

## This schedule applies to: Office of the State Treasurer

### Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of the Office of the State Treasurer relating to the unique functions of providing banking services for state agencies, secure investments of state money, financing of major state construction projects and accounting services providing transparency and fiscal responsibility of tax dollars for the public. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGRRS)* which authorizes the destruction/transfer of public records common to all state agencies.

### Disposition of public records

Public records covered by records series within this records retention schedule (regardless of format) 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 designation as “Archival (Permanent Retention)” 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 previously issued records retention schedules to the Office of the State Treasurer are revoked. The Office of the State Treasurer must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

### Authority

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on September 2, 2015.

*Signature on File*

For the State Auditor:  
Cindy Evans

*Signature on File*

For the Attorney General:  
Isaac Williamson

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For the Office of Financial Management:  
Shane Hamlin

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The State Archivist:  
Steve Excell

## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	September 5, 2012	Consolidation of all existing disposition authorities (with some minor revisions).
1.1	September 2, 2015	Removal of Cash Management section as all records are now covered by the <i>State Government General Records Retention Schedule</i> .

For assistance and advice in applying this records retention schedule,  
please contact the Office of the State Treasurer's Records Officer  
or Washington State Archives at:  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

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## 1. FINANCIAL MANAGEMENT – STATE AGENCIES

This is the function of managing the state government agency’s financial resources, obligations and monetary infrastructure which includes managing investments and debt.

1.1 DEBT MANAGEMENT			
<i>This section covers records relating to bond offering activities by the Office of the State Treasurer.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-06-61789 Rev. 2	<p><b><i>Bonds and Certificate of Participating Offerings (COPs)</i></b></p> <p>Documentation for bond offerings and Certificate of Participating Offerings (COPs) approved by the State Finance Committee and General Obligation (GO) Bonds issued for state agencies that provide financing for a state agency(s), or a pool of participants, that may include both State and Local agencies. Financing may be for equipment and/or real estate.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Documents verifying that equipment or real estate have been purchased and paid for, or provision of invoices to be paid to vendors from the proceeds.</li> <li>• Verification documents that local government is in a position to repay their loan.</li> <li>• Documents to be archived include original transcripts, accounting documents relating to the issuance and expenditure of bond and COP proceeds, sizing and final number documents and working documents that support the issuance of bonds</li> <li>• Any accounting records that are issued for Bond Retirement and interest that support either directly or indirectly the issuance of bonds and COPs.</li> </ul> <p>Excludes State Finance Committee (SFC) records of minutes and resolutions which are to be retained under Minutes of State Finance Committee (DAN 83-01-30996).</p>	<p><b>Retain</b> for 33 years after bond closing date</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>

## 1.1 DEBT MANAGEMENT

*This section covers records relating to bond offering activities by the Office of the State Treasurer.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-03-61747 Rev. 1	<p><b>School Bond Guarantee Program Applications, Resolutions, Official Statements</b></p> <p>Provides a record of School District Bonds participating in the state's School Bond Guarantee Program.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Original documents from school districts;</li> <li>• Copies of payments of fees;</li> <li>• Certificates issued by the Office of the State Treasurer (OST).</li> </ul> <p>Also included are copies of the Final Official Statement and bond counsel reliance and opinion letter. Records would be marked with maturity dates.</p> <p><i>Note: These are long-term obligations of the state. Maturity dates of school bonds typically range between 20 years or up to 30 years, plus three years as a guideline for retention in conformance with IRS rules.</i></p>	<p><b>Retain</b> for 33 years after school bond closing date</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-06-62510 Rev. 1	<p><b>Bond Counsel and Financial Advisor Analyses – Working Papers</b></p> <p>Provides documentation on the preliminary work and research used in the development of final documents related to policy formulation or used to develop prospectus and potential offerings/ issuance of financing series (bonds/financing contracts/other debt obligations). Excludes Bonds and Certificate of Participating Offerings (COPs) (DAN 08-06-61789).</p>	<p><b>Retain</b> for 6 years after issuance of prospectus for financing series or public policy statement completed/rejected</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 1.2 FORFEITED PROPERTY

*This section covers records relating to forfeited property activities by the Office of the State Treasurer.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
97-08-57985 Rev. 1	<p><b><i>Forfeited Property Status Reports</i></b></p> <p>Provides a record of 10% of the net proceeds from the sale of forfeited property seized by law enforcement agencies.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Drug Forfeited Property Status Report: Forfeited property (property that was seized by law enforcement because person(s) had drug violations per <a href="#">RCW 69.50.505</a>);</li> <li>• DUI Vehicle Forfeited Property Status Report: Forfeited vehicles (vehicles that were seized by law enforcement because person(s) was driving while under the influence per <a href="#">RCW 46.61.5058</a>;</li> <li>• Money Laundering Forfeited Property Status Report : For property that was seized by law enforcement because person(s) had money laundering violations per <a href="#">RCW 9A.83.030</a></li> </ul>	<p><b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

### 1.3 WARRANTS

*This section covers records relating to various warrant activities by the Office of the State Treasurer.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
94-12-54779 Rev. 3	<b>Authorization for Warrant Release</b> Provides documentation of instruction from the issuing state agency of how newly issued state Agency Financial Reporting System (AFRS) and Human Resource Management System (HRMS) warrants are distributed. <i>Note: May be sent by Campus Mail or employees from an agency authorized to pick up warrants from the Treasurer's Office.</i>	<b>Retain</b> until obsolete or superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
98-04-58360 Rev. 1	<b>Cancelled Warrants</b> Provides documentation and proof of actual amount issued of state disbursements cancelled by state agencies.	<b>Retain</b> for 3 months after cancellation <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-04-26446 Rev. 1	<b>Certification of Warrant Copies</b> Provides a letter certifying warrant images/copies are a full, true and correct copy of both sides of the original warrant of the Washington State Treasurer's Office to various state agencies for court cases.	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
83-01-30995 Rev. 1	<b>Forged or Improperly Endorsed State Warrants (Checks)</b> Provides documentation of forgeries and improperly endorsed state warrant claims initiated by the issuing state agency. Includes but is not limited to: <ul style="list-style-type: none"> <li>• Agency letters;</li> <li>• Letters to and from financial institutions.</li> </ul>	<b>Retain</b> for 6 years after funds collected or after investigation is completed <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

### 1.3 WARRANTS

*This section covers records relating to various warrant activities by the Office of the State Treasurer.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
94-12-54770 Rev. 2	<p><b><i>Redeemed Warrants</i></b> Provides actual proof of actual amount redeemed of state disbursements by persons and vendors.</p> <p><i>Note: Retention requirement as per <a href="#">RCW 43.08.061</a> – The Department of Enterprise Services is responsible for the printing of all state treasury warrants for distribution as directed by the state treasurer. All warrants redeemed by the state treasurer shall be retained for a period of one year, following their redemption, after which they may be destroyed without regard to the requirements imposed for their destruction by chapter 40.14 RCW.</i></p>	<p><b>Retain</b> for 1 year after warrant redeemed <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
98-04-58366 Rev. 0	<p><b><i>Signature Report</i></b> Provides proof of authorized personnel taking possession of newly issued state warrants.</p>	<p><b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

### 1.3 WARRANTS

*This section covers records relating to various warrant activities by the Office of the State Treasurer.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-02-61715 Rev. 1	<p><b>Warrants</b> Provides documentation of issues initiated by various state agencies. Includes but not limited to:</p> <ul style="list-style-type: none"> <li>• Warrant number;</li> <li>• Payee;</li> <li>• Dollar amount and issue date.</li> </ul> <p><i>Note: Once warrants are presented for either payment (includes images of original warrants), cancelled by the issuing agency or cancelled by Statute of Limitations of 180 days (<a href="#">RCW 43.08.062</a>) warrants are no longer in issued status, they become a status of redeemed (cash), cancelled or cancelled by statute. Should the payee or legal holder of any warrant drawn against the state treasury fail to present the warrant for payment within one hundred eighty days of the date of its issue or, if registered and drawing interest, within one hundred eighty days of its call, the state treasurer shall enter the same as canceled on the books of his or her office.</i></p>	<p><b>Retain</b> for 6 years after date of redemption <i>or</i> cancellation by issuing agency <i>or</i> statute of limitations has expired <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 2. LOCAL GOVERNMENT INVESTMENT POOL (LGIP)

This is the function of managing Local Government Investment Pool (LGIP), which is a voluntary investment vehicle local governments may participate in to safely invest their funds and to provide competitive investment options for local governments.

### 2.1 LOCAL GOVERNMENT INVESTMENT POOL (LGIP)

*This section covers records relating to Local Government Investment Pool activities by the Office of the State Treasurer.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
05-06-60896 Rev. 1	<p><b>Local Government Investment Pool (LGIP) Files</b></p> <p>Documentation of investment pool activities including balances, tracking, reconciliations and all financial transactions relating to the investments made on behalf of the pool.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Reports of portfolio earnings and investments.</li> <li>• Memos to participants describing errors, adjustments, and reconciliations;</li> <li>• Reconciliations of end-of-day cash balances in the bank to the balance in the agency system based on participant &amp; investment activity, and to the balance in the statewide system based on document postings.</li> <li>• Information for all investment transactions for the LGIP account (523) including audit trail for daily investments, earnings summary, portfolio of investments, and fund accounting input;</li> <li>• Information on financial institutions and time certificate of deposit rollovers;</li> <li>• Investment security trades including purchase tickets, sale tickets and broker confirmations. Tracking and verifications for daily transaction postings;</li> <li>• Any associated fees or charges in relation to transactions.</li> </ul>	<p><b>Retain</b> for 6 years after end of fiscal year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 2.1 LOCAL GOVERNMENT INVESTMENT POOL (LGIP)

*This section covers records relating to Local Government Investment Pool activities by the Office of the State Treasurer.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
05-06-60894 Rev. 0	<b>Local Government Investment Pool Transaction Authorization Forms</b> Forms indicating authorized personnel for local government investment pool transactions and bank wire information.	<b>Retain</b> for 50 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
05-06-60929 Rev. 1	<b>Multi-Collateral Report</b> Term repurchase agreement collateral pricing report printed weekly from custodial bank. Includes, but is not limited to: <ul style="list-style-type: none"> <li>Weekly reports for Accounts 523 and 076.</li> </ul>	<b>Retain</b> for 18 months after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

### 3. PUBLIC DEPOSIT PROTECTION

This section covers the regulation and enforcement for financial institutions holding state funds.

3.1 PUBLIC DEPOSIT PROTECTION COMMISSION (PDPC)			
<i>This section covers records that makes and enforces regulations to ensure public funds deposited in banks, thrifts, and credit unions are protected if a financial institution becomes insolvent by the PDPC section of the Office of the State Treasurer.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-01-30996 Rev. 0	<b>Minutes of State Finance Committee</b> Provides a record of decisions and deliberations of the State Finance Committee.	<b>Retain</b> for 50 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR
86-06-36801 Rev. 2	<b>Qualified Financial Institutions Deposit Protection</b> Provides documentation of collateral records and related correspondence filed individually by qualified financial institutions regarding public funds deposited in public depositories to protect against loss. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Investment deposits;</li> <li>• Accrued interest.</li> </ul> <i>Note: Oversight by the Public Deposit Protection Commission as per RCW 39.58.</i>	<b>Retain</b> for 7 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 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. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period.

*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.*

### ***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**

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.*

### **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.

### **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.”*

### **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.**

### **State Records Committee**

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

*Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.*

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**(As of September 2015 – Office of the State Treasurer has not completed its Essential Records Designations)**

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