contracts 8
personnel
action appeals 66
complaints 67, 68
exit interviews 79
records 75
non-retired employees 74
retired employees 74
reports 75
petty cash (reports) 52
photographs
agency forms/publications 81, 88
history files 11

used in publications 86
physical plant systems 29
plain talk 13, 14
plans
administrative 16
affirmative action 63
disaster preparedness 24
IT conversion 33
medical expense (employee) 62
space allocation (floor plans) 29
plans (architectural/engineering)
construction/remodels 27
major repairs/replacements 28
reference copies 29
plans/planning
general/routine operations 19
strategic/agency-wide 14
point-in-time (webpage/site) 86
policies
complaints 17
executive/agency-wide 13
fiscal 54
general/routinue operations 19
interpretations 22
meetings setting policy 12
papers of executive direction 12
statements 12, 22
portfolio management (IT) 33
position
changes 75
costs 75
eligibility worksheet 74
files 78
termination 75
posters (agency publications) 88, 95
posts (social networking) 11, 18
preliminary drafts 97
presentation/training materials
conferences/seminars 25, 26
presentations (videos/CDs/DVDs) 95
press releases 6
primary record ..... *see* Glossary
printing requisition files 56
procedures
complaints 17
data processing operating 30
executive/agency-wide 13
fiscal 54
general/routine operations 19
program correspondence 18
program listing 33
programs (history files) 11
project files
general/administrative 16
significant/historical 20
Y2K/Year 2000 37
project planning (IT) 34
promotional events/campaigns 5
promotional materials
conferences/seminars 25
conferences/seminars training 25
grant funded deliverables 58
property (disposal/disposition) 42
public disclosure
lobbying report to Commission 23
requests 85
public information office reference files 6
public records ..... *see* Glossary
conservation 92
conversion/digitization 89, 90
destruction 92
digitized 90
finding aids 93
imaged 91
legal custody 94
magnetic 91
migration 90, 91
records center transmittals/receivals 93
requests 85
retention schedules/disposition authorization .. 94
transfer 94
transitory 97
public works requisitions 54
publications
agency supplies 95
creation 87
from outside sources 96
master set (agency-created) 88
printing 86, 87
purchasing
agreements 8
authorities 8
credit cards (agency) 50
equipment 9
fixed assets 28
land parcels 38, 39
online orders 50
orders 56
requisition files 56
supplies 9

Q

quality improvement 13
questionnaires 20

R

rare book collections (libraries) 83
RCW (Revised Code of Washington) 23
  interpretations..... 12, 22
reading files..... 20
real property management..... 38
reasonable accommodation (employee) 63
receivable/payable relationship 51
recommendations (audits)..... 46, 47
recordings (mechanical)..... 97
records series.....*see* Glossary, *see* Glossary
recruitment 79
reductions in force (employees) 78
reference files 20
  public information office 6
refunds..... 57
registered mail (logs/return receipts)..... 84
registers
  payroll..... 70, 71
  warrants..... 57
registration (conferences/seminars) 25
reimbursement
  travel..... 55
  tuition 61
remodels (buildings/facilities) 27
remote deposit capture (RDC) 48
rental agreements..... 8
repairs (maintenance)
  buildings/facilities
    major/replacements 28
    minor/routine 28
  equipment 42
  motor vehicles 43
reports
  accident/incident (no claim)..... 24
  agency publications 88
  from external sources..... 96
  grant funded deliverables..... 58
  payroll..... 71
  personnel..... 75
  revenue..... 54
  successful completion (electronic info systems) 30
  wage 72
represented employees
  labor union contracts/relations..... 65
request
  information..... 7
  proposal..... 7
  qualifications and quotations 7
requests for information
  general..... 85
requisitions (public works)..... 54
research materials 16
resumes (employment)..... 79
retired employees
  personnel record folders 74
retirement
  eligibility 74
  status worksheet 74
  verification
    payroll files 70
retrievals (records centers)..... 93
return to work (employee) 69
returned checks/warrants 48
revenue
  allotments..... 49
  grants received by agencies..... 59
Revised Code of Washington (RCW)..... 23
  interpretations..... 12, 22
RFP 7
RFQQ (Requests for Qualifications and Quotations) 7
risk management 24
roster of registrants 25
routine
  data sets 36
routine correspondence
  executive..... 11
  general..... 17
  non-executive 18
routine information (agency operations) 95
routing slips..... 97
rules (agency)
  development/enactment 14
  interpretations..... 12
run reports (electronic info systems)..... 30

S

safety drills..... 24
sale (state land)..... 39
savings bonds..... 71
SCAN (account details/authorization)..... 45
scheduled tasks (electronic info systems) 30
schedules (records retention)..... 94

scrapbooks (history files) 11
scratch reports 31
screenshot/snapshot 86
secondary (duplicate) copies 96
security (access/authorization)
  buildings/facilities 41
  electronic information systems 35
security microfilm ..... *see* Glossary
seminars (agency organized) 25
seniority dates 75
servicing
  equipment 42
  motor vehicles 43
SF-GEN-PUR 008 7
shared leave 60
shelf list (libraries) 83
shipping (mail) 84
shorthand/stenotype notes 97
site support files 34
social networking 11, 18
software
  manuals 34
  review files 34
  reviews 34
source code (information systems) 33
source materials (forms) 81
source records
  imaged/digitized 90, 91
  migrated 91
space allocation plans 29
spam (unsolicited email) 96
special collections (libraries) 83
special needs (employees) 63
specifications (systems) 35
speeches (agency head/executive level) 14
staff meetings 19
standards (microfilm) 89, 90
State Auditor's Office
  audits/whistleblower investigations 47
State Records Committee (LRC) ..... *see* Glossary
statements (bank) 48
statistics 16
statutes 23
  interpretations 12, 22
strategic plans 14
student waiver (retirement plans) 74
studies
  grant funded deliverables 58
  major 14
subject files
  executive level 15
  general 20
subpoenas 22
suggestions (employees) 18
summons 22
supervisor copy (employee information file) 73
supplies
  disbursement 43
  inventories 43
  requisitions 9
surveys (questionnaires) 16, 20
  grant funded deliverables 58
system
  development/modification (IT) 30, 35
  documentation 35
  files 34
  specifications 35
  test 36

T

tax exempt bonds 55
team incentive program (TIP) 16
technical
  assistance requests 31
  program documentation 36
technology investments 33
telecommunications/telephones
  authorization requests 45
  billing 45
  logs 85
  messages 97
  reports (usage) 45
  service orders/requests 45
terminations (employment)
  exit interviews 79
  reductions in force 78
test data base files 36
time sheets 60
TIP (Team Incentive Program) 16
titles (ownership)
  land 39
  motor vehicles 43
toll free usage reports (telephones) 45
tracking systems 31
training 25
  announcements 25
  catalogs 25
  completion dates 80
  course registration 80
  dates 80
  employee 80
  evaluation report 80

files (on the job training) 80
flyers 25
plan 80
sign-up sheets 80
training courses/materials 25, 26
transaction validation (electronic) 36
transitory records 97
transmittals
letters 97
records centers 93
travel 55
expense payment files 56
Treasurer Accounting System reports 52
trust indenture (tax-exempt bonds) 55
tuition reimbursement 61

U

under-fill positions 75
unions (labor) 65
unsolicited mail/email 96
unsuccessful bids/proposals 7
usage
computer 30, 34
motor vehicles/fleet 44
network 32, 33
program delivery 31
telecommunications 45

V

valid transaction files 36
VEBA Documentation 62
vehicles
accidents 43
disposal/maintenance/repairs/servicing 43
title/ownership 43
usage logs 44
vendors
bonds 8
history 50
payments 56
registration forms 56
video recordings ..... *see* audio/visual recordings
voicemail 97
voluntary employee beneficiary association 62
volunteer files 76
workers' compensation 64
vouchers
disbursement 57
journal 53

W

W2/W2G IRS forms 53
W-9 IRS form 56
WAC (Washington Administrative Code)
development/enactment 14
interpretations 12
wage report 72
waivers (liability, insurance, hold harmless) 8
warranties 8
warrants
cancellations 71
registers 57
Washington Administrative Code (WAC)
development/enactment 14
interpretations 12
Washington State Archives
records transfer 94
standards (microfilm) 90
water rights (state land) 40
webpage/site
agency address 95
online content 11, 18
management 86
whistleblower investigations 47
work files 36
work plans 16
workers' compensation 64
workforce planning (affirmative action) 63
working files
administrative 16
audits 46
budget preparation 50
written presentations (agency executives) 14

Y

Y2K/Year 2000 project files 37