



REVISION GUIDE

SUMMARY OF CHANGES

- Records common to all local government agencies have been removed from this schedule and now appear in the **Local Government Common Records Retention Schedule (CORE)**. Records relating to utilities accounting appear only in the *Local Government General Records Retention Schedule (LGRRS)*.
- All records series in the County Auditor Records Retention Schedule begin with the prefix “AU”.
- Duplicated series have been removed. (“Office Reference Copies” are *usually* secondary record copies and should be retained/disposed of accordingly.)
- Series with duplicate Disposition Authority Numbers (DANs) have been assigned new DANs.
- Discontinued series have been removed.
- Four detailed indexes have been added:
 - Archival/Potentially Archival/Permanent Records
 - Essential Records
 - DANs
 - Subjects

TABLE OF CONTENTS

SERIES REMOVED FROM COUNTY AUDITOR RETENTION SCHEDULE - COVERED IN CORE (*WITH DIFFERENT RETENTION PERIODS*) 2

DUPLICATE DISPOSITION AUTHORITY NUMBER (DAN) CORRECTIONS 5

DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS) - SERIES COVERED BY CORE DANs..... 6



SERIES REMOVED FROM COUNTY AUDITOR RETENTION SCHEDULE - COVERED IN CORE (with different retention periods)

All records series which originated in the LGRRS -- and which were duplicated in the County Auditor Records Retention Schedule -- have been removed. From this point forward, DANs will be unique identifiers and will appear in only one schedule.

The series whose retention periods have changed are shaded in gray and listed on the left side of the table; the current disposition authorities are shown on the right, and can be found in the CORE.

AUDITOR Category	AUDITOR Title and Retention P= Primary S=Secondary	CORE DAN (unchanged)	CORE Function: Activity	CORE Title and Retention P= Primary S=Secondary
Accounting - Payroll	DAILY, WEEKLY, OR MONTHLY TIME ACCUMULATION REPORTS (TIME CARDS) <i>P: If used for retirement verification - 60 years If NOT used for retirement verification - 3 years See Remarks S: Destroy when obsolete or superseded</i>	GS50-03E-04	Human Resource Management: Payroll	TIME CARDS / TIMESHEETS <i>P: If used for retirement verification - 60 years If NOT used for retirement verification - 4 years - See Remarks. Time records subject to federal audit should be retained per federal requirements. S: Destroy when obsolete or superseded</i>
Accounting - Payroll	SUPPORTING DOCUMENTS AND REPORTS - PAYROLL <i>P: 3 years S: Destroy when obsolete or superseded</i>	GS50-03E-25	Human Resource Management: Payroll	SUPPORTING DOCUMENTS AND REPORTS - PAYROLL <i>P: 3 years or until completion of audit S: Destroy when obsolete or superseded</i>
Administrative Records Common to All Work Agencies	CITIZENS' COMPLAINTS/REQUESTS <i>P: 3 years S: None designated</i>	GS50-01-09	Agency Management: Community Relations	CITIZENS' COMPLAINTS/REQUESTS <i>P: Matter Closed plus 3 years S: None designated</i>
Facility and Property Management	SECURITY PATROL LOG - FACILITY AND PROPERTY MANAGEMENT <i>P: 2 years S: Destroy when obsolete or superseded</i>	GS50-06B-16	Asset Management: Security	SECURITY PATROL LOG <i>P: 1 year (LRC reduced 6/03) S: Destroy when obsolete or superseded</i>
Insurance / Risk Management / Safety	CERTIFICATION OF EMPLOYER AS SELF-INSURER – INSURANCE / RISK MANAGEMENT / SAFETY <i>P: Department of Labor and Industries keeps primary copy - Termination plus 6 years S: Keep until certification withdrawn or surrendered</i>	GS50-06C-05	Human Resource Management: Industrial Insurance	SELF-INSURED EMPLOYER CERTIFICATION <i>P: Department of Labor and Industries retains primary copy - Termination plus 6 years S: Retain 1 copy until certification withdrawn or surrendered plus 2 years. For all other copies, destroy when obsolete or superseded</i>



SERIES REMOVED FROM COUNTY AUDITOR RETENTION SCHEDULE - COVERED IN CORE (with different retention periods)

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AUDITOR Category	AUDITOR Title and Retention P= Primary S=Secondary	CORE DAN (unchanged)	CORE Function: Activity	CORE Title and Retention P= Primary S=Secondary
Insurance / Risk Management / Safety	COMPENSATION QUARTERLY REPORTS - INSURANCE / RISK MANAGEMENT / SAFETY <i>P: Department of Labor and Industries retains primary copy - 6 years S: 3 years</i>	GS50-06C-06	Human Resource Management: Industrial Insurance	EMPLOYER'S QUARTERLY REPORT FOR INDUSTRIAL INSURANCE (WORKER'S COMPENSATION) <i>P: Department of Labor and Industries retains primary copy 6 years S: Retain 1 copy for 3 years. All other copies, destroy when obsolete or superseded</i>
Insurance / Risk Management / Safety	FACILITY SAFETY INSPECTION HISTORY RECORDS <i>P: Disposition or sale of facility plus 10 years S: Destroy when obsolete or superseded</i>	GS50-06C-08	Asset Management: Maintenance	FACILITY SAFETY INSPECTION HISTORY RECORDS <i>P: Disposition of facility (LRC removed 10 years 03/03) S: Destroy when obsolete or superseded</i>
Insurance / Risk Management / Safety	INSURANCE AND SAFETY INSPECTION REPORTS <i>P: Termination of policy plus 6 years S: Destroy when obsolete or superseded</i>	GS50-06C-18	Asset Management: Maintenance	INSURANCE, SAFETY AND FIRE INSPECTION REPORTS <i>P: Violation corrected plus 6 years S: Destroy when obsolete or superseded</i>
Personnel - General	DRUG TEST RESULTS (AGENCY EMPLOYEES) <i>P: Termination of employment plus 6 years S: Destroy when obsolete or superseded</i>	GS50-04B-27	Human Resource Management: Personnel	DRUG/ALCOHOL TEST RESULTS - POSITIVE RESULTS OR REFUSAL TO TEST (AGENCY EMPLOYEES) <i>P: Date of results plus 5 years (LRC reduced 05/2004) S: Destroy when obsolete or superseded</i>
Personnel - General	RECRUITMENT FILES <i>P: 2 years S: Destroy when obsolete or superseded</i>	GS50-04B-22	Human Resource Management: Recruitment/ Hiring	RECRUITMENT FILES <i>P: 3 years (LRC increased 11/2005) S: Destroy when obsolete or superseded</i>



SERIES REMOVED FROM COUNTY AUDITOR RETENTION SCHEDULE - COVERED IN CORE (*with different retention periods*)

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AUDITOR Category	AUDITOR Title and Retention P= Primary S=Secondary	CORE DAN (unchanged)	CORE Function: Activity	CORE Title and Retention P= Primary S=Secondary
Records Management	PUBLIC DISCLOSURE REQUEST FILES P: Current year plus 1 year – See remarks S: Destroy when obsolete or superseded	GS50-09-04	Information Management: Public Disclosure	PUBLIC DISCLOSURE REQUEST FILES P: Requests and responses received through July 23, 2005 are retained for 5 years. Requests received on or after July 24, 2005 are retained for 1 year. See Remarks. (LRC changed 09/05) S: Destroy when obsolete or superseded



DUPLICATE DISPOSITION AUTHORITY NUMBER (DAN) CORRECTIONS

The series listed below were assigned disposition authority numbers (DANs) which had already been assigned to other records series. The new/correct DANs are listed, and the locations of the series in the CORE are noted.

Series Title	Former DAN	New DAN	Function: Activity or Category TITLE	Schedule
CORRESPONDENCE ADVISORY, COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS	GS50-01-12	GS50-01-53	Agency Management: Boards, Councils and Committees CORRESPONDENCE ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS	CORE
EMPLOYEE ASSISTANCE PROGRAM – SUPERVISOR REFERRAL DOCUMENTATION	GS50-04B-27	GS50-04B-28	Human Resource Management: Benefits EMPLOYEE ASSISTANCE PROGRAM – SUPERVISOR REFERRAL DOCUMENTATION	CORE
NOISE EXPOSURE REPORTS	GS50-06D-04	GS50-06C-29	Human Resource Management: Benefits NOISE EXPOSURE REPORTS INDIVIDUAL EMPLOYEE	CORE
RECEIPTS FOR CASH RECEIVED OFFICE REFERENCE COPIES	GS50-03A-21	GS50-03A-34	Financial Management: Accounting RECEIPTS FOR CASH RECEIVED OFFICE REFERENCE COPIES	CORE
SUPERVISOR'S EMPLOYEE PERFORMANCE BACKGROUND FILES (from: Administrative Records Common to All)	GS50-04B-30	GS50-04B-50	Human Resource Management: Performance Management SUPERVISOR'S EMPLOYEE PERFORMANCE BACKGROUND FILES	CORE
SUPERVISOR'S EMPLOYEE PERFORMANCE BACKGROUND FILES (from: Personnel – General)	GS50-04B-28	GS50-04B-50	Human Resource Management: Performance Management SUPERVISOR'S EMPLOYEE PERFORMANCE BACKGROUND FILES	CORE



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs) - Series covered by CORE DANs

The series listed below originated in the LGRRS and were discontinued (date of Local Records Committee decision is listed beneath the discontinued DAN). The correct DANs are listed and the locations of the series in the new CORE schedule are noted.

Discontinued DAN	Former Category	Former Title	Former Retention	Effective DAN	New Category	New Title	New Retention
GS50-03A-12 09/2006	Accounting – General	FIXED ASSETS INVENTORY DOCUMENTATION	3 years	GS50-03A-18	Asset Management: Inventory	INVENTORY OF FIXED ASSETS	3 years or until completion of State Auditor's examination report
GS50-03A-16 05/2002	Accounting – General	INTERNAL REVENUE SERVICE (IRS) FORM W-9	4 years	GS50-03A-17	Financial Management: Payroll	INTERNAL REVENUE SERVICE (IRS) FORMS	4 years
GS50-03E-12 05/2002	Accounting - Payroll	EMPLOYEE EARNINGS QUARTERLY REPORTS	4 years	GS50-03A-17	Financial Management: Payroll	INTERNAL REVENUE SERVICE (IRS) FORMS	4 years
GS50-03E-13 05/2002	Accounting - Payroll	EMPLOYEE WITHHOLDING EXEMPTION CERTIFICATES (W-4)	4 years	GS50-03A-17	Financial Management: Payroll	INTERNAL REVENUE SERVICE (IRS) FORMS	4 years
GS50-03E-14 05/2002	Accounting - Payroll	EMPLOYER'S COPIES OF FEDERAL WITHHOLDING TAX STATEMENT (W-2)	4 years	GS50-03A-17	Financial Management: Payroll	INTERNAL REVENUE SERVICE (IRS) FORMS	4 years
GS51-05D-01 01/2009	Insurance / Risk Management / Safety	FACILITY SAFETY HISTORY RECORDS	Life of facility	GS50-06C-08	Asset Management: Maintenance	FACILITY SAFETY INSPECTION HISTORY RECORDS	Disposition of facility
GS51-05D-05 03/2003	Insurance / Risk Management / Safety	SAFETY INSPECTION, STATE NOTICE AND CITATION	6 years	GS50-06C-08	Asset Management: Maintenance	FACILITY SAFETY INSPECTION HISTORY RECORDS	Disposition of facility
GS50-04B-03 06/2003	Personnel - General	EMPLOYEE HISTORY	Termination plus 6 years - See remarks	GS50-04B-06	Human Resource Management: Personnel	PERSONNEL FILE	Termination plus 6 years- See remarks
GS50-04B-12 08/2004	Personnel - General	EMPLOYEE CONTRACTS - FINAL	6 years	GS50-01-11	Human Resource Management: Personnel	CONTRACTS, AGREEMENTS, AND WARRANTIES	Termination plus 6 years



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Discontinued DAN	Former Category	Former Title	Former Retention	Effective DAN	New Category	New Title	New Retention
GS50-04B-24 06/2003 Please note: GS50-04B-24 is in the CORE and covers VOLUNTEER APPLICATIONS NOT ACCEPTED OR ELIGIBLE.	Personnel - General	VOLUNTEER APPLICATIONS	Termination of volunteer employment plus 6 years	GS50-04B-10	Human Resource Management: Personnel	VOLUNTEER FILES	Termination of volunteer service plus 6 years
GS50-04B-26 05/2004	Personnel – General	EMPLOYEE HEALTH HISTORY FILES	Termination of employment plus 6 years	GS50-04B-30	Human Resource Management: Occupation Health and Safety	EMPLOYEE MEDICAL AND EXPOSURE RECORDS	Termination of employment plus 30 years