

I. ROUTINE ITEMS

B. Adoption of Today's Agenda – December 18, 2014

C. Approval of Minutes – September 25, 2014



STATE OF WASHINGTON

LOCAL RECORDS COMMITTEE

Office of the State Auditor • Office of the Attorney General • Office of the State Archivist
PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

December 18, 2014 – 10:00 a.m.
Archives Conference Room

1129 Washington St SE, Olympia, WA, 98504

AGENDA

I. ROUTINE ITEMS

- A. Call to Order
- B. Adoption of Today's Agenda
- C. Approval of Minutes for September 25, 2014

II. NEW BUSINESS/ACTION ITEMS

- A. *School Districts and Educational Service Districts Records Retention Schedule (Version 8.2)*
– Julie Blecha
- B. *Local Government Common Records Retention Schedule (Version 3.1)* - Blecha

III. COMMUNICATIONS

- A. *10/15/2014 Email from Kristin Demory, Benton PUD*

IV. WASHINGTON STATE ARCHIVES UPDATES

- A. Revision of Records Retention Schedules – Blecha
- B. Announcements from the State Archivist – Steve Excell

V. NEXT MEETING

- A. 2015 Schedule To Be Determined

VI. ADJOURNMENT



STATE OF WASHINGTON
LOCAL RECORDS COMMITTEE

Office of the State Auditor • Office of the Attorney General • Office of the State Archivist
PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

September 25, 2014 – 10:00 a.m.
State Archives Conference Room
1129 Washington St SE, Olympia, WA 98504

MEETING MINUTES

Members Present: Cindy Evans, Chair – State Auditor’s Office; Sharon James (by phone) – Attorney General’s Office (former appointee); Matt Kernutt – Attorney General’s Office (current appointee); Steve Excell – State Archivist.

Staff Present: Russell Wood – State Records Manager; Julie Blecha – Local Government Records Retention Specialist.

I. ROUTINE ITEMS

A. Call to Order

Cindy Evans called the meeting to order at 10:00 a.m.

B. Adoption of Today’s Agenda

Motion to adopt the agenda as presented; Evans; second by Steve Excell.

Resolution: Motion carried

C. Approval of Minutes for June 26, 2014

Sharon James phoned in for this agenda item since she was the Attorney General’s appointee at the June meeting. Julie Blecha stated that a correction was made to the title of guest Ginger Brooks, who is the Mason County Clerk (and not the Auditor).

Motion to approve the minutes as corrected: James; second by Evans.

Resolution: Motion carried

II. NEW BUSINESS/ACTION ITEMS

A. *School Districts and Educational Service Districts Records Retention Schedule (Version 8.1)* – Julie Blecha

Blecha thanked members of the Washington Association of School Business Officials Records Management Committee (WASBO-RMC) who met monthly over the past year and worked diligently on this draft, including meeting attendees:

- Rick Gregory, *Bellevue School District (Chair, WASBO-RMC)*
- Aaren Purcell, *Seattle Public Schools (Past Chair, Records Management Committee)*
- Kim Ferra, *Yelm School District and WASBO Board Member*

Due to the significant changes that have occurred in school over the years, many issues needed major work and the topics that were addressed during this revision include:

- Standardized achievement testing and other student assessments;
- Assignment of students to various schools and programs, including highly regulated special programs (gifted, bilingual, etc.);
- Certificated years of experience records (for salary calculation purposes);
- Immunization Cards (which the WA State Department of Health (DOH) stated *may* be returned to the parent/legal guardian/adult student when no longer used by the school). DOH's statewide immunization database was discussed.
- Official Student Record description was enhanced to be more helpful;
- Bus stop sign/light failure to stop records covered;
- School employee sexual misconduct and physical/verbal abuse records series have been thoroughly researched in consultation with Tsering Kheyup, Assistant Attorney General. Because our Legislature's intent is clear – *to provide the safest educational environment for Washington's school children* – we have aligned the retention requirements with that intent.

Evans stated that before today's meeting she reviewed the schedule and phoned Blecha to ask some clarifying questions – mostly about terminology – which were answered to her satisfaction. Evans voiced concern over the abundance of references to Office of the Superintendent of Public Instruction's (OSPI) Washington Administrative Code (WAC), since WACs change so frequently. Discussion ensued as to whether the Local Records Committee can set up an administrative process whereby *minor* changes to statute *that are not substantive in nature* could be updated without a full revision – as an administrative clean-up or minor revision. Discussion ensued.

Washington State Archives recently published an advice sheet alerting state and local government agencies to the substantive changes to RCW 13.40 and .50, which were enacted by the 2014 Legislature.

Blecha shared input submitted by a school superintendent who believes that the retention periods are too difficult to implement and shouldn't revolve around the teacher's age or year of death. Discussion.

Aaren Purcell stated the difficulty she anticipates is that certain collective bargaining agreements contain specific expectations about the destruction of physical or verbal abuse allegations that are determined to be unfounded. Blecha shared language from the Bellevue John Does v. Bellevue School District Supreme Court opinion, including "The public may have legitimate concern in the nature of allegations and response of the school system to the allegation." Rick Gregory pointed out that there is a big difference between *retention* and *disclosure*. More discussion.

Motion to approve the *School Districts and Educational Service Districts Records Retention Schedule (Version 8.1)* as presented; Excell, second by Matt Kernutt.

Resolution: Motion carried

Blecha again thanked WASBO-RMC members and others who consulted on this project including Cheryl Thresher, State Auditor's Office; Laura Russell, Alyssa Westall, and Scott Raub, OSPI. Heidi Maynard, Director of Policy and Legal Services, Washington State School Director's Association (WSSDA), is updating WASSDA's model policy and procedures relating to notification of/destruction of special education records so that the records retention *and* model policy/procedures language align.

Upcoming revision topics including charter schools, e-rate, and IFSP (pre-IEP).

III. WASHINGTON STATE ARCHIVES UPDATES

A. Revision of Records Retention Schedules – Blecha

Blecha informed the Committee that a typo was identified in the newly approved *County Clerks and Superior Court Records Retention Schedule (Ver. 7.0)*, in which the disposition authority number (DAN) for **Oral Testimony and Proceedings** was inadvertently typed as "CL50-01-12" instead of the correct DAN, "CL65-01-12". Because the DAN had been typed correctly in the Summary of Changes, the database, and the DAN index, it was also changed on the .pdf *before* the new schedule was posted online in order that users wouldn't have to confront the conflicting information.

CORE *Human Resource Management* and *Legal Affairs* are the next major revision projects planned, and three schedules have moved up in priority because they are so outdated, including those of the County Coroners/Medical Examiners, County Assessors, and County Treasurers.

There are currently 2,714 subscribers on the local government listserv, which includes 62 new subscribers since the last LRC meeting.

B. Announcements from the State Archivist – Steve Excell

November 11th, 2014 is the 125th anniversary of statehood and a series of celebratory events will be taking place, including the unveiling of a new exhibit in the Legislative building called, "Washington 1889: Blazes, Rails, and the Year of Statehood". The exhibit will explore the year 1889 and include the stories of how Seattle, Spokane *and* Ellensburg all burned to the ground. The state constitution will be on display on November 11th in the Office of the Secretary of State.

October is National Archives Month and posters are available for free.

The Archives building in Olympia will be undergoing a major HVAC system update over the next couple of months, so the building will be a construction zone as the ceilings are torn out throughout.

Washington State Archives is working with Department of Enterprise Services to possibly expand the Records Center into unused Department of Printing space in Tumwater.

The Archives Oversight Committee and E-Recording Standards Commission will be meeting next week.

IV. NEXT MEETING – October 30, 2014

ADJOURNMENT: 10:40 am

CERTIFICATION OF MEETING MINUTES OF THE LOCAL RECORDS COMMITTEE:

I, Cindy Evans, Chair of Local Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the Local Records Committee of the State of Washington held in the State Archives Building conference room on September 25, 2014, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington, and that a quorum was present.

Chair Signature

Date

II. NEW BUSINESS/ACTION ITEMS

A. School Districts and Educational Service Districts Records Retention Schedule (Ver. 8.2)

- Draft Version 8.2
- Summary of Changes
- Letter from Rick Gregory, Chair, Washington Association of School Business Officials (WASBO) Records Management Committee

This schedule applies to: School Districts and Educational Service Districts

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records of School Districts and Educational Service Districts relating to the function of pre-kindergarten through grade 12 education. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies. CORE can be accessed online at: <http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>.

Disposition of public records

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

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

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

Revocation of previously issued records retention schedules

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

Authority

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

For the State Auditor: Cindy Evans

For the Attorney General: Matt Kernutt

The State Archivist: Steve Excell

Revision History

Version	Date Approved	Extent of Revision
1.0	1976	Initial version.
2.0	1980	
2.1	1982-1983	
3.0	1/1/1986	Major revision. Major revision and multiple updates.
4.0	3/31/1994	
5.0	3/1999	
5.1	7/2001	
5.2	12/ 2001	
6.0	3/27/2003	
6.1	5/2007	Online version; updated electronic records information.
7.0	7/29/2008	Major revision. Records series common to all local government agencies now appear in the new <i>Local Government Common Records Retention Schedule (CORE)</i> and have been removed from this schedule. All Disposition Authority Numbers (DANs) in the now begin with the prefix "SD".
7.1	7/30/2009	Changes to structure/format only; no changes to records series. Indexes added.
7.2	9/29/2011	Attendance/Absence section completely revised. Records series covering field trips and parental permissions updated. Two new records series added, 14 revised, and 18 discontinued. (Please see Revision Guide for details.) Revision numbers added and previous revision notes removed. Secondary record column deleted. (Secondary records are covered by CORE DAN GS50-02-04.)
8.0	11/29/2012	Major revision. Health Services section updated. Reformatted entire schedule. 13 new series added; 15 modified for state audit requirements. Archival designations changed. Removed series covered by <i>CORE</i> . (All changes are detailed in the Revision Guide.)
8.1	9/25/2014	Student Assessment updated, including mandatory state <u>and</u> optional school/district testing. Student Assignment updated, including special programs as defined by statute (highly capable, transitional bilingual, etc.). New series added to cover certificated years of experience , investigations of employee sexual misconduct , investigations of employee physical/verbal abuse , <u>and</u> bus light/sign failure to stop violation records. Total of 9 new series added; 20 modified for accuracy, clarity and end-user ease. Removed 1 series covered by <i>CORE</i> . (All changes are detailed in the Summary of Changes.)
8.2	12/18/2014	Retention and disposition action modified in SD2014-020 (employee sexual misconduct) and SD2014-021 (employee physical/verbal abuse) to specify that in the event the accused dies <i>before</i> reaching age 80, the associated records need to be retained for a total of 30 years or 10 years (respectively) after date of the <i>most recent accusation and completion of investigation</i> (if any). See Summary of Changes.



TABLE OF CONTENTS

1. AGENCY MANAGEMENT 5
1.1. COMMUNITY RELATIONS 5
1.2. PLANNING, MISSION, AND CHARTER 9
1.3. POLICIES AND PROCEDURES 10
1.4. REPORTING 11
1.5. SUPERINTENDENT 14
1.6. TRAINING 16

2. ASSET MANAGEMENT 17
2.1. REPORTING 17
2.2. MAINTENANCE 18
2.3. OPERATIONS 19

3. EDUCATIONAL SERVICE DISTRICTS 20
3.1. ADMINISTRATION 20
3.2. LEARNING RESOURCE CENTER 21
3.3. TEACHER CERTIFICATION 22

4. FINANCIAL MANAGEMENT 23
4.1. BUDGET 23
4.2. PAYROLL 24

5. HUMAN RESOURCE MANAGEMENT 25
5.1. MISCONDUCT/DISCIPLINE/GRIEVANCE 25
5.2. PERSONNEL 27
5.3. STAFF DEVELOPMENT 28

6. STUDENT LEARNING 29
6.1. CURRICULUM 29
6.2. HOME-BASED INSTRUCTION 34



6.3.	SKILLS CENTER.....	35
6.4.	SPECIAL EDUCATION PROGRAM.....	36
6.5.	TEACHING RECORDS.....	38
7.	STUDENT ADMINISTRATION.....	41
7.1.	STUDENT ACHIEVEMENT TESTING (STANDARDIZED).....	41
7.2.	STUDENT ASSIGNMENT.....	44
7.3.	STUDENT ATTENDANCE/ABSENCE.....	51
7.4.	STUDENT RECORDS.....	55
8.	STUDENT SERVICES.....	62
8.1.	FOOD SERVICES.....	62
8.2.	HEALTH SERVICES.....	67
8.3.	INTERSCHOLASTIC ACTIVITIES.....	70
8.4.	TRANSPORTATION.....	72
INDEXES:	73

For assistance and advice in applying this records retention schedule,

please contact Washington State Archives at:

recordsmanagement@sos.wa.gov

or contact your Regional Archivist.



1. AGENCY MANAGEMENT

This section covers records relating to agency management that are not covered by the *Local Government Common Records Retention Schedule (CORE)*.

1.1. COMMUNITY RELATIONS

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

See *CORE* – Agency Management for other records relating to the agency's relations with its community.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-03 Rev. 1	<i>Community Challenges of Instructional Materials</i>	Retain for 5 years after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-05-05 Rev. 1	<i>Descriptive Guide to School District Administration and Buildings</i>	Retain for 6 years after superseded <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR



1.1. COMMUNITY RELATIONS

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

See CORE – Agency Management for other records relating to the agency's relations with its community.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-01-52 Rev. 1	<p><i>Historical Records, Materials and Artifacts that should be Retained for Commemorative Events and Displays</i></p> <p>Records documenting significant events or milestones of individual schools, school districts, and educational service districts, where these events are not documented in other records (such as board minutes, students transcripts, etc.)</p> <p>May include, but is not limited to:</p> <ul style="list-style-type: none"> • Award Lists • Class Activities Materials • Baccalaureate and Commencement Programs • Cumulative Class Rankings • Diploma Order Lists • Exhibits • Final Grade Point Summaries • Honor Roll Lists • Graduating Class History Files • Student Newspapers • Yearbooks/Annuals <p>Excludes graduate lists covered by SD51-20-10.</p> <p>Excludes interscholastic awards covered by SD51-20-02.</p> <p><i>Note: Other historical materials and artifacts (non-records) should also be retained by the school for commemorative events and displays (school reunions, centennials, etc.) or made available to local heritage organizations. Items may include banners, posters, trophies, uniforms, etc.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>



1.1. COMMUNITY RELATIONS

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

See CORE – Agency Management for other records relating to the agency's relations with its community.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-20-08 Rev. 1	Photo/Media Release – External Usage Records documenting permission for non-school/district entities (such as television/radio stations, newspapers, school photographers, etc.) to use student images. Student images include, but are not limited to, photos, video, and audio recordings.	Retain for 6 years after end of school year. <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-20-09 Rev. 1	Photo/Media Release – School/District Usage Records documenting permission for the school/district to use student images recorded during official school activities/events, by staff or students in an official capacity (e.g. school newspaper, annual staff, etc.) Includes annual student identification/class pictures taken by school-contracted photographer. Student images include, but are not limited to, photos, video, and audio recordings.	Retain for 6 years after image/recording no longer being used <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD2012-062 Rev. 0	Photo/Media Release – Denial of Permission Records documenting parent/legal guardian denial of permission for the school/district to use student images recorded during official school activities/events. Includes opting-out.	Retain until end of school year or until superseded, <i>whichever is later</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-01-35 Rev. 1	Public Research Access Request Request for access to district records for research purposes. Excludes public disclosure requests covered by CORE DAN GS50-09-04. Excludes records relating to release of student records, which are covered by SD2012-068 or SD51-05F-02.	Retain for 3 years after resolution of request <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



1.1. COMMUNITY RELATIONS

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

See CORE – Agency Management for other records relating to the agency's relations with its community.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-01-39 Rev. 1	<p>Public Research Access Request Log</p> <p>Excludes public disclosure requests covered by CORE DAN GS50-09-04.</p> <p>Excludes recording relating to release of student records, which are covered by SD2012-068 or SD51-05F-02.</p>	<p>Retain for 3 years after last entry in log <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



1.2. PLANNING, MISSION, AND CHARTER

*The activity of documenting and determining the local government agency’s objectives, and the means for obtaining them.
 See CORE – Agency Management for other records relating to agency planning, mission and charter.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-07-08 Rev. 1	Demographic and Enrollment Projections	Retain for 3 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD2011-153 Rev. 0	School Safety Plans Records relating to the agency’s plans for ensuring student and staff safety at school. Includes, but is not limited to: <ul style="list-style-type: none"> • Safe school plans prepared in accordance with RCW 28A.320.125; • Harassment, intimidation and bullying prevention plans prepared and maintained in accordance with RCW 28A.300.285. 	Retain for 6 years after obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



1.3. POLICIES AND PROCEDURES

The activity of creative systematic approaches to operations and processes, where not covered by CORE.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05J-05 Rev. 2	<p>School Assignment Procedures Records documenting school assignment procedures where not incorporated in <i>School Board Minutes and/or Resolutions</i>. Includes records that document the development of the procedures. Excludes school board minutes covered by <i>CORE</i> DAN GS50-05A-13.</p>	<p>Retain for 6 years after superseded then Contact Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



1.4. REPORTING

The activity of providing information as required by regulating authorities. Also includes voluntary reporting.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-12-05 Rev. 1	<p>Healthy Youth Survey Results School/district results of the (voluntary) Healthy Child Student Survey sponsored by the Superintendent of Public Instruction, the Departments of Health, Social and Health Services, and Commerce, and the Family Policy Council.</p> <p><i>Note: Statewide survey results are designated as Archival in accordance with the Office of the Superintendent of Public Instruction's records retention schedule.</i></p>	<p>Retain for 6 years after end of fiscal year <i>then</i> Contact Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
SD51-03C-17 Rev. 1	<p>Impact Aid Programs – Child Not Eligible Federal impact aid surveys completed by parents/legal guardians in accordance with 34 CFR §222.35, where the children are determined to be <u>not</u> eligible.</p> <p>Excludes surveys documenting children who <u>are</u> eligible for federal impact aid, which are covered by CORE series GS2011-183, <i>Financial Transactions – Bond, Grant and Levy Projects</i>.</p>	<p>Retain until submittal of the application for federal impact aid <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



1.4. REPORTING

The activity of providing information as required by regulating authorities. Also includes voluntary reporting.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-01-37 Rev. 2	<p>Reporting – Office of the Superintendent of Public Instruction (OSPI) – General Records relating to reports required to be submitted to the Office of the Superintendent of Public Instruction (OSPI) in accordance with Title 28A RCW and Title 392 WAC, where not covered by a more specific records series. Includes reports, supporting documentation, confirmation of submission, correspondence, inquiries, revisions, corrections, etc.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> • Alternative Learning Experience (ALE) enrollment (WAC 392-121-182); • Apportionment, enrollment count, P-223, attendance/absence report, etc.; • Essential Academic Learning Requirements (EALR) implementation verification reports (RCW 28A-230-095); • Ethnicity and race data (RCW 28A.300.505); • Graduation and dropout data; • School safety plan <u>summary</u> (RCW 28A.300.285); • Transportation-related forms and reports (fuel, mileage, McKinney-Vento, Student Transportation Allocation Reporting System (STARS), etc.); • Truancy report; • Weapons and student behavior data. <p>Excludes school safety <u>plans</u> covered by SD2011-153. Excludes reports to federal and other regulatory agencies.</p>	<p>Retain for 4 years after submission of report <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.4. REPORTING

The activity of providing information as required by regulating authorities. Also includes voluntary reporting.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-063 Rev. 0	<p>Reporting – Student Health and Safety Records relating to student health and safety submitted to the regulatory agencies as required by federal, state, or local law, or by school/district policy, where not covered by a more specific records series. Includes reports, confirmation of submission, correspondence, inquiries, records documenting revisions/corrections, etc.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> • Reports of suspected cases, outbreaks, and suspected outbreaks of communicable diseases to the local health department in accordance with WAC 246-101-420; • Annual immunization status report submitted to the Department of Health in accordance with RCW 28A.210.110(3). 	<p>Retain for 4 years after submission of report <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
SD51-09-03 Rev. 1	<p>Reporting – Suspected Child Abuse Records relating to suspected child abuse as reported to the Department of Social and Health Services (DSHS) Child Protective Services or to the proper law enforcement agency in accordance with RCW 26.44.030. Includes reports, confirmation of submission, correspondence, inquiries, records documenting revisions/corrections, etc.</p>	<p>Retain for 6 years after submission of report <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.5. SUPERINTENDENT

See CORE – Agency Management for additional executive records relating to the management and day-to-day operations of the district.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05-11 Rev. 1	<p>Accreditation Records documenting accreditation from Northwest Accreditation Commission (NWAC), Educational Service Districts (ESDs), or other accrediting body recognized by the United States Department of Education. Accreditation is a voluntary process for granting public recognition to institutions that meet external standards of quality.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Self-evaluation of the School Improvement Plan (SIP) and/or SIP planning process; • Evaluation conducted by accrediting body; • Certificate of accreditation. <p>Excludes records relating to Basic Education Act compliance covered by SD51-05-10.</p>	<p>Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>
SD51-05-10 Rev. 1	<p>Basic Education Act Compliance Records relating to annual review of the district’s K-12 programs – and reporting to the Washington State Board of Education – to confirm compliance (or non-compliance) with the minimum requirements of the Basic Education Act in accordance with WAC 180-16-195. Includes waiver requests and results.</p> <p><i>Note: This record is retained by the Office of the Superintendent of Public Instruction for 25 years in accordance with its records retention schedule.</i></p>	<p>Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>
SD51-05-06 Rev. 1	<p>Official District Negotiated School Calendars</p>	<p>Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>



1.5. SUPERINTENDENT

See CORE – Agency Management for additional executive records relating to the management and day-to-day operations of the district.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05-08 Rev. 1	School Service Boundary Decision Working File	Retain for 3 years after boundary approved by governing body <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-05-02 Rev. 2	School Service Boundary Records Official legal description and drawings of school district boundaries, including director district boundaries.	Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR
SD51-05-13 Rev. 2	Superintendent of Schools (General) Records documenting the official duties and actions of the school/district’s Superintendent of Schools pursuant to RCW 28A.400.030 , where not covered by a more specific records series. May include, but is not limited to, official statement of graduating class, etc. <i>Note: Records documenting school board meetings are covered by CORE series GS50-05A-13.</i>	Retain for 6 years after end of calendar year <i>then</i> Contact Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



1.6. TRAINING

The activity of the local government agency providing training to agency employees, contractors, customers, or the public.

See CORE – Agency Management for other records relating to training provided by the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-04G-01 Rev. 1	<p>Agency-Provided Training – In-Service Education Programs Records documenting approved in-service education programs provided by the local government agency to the public, customers, contractors, or agency employees, where continuing education credits/clock hours are awarded in accordance with WAC 181-85-205. Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Curricula, materials presented, tests administered, etc.; • Attendee lists and sign-in sheets, test results, evaluations, etc.; • Certification/hours/credits/points awarded; • All other records required by WAC 181-85-205. <p>Excludes training provided by the agency where in-service education credit hours are <u>not</u> awarded, which is covered by CORE series GS2011-180. Excludes employee training certificates/history retained in the employee’s personnel file.</p>	<p>Retain for 7 years after in-service program completed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



2. ASSET MANAGEMENT

This section covers records relating to asset management which are not covered by the *Local Government Common Records Retention Schedule (CORE)*.

2.1. REPORTING

The activity of providing information relating to the agency's assets, as required by regulating authorities.

See CORE – Asset Management for other records relating to the agency's assets.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-12-03 Rev. 1	<p>Reporting – Operating Savings (Major Facility Projects) Reports submitted to the Washington State Department of Enterprise Services (DES) documenting operating savings resulting from implementation of Leadership in Energy and Environmental Design (LEED) silver standards in major facility projects in accordance with RCW 39.35D.040.</p>	<p>Retain for 4 years after submission of report or until completion of State Auditor's examination report, <i>whichever is sooner</i> then Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



2.2. MAINTENANCE

*The activity of repairing or servicing the assets of the local government agency. Includes buildings, vehicles, and equipment.
 See CORE – Asset Management for other records relating to the agency’s assets.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05G-04 Rev. 1	Bus Condition Checklist Daily evaluation of bus by drivers.	Retain for 1 year after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

2.3. OPERATIONS

The activity of managing the day-to-day usage of the local government agency’s buildings, vehicles and equipment.
See CORE – Asset Management for other records relating to the agency’s assets.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05G-06 Rev. 1	Bus Operations Daily Log May show bus route, time trip began and ended, number of pupils carried, and driver’s signature.	Retain for 6 years after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-05G-07 Rev. 1	Bus Schedule for All Schools Shows route, stops and time for each bus. Includes state approved route map.	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



3. EDUCATIONAL SERVICE DISTRICTS

3.1. ADMINISTRATION

Reference [chapter 28A.310 RCW](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-11-02 Rev. 1	<i>Educational Service District Boundary Records</i>	Retain for 6 years after superseded <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR



3.2. LEARNING RESOURCE CENTER

Reference [chapter 28A.310 RCW](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-13-03 Rev. 0	<i>Learning Resource Center (LRC) Selection Advisory Committee Purchase Recommendations (Voting Tabulation)</i>	Retain for 3 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-13-04 Rev. 0	<i>Teacher Evaluation Forms of Learning Resource Center (LRC) Collections</i> Includes files, etc.	Retain for 3 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3.3. TEACHER CERTIFICATION

Reference [chapter 28A.410 RCW](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-14-02 Rev. 0	Certificate Information Summary Computed data.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-14-04 Rev. 0	Professional Education Permits – Temporary	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



4. FINANCIAL MANAGEMENT

This section covers records relating to financial management which are not covered by the *Local Government Common Records Retention Schedule (CORE)*.

4.1. BUDGET

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

See CORE – Financial Management for other records relating to the agency’s budget.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-02-03 Rev. 1	<p>Apportionment Report from OSPI Apportionment report received from the Office of the Superintendent of Public Instruction (OSPI) informing the district of its funding allocation.</p> <p><i>Note: OSPI’s copies of these reports are designated Archival in accordance with its records retention schedule.</i></p>	<p>Retain for 4 years after date of report or until completion of State Auditor’s examination report, <i>whichever is sooner</i> then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-02A-04 Rev. 1	<p>Budget Revision Requests Formal requests to revise a budget that has already been adopted.</p>	<p>Retain for 6 years after end of fiscal year then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.2. PAYROLL

*The activity relating to the monetary compensation of employees on a periodic basis.
 See CORE – Financial Management for other records relating to the agency’s payroll.*

The district must be aware that it is responsible for providing information for the Washington State Department of Retirement Systems’ audits of employee pay history. This information includes hours worked and gross pay per calendar month for the entire term of each employee’s employment with the district. Such information must be retained for at least 60 years. Choice of records series for long-term verification of retirement eligibility should be confirmed with the Washington State Department of Retirement Systems. Chosen records series may be retained on microfilm instead of hard copy.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-03E-28 Rev. 1	<i>Payroll Status Sheets for Districts Not Using Personnel Action Request Forms</i>	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-03E-26 Rev. 0	<i>Payroll Status Sheets for Districts Using Personnel Action Request Forms</i>	Retain until data entered and verified <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



5. HUMAN RESOURCE MANAGEMENT

This section covers records relating to human resource management **where not covered by** the *Local Government Common Records Retention Schedule (CORE)*.

5.1. MISCONDUCT/DISCIPLINE/GRIEVANCE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2014-020 Rev. 1	<p>Employee Sexual Misconduct <i>Accusations</i>/Investigations – Sustained and Unfounded Records relating to investigations of sexual misconduct <i>as defined by</i> WAC 181-88-060 (allegedly) committed by an employee <i>as defined by</i> WAC 181-88-020.</p> <p>Also includes investigations of sexual misconduct accusations <i>where the employee retains employment with the district</i>, and/or investigations of sexual misconduct <i>where there is not sufficient information to conclude that the misconduct occurred</i>, and/or accusations of sexual misconduct <i>where the school/district decides not to proceed with an investigation</i>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Accusation(s) and decision(s) not to investigate; • Complaint initiating the investigation; investigative reports, statements, taped information, corrective action, correspondence and notes; • Investigative summary report; • Rebuttal documents (RCW 28A.400.301(12)); • Correspondence and reports to/from OSPI. <p>Reference: <i>Limitation of actions</i> RCW 9A.04.080(1)(c).</p> <p>Note: (Some of) these records may be exempt from public disclosure. RCW 42.56.230(3). For guidance on the disclosure of these records, please consult your agency attorney.</p>	<p>Retain until subject of allegation(s) reaches age 80 <i>or</i> If subject of allegation(s) dies prior to reaching age 80, retain for 30 years after date of most recent accusation & completion of investigation/decision not to investigate <i>or</i> 30 years after date of separation from employment, <i>whichever is earlier then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



5.1. MISCONDUCT/DISCIPLINE/GRIEVANCE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2014-021 Rev. 1	<p>Employee Verbal Abuse/Physical Abuse <i>Accusations</i>/Investigations – Sustained and Unfounded</p> <p>Records relating to investigation of verbal abuse or physical abuse as defined by chapter 181-88 WAC, (allegedly) committed by an employee as defined by WAC 181-88-020.</p> <p>Also includes investigations of verbal or physical abuse accusations <i>where the employee retains employment with the district</i> and/or investigations of verbal or physical abuse accusations <i>where there is not sufficient information to conclude that the abuse occurred, and/or accusations of verbal or physical abuse where the school/district decides not to proceed with an investigation.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Accusation(s) and decision(s) not to investigate; • Complaint initiating the investigation, investigative reports, statements, taped information, corrective action, correspondence and notes; • Investigative summary report; • Rebuttal documents (RCW 28A.400.301(12)); • Correspondence and reports to/from OSPI. <p><i>Reference: Limitation of actions RCW 9A.04.080(1)(b).</i></p> <p><i>Note: (Some of) these records may be exempt from public disclosure. RCW 42.56.230(3). For guidance on the disclosure of these records, please consult your agency attorney.</i></p>	<p>Retain until subject of allegation(s) reaches age 80 <i>or</i> If subject of allegation(s) dies prior to reaching age 80, retain for 10 years after date of most recent accusation & completion of investigation/decision not to investigate <i>or</i> 10 years after date of separation from employment, whichever is earlier then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

5.2. PERSONNEL

The activity of documenting an individual's employment with the local government agency. Includes volunteers.
See CORE – Human Resource Management for other records relating to the agency personnel.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2014-022 Rev. 0	<p><i>Certificated Years of Experience</i> Records documenting certificated employee work experience as defined by WAC 392-121-262, which is used for future salary computation verification purposes pursuant to WAC 392-121-280.</p> <p>Excludes records used for retirement verification covered by CORE series GS50-03E-04, GS50-03E-15, or GS50-03E-22.</p>	<p>Retain until death of employee <u>or</u> employee reaches age 80, <i>whichever is earlier</i> <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>
SD51-01-46 Rev. 1	<p><i>Signature of Receipt Record</i> Receipts or lists signed by employees to verify receipt of instructions, or documents such as paychecks, leave/ benefit reports, retirement system accounting statements, etc.</p>	<p>Retain for 1 year after end of school year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

5.3. STAFF DEVELOPMENT

The activity of enhancing employees' competencies and skills through programs and training.
See CORE – Human Resource Management for other records relating to agency staff development.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-04G-03 Rev. 1	<p>List of HIV/AIDS and HBV Trained Employees</p> <p>List of public school employees who have been educated about the transmission, prevention, and treatment of HIV/AIDS pursuant to RCW 70.24.290 & chapter 392-198 WAC, and other blood borne pathogens pursuant to Washington Industrial Safety and health Act (WISHA) standards, chapter 296-823 WAC .</p> <p>Reference: WAC 296-802-20010.</p> <p>Note: Individual employee training records are covered by CORE series GS50-04G-01, Employee Training History File.</p>	<p>Retain for 30 years after end of school year then Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

6. STUDENT LEARNING

6.1. CURRICULUM

The activity of the school/district defining, describing, and providing to students **instructional** programs, content, materials, and resources.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-02 Rev. 2	<p>Administration of Federal and State Categorical Grant Programs Records relating to the administration of federal and state categorical grant-funded programs.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • District- or school-wide notifications/information distributed to parents/legal guardians/students about educational opportunities and services; • Student information (names/eligibility lists, <i>copies</i> of test scores, etc.); • Staff information (<i>copies</i> of employment applications, payroll/stubs, etc.); • Budget, inventory of equipment, legal reports, pre- and post-test data, comparability reports, evaluations; • Promotion of parent/family involvement (Title I parent advisory councils, coordination with other school-based programs and services, etc.). <p><i>Note: Some records covered by this series (e.g., individual student records, employment applications and payroll, etc.) are <u>also</u> covered more specifically elsewhere. Records that serve multiple purposes must be retained for the longest of the applicable minimum retention periods.</i></p>	<p>Retain until completion of State Auditor’s examination report <i>and</i> retain for period required by grant or program, <i>whichever is later</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-06A-04 Rev. 1	<p>Course Additions, Deletions, and Changes</p>	<p>Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



6.1. CURRICULUM

*The activity of the school/district defining, describing, and providing to students **instructional** programs, content, materials, and resources.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-19 Rev. 1	Course Description Catalog	Retain for the life of the agency.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-06A-05 Rev. 1	Curriculum Summaries and Guides	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM

6.1. CURRICULUM

The activity of the school/district defining, describing, and providing to students **instructional** programs, content, materials, and resources.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-11 Rev. 2	<p>Curriculum Requests/Waivers/Substitutions Records relating to student requests for classes or waivers/substitutions, <i>where authorizing signature/initials from school district staff is required</i> (principal, teacher, counselor, etc.) Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests for curriculum requirement waivers; • Requests to take classes outside of the school/district; • Denial/approval of request, etc.; • Communications to and from parent/legal guardian. <p>Examples of waivers include, but are not limited to:</p> <ul style="list-style-type: none"> • Physical education waivers for health reasons; • HIV/AIDS or sex education waivers (RCW 28A.230-070(4) or RCW 28A.300.475(6)); • Washington state history or math waivers (WAC 180-51-066). <p>Excludes:</p> <ul style="list-style-type: none"> • Student “surveys” used to plan staffing and course offering, that do NOT require authorizing signature, and are covered by <i>CORE</i> series GS50-02-05, <i>Transitory Records</i>. • State assessment waivers covered in <i>Student Achievement Testing (Standardized)</i>. 	<p>Retain for 5 years after end of school year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
SD51-06A-06 Rev. 1	<p>Essential Academic Learning Requirements (EALR) – Program Files 1. A complete set of student learning objectives for each core subject. 2. Community input data for development of EALR student learning objectives. 3. Evaluation data for each EALR. Excludes information verification reports submitted to the Office of the Superintendent of Public Instruction (OSPI), which are covered by SD51-01-37.</p>	<p>Retain until superseded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

6.1. CURRICULUM

The activity of the school/district defining, describing, and providing to students instructional programs, content, materials, and resources.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-07 Rev. 1	Essential Academic Learning Requirements (EALR) – Program Results	Retain until test data compiled and issued <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-06A-09 Rev. 1	Essential Academic Learning Requirements (EALR) – Individual Reports	Retain until test data compiled and issued <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-06A-08 Rev. 2	Graduation Requirements Statement of courses and credits required for graduation that is approved by the school/district’s governing body. Includes locally adopted high school graduation requirements (and procedures for equivalencies) for career and technical high school courses offered in high schools and skills centers in accordance with RCW 28A.230.097 , and alternative high school graduation requirements adopted in accordance with WAC 180-18-055 .	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR
SD51-06A-10 Rev. 2	Instructional Materials Subject File Evaluation data and recommendations on instructional materials that are accrued prior to Board adoption, <i>where not (already) included in advisory board agenda packets (and, therefore covered by CORE series GS2012-027).</i>	Retain for 4 years after end of fiscal year or until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> Contact Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM

6.1. CURRICULUM

*The activity of the school/district defining, describing, and providing to students **instructional** programs, content, materials, and resources.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-12 Rev. 0	Parent/Legal Guardian Permission Slips for Internet Access and Film Viewing	Retain until end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-20-03 Rev. 1	School Master Schedule Class schedule unique to each school.	Retain for 6 years after end of school year <i>then</i> Contact Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
SD51-01-49 Rev. 0	Statement of Requirements and Expectations Signed and Returned by Parent/Legal Guardian	Retain until end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

6.2. HOME-BASED INSTRUCTION

Reference [chapter 28A.200 RCW](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-09A-01 Rev. 1	List of Services Provided by the School District	Retain until no longer needed for agency purposes <i>then</i> Contact Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
SD51-09A-02 Rev. 1	List of Students Participating in Home-Based Instruction	Retain for 6 years after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-09A-03 Rev. 2	Transfer of Home-Based Student to School/District Records relating to the transfer of home-based student to school/district, including placement/evaluation test results, notice of transfer, etc.	Retain for 3 years after student graduates or withdraws from district <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-09A-05 Rev. 1	Parent/Legal Guardian Declaration of Intent Annual statement of intent by parent/ legal guardian to provide full-time or part-time home-schooling for an individual student.	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.3. SKILLS CENTER			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-10-02 Rev. 1	<p>Skills Center Patient Case Files</p> <p>Records of health care/treatment given to patients provided as part of an instruction program through a skills center.</p> <p><i>Note: Per RCW 4.16.350, the statute of limitations for the commencement of actions for injuries resulting from health care or related services is 8 years.</i></p>	<p>Retain for 8 years after last provision of health-related services</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL</p> <p>ESSENTIAL</p> <p>OPR</p>
SD51-10-03 Rev. 1	<p>Skills Center Student Time Log/Sheet</p> <p>Log/sheet recording a student's presence/absence in a skills center course.</p> <p>Reference WAC 392-117-050.</p>	<p>Retain for 5 years after end of fiscal year</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL</p> <p>NON-ESSENTIAL</p> <p>OPR</p>

6.4. SPECIAL EDUCATION PROGRAM

The activity of providing a free and appropriate education to children with disabling conditions pursuant to [chapter 28A.155 RCW](#) & [chapter 392-172A WAC](#). Excludes records relating to Rehabilitation Act of 1973 **Section 504** accommodations, which are covered in [CORE](#) – Legal Affairs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-051-02 Rev. 2	<p>Special Education Program – Student History File Includes psychological and IQ test results, eligibility decision documentation, evaluation and other reports, Individualized Education Programs (IEPs), correspondence, and other information regarding the student.</p> <p>Reference WAC 392-172A-05235: “Each school district shall inform parents and adult students when personally identifiable information collected, maintained, or used in compliance with this chapter is no longer needed to provide educational services to the student, or is no longer required to be retained under state or federal law.”</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Official student record covered by SD51-05F-10. • Disposition information provided to parent/adult student covered by SD51-05I-03. 	<p>Inform parent/adult student pursuant to WAC 392-172A-05235 <i>and</i> Retain for 6 years after separation from program <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-051-03 Rev. 2	<p>Special Education Program – Student History File Retention/Disposition Notification Records relating to informing parents/adult student that personally identifiable information contained in the Special Education Student History File is no longer needed to provide educational services to the child pursuant to 34 CFR § 300.624, but will remain accessible to the parent/adult student for six years, as required by SD51-05I-02, <i>Special Education Program – Student History File</i>.</p> <p>Reference WAC 392-172A-05235: Parents/adult student must be informed that the educational record is no longer needed to provide educational services to the student, or is no longer required to be retained under state or federal law.</p> <p>Reference WAC 392-172A-05235: After notification and minimum retention requirements have been met, records MUST be destroyed <i>if requested by parent/adult student</i>.</p> <p>Reference 34 CFR § 300.624 and Family Educational Rights and Privacy Act of 1974 (FERPA).</p>	<p>Retain for 6 years after parent/adult student informed in accordance with WAC 392-172A-05235 <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

6.4. SPECIAL EDUCATION PROGRAM

The activity of providing a free and appropriate education to children with disabling conditions pursuant to [chapter 28A.155 RCW](#) & [chapter 392-172A WAC](#). Excludes records relating to Rehabilitation Act of 1973 **Section 504** accommodations, which are covered in [CORE](#) – Legal Affairs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-051-04 Rev. 1	<p>Special Education Program – Student Not Eligible Referrals, evaluations, evaluation reports, and notices for students determined not to be eligible for the special education program. Reference chapter 392-172A WAC.</p>	<p>Retain for 5 years after student determined to be ineligible <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



6.5. TEACHING RECORDS

The activity of teachers documenting their teaching plans and the performance of their students.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-074 Rev. 1	<p>Alternative Learning Experience (ALE) Records documenting student participation in an alternative learning experience program pursuant to WAC 392-121-182. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Letter of attestation/statement of understanding; • District release form and/or shared agreement (if sharing student); • Written student learning plan (start/stop dates; approval date when district/teacher approves plan; estimated hours per week of student participation in ALE; instructional materials needed; timelines and methods for evaluating student progress; specific learning goals/objectives/requirements; HQT (highly qualified teacher) for each course; whether ALE meets the state’s learning requirements, etc.); • Student/teacher instructional two-way interactions/contacts; • Monthly progress evaluations and weekly communications with student (and parent/legal guardian for student grades K-8), including dates when occurred. <p>Excludes attendance records covered by SD51-04-05. <i>Note: Please consult WAC 392-121-182 for additional ALE recordkeeping requirements.</i></p>	<p>Retain for 5 years after end of school year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-06E-01 Rev. 1	<p>Grade Documentation – Elementary To provide documentation for grades.</p>	<p>Retain for 1 year after end of school year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-06E-02 Rev. 1	<p>Grade Documentation – Secondary To provide documentation for grade and credit record challenges. Includes records that document state graduation requirements, such as culminating projects, senior projects, etc. <i>Remarks: WAC 180-51-061.</i></p>	<p>Retain for 5 years after end of school year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

6.5. TEACHING RECORDS

The activity of teachers documenting their teaching plans and the performance of their students.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-09-01 Rev. 1	<p>Home/Hospital Tutoring Records relating to the provision of home/hospital instruction to students who are temporarily unable to attend school for four weeks or more because of a physical and/or mental disability or illness, in accordance with WAC 392-172A-02100.</p>	<p>Retain for 6 years after application received or services provided, <i>whichever is later</i> <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
SD51-06E-03 Rev. 1	<p>Lesson Plans</p>	<p>Retain for 1 year after end of school year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
SD2014-023 Rev. 0	<p>Student Assessments (School/District Optional) – Test Selection Records relating to the selection of optional student assessments/tests administered by the school/district (including contractors) to evaluate student or classroom needs, instructional strategies, etc., where the test:</p> <ul style="list-style-type: none"> • Is <u>not</u> required by federal or state statute and/or the Office of the Superintendent of Public Instruction (OSPI) and is not tied to funding; • Is <u>not</u> required for high school graduation and is not tied to grade progression; • Results are <u>not</u> required to be submitted to OSPI. <p>Excludes testing administration and results covered by SD2014-024. Excludes selection of tests developed by OSPI which are designated Archival for OSPI and are retained by OSPI until transferred to Washington State Archives for permanent retention.</p>	<p>Retain for 3 years after end of fiscal year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

6.5. TEACHING RECORDS

The activity of teachers documenting their teaching plans and the performance of their students.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2014-024 Rev. 0	<p>Student Assessments (School/District Optional) – Testing and Results Records relating to optional student assessments/tests administered by the school/district (including contractors) to evaluate student or classroom needs, instructional strategies, etc. where the test:</p> <ul style="list-style-type: none"> • Is <u>not</u> required by federal or state statute and/or OSPI and is <u>not</u> tied to funding; • Is <u>not</u> required for high school graduation and is <u>not</u> tied to grade progression; • Results <u>are not</u> required to be submitted to OSPI. <p>May include, but is not limited to:</p> <ul style="list-style-type: none"> • Test assignment lists, sign-in sheets/rosters, scoring booklets/worksheets; • Test data, results and reports; • Measures of Academic Progress (MAP), Dynamic Indicators of Basic Early Literacy Skills (DIBELS), etc. <p>Excludes:</p> <ul style="list-style-type: none"> • Mandatory testing covered in the <i>Student Achievement Testing (Standardized)</i> section. • Test results included in classroom grade documentation covered by SD51-06E-01 and SD51-06E-02. • Vendor/3rd party testing results (SAT, ACT, AP, IB) retained in student cumulative folder. • Test selection records covered by SD2014-023. 	<p>Retain for 1 year after end of school year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



7. STUDENT ADMINISTRATION

7.1. STUDENT ACHIEVEMENT TESTING (STANDARDIZED)

The activity of measuring student knowledge/achievement through **mandatory, standardized** student assessments/tests as required by federal or state statute and/or the Office of the Superintendent of Public Instruction (OSPI). Excludes optional school/district assessments, optional 3rd party/vendor testing results, and tests included in classroom grade documentation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2014-025 Rev. 0	<p>Standardized Achievement Tests – Communications and Requests Records relating to informing parents/legal guardians about mandatory state assessments, and processing requests for waiver/substitution made on behalf of individual students. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • District- or school-wide notifications/information distributed to parents/legal guardians/students about mandatory state testing; • Communications to and from individual parents/legal guardians regarding testing waivers, substitutions, etc.; • Records relating to approval/denial of request, etc. • Excludes individual student test results covered by SD51-06A-17. 	<p>Retain for 5 years after end of school year then Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
SD51-06A-16 Rev. 2	<p>Standardized Achievement Test Results – Group Reports Summary of standardized achievement tests required by federal or state statute and/or the Office of the Superintendent of Public Instruction (OSPI). May include scores by class, grade, program, sex, ethnic group, building, district, etc. Note: OSPI's record of standardized test results is designated Archival for OSPI and must be retained by OSPI until transferred to Washington State Archives for permanent retention.</p>	<p>Retain for 5 years after date of report then Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



7.1. STUDENT ACHIEVEMENT TESTING (STANDARDIZED)

The activity of measuring student knowledge/achievement through **mandatory, standardized** student assessments/tests as required by federal or state statute and/or the Office of the Superintendent of Public Instruction (OSPI). Excludes optional school/district assessments, optional 3rd party/vendor testing results, and tests included in classroom grade documentation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-17 Rev. 2	<p>Standardized Achievement Test Results – Individual Student</p> <p>Individual student results of standardized achievement tests <u>required</u> by federal or state statute and/or the Office of the Superintendent of Public Instruction (OSPI). Excludes <u>optional</u> school/district assessments covered by SD2014-024.</p> <p><i>Note: OSPI's record of standardized test results is designated Archival for OSPI and must be retained by OSPI until transferred to Washington State Archives for permanent retention.</i></p>	<p>Retain for 3 years after student graduates or withdraws from district then Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



7.1. STUDENT ACHIEVEMENT TESTING (STANDARDIZED)

The activity of measuring student knowledge/achievement through **mandatory, standardized** student assessments/tests as required by federal or state statute and/or the Office of the Superintendent of Public Instruction (OSPI). Excludes optional school/district assessments, optional 3rd party/vendor testing results, and tests included in classroom grade documentation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-18 Rev. 2	<p>Standardized Achievement Testing (Mandatory) Records documenting standardized achievement testing required by federal or state statute and/or the Office of the Superintendent of Public Instruction (OSPI), where OSPI is the custodian of the student responses and test results. Includes contractors.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Test booklet assignment lists, sign-in sheets/rosters, etc.; • All test questions and all answers regardless of format (paper or electronic), including test booklets, answer/bubble sheets, etc.; • Correspondence with OSPI (testing irregularities, modified testing schedules, medical exemptions, damaged/missing numbered booklets, proof of return of test materials, etc.). <p>Tests/testing materials may include, but are not limited to:</p> <ul style="list-style-type: none"> • Measurements of Student Progress (MSP); Smarter Balanced Tests (English Language Arts, Math, etc.); • High School Proficiency Exam (HSPE), HSPE-Basic, Developmentally Appropriate Proficiency Exam (DAPE); • End of Course Exams (EOC Algebra, EOC Geometry, EOC Biology, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> • Testing results incorporated into official student record (SD51-05F-10). • English language proficiency assessments conducted pursuant to chapter 28A.180 RCW and covered by SD2014-027. <p>Reference Washington State Assessment Coordinators Manual on OSPI's website at: http://www.k12.wa.us/TestAdministration/Instructions/default.aspx.</p>	<p>Retain until completion of testing <i>then</i> Return secure test materials and Destroy non-secure test materials as directed by OSPI in the current Washington State Assessment Coordinators Manual.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

7.2. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district’s boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes and activities. Excludes Special Education records covered on pages 36 and 37.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-064 Rev. 0	<p>Homeless Child and Youth Identification/Eligibility Determination Records relating to identifying students who lack fixed, regular and adequate nighttime residences, and determining services necessary to ensure their educational success in grades PreK-12, pursuant to the McKinney-Vento Homeless Education Assistance Improvements Act of 2001.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Screening/interview/intake forms and checklists (eligible and ineligible); • Information provided to parents/legal guardians about educational and related opportunities available to their children; • Outreach efforts conducted by the district homeless liaison and other district staff (notices posted at shelters, etc.); • Coordination with other entities and agencies. <p>Excludes official agency policies and procedures covered by CORE series GS50-01-24.</p>	<p>Retain for 6 years after end of school year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-09-02 Rev. 2	<p>Immunization Status Records documenting a student’s immunization status, including proof of immunization pursuant to RCW 28A.210.080, or certification of exemption pursuant to RCW 28A.210.90. Includes Department of Health Certificate of Immunization Status form #348-013.</p>	<p>Retain until student graduates or withdraws <i>then</i> Return to parent/legal guardian or emancipated student <i>or</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

7.2. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district’s boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes and activities. Excludes Special Education records covered on pages 36 and 37.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-065 Rev. 0	<p>Immunization/Exemption Reporting Compliance Records documenting the school/district’s efforts to achieve student compliance with immunization requirements pursuant to RCW 28A.210.080 and chapter 246-105 WAC. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Steps taken to bring students into compliance; • Correspondence to and from parent/legal guardian(s). <p>Excludes immunization status reports covered by SD51-09-02.</p>	<p>Retain until compliance is achieved or student withdraws/graduates, <i>whichever is sooner then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD2012-066 Rev. 1	<p>Immunization-Related Exclusions Records relating to the exclusion of students from school due to failure to provide proof of immunization or certification of exemption pursuant to RCW 28A.210.120, WAC 246-105-080, and/or chapter 392-380 WAC. Includes exclusions due to communicable disease outbreaks pursuant to chapter 246-110 WAC. Excludes immunization status reports covered by SD51-09-02.</p>	<p>Retain for 3 years after date student excluded from school <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

7.2. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district’s boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes and activities. Excludes Special Education records covered on pages 36 and 37.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05J-06 Rev. 2	<p>Student Assignment – General</p> <p>Records relating to the assignment of a specific student to a district, school or program where a placement process exists (such as lottery, teacher nomination, etc.). Does <u>not</u> include categorical/special service <u>or</u> special education programs.</p> <p>Programs may include, but are not limited to:</p> <ul style="list-style-type: none"> • Alternative education/learning programs (online programs, math/art/science/music academies, etc.); • Early entrance (WAC 392-335-025), full-day kindergarten, Montessori, etc.; • International Baccalaureate (IB), Advanced Placement (AP); • “College in school” classes (where not associated with Running Start). <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Nominations, observations, recommendations; • Screening/interview/intake forms and checklists (eligible and ineligible); • Testing results; • Communications with parents/legal guardians; • Appeals. <p>Excludes:</p> <ul style="list-style-type: none"> • Special education programs regulated by chapter 28A.155 RCW; • Categorical/special service programs covered by SD51-06A-13, SD2014-027, and/or SD2014-026; • Alternative Learning Experience (ALE) programs covered by SD20122-074; • Home-based instruction covered by SD51-09A-01, -02, -03, and -05; • Student transfers covered by SD51-05J-02, SD2012-067 and SD51-09A-03. 	<p>Retain for 6 years after end of school year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



7.2. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district’s boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes and activities. Excludes Special Education records covered on pages 36 and 37.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-13 Rev. 2	<p>Student Assignment – Special Service Programs (Student Not Placed) Records relating to student qualification for or placement in special service schools, programs, classes and activities offered by the district (including contractors) that are regulated by specific statute <u>and</u> where the student is denied placement or where the student/parent/legal guardian declines placement. <u>See exclusions, below.</u></p> <p>Programs/classes may include, but are not limited to:</p> <ul style="list-style-type: none"> • Highly Capable/Gifted/Talented (chapter 392-170 WAC); • Learning Assistance Program (LAP) (chapter 392-162 WAC); • Indian Education Programs (Title VII); • Running Start Program (chapter 392-169 WAC); • Dropout Reengagement Program (chapter 392-700 WAC). <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Nominations, observations, recommendations; • Screening/interview/intake forms and checklists; • Testing results; • Communications with parents/legal guardians. • Appeals. <p>Excludes:</p> <ul style="list-style-type: none"> • Special education programs regulated by chapter 28A.155 RCW; • Transitional bilingual instruction programs regulated by chapter 28A.180 RCW; • Homeless child and youth programs covered by SD2012-064; • Alternative Learning Experience (ALE) records covered by SD2012-074. 	<p>Retain for 1 year after placement denied or declined <i>and</i> expiration of appeal period, <i>whichever is later then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



7.2. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district’s boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes and activities. Excludes Special Education records covered on pages 36 and 37.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2014-026 Rev. 0	<p>Student Assignment – Special Service Programs (Student Placed) Records relating to student participation in special service schools, programs, classes and activities offered by the district (including contractors) that are regulated by specific statute. <u>See exclusions, below.</u></p> <p>Programs/classes include, but are not limited to:</p> <ul style="list-style-type: none"> • Highly capable/gifted/talented (chapter 392-170 WAC); • Learning Assistance Program (LAP) (chapter 392-162 WAC); • Indian Education (Title VII {20 U.S.C. 7401 et seq.}); • Running Start Program (chapter 392-169 WAC); • Dropout Reengagement (chapter 392-700 WAC). <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Nominations, observations, recommendations; • Screening/interview/intake forms and checklists; • Testing results; • Communications with parents/legal guardians. <p><i>Excludes:</i></p> <ul style="list-style-type: none"> • Special education programs regulated by chapter 28A.155 RCW; • Transitional bilingual instruction programs regulated by chapter 28A.180 RCW; • Homeless child and youth programs covered by SD2012-064; • Alternative Learning Experience (ALE) records covered by SD2012-074. • Grade documentation covered by <i>SD51-06E-02</i>. 	<p>Retain for 3 years after student graduates or withdraws from district then Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

7.2. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district’s boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes and activities. Excludes Special Education records covered on pages 36 and 37.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2014-027 Rev. 0	<p>Student Assignment – Special Service Programs (Transitional Bilingual Instruction) Records relating to determining student <i>eligibility for and</i> student <i>participation in</i> Transitional Bilingual Instruction Programs (TBIP) pursuant to chapter 28A.180 RCW, such as English Language Learners (ELL) or English as a Second Language (ESL). Includes ineligible and eligible students.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Home Language Survey (HLS) verified by parent/legal guardian or emancipated student; • Communications with parents/legal guardians, notifications, etc.; • English language proficiency assessment results (<i>placement and annual</i> tests); • Documentation pertaining to student’s exit from program. <p>Reference OSPI publication Washington State Transitional Bilingual Instruction Program Guidelines at www.k12.wa.us/MigrantBilingual/TBIP-Guidelines.aspx.</p>	<p>Retain for 3 years after student graduates or withdraws from district <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-05J-02 Rev. 3	<p>Student Assignment – Transfer Requests (Granted) Records relating to parent/guardian requests for their student to be released to attend a nonresident school district, or to transfer in from the student’s resident school district (<i>commonly referred to as boundary exceptions</i>) in accordance with RCW 28A.225.220, or for an intra-district school transfer in accordance with RCW 28A.225.270, where the request <i>is granted</i>.</p>	<p>Retain for 6 years after end of school year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

7.2. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district’s boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes and activities. Excludes Special Education records covered on pages 36 and 37.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-067 Rev. 1	<p>Student Assignment – Transfer Requests (Not Granted)</p> <p>Records relating to parent/guardian requests for their student to be released to attend a nonresident school district, or to transfer in from the student’s resident school district (commonly referred to as boundary exceptions) in accordance with RCW 28A.225.220, or for an intra-district school transfer in accordance with RCW 28A.225.270, where the request is <u>not</u> granted.</p> <p><i>Note: School district decisions may be appealed to the Superintendent of Public Instruction (OSPI) in accordance with RCW 28A.225.230.</i></p>	<p>Retain for 3 years after denial of request <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
SD51-05J-04 Rev. 2	<p>Student Registration</p> <p>Records documenting student entry into and/or withdrawal from the school/district, including students who register but do not attend.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications and registration forms or cards; • Annual printouts verified and signed by parent/legal guardian. <p>Excludes records relating to student transfers, which are covered by SD51-05J-02.</p>	<p>Retain for 3 years after superseded <i>or</i> 3 years after student graduates or withdraws from school/district, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

7.3. STUDENT ATTENDANCE/ABSENCE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-04-01 Rev. 1	<p>Absence (Student) – Grades K-8 Records relating to student absence (excused and unexcused), where a truancy petition has <u>not</u> been filed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Phone logs and correspondence (including email) to and from parent/legal guardian verifying student absence; • Absence notifications and excuse notes from parent/legal guardian, medical provider, etc.; • Meeting and conference notes; • Records documenting steps taken to eliminate or reduce student absence. <p><i>Note: If a truancy petition is filed, these records become part of the truancy case file and are covered by SD51-04-10.</i></p>	<p>Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner,</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD2011-154 Rev. 0	<p>Absence (Student) – Grades 9-12 Records relating to student absence (excused and unexcused), where a truancy petition has <u>not</u> been filed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Phone logs and correspondence (including email) to and from parent/legal guardian verifying student absence; • Absence notifications and excuse notes from parent/legal guardian, medical provider, etc.; • Meeting and conference notes; • Records documenting steps taken to eliminate or reduce student absence. <p><i>Note: If a truancy petition is filed, these records become part of the truancy case file and are covered by SD51-04-10.</i></p>	<p>Retain for 1 year after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

7.3. STUDENT ATTENDANCE/ABSENCE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-04-05 Rev. 2	<p>Attendance Records documenting student presence or absence, <u>each day and/or period</u>, in all grade levels.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Attendance in all learning environments (classroom, alternative learning experience, pre-kindergarten programs administered by the agency, etc.); • Attendance in institutional education programs (notification from state- or county-operated juvenile detention centers/groups homes, adult jails and state correctional facilities, community schools, etc.); • Attendance cards, bubble sheets (including student identifiers), and all other source and supporting documentation; • Paper and/or electronic input; • All grade levels (Pre-K, K-12, etc.). <p>Excludes grant-funded programs (Head Start, etc.) which are covered by records series in the Financial Management section of the <i>Local Government Common Records Retention Schedule (CORE)</i>.</p>	<p>Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

7.3. STUDENT ATTENDANCE/ABSENCE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06C-31 Rev. 1	<p>Attendance – School-Sponsored Activities, Events and Programs Records relating to student attendance at school-sponsored events and extra-curricular activities, such as field trips, music, science and athletic activities or competitions, traffic safety programs, safety patrol, etc. Includes travel away from school facilities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Notices and announcements; • Sign-up sheets, rosters, registration forms; • Parent/legal guardian permissions (approval for use of private vehicles, waiver of liability, emergency information, etc.); • Chaperone/driver lists and information; • Transportation arrangements (including bus trip requests/authorizations, ticket logs, private vehicle checklists, etc.). <p><i>Note: If an accident/incident occurs, these records are covered by CORE series GS50-06C-03, GS2010-081, GS50-01-10, and/or GS53-02-04.</i></p>	<p>Retain for 6 years after end of school year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
SD51-04-14 Rev. 1	<p>Student Tracking Recordings documenting student whereabouts while at school.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Student sign in/sign out sheets, late arrival/early departure logs, etc.; • Temporary authorizations for bus and pick-up changes. <p>Excludes admit slips and hall passes, which are covered by CORE series GS50-02-05.</p>	<p>Retain until end of fiscal year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

7.3. STUDENT ATTENDANCE/ABSENCE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-04-10 Rev. 1	<p>Truancy Case Files Records relating to student absence where a truancy petition <u>has</u> been filed against the parent/legal guardian in accordance RCW 28A.225.035.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Absence reports/profiles; • Phone logs and correspondence (including email) to and from parent/legal guardian; • Meeting and conference notes; • Records documenting steps taken to eliminate or reduce student absence. • Petitions to compel school attendance; • Compulsory school attendance filing forms; • Intervention plans; • Truancy conference counseling forms. 	<p>Retain for 6 years after case closed <i>or</i> 6 years after student leaves/withdraws from school district, <i>whichever is later then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-04-07 Rev. 1	<p>Truancy Petition/Disposition Log Summary listing/log which tracks the filing and disposition of truancy petitions to compel school attendance.</p>	<p>Retain for 6 years after last entry <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

7.4. STUDENT RECORDS

Reference [chapter 392-185 WAC](#) and [chapter 392-415 WAC](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05F-05 Rev. 1	<p>General Educational Development (GED) Test – Eligibility</p> <p>Records relating to student requests for approval to take the General Educational Development (GED) test in accordance with chapter 180-96 WAC in order to receive a Certificate of Educational Competence pursuant to chapter 131-48 WAC.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agency copy of application/request for approval to test and determination of eligibility signed by a designated district employee stating that there is a substantial and warranted reason for the student to leave the regular high school education program; • Notarized statement/letter for home school students pursuant to RCW 28A.225.010(4); • Agency copies of student GED test scores and Certificates of Educational Competence. <p><i>Note: The State Board of Community and Technical Colleges (SBCTC) administers GED testing and retains a record of all certificates of educational competence issued until the recipient reaches age 90 in accordance with its records retention schedule.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



7.4. STUDENT RECORDS

Reference [chapter 392-185 WAC](#) and [chapter 392-415 WAC](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05F-02 Rev. 1	<p>Authorization For/Release of Student Records – Prior Consent Not Required</p> <p>Records relating to each request for access to – and each disclosure of – personally identifiable information from the education records of each student where prior consent is not required in accordance with 34 CFR § 99.31, 34 CFR §99.32(d), and WAC 392-172A-05195, and where disclosure records are not required to be retained longer than 3 years in accordance with federal or state statute.</p> <p>Includes, but is not limited to, requests from and release of records to:</p> <ul style="list-style-type: none"> • The parent or eligible student; • A school official under 34 CFR §99.31(a)(1); • Certain parties seeking directory information under 34 CFR § 99.37; • A judicial order or subpoena under 34 CFR §99.31(a)(9)(ii)(A), (B) & (C). <p>Excludes disclosure to state and local educational authorities and federal officials and agencies listed in 34 CFR § 99.31(a)(3), which are covered by SD2012-068.</p> <p>Excludes requests where prior consent is required, which are covered by SD2012-068.</p> <p>Reference: Family Educational Rights and Privacy Act (FERPA).</p>	<p>Retain for 3 years after request received and records released <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

7.4. STUDENT RECORDS

Reference [chapter 392-185 WAC](#) and [chapter 392-415 WAC](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-068 Rev. 0	<p>Authorization For/Release of Student Records – Prior Consent or Documentation Required Records relating to each request for access to – and each disclosure of – personally identifiable information from the education records of each student where prior consent is required in accordance with 34 CFR § 99.30, and/or where disclosure records are required to be retained in accordance with 34 CFR § 99.32.</p> <p>Includes, <u>but is not limited to</u>, requests from and release of records to:</p> <ul style="list-style-type: none"> • Any party with written consent from the parent or eligible student; • State and local educational authorities and federal officials and agencies listed in 34 CFR § 99.31(a)(3) pursuant to 34 CFR § 99.32; • Private schools where the student is enrolled or plans to enroll pursuant to WAC 392-172A-05225(3); • Officials of participating agencies providing or paying for transition services pursuant to WAC 392-172A-05225(2)(b). <p>Excludes records covered by SD51-05F-02. Reference: Family Educational Rights and Privacy Act (FERPA).</p>	<p>Retain until the education records of the student are no longer retained <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
SD51-05F-03 Rev. 1	<p>Confidential Reports (a.k.a. Guidance Reports or Supplementary Reports) Includes subjective reports and anecdotal information from district, outside agencies and individuals.</p> <p>Remarks: <i>These records should be separated from the cumulative folder with access limited in accordance with the Family Educational Rights and Privacy Act (FERPA).</i></p>	<p>Retain for 3 years after student graduates or withdraws <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

7.4. STUDENT RECORDS

Reference [chapter 392-185 WAC](#) and [chapter 392-415 WAC](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-20-10 Rev. 0	<p>Graduate List Annual list of graduates. <i>Use DAN GS51-05F-10 for Official Student Records and Transcripts.</i></p>	<p>Retain for 6 years after current school year <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM</p>
SD51-05F-10 Rev. 3	<p>Official Student Record Documentation of student enrollment history/grade progression for all grades and all schools (K-12). Record must contain student name, academic year, and school attended. Record <i>may</i> also contain additional personally identifiable information including address, phone number, classes attended, grades earned, attendance record, grade level completed, year completed, etc. Includes, but not limited to:</p> <ul style="list-style-type: none"> • High school transcripts prepared in accordance with WAC 392-415-070 (including “met/not met” graduation requirements); • Middle/junior high school transcript or other academic history showing courses taken and grades earned; • Elementary enrollment history and grade progression; • Legacy records such as permanent record cards & teacher registers (prior to 1940’s); • Records documenting all successful requests for and changes to the official student record, including modifications such as grade adjustments, graduation status, error corrections, etc. <p><i>Note: All other records pertaining to each student belong in the cumulative folder, or are covered by other series.</i></p>	<p>Retain for 100 years after student graduates or withdraws <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>

7.4. STUDENT RECORDS

Reference [chapter 392-185 WAC](#) and [chapter 392-415 WAC](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-069 Rev. 0	<p>Official Student Record – Change Request Denied Records relating to requests for changes to official student records by a student/legal guardian, where the change is not allowed/made. Excludes changes that are made to official student records covered by SD51-05F-10.</p>	<p>Retain for 6 years after request denied <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
SD51-05F-11 Rev. 1	<p>School Registers <i>Remarks: If there is no official student record that supersedes the school registers, these must be retained for 100 years.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Contact Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>

7.4. STUDENT RECORDS

Reference [chapter 392-185 WAC](#) and [chapter 392-415 WAC](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05F-07 Rev. 3	<p>Student Cumulative Folder (Student File Folder) Contains information collected on each student in addition to the Official Student Record, regardless of storage medium or format.</p> <p>May contain, but is not limited to:</p> <ul style="list-style-type: none"> • Date of entry and withdrawal; • Identifying information (name, birth date, sex, year in school, address, telephone number, parent/legal guardian name, ethnic classification, contact information (parent/legal guardian place of employment, family doctor, babysitter, siblings), etc.); • Grades and other student progress reports; • Results of standardized tests and assessments (MSP, HSPE, WELPA, SAT, AP/IB, etc.); • Records of student accomplishments and participation in school activities; • Such other information as shall enable staff to counsel with students and plan appropriate activities. <p><i>Note: All records made or received by the agency <u>must</u> remain in the custody of the agency until the minimum retention periods have been met in accordance with WAC 434-615-020. When a student transfers out-of-district, the original cumulative folder <u>must</u> be retained by the agency for 3 years after the student withdraws or graduates. A <u>copy</u> of the student's cumulative folder <u>may</u> be sent to the receiving district.</i></p> <p><i>Note: Items listed in this series may (also) be covered elsewhere in this schedule and must be retained for the longer of the two retention periods (if they differ).</i></p>	<p>Retain for 3 years after student graduates or withdraws from district <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-01-50 Rev. 1	<p>Student Disciplinary Action Report</p>	<p>Retain for 3 years after end of school year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

7.4. STUDENT RECORDS

Reference [chapter 392-185 WAC](#) and [chapter 392-415 WAC](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05F-08 Rev. 2	Student Discipline Files Includes student expulsion records.	Retain for 3 years after matter resolved <u>or</u> 3 years after student graduates or withdraws, <i>whichever is sooner then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD2012-070 Rev. 0	Student Identification Photos Individual student photos taken for identification purposes by school/district staff or outside contractors. Also includes class photos.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-05F-09 Rev. 1	Student Locator Cards/Class Schedules	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



8. STUDENT SERVICES

8.1. FOOD SERVICES

The activity of providing nutritionally balanced meals to students. Reference [chapter 28A.235 RCW](#) and [chapter 392-157 WAC](#)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-08-01 Rev. 1	Catering Requests Requests for use of kitchen and the supplying of food and labor..	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-08-02 Rev. 1	Food Handler’s Permit/Food Worker Card Documentation that all agency employees (includes volunteers) who handle unwrapped or unpackaged food have been issued a food worker card pursuant to chapter 69.06 RCW and chapter 246-217 WAC .	Retain until obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-08-03 Rev. 1	Food Service Orders For supplies needed to operate school lunch program.	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

8.1. FOOD SERVICES

The activity of providing nutritionally balanced meals to students. Reference [chapter 28A.235 RCW](#) and [chapter 392-157 WAC](#)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-08-04 Rev. 1	Free or Reduced-Price Meal Applications Applications for reduced-price or free meals in compliance with the National School Lunch Program . <i>Reference National School Lunch Act Provisions 1, 2, & 3 - Fact Sheet and National School Lunch Program 7 CFR § 210.</i>	Retain for 6 years after final reimbursement based on the application <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-08-15 Rev. 1	Free or Reduced-Price Meal Application Verifications Records relating to verification of eligibility for free and reduced price meals and free milk pursuant to 7 CFR § 245.6a .	Retain for 3 years after end of federal fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-20-04 Rev. 1	HACCP (Hazard Analysis & Critical Control Points) Food Safety Plan Food safety hazard analysis plans and reports prepared in accordance with the Hazard Analysis & Critical Control Point (HACCP) system pursuant to 9 CFR § 417 and 21 CFR § 123.6 . Includes annual validations and any modifications or changes.	Retain for 6 years after obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-08-14 Rev. 1	Health Inspections Inspection of facility to ensure it meets federal and state standards.	Retain until superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-08-05 Rev. 1	Meal and Milk Count Reports and Documentation Record of daily meals and milk served. <i>Remarks: Reference 7 CFR § 210.</i>	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

8.1. FOOD SERVICES

The activity of providing nutritionally balanced meals to students. Reference [chapter 28A.235 RCW](#) and [chapter 392-157 WAC](#)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-08-13 Rev. 1	Meal Production Records Records of amount of food prepared and served to meet meal patterns.	Retain for 3 years after end of federal fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-08-06 Rev. 1	Meal Ticket/Credit Log Listing of meal tickets/credits issued, including number, date, name of purchaser, and/or recipient and amount paid.	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-08-07 Rev. 1	Meal Tickets Prepaid meal tickets.	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-08-16 Rev. 1	Menus	Retain until obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

8.1. FOOD SERVICES

The activity of providing nutritionally balanced meals to students. Reference [chapter 28A.235 RCW](#) and [chapter 392-157 WAC](#)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-08-08 Rev. 1	Monthly Meal Count Reimbursement Report Includes monthly meal count and edit checks as supporting documentation.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-08-09 Rev. 1	School Breakfast Program Plan Includes plan and backup documentation submitted to OSPI for program approval.	Retain for 6 years after plan obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-08-10 Rev. 1	Site Health Permit	Retain until obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-08-11 Rev. 1	Stock Control Records Listing of food items, supplies, and commodities used for manual count of inventory on hand. May be used to complete the F-196 report.	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

8.1. FOOD SERVICES

The activity of providing nutritionally balanced meals to students. Reference [chapter 28A.235 RCW](#) and [chapter 392-157 WAC](#)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-08-12 Rev. 1	<p>Stock Inventory Report Summary Prepared from stock control records and food service orders. Lists quantities on hand, received, used and unit prices. May be used to complete the F-196 report.</p>	<p>Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



8.2. HEALTH SERVICES

The activity of providing health care/services to students. Reference [chapter 28A.210 RCW](#), [chapter 246.760 WAC](#) and [RCW 4.16.350](#). 296-62-08001

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-071 Rev. 0	<p>Health Care/Services Provided to Students Records documenting the administration of health care and services provided to students by the school/district (includes staff, contractors, and volunteers). Health care/services may include, but are not limited to:</p> <ul style="list-style-type: none"> • First aid; minor illness/injury; emergencies (diabetes, anaphylaxis, injuries, etc.); • Health screenings (visual, auditory, etc.) pursuant to chapter 28A.210 RCW; • Speech-language pathology, mental health care, physical therapy, catheterization, etc. • Administration of medication pursuant to RCW 28A.210.260-.270 & chapter 18.79 RCW. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Parent/legal guardian authorization/permission for administration of medication and/or health care/services and procedures, etc.; requests for student to be exempted from health-related care/services (such as health screenings, etc.); • Medication/treatment order for students with life-threatening health conditions (RCW 28A.210.320) or chronic health conditions; • Individual health plans (IHP); • Health screening results and notification of regulatory agencies, parents/legal guardians, and other bodies in accordance with chapter 28A.210 RCW; • Communications sent or received that relate to student health care/services (to or from parent/legal guardian, medical professionals, regulatory agencies, etc.); • Student medical records received from outside health care/service providers which are used for planning and execution of health care/services by the school/district. <p><i>Note: Per RCW 4.16.350, the statute of limitations for the commencement of actions for injuries resulting from health care or related services is 8 years.</i></p>	<p>Retain for 8 years after last provision of health-related services <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



8.2. HEALTH SERVICES

The activity of providing health care/services to students. Reference [chapter 28A.210 RCW](#), [chapter 246.760 WAC](#) and [RCW 4.16.350](#). 296-62-08001

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-09-05 Rev. 1	<p>Health/Nurse Room Registry Registry, log or list of students appearing in the health room or nurse’s office due to health-related issues. May include sign-in/sign-out sheet, date, time, etc. Excludes records of services/care provided, which are covered by SD2012-071. <i>Note: Per RCW 4.16.350, the statute of limitations for the commencement of actions for injuries resulting from health care or related services is 8 years.</i></p>	Retain for 8 years after last entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-09-08 Rev. 0	<p>Medication Administration Daily Log A chronological listing or log of oral medication dosages administered to students in accordance with RCW 28A.210.260. Excludes student-based health records covered by SD2012-071.</p>	Retain for 8 years after last entry/dose administered <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD2012-072 Rev. 0	<p>Medication Errors Records relating to documenting and reporting instances of medication errors, including suspected theft. <i>Note: Per RCW 4.16.350, the statute of limitations for the commencement of actions for injuries resulting from health care or related services is 8 years.</i></p>	Retain for 8 years after end of school year <i>or</i> 8 years after investigation completed/matter resolved, <i>whichever is later</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

8.2. HEALTH SERVICES

The activity of providing health care/services to students. Reference [chapter 28A.210 RCW](#), [chapter 246.760 WAC](#) and [RCW 4.16.350](#). 296-62-08001

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-073 Rev. 0	<p>Medication Inventory Records relating to the inventory and/or final disposition of unused student medication in the school’s custody.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Controlled substance counting; Return of medication to parent/legal guardian, destroyed, or delivery to law enforcement agency. <p>Excludes the administration of medication covered by SD2012-071. Excludes instances of suspected theft covered by SD2012-072.</p>	<p>Retain for 1 year after medications returned/destroyed/delivered to law enforcement agency <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

8.3. INTERSCHOLASTIC ACTIVITIES

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-20-02 Rev. 1	<p><i>Interscholastic Activities – Achievements</i></p> <p>Records documenting individual, team and group achievements in interscholastic activities and contests, where students from more than one school district compete with each other for possible advancement to regional, district, state, and/or national levels of competition.</p> <p>Interscholastic activities and contests include, but are not limited to, those overseen by:</p> <ul style="list-style-type: none"> • Office of the Superintendent of Public Instruction: Distributive Education Clubs of America (DECA), Future Farmers of America (FFA), Future Business Leaders of America (FBLA), etc.; • Association of Washington School Principals: Student Council, National Honor Society, Senate Youth Program, etc.; • Washington Interscholastic Activities Association (WIAA): Drama, forensics, music, spirit, athletics; • Independent sponsors: Chess, History Day, Knowledge Bowl, Math Olympiad, Science Bowl, Spelling B's, YMCA Youth & Government Mock Trial Program, etc. <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Schedules (dates and locations of competitions, events, games, meets & matches); • Rosters; • Event/tournament programs, photos, posters, etc. • School protests of events/games; • Awards/recognition and rankings. <p><i>Note: Other historical materials and artifacts (non-records) should also be retained by the school for commemorative events and displays (school reunions, centennials, etc.) or made available to local heritage organizations. Items may include banners, trophies, uniforms, etc.</i></p>	<p>Retain for 6 years after end of school year <i>then</i> Contact Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

8.3. INTERSCHOLASTIC ACTIVITIES

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-03-04 Rev. 2	<p>Interscholastic Activities – Eligibility Records relating to student and school eligibility and registration for interscholastic activities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Physicals, insurance, emergency contact/medical information, etc.; • Grade point, appeals, etc.; • Registration (student, league, etc.). <p>Excludes parent/legal guardian consent forms which are covered by SD51-06C-31. Excludes records covered by SD2012-071.</p>	<p>Retain for 3 years after end of school year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
SD51-03-15 Rev. 1	<p>Interscholastic Activities – Self-Evaluation Surveys Records relating to the school/district’s compliance with Title IX of the Educational Amendments Act of 1972 and 34 CFR §106.41.</p> <p>Includes, but is not limited to, self-evaluation surveys on activities students would like to participate in and limitations of students, completed in accordance with 34 CFR 106.3(c).</p>	<p>Retain for 6 years after end of school year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

8.4. TRANSPORTATION

Reference [chapter 28A.160 RCW](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05G-02 Rev. 1	Application for Special Transportation – Accepted For students with medical problems, or physical disabilities to receive district transportation services.	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-05G-14 Rev. 1	Application for Special Transportation – Denied	Retain for 1 calendar year after application denied <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-05G-13 Rev. 2	Improper Student Conduct on the Bus Records documenting instances of improper student conduct on school/district buses. May include bus route, time of incident, nature of incident, and student(s) name(s). <i>Note: This record may become part of a investigation case file or student discipline file and retained longer than one year.</i>	Retain for 1 year after incident <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD2014-028 Rev. 0	Bus Sign/Light Violation – Failure to Stop Records relating to driver/vehicle failure to stop for a school bus in accordance with RCW 46.61.370 . Includes, but is not limited to: <ul style="list-style-type: none"> • Form SPI 1514 completed pursuant to RCW 46.61.372, <i>whether filed with law enforcement or not</i>; • Form SPI 1514 returned by law enforcement agency indicating disposition completion. 	Retain for 1 year after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



INDEXES: ARCHIVAL / PERMANENT RECORDS

AGENCY MANAGEMENT

- Community Relations
 - Descriptive Guide to School District Administration and Buildings 5
 - Historical Records, Materials and Artifacts that Should be Retained for Commemorative Events and Displays 6
- Policies and Procedures
 - School Assignment Procedures 10
- Reporting
 - Healthy Youth Survey Results 11
- Superintendent
 - Accreditation 14
 - Basic Education Act Compliance 14
 - Boundary Records 15
 - Official School District Negotiated School Calendars 14
 - Superintendent of Schools (General) 15

EDUCATIONAL SERVICE DISTRICTS

- Administration
 - Educational Service District Boundary Records 20

STUDENT ADMINISTRATION

- Student Records
 - Graduate List 58
 - School Registers 59

STUDENT LEARNING

- Curriculum
 - Course Description Catalog 30
 - Curriculum Summaries and Guides 30
 - Graduation Requirements 32
 - Instructional Materials Subject File 32
 - School Master Schedule 33
- Home-Based Instruction
 - List of Services Provided by the School District 34

STUDENT SERVICES

- Interscholastic Activities
 - Interscholastic Activities – Achievements 70

INDEX: ESSENTIAL RECORDS

HUMAN RESOURCE MANAGEMENT

- Personnel
 - Certificated Years of Experience 27

STUDENT ADMINISTRATION

- Student Records
 - Official Student Record 58

STUDENT LEARNING

- Skills Center
 - Skills Center Patient Case Files 35



INDEX: DISPOSITION AUTHORITY NUMBERS (DANs)

SD2011-153.....	9	SD51-02A-04.....	23	SD51-05G-13.....	72	SD51-08-03.....	62
SD2011-154.....	51	SD51-03-04.....	71	SD51-05G-14.....	72	SD51-08-04.....	63
SD2012-062.....	7	SD51-03-15.....	71	SD51-05I-02.....	36	SD51-08-05.....	63
SD2012-063.....	13	SD51-03C-17.....	11	SD51-05I-03.....	36	SD51-08-06.....	64
SD2012-064.....	44	SD51-03E-26.....	24	SD51-05I-04.....	37	SD51-08-07.....	64
SD2012-065.....	45	SD51-03E-28.....	24	SD51-05J-02.....	49	SD51-08-08.....	65
SD2012-066.....	45	SD51-04-01.....	51	SD51-05J-04.....	50	SD51-08-09.....	65
SD2012-067.....	50	SD51-04-05.....	52	SD51-05J-05.....	10	SD51-08-10.....	65
SD2012-068.....	57	SD51-04-07.....	54	SD51-05J-06.....	46	SD51-08-11.....	65
SD2012-069.....	59	SD51-04-10.....	54	SD51-06A-02.....	29	SD51-08-12.....	66
SD2012-070.....	61	SD51-04-14.....	53	SD51-06A-03.....	5	SD51-08-13.....	64
SD2012-071.....	67	SD51-04G-01.....	16	SD51-06A-04.....	29	SD51-08-14.....	63
SD2012-072.....	68	SD51-04G-03.....	28	SD51-06A-05.....	30	SD51-08-15.....	63
SD2012-073.....	69	SD51-05-02.....	15	SD51-06A-06.....	31	SD51-08-16.....	64
SD2012-074.....	38	SD51-05-05.....	5	SD51-06A-07.....	32	SD51-09-01.....	39
SD2014-020.....	25	SD51-05-06.....	14	SD51-06A-08.....	32	SD51-09-02.....	44
SD2014-021.....	26	SD51-05-08.....	15	SD51-06A-09.....	32	SD51-09-03.....	13
SD2014-022.....	27	SD51-05-10.....	14	SD51-06A-10.....	32	SD51-09-05.....	68
SD2014-023.....	39	SD51-05-11.....	14	SD51-06A-11.....	31	SD51-09-08.....	68
SD2014-024.....	40	SD51-05-13.....	15	SD51-06A-12.....	33	SD51-09A-01.....	34
SD2014-025.....	41	SD51-05F-02.....	56	SD51-06A-13.....	47	SD51-09A-02.....	34
SD2014-026.....	48	SD51-05F-03.....	57	SD51-06A-16.....	41	SD51-09A-03.....	34
SD2014-027.....	49	SD51-05F-05.....	55	SD51-06A-17.....	42	SD51-09A-05.....	34
SD2014-028.....	72	SD51-05F-07.....	60	SD51-06A-18.....	43	SD51-10-02.....	35
SD51-01-35.....	7	SD51-05F-08.....	61	SD51-06A-19.....	30	SD51-10-03.....	35
SD51-01-37.....	12	SD51-05F-09.....	61	SD51-06C-31.....	53	SD51-11-02.....	20
SD51-01-39.....	8	SD51-05F-10.....	58	SD51-06E-01.....	38	SD51-12-03.....	17
SD51-01-46.....	27	SD51-05F-11.....	59	SD51-06E-02.....	38	SD51-12-05.....	11
SD51-01-49.....	33	SD51-05G-02.....	72	SD51-06E-03.....	39	SD51-13-03.....	21
SD51-01-50.....	60	SD51-05G-04.....	18	SD51-07-08.....	9	SD51-13-04.....	21
SD51-01-52.....	6	SD51-05G-06.....	19	SD51-08-01.....	62	SD51-14-02.....	22
SD51-02-03.....	23	SD51-05G-07.....	19	SD51-08-02.....	62	SD51-14-04.....	22



*School Districts and Educational Service Districts Records Retention Schedule
DRAFT Version 8.2 (December 18, 2014)*

SD51-20-02	70	SD51-20-04	63	SD51-20-09	7
SD51-20-03	33	SD51-20-08	7	SD51-20-10	58

INDEX: SUBJECTS

NOTE: "CORE" refers to the Local Government Common Records Retention Schedule.

5

504 accommodations... *see CORE series GS50-04C-01*

9

9-12 attendance/absence 51

A

abuse
 employee investigations 26
 suspected child abuse..... 13, 25, 26
 academic learning requirements 31
 accidents/incidents *see also CORE*
 student..... 67
 accommodations (504) *see CORE series GS50-04C-01*
 accounting..... *see CORE*
 accreditation 14
 achievement testing (standardized) 41, 43
 results 41, 42, 60
 ACT scores..... 60
 advanced placement (AP)
 placement..... 46
 scores..... 58
 Alternative Learning Experience (ALE)
 attendance/absence 52

lesson plans 38
 reporting to OSPI 12
 annual report *see also CORE*
 for approval (SBE) 14
 annuals/yearbooks..... 6
 AP/IB scores 60
 apportionment
 report from OSPI..... 23
 reporting to OSPI 12
 aptitude test results..... 60
 arrival/departure logs 53
 as-built drawings..... *see CORE*
 assessments
 mandatory 43
 school/district optional..... 39, 40
 asset management..... *see CORE*
 assignment procedures (student) 10
 assignment/placement (student) 47, 48
 associated student body (ASB)
 bylaws
 adopted *see CORE series GS50-05A-01*
 development *see CORE series GS50-05A-07*
 elections *see CORE series GS2012-019*
 expenditures..... *see CORE series GS2011-184*
 minutes *see CORE series GS50-05A-13*
 athletics
 eligibility 71
 parent/guardian permission..... 53
 attendance/absence
 excuses/notification/case files 51

institutional settings 52
 school-sponsored activities 53
 source documentation (Pre-K – 12)..... 52
 truancy case files/petitions 54
 authorizations
 field trips..... 53
 release of student records..... 56, 57
 award lists 6, *see also interscholastic activities*

B

baccalaureate programs 6
 Basic Education Act documentation (SBE)..... 14
 Becca Bill (truancy) 54
 benefits (human resources) *see CORE*
 bilingual instruction 49
 bloodborne pathogen (staff training) 28
 Board of Education (approval) 14
 boards/councils/committees *see CORE*
 boundaries
 educational service districts 20
 exceptions..... 49, 50
 school districts..... 15
 breakfast program 65
 budget..... *see also CORE*
 revision requests 23
 bullying prevention 9
 buses *see also CORE*
 condition checklists 18



improper conduct..... 72
 maintenance..... 18
 operations logs 19
 pick-up/drop-off changes (temporary)..... 53
 schedules 19
 special transportation..... 72

C

calendars/handbooks (official district) 14
 case files
 absence..... 54
 patient (student)..... 35
 student assessment/placement 47
 student assignment 46
 student assignment/placement..... 48
 truancy..... 54
 catalogs (course descriptions) 30
 catering requests 62
 catheterization services 67
 certificated years of experience 27
 certificates
 accreditation..... 14
 educational competence (GED)..... 55
 immunization status (CIS)..... 44, 45
 teacher..... 22
 challenges (instructional materials)..... 5
 chaperones (extra-curricular) 53
 child abuse (suspected) 13, 25, 26
 chronic health conditions 67
 class
 activities materials (historical)..... 6
 attendance..... 52

photos..... 61
 rankings 6
 schedule (master) 33
 schedules (student locator cards)..... 61
 syllabus 33
 clock hour credit (staff)..... 16
 commemorative events/displays..... 6
 communicable disease report to health dept..... 13
 community schools 52
 community/public relations..... *see also CORE*
 challenges of instructional materials..... 5
 commemorative events/displays 6
 guides to facilities 5
 compulsory school attendance petitions..... 54
 conduct (bus) 72
 confidential reports 57
 construction *see CORE*
 contact information
 cumulative folder (student)..... 60
 emergency preparedness *see CORE*
 interscholastic activities 71
 contests (interscholastic activities)..... 71
 contracts *see CORE*
 controlled substances (student medication) 69
 corrective action (employee) 25, 26
 count
 enrollment (for apportionment)..... 12
 meal/milk..... 63, 65
 medication 69
 stock control inventory..... 65
 course description catalogs 30
 culminating projects 38
 cumulative folder (student) 60
 curriculum

Alternative Learning Experience (ALE) 12
 categorical programs (federal/state)..... 29
 course additions/deletions/changes 29
 course description catalog..... 30
 equivalencies 32
 essential academic learning requirements..... 31
 instructional materials..... 32
 summaries/guides 30
 waivers..... 31, 41

D

daily
 bus evaluation/operations 18, 19
 meal/milk count 63
 medication administered..... 68
 declaration of intent (home-based instruction) 34
 demographic/enrollment projections..... 9
 design/construction *see CORE*
 DIBELS (Dynamic Indicators of Basic Early Literacy Skills)..... 40
 directory information (student)..... 56
 discipline (employee)..... 25, 26
 discipline (student) 54, 60, 61
 disclosure of student records 56, 57
 districts
 boundaries..... 15
 official school calendars 14
 drawings
 architectural *see CORE*
 school district boundaries 15
 dropout reengagement program)..... 48
 drug/alcohol surveys..... 11

E

- early departure logs 53
- Education, State Board 14
- educational competence certificate 55
- educational service districts
 - accreditation 14
 - boundaries 20
 - historical records/artifacts 6
- electronic information systems *see CORE*
- eligibility (interscholastic activities) 71
- emergency information 53, 60, 71
- emergency medical treatment (student) 67
- employee *see also CORE*
 - certificated years of experience 27
 - misconduct 25, 26
- English language proficiency 49
- enrollment
 - entry/withdrawal (student) 60
 - history (official student record) 58
 - projections 9
- equivalencies (graduation requirements) 32
- error corrections (on official student record) 58
- Essential Academic Learning Requirements 12, 31, 32
- ethnicity/race data 12
- events (science, music, athletic, etc.) 53
- exceptions (boundary) 49, 50
- excuse slips (absence) 51
- executive communications *see CORE*
- expectations (student) 33
- extra-curricular activities (permissions) 53

F

- facilities/property management
 - descriptive guide 5
 - inspections (health) 63
 - LEED (Leadership in Energy & Environ. Design) .. 17
 - use permits *see CORE*
- field trips 53
- film viewing (permission) 33
- final grade point summaries 6
- financial management *see also CORE*
 - apportionment 23
- first aid treatment 67
- fleet/motor pool *see CORE*
- food services 62, 63, 64, 65, 66
 - breakfast program 65
 - free/reduced-price meals 63
 - hazard analysis (HACCP Plan) 63
 - health inspections 63
 - site health permit 65
 - stock control 65, 66
- food worker card 62

G

- gas usage *see also CORE*
- GED testing 55
- gender change (on official student record) 58
- gifted program 48
- glossary of terms *see CORE*
- governing bodies *see CORE*
- grade documentation 38
- grades/progress reports 60

- adjustments (on official student record) 58
- Alternative Learning Experience (ALE) 38
- elementary 38
- error corrections 58
- final grade point summaries 6
- official student record 58
- secondary 38
- graduate list 58
- graduating class history files 6
- graduation requirements 32
- graduation/drop-out rate 12
- grant surveys (impact aid) 11
- guidance reports (confidential student) 57

H

- HACCP Plan (food services) 63
- harassment prevention 9
- health
 - inspections (facility) 63
 - permit (site) 65
- health care/services 67
 - exemptions 67
 - health/nurse room 68
 - life-threatening health conditions 67
 - medication administration 68
 - medication errors 68
 - medication inventory 69
 - skills center 35
- Healthy Youth Survey 11
- hearing/vision test results 67
- highly capable program 48
- historical



guides to facilities 5
 materials/artifacts 6
 HIV/AIDS and HBV training (staff) 28
 home language survey 49
 home/hospital tutoring (applications) 39
 home-based instruction 34
 homeless child/youth 44
 honor roll lists 6
 human resources *see CORE*

I

IB/AP scores 60
 identification photos (student) 61
 illness/injury
 staff *see CORE*
 student 67, 68
 immunization
 certificates (CIS) 44
 exclusions for failure to provide proof 45
 reporting compliance 45
 status report (to DOH) 13
 incarcerated students 52
 incidents/accidents *see also CORE*
 student 67
 Indian education program) 48
 Individualized Education Programs (IEPs) 36
 in-service education 16
 inspections (health) 63
 institutional education programs 52
 instructional materials
 challenges 5
 subject file 32

insurance *see also CORE*
 interscholastic activities 71
 internet access/film viewing (permission) 33
 interscholastic activities
 achievements 70
 eligibility 71
 self-evaluation surveys 71
 Title IX surveys 71
 intimidation prevention 9
 inventory *see also CORE*
 equipment (categorical programs) 29
 medication (student) 69
 stock control (food services) 65, 66
 investigation
 employee misconduct 25, 26, *see also CORE*
 medication errors 68
 student discipline 60, 61

J

judicial order (student records) *see also CORE*

K

K-8 attendance/absence 51

L

late arrival logs 53
 learning assistance program (LAP) 48
 Learning by Choice
 procedures 10

student assignment 49, 50
 learning resource center
 advisory committee selection 21
 teacher evaluation forms 21
 LEED (Leadership in Energy & Environ. Design) 17
 legal (advice, litigation, legal affairs) *see CORE*
 lesson plans
 Alternative Learning Experience (ALE) 38
 general 39
 library services *see CORE*
 life-threatening health conditions 67
 lunch program 62, 63, 64, 65, 66

M

mail/delivery *see CORE*
 maintenance *see CORE*
 MAP (Measures of Academic Progress) 40
 master schedule 33
 McKinney-Vento Act 44
 meals/milk
 breakfast program 65
 counts 65
 free/reduced 63
 menus 64
 production 64
 stock control 65, 66
 tickets 64
 media center services *see CORE*
 medical records (student) 67
 medication
 administration 67, 68
 errors/theft 68



inventory..... 69
 treatment orders 67
 meetings *see CORE*
 mental health care..... 67
 menus 64
 minutes *see CORE*
 misconduct
 employee *see also CORE*
 sexual 25
 verbal/physical abuse..... 26
 student..... 60, 61
 monthly meal count reimbursement report..... 65
 music events 53

N

National School Lunch Act 63
 news/media release (television/photo)..... 7
 newspapers
 student..... 6
 nurse room..... 68

O

official school calendars..... 14
 official student record..... 58
 challenges to..... 58, 59
 operating savings (major facility projects)..... 17
 opt-out
 health screenings..... 67
 photo usage 7
 OSPI

apportionment report 23
 lunch program plan 65
 reporting..... 12

P

P-223 reporting to OSPI 12
 parent drivers (field trips) 53
 parent/legal guardian
 boundary exception request 49, 50
 home-based instruction 34
 impacc aid surveys (not eligible) 11
 permissions
 administration of medication/health care 67
 extra-curricular activities 53
 field trips 53
 internet access/film viewing 33
 photo/media release or opt-out 7
 release of student records 56, 57
 statement of requirements/expectations 33
 payroll *see also CORE, Financial Mgmt, see CORE*
 status sheets..... 24
 permissions *see parent/legal guardian permissions*
 permits *see also CORE*
 food handler's..... 62
 professional education 22
 site health 65
 petitions (truancy) 54
 photos *see also CORE*
 permission/opt-out 7
 student I.D. and class..... 61
 physical therapy..... 67
 planning *see CORE*

policies *see also CORE*
 student assignment 10
 Pre-K
 attendance/absence..... 52
 homeless child/youth 44
 prior consent (student records) 56, 57
 private vehicles 53
 procedures/policies *see also CORE*
 student assignment 10
 progress reports..... 60
 project plans *see CORE*
 projections (demographic/enrollment) 9
 property management..... *see CORE*
 public
 disclosure..... *see CORE*
 research 7, 8
 Public Law 81-874 11

R

receipts *see also CORE*
 signature of..... 27
 records management..... *see CORE*
 registration
 interscholastic activities 71
 student..... 50
 release of student records 56, 57
 reports
 absence (student) 54
 apportionment 23
 Basic Education Act compliance 14
 communicable disease 13
 drug/alcohol surveys 11



F-196..... 65, 66
 immunization..... 13, 45
 impact aid programs..... 11
 individual essential academic learning..... 32
 meal/milk count 65
 medication errors 68
 suspected child abuse..... 13
 to OSPI 12
 research (public access)..... 7, 8
 running start program) 48

S

safety (school)..... 9
 SAT scores 60
 schedules
 buses..... 19
 school master (classes)..... 33
 student locator (classes)..... 61
 school assignments (students)..... 46
 school board minutes *see CORE*
 school buses..... *see buses*
 school district boundaries..... 15
 school improvement plan (SIP)..... 14
 school registers 59
 school safety plans..... 9, 12
 science events..... 53
 screening (health) 67
 section 504 accommodations ..*see CORE series GS50-04C-01*
 security..... *see CORE*
 senior projects 38
 sign in/out sheets (student)..... 53

signature of receipt record 27
 site health permit..... 65
 skills center (case files/time logs) 35
 special education
 programs (students not eligible) 37
 student history files 36
 transportation 72
 special service programs..... 48
 speech-language pathology services 67
 sports events..... 53
 staff
 learning resource center evaluations 21
 payroll..... 24
 signature of receipt 27
 training 28
 staff records *see CORE*
 standardized test results..... 60
 standardized testing (mandatory) 43
 State Board of Education (approval)..... 14
 stock control/inventory 65, 66
 students
 absences 51, 54
 alternative learning experience (ALE)..... 38
 assignment (procedures)..... 10
 assignment/placement 47, 48
 cumulative folder/student file folder 60
 curriculum waiver requests 31, 41
 discipline 60, 61
 drug/alcohol surveys 11
 federal impact aid surveys..... 11
 general educational development (GED) 55
 grade documentation 38
 graduates list 58
 health care/services 68

health/safety 13
 home/hospital tutoring (applications) 39
 home-based instruction 34
 homeless..... 44
 improper conduct (bus)..... 72
 incarcerated..... 52
 interscholastic activities 71
 learning objectives..... 31
 locator cards/class schedules 61
 medical treatment 67
 medication administration 68
 official student record 58
 photo/media release or opt-out..... 7
 photos (I.D.) 61
 progress reports 60
 registration 50
 release authorizations 56, 57
 school assignments..... 46
 school registers..... 59
 skills centers 35
 special education 36
 suspected child abuse..... 13, 25, 26
 television/photo release..... 7
 testing
 mandatory..... 43
 results
 AP/IB/SAT/ACT 60
 special service programs..... 48
 school/district optional 39, 40
 tracking (whereabouts) 53
 with disabilities (special transportation) 72
 superintendent of schools 15
 supplementary reports (confidential student) 57
 surveys



Healthy Youth (drug/alcohol)	11
impact aid program (child not eligible)	11
interscholastic activities (Title IX)	71
syllabus	33

T

teacher	
certification.....	22
grade documentation	38
lesson plans	38, 39
professional education permits.....	22
test selection (school/district optional).....	39
testing	
categorical programs	29
GED	55
mandatory	43
school/district optional.....	40
student.....	60
testing results	

school/district optional.....	40
special education	36
special service programs	
general	48
theft (medication)	68
time logs (skills center)	35
Title IX (surveys).....	71
tracking (student whereabouts)	53
traffic safety (permissions)	53
training (staff)	<i>see also CORE, Training</i>
HIV/AIDS & HBV	28
in-service education programs	16
transcripts	58
GED	55
transfer requests	
home-based to district	34
inter- and intra-district	49, 50
transitional bilingual instruction (TBIP).....	49
transportation (report to OSPI).....	12
truancy	12, 54
tutoring (home/hospital)	39

V

vehicles	<i>see also CORE</i>
bus condition check	18
vision/hearing test results	67

W

WA Interscholastic Activities Assoc. (WIAA)	71
waivers	
Basic Education Act Compliance.....	14
curriculum.....	31, 41
liability	53, <i>see also CORE</i>
weapons and student behavior data	12
withdrawal (student)	50

SUMMARY OF CHANGES

To better assist local government agencies in the retention, destruction, and transfer of their public records, Washington State Archives is continuing to implement improvements to records retention schedules.

All *previously approved* disposition authorities for records that are covered by Version 8.1 are **revoked**, including those listed in all general **and** agency unique retention schedules. Agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

This revision guide has been prepared as a helpful tool for school and educational service district staff. It highlights changes to records retention requirements as approved by the Local Records Committee on December 18, 2014 pursuant to RCW 40.14.070. **This guide is NOT the records retention schedule, itself.** Rather, it is provided as a “crosswalk” to be used while transitioning from the previous version (8.1) to the current approved version (8.2).

Changes include:

- ✓ 2 records series revised for clarity and user ease:
 - SD2014-020, *Employee Sexual Misconduct Accusations/Investigations – Sustained and Unfounded*; and,
 - SD2014-021, *Employee Verbal Abuse/Physical Abuse Accusations/Investigations – Sustained and Unfounded*.
- ✓ 1 correction made to the *Revision #* for Disposition Authority Number (DAN) SD51-04-05. (This alteration is NOT considered a revision for numbering purposes.)

Details provided in table(s) on pages 2-4.

**For assistance and advice in applying records retention schedules,
please contact Washington State Archives at:**

recordsmanagement@sos.wa.gov

or contact your Regional Archivist.

REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided.

DAN	Title	Previous Version 8.1 Retention	Proposed Version 8.2 Retention	Version 8.2 Change and/or rationale
SD2014-020 p.25	Employee Sexual Misconduct Accusations/ Investigations – Sustained and Unfounded	Retain until subject of allegation(s) reaches age 80 <i>or</i> <u>If subject of allegation(s) dies prior to reaching age 80, retain for 30 years after date of death or 30 years after date of separation from employment, whichever is earlier</u> <i>then</i> Destroy.	Retain until subject of allegation(s) reaches age 80 <i>or</i> <u>If subject of allegation(s) dies prior to reaching age 80, retain for 30 years after date of most recent accusation(s) & completion of investigation/decision not to investigate or 30 years after date of separation from employment, whichever is earlier</u> <i>then</i> Destroy.	Language modified so that if the accused dies before reaching the age of 80, records relating to accusations and/or investigations (including decisions not to investigate) are retained for 30 years after the most recent accusation(s)/investigation(s) OR 30 years after the accused separated from employment with the district – <i>whichever is earlier</i> . Also, “Note” removed referencing employee’s Personnel File, GS50-04B-06. Washington State Archives recommends retaining these records separately from the Personnel File. See page 3 for additional background information.
SD2014-021 p. 26	Employee Verbal Abuse/Physical Abuse Accusations/ Investigations – Sustained and Unfounded	Retain until subject of allegation(s) reaches age 80 <i>or</i> <u>If subject of allegation(s) dies prior to reaching age 80, retain for 10 years after date of death or 10 years after date of separation from employment, whichever is earlier</u> <i>then</i> Destroy.	Retain until subject of allegation(s) reaches age 80 <i>or</i> <u>If subject of allegation(s) dies prior to reaching age 80, retain for 10 years after date of most recent accusation(s) & completion of investigation/decision not to investigate or 10 years after date of separation from employment, whichever is earlier</u> <i>then</i> Destroy.	Language modified so that if the accused dies before reaching the age of 80, records relating to accusations and/or investigations (including decisions not to investigate) are retained for 10 years after the most recent accusation(s)/investigation(s) OR 10 years after the accused separated from employment with the district – <i>whichever is earlier</i> . Also, “Note” removed referencing employee’s Personnel File, GS50-04B-06. Washington State Archives recommends retaining these records separately from the Personnel File. See page 3 for additional background information.
SD51-04-05 p. 52	Attendance	<i>No change.</i>	<i>No change.</i>	Disposition Authority Number (DAN) Revision # corrected <i>from</i> Rev. 1 to Rev. 2.

BACKGROUND INFORMATION

To help ensure the safety of Washington's school children, the 2005 Legislature established [RCW 28A.400.301](#) requiring the **disclosure to prospective employers** of records relating to teacher sexual misconduct investigations. Because certain investigations *may* qualify for a privacy exemption from **public disclosure** pursuant to [RCW 42.56.230\(3\)](#), job applicants for teaching positions in Washington's K-12 schools are **required** to sign releases permitting former employers to share information about these records with hiring districts.

Investigations of teacher physical or verbal abuse accusations do not qualify for the privacy exemption, and **may be shared** with hiring districts without a special release. For guidance on the **disclosure** of misconduct/abuse accusation/investigation records, records managers should consult with legal counsel.

[RCW 28A.400.301](#) does **not** restrict the **retention** of records documenting sexual misconduct or physical/verbal abuse *allegations* or *investigations*.

In 2008 the Washington Supreme Court heard a case brought by the Seattle Times against the Bellevue School District. *Bellevue John Does 1-11 v. Bellevue Sch. Dist. No. 405* <<http://www.mrsc.org/mc/courts/slip/786038MAJ.htm>>, 164 Wn. 2d 199, (2008). That case concerned whether the school district had to release investigative records in response to a public disclosure request involving teachers accused of misconduct. The court held that school districts could redact the names of teachers from an unsubstantiated investigation if a public records disclosure request is received. The court also held, however, that while the public did not have a legitimate interest in the identity of the teacher when a student's claims against him or her were unsubstantiated, the public does have a legitimate interest in obtaining a copy of the redacted report so they could ascertain **the effectiveness of the school district's response to complaints**.

The minimum retention periods approved by the Local Records Committee for records relating to allegations and/or investigations of sexual misconduct or physical/verbal abuse reflect the conceivable career span of classified, certificated, and substitute employees. Both series cover **substantiated and unsubstantiated** claims, including those investigated by the district **and those where the district decides not to proceed with an investigation**.

Should the subject of the allegations die before reaching the age of 80, the district must still retain records to document **its due diligence in conducting an adequate investigation** until the statutes of limitations have expired for the misconduct/abuse that *may have* occurred, pursuant to [RCW 9A.04.080\(1\)\(b\)](#).

As with all public records, these records may be destroyed **only if**:

1. They have met their minimum retention requirement (as approved by the Local Records Committee);
2. They are **NOT** subject to an existing public records request in accordance with [chapter 42.56 RCW](#); **and**,
3. They are **NOT** 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.

Page 4 contains several scenarios relating to employees accused of **sexual misconduct**.

For **physical or verbal abuse** accusations/investigations, simply reduce the retention periods from 30 years to 10 years.



POSSIBLE SCENARIOS – EMPLOYEE SEXUAL MISCONDUCT ACCUSATIONS and/or INVESTIGATIONS

Employee Separates from School/District – Hired in 1969 at age 21 (DOB 1/1/1948)

Age 22	Accused of Sexual Misconduct - Decision not to investigate.	1970
Age 32	Accused of Sexual Misconduct (again) - Investigation; accusations substantiated; employee resigns or is fired.	1980
Age 47	Release received from another school district for <i>former</i> employee's records. Records from 1970 and 1980 provided.	1995
May be Age 80	Employee is or would be 80 on 12/31/2028, but district has no information about individual. After checking with legal counsel and determining that records are not subject to ongoing or reasonably anticipated litigation and that no public records requests exist for these records, these records may be destroyed on 1/1/2028 – the date this (former) employee could/would have turned 80.	2028

Employee Dies at age 50 – Hired in 1969 at age 21 (DOB 1/1/1948)

Age 22	Accused of Sexual Misconduct - Decision not to investigate.	1970
Age 32	Accused of Sexual Misconduct (again) – Investigation – claim not substantiated. Employee continues working for district.	1980
Age 47	Release received from neighboring school district for employee's records. Records from 1970 and 1980 provided; employee continues working for district.	1995
Age 50	Employee dies.	1998
	30 years after the conclusion of the most recent accusation/investigation (including decision not to investigate) AND after checking with legal counsel and determining that records are not subject to ongoing or reasonably anticipated litigation and that no public records requests exist for these records, these records may be destroyed on 12/10/2010.	2010

Employee Teaches to age 85 – Hired in 1969 at age 21 (DOB 1/1/1948)

Age 22	Accused of Sexual Misconduct - Decision not to investigate.	1970
Age 32	Accused of Sexual Misconduct (again) - Investigation; accusations substantiated; employee reprimanded and continues working for district.	1980
Age 47	Release received from neighboring school district for employee's records. Records from 1970 and 1980 provided; employee continues working for district.	1995
Age 80	Employee turns 80 on 1/1/2028 and is still employed by the district. Records are retained as long as the employee works for the district.	2028
Age 85	Employee dies on the job 6/1/2033. After checking with legal counsel and determining that records are not subject to ongoing or reasonably anticipated litigation and that no public records requests exist for these records, these records may be destroyed on 6/1/2033 – the date of the employee's death.	2033

Employee Misconduct Late in Career – Hired in 1969 at age 21 (DOB 1/1/1948)

Age 52	Accused of Sexual Misconduct - Decision not to investigate.	2000
Age 53	Accused of Sexual Misconduct (again) - Investigation; accusations substantiated; employee reprimanded and continues working for district.	2001
Age 57	Accused of Sexual Misconduct (again) - Investigation; accusations substantiated; employee allowed to resign.	2005
Age 70	Release received from neighboring district for <i>former</i> employee's records. Records from 2000, 2001 and 2005 provided; hired by neighboring district.	2020
May be Age 80	After checking with legal counsel and determining that records are not subject to ongoing or reasonably anticipated litigation and that no public records requests exist for these records, these records may be destroyed on 1/1/2028 – the date this (former) employee is or would be 80. IMPORTANT: The school/district may wish to consider retaining these records until 2035 – 30 years after the conclusion of the most recent accusation/investigation – in order to defend its actions. Please consult legal counsel.	2028



Records Management Committee

Local Records Committee
Cindy Evans, Chair, Office of the State Auditor
Matt Kernutt, Office of the Attorney General
Steve Excell, State Archivist

12/1/2014

Dear Committee Members,

Thank you for your consideration of the proposed changes to the *School Districts and Educational Service Districts Records Retention Schedule (Version 8.2)*. As Chair of the Washington Association of School Business Officials Records Management Committee (WASBO-RMC), I write to express our full support of the proposed changes and encourage you to approve the revised schedule as submitted.

In response to user feedback concerning *employee misconduct and abuse investigations* received since Version 8.1 was approved in September of this year, the WASBO-RMC and staff from Washington State Archives have developed modifications to two records series. Specifically, we modified language in the titles, descriptions, and retention/disposition action portions of SD2014-020 and SD2014-021 in order to expand and better define the scope and requirements for these important records by:

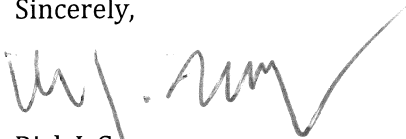
- Including language specifying **accusations** and the school/district's decision(s) not to proceed with an investigation;
- Specifying that **if** an (accused) employee dies prior to reaching age 80, records need to be retained so that as the school/district can defend *its* actions (30 years for sexual misconduct and 10 years for physical/verbal abuse) but only **from the date the employee separated from the school/district**, which can be *many years earlier* than death of the (former) employee.

Of course, any records that have become part of a legal case file and/or public records request *may* have longer retention requirements.

- Removing the "note" relating to filing of summary reports/rebuttal documents in the employee's personnel file. (This complex legal issue should be addressed by the agency's legal counsel.)

WASBO-RMC believes that the changes will address any confusion or problems with the original wording and are achievable records management improvements for school district and educational service district users.

Sincerely,



Rick J. Gregory

WASBO
284 Lee St. S.W. Suite 132
Tumwater, WA 98501
www.wasbo.org

II. NEW BUSINESS/ACTION ITEMS

B. Local Government Common Records Retention Schedule (CORE) (Ver. 3.1)

- Draft Version 3.1
- Summary of Changes
- Advice Sheet – *Destruction of Sensitive Authentication Data Obtained During Payment Card Transactions*



This schedule applies to: All Local Government Agencies

Scope of records retention schedule

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

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

Disposition of public records

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

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

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

Revocation of previously issued records retention schedules

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

Authority

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

For the State Auditor: Cindy Evans

For the Attorney General: Matt Kernutt

The State Archivist: Steve Excell

REVISION HISTORY

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



TABLE OF CONTENTS

1. AGENCY MANAGEMENT.....5

1.1 ADMINISTRATION (GENERAL)..... 5

1.2 AUTHORIZATION/CERTIFICATION..... 9

1.3 CHARTER, JURISDICTION, AND MISSION 10

1.4 COMMUNITY RELATIONS..... 13

1.5 CONTRACTS/AGREEMENTS¹⁸

1.6 ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA) 21

1.7 EMERGENCY PLANNING, RESPONSE, RECOVERY 25

1.8 LEGAL AFFAIRS 27

1.9 LOCAL GOVERNMENT LEGISLATION 33

1.10 MEETINGS AND HEARINGS 34

1.11 PLANNING 40

1.12 POLICIES AND PROCEDURES 41

1.13 REPORTING 42

1.14 RISK MANAGEMENT/INSURANCE 43

1.15 TRAINING 47

2. ASSET MANAGEMENT.....51

2.1 ACQUISITION/OWNERSHIP 51

2.2 AUTHORIZATION/CERTIFICATION..... 55

2.3 CONSTRUCTION 57

2.4 DISPOSAL..... 64

2.5 HAZARDOUS MATERIALS MANAGEMENT..... 65

2.6 INSPECTION/MONITORING..... 69

2.7 INVENTORY 73

2.8 MAINTENANCE..... 75

2.9 PLANNING 77

2.10 REPORTING 80

2.11 SECURITY..... 81

2.12 USAGE AND OPERATIONS..... 85

3. FINANCIAL MANAGEMENT.....88

3.1 ACCOUNTING..... 88

3.2 AUDITING..... 95



- 3.3 AUTHORIZATION/CERTIFICATION 96
- 3.4 BANKING 97
- 3.5 BUDGET 98
- 3.6 PAYROLL 99
- 3.7 PLANNING 103
- 3.8 PURCHASING 105
- 3.9 REPORTING 108
- 3.10 TAXES 110
- 4. HUMAN RESOURCE MANAGEMENT 111**
 - 4.1 AUTHORIZATION/CERTIFICATION 111
 - 4.2 BENEFITS 113
 - 4.3 EQUITY 117
 - 4.4 INDUSTRIAL INSURANCE 118
 - 4.5 LABOR RELATIONS 121
 - 4.6 MISCONDUCT/DISCIPLINE/GRIEVANCE 122
 - 4.7 OCCUPATIONAL HEALTH AND SAFETY 126
 - 4.8 PERFORMANCE MANAGEMENT 129
 - 4.9 PERSONNEL 130
 - 4.10 POSITION DEVELOPMENT/STAFF STRUCTURE 133
 - 4.11 RECRUITMENT/HIRING 134
 - 4.12 REPORTING 136
 - 4.13 STAFF DEVELOPMENT 137
- 5. INFORMATION MANAGEMENT 138**
 - 5.1 FORMS AND PUBLICATIONS 138
 - 5.2 LIBRARY SERVICES 140
 - 5.3 MAIL SERVICES 142
 - 5.4 PUBLIC DISCLOSURE 143
 - 5.5 RECORDS CONVERSION 144
 - 5.6 RECORDS MANAGEMENT 147
- 6. RECORDS WITH MINIMAL RETENTION VALUE 150**
- GLOSSARY 152**
- INDEXES 156**

1. AGENCY MANAGEMENT

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

1.1 ADMINISTRATION (GENERAL)

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

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



1.1 ADMINISTRATION (GENERAL)

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-12 Rev. 3	<p>Communications – Governing/Executive/Advisory Internal and external communications to, from, and/or on behalf of the agency’s governing bodies, elected official(s)/executive management, and advisory bodies, that are made or received in connection with the transaction of public business, <u>and that are not covered by a more specific records series.</u></p> <p>Includes all communication types, regardless of format:</p> <ul style="list-style-type: none"> • Correspondence, email; • Web sites/forms/pages, social networking posts and comments, etc. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agency-initiated information/advice; • Communications sent or received by support staff (administrative assistants, communications staff, etc.) on behalf of the executive or governing/advisory member; • Requests for and provision of information/advice. <p>Excludes:</p> <ul style="list-style-type: none"> • Non-executive communications covered by DAN GS2010-001; • Public records requests covered by DAN GS2010-014; • The provision of routine information covered by DAN GS50-02-01. <p><i>Note: Information/advice published online by the agency continues to be “provided” until the date it is removed/withdrawn.</i></p>	<p>Retain for 2 years after communication received or provided, <i>whichever is later then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>



1.1 ADMINISTRATION (GENERAL)

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-001 Rev. 3	<p>Communications – Non-Executive Internal and external communications to or from employees (includes contractors and volunteers), that are made or received in connection with the transaction of public business, and that are not covered by a more specific records series.</p> <p>Includes all communication types, regardless of format:</p> <ul style="list-style-type: none"> • Correspondence, email; • Web sites/forms/pages, social networking posts and comments, etc. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests for and provision of information/advice; • Agency-initiated information/advice. <p>Excludes:</p> <ul style="list-style-type: none"> • Communications sent or received by support staff on behalf of the executive or governing/advisory member, which are covered elsewhere in <i>CORE</i> (such as GS50-01-12) and sector schedules; • Governing/Executive/Advisory communications covered by DAN GS50-01-12; • Public records requests covered by DAN GS2010-014; • The provision of routine information covered by DAN GS50-02-01. <p><i>Note: Information/advice published online by the agency continues to be “provided” until the date it is removed/withdrawn.</i></p>	<p>Retain for 2 years after communication received or provided, <i>whichever is later then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.1 ADMINISTRATION (GENERAL)

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

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



1.2 AUTHORIZATION/CERTIFICATION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-42 Rev. 1	<p>Authorizations/Certifications – Agency Management</p> <p>Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations acquired by the agency in relation to its general functions and operations, where not covered by a more specific records series. Includes authorizations required by and/or received from regulating authorities (local, state, federal agencies and/or courts). Includes applications, confirmations, correspondence, violations/corrections, reports, etc. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Airport operating certificates (U.S. Federal Aviation Administration, <u>14 CFR § 139</u>); • Animal exhibitor/importer/rehabilitation licenses, registrations and permits (U.S. Department of Agriculture, Center for Disease Control, U.S. Dept. of Fish and Wildlife); • Drug Enforcement Agency (DEA) license to acquire/dispense drugs; • Transportation (trains, light rail, ferries, school buses, etc.) (U.S. Dept. of Transportation, <u>Title 49 CFR</u>); • Temporary permits and licenses (food and beverage, public gatherings, etc.). <p>Excludes authorizations received by the local government agency relating to:</p> <ul style="list-style-type: none"> • Hazardous materials covered by GS55-01M-04; • Real property ownership (land division permits, etc.) covered by GS55-05A-06. <p>IMPORTANT: Excludes authorizations granted by the local government agency (such as permits, certificates, licenses, etc.), which are covered in sector schedules.</p>	<p>Retain for 6 years after authorization superseded or terminated <u>and</u> conditions of authorization satisfied <u>and</u> violations (if any) corrected then Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>

1.3 CHARTER, JURISDICTION AND MISSION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-015 Rev. 0	<p>Agency Identity/Brand Records relating to the development and selection of the agency's identity/brand for use on printed materials, web pages, signs, badges, banners, etc. May include, but is not limited to:</p> <ul style="list-style-type: none"> • Design of symbols, logos, emblems, etc.; • Determination of mottos, slogans, school colors, mascots, etc.; • Establishment of program names, etc.; • Public participation in the decision-making process. <p>Excludes the naming of buildings, roads, bridges, and other assets covered by GS2012-032. Excludes intellectual property ownership records covered by GS2012-030.</p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>
GS50-01-37 Rev. 1	<p>Census Records from the State Office of Financial Management <i>Note: This record is retained permanently by the Office of Financial Management in accordance with its records retention schedule.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
GS50-05A-01 Rev. 1	<p>Charter and Bylaws – Adopted Official, adopted charter and/or bylaws defining the scope of the agency and its rights, responsibilities, and authority, and including written rules for the agency's decision-making bodies (councils, commissions, committees, etc.). Includes Associated Student Bodies (ASB).</p>	<p>Retain until superseded <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p>

1.3 CHARTER, JURISDICTION AND MISSION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-07 Rev. 1	<p>Charter and Bylaws - Development Records relating to the development of the agency's charter and/or by-laws defining the scope of the agency and its rights, responsibilities, and authority, and including written rules for the agency's decision-making bodies (councils, commissions, committees, etc.). Includes Associated Student Bodies (ASB). Excludes adopted charters and bylaws covered by GS50-05A-01.</p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
GS50-16-09 Rev. 1	<p>Jurisdictional Boundary – Official Official documentation of the agency's legal jurisdictional boundary, changes to its boundary (including annexation or incorporation), and related records documenting locations and physical features within the agency's jurisdiction. Records may include, but are not limited to: <ul style="list-style-type: none"> • Drawings, maps, photographs (prints, slides, negatives, digital images), aerial photos; • Surveys, land survey field books; • Geological data/geotechnical reports. Excludes records that are: <ul style="list-style-type: none"> • Site-specific to real property assets owned by the agency and covered by GS55-05A-06; • Held by the county engineer and covered by GS2012-031; • Covered in the County Assessor, County Auditor, & Land Use Planning and Permitting sector schedules. </p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p>



1.3 CHARTER, JURISDICTION AND MISSION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS52-03A-05 Rev. 1	<p><i>Jurisdictional Boundary – Development</i> Records relating to the development and/or proposal of modifications/changes to the agency's jurisdictional boundary (including annexation or incorporation). Includes requests, proposals, process documentation, related communications, etc. Excludes records covered by GS50-05A-13, <i>Meetings – Governing/Executive</i>. Excludes official boundary documentation covered by GS50-16-09.</p>	<p>Retain for no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>
GS50-18-38 Rev. 1	<p><i>Jurisdictional Reference – Maps, Drawings, Photographs</i> Maps, drawings, and/or photographs that provide reference information on land use conditions and physical features within the agency's jurisdictional boundary, prepared or collected by the agency and used for staff reference and/or public information. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Drawings, maps, photographs (prints, slides, negatives, digital images), aerial photos; • Surveys, land survey field books; • Geological data/geotechnical reports. <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as records that are:</p> <ul style="list-style-type: none"> • Related to projects covered in the Land Use Planning sector schedule; • Site-specific to real property assets owned by the agency and covered by GS55-05A-06; • Held by the county engineer and covered by GS2012-031. 	<p>Retain for no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OFM</p>

1.4 COMMUNITY RELATIONS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-165 Rev. 0	<p>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</p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
GS2011-166 Rev. 0	<p>Awards and Recognitions Records documenting international, national, and other significant awards and recognition <u>received by the agency</u> in relation to its functions and assets. Includes, but is not limited to: <ul style="list-style-type: none"> • Awards (design, efficiency, sustainability, etc.) for agency-owned buildings, monuments, bridges, dams, and features (archeological, geographical or topological), etc.; • Recognition for web site or electronic information system designs, transit efficiency/service, customer service excellence, etc. Excludes artifacts (plaques, trophies, etc.).</p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
GS50-06F-01 Rev. 0	BIOGRAPHICAL FILES	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



1.4 COMMUNITY RELATIONS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-167 Rev. 0	<p>Charity Fundraising Records documenting the agency's coordination and support of and/or participation in charity fundraising campaigns, including promotion of employee payroll deductions. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Decision process for selecting charity campaigns to support; • Communication between the agency and charities; • Dissemination of charity information; • Arrangements and promotion of campaign events. <p>Excludes authorizations of payroll deductions covered by GS50-03E-01.</p>	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS50-01-09 Rev. 1	<p>Citizen Complaints/Requests Communications from citizens making a complaint or request, as well as the associated agency response. Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • Code violation complaints covered by GS2012-026; • Claims for damages covered by GS50-01-10. 	<p>Retain for 3 years after matter closed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-06F-02 Rev. 0	<p>HISTORICAL FILES OF THE AGENCY</p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>

1.4 COMMUNITY RELATIONS

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

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



1.4 COMMUNITY RELATIONS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-016 Rev. 0	<p>Public Notice (Official) Records documenting public notices published or posted by the local government agency in order to inform the general public of its actions, decisions, or services. Includes all public notices, whether posted voluntarily or required by statute, where not covered by a more specific records series. Includes, <u>but is not limited to</u>:</p> <ul style="list-style-type: none"> • Affidavit of mailing, posting or publishing; • Notices of agency elections, ordinances, auction, public meetings/hearings, etc. <p>Excludes notices covered more specifically in <i>CORE</i> or sector schedules, such as public notices relating to bids and proposals covered by GS50-08A-01 and GS50-08A-11.</p>	<p>Retain for 6 years after notice published or 6 years after published event completed, <i>whichever is later then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS50-01-30 Rev. 0	PUBLIC OPINION POLLS	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
GS50-06F-08 Rev. 0	SCRAPBOOKS AND ALBUMS	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>



1.4 COMMUNITY RELATIONS

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

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



1.5 CONTRACTS/AGREEMENTS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-169 Rev. 1	<p>Contracts and Agreements – Capital Assets (Non-Real Property)</p> <p>Instruments signed by the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit, and that relate to capital asset ownership, but <u>do not</u> establish, alter, or abolish <u>real property</u> ownership. Includes negotiations, change orders, compliance monitoring, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Purchase and sales agreements (non-real property only); • Bond, grant and levy project contracts/agreements (non-real property only); • Building construction and improvements; • Rights-of-way and/or easements <u>granted to (received by)</u> the agency; • Franchises <u>granted to (received by)</u> the agency. <p>Excludes contracts & agreements covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • Bond, grant and levy (real property) projects covered by GS55-05A-06; • Rights-of-way/easements <u>granted by</u> the agency, which are covered by GS55-05A-06; • Franchises <u>granted by</u> the agency, which are covered by GS50-05A-10. <p><i>Note: Bond transactions are completed when the final bond payment is made.</i></p>	<p>Retain for 6 years after completion of transaction <i>or</i> 6 years after termination/expiration of instrument <i>or</i> 6 years after disposition of asset (if asset owned by agency), <i>whichever is later</i> <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>



1.5 CONTRACTS/AGREEMENTS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-11 Rev. 3	<p>Contracts and Agreements - General</p> <p>Instruments signed by the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit, and that do not establish, alter, or abolish ownership of capital assets. Includes negotiations, change orders, compliance monitoring, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Fidelity and surety coverage bonds (including bonds of elected & appointed officials); • Inter-agency, intra-agency, inter-governmental, inter-local agreements; • Lease, escrow, and rental agreements; • Lending agreements (facility, equipment, vehicle, etc.); • Liability waivers (hold harmless, insurance, etc.); • Loan agreements (long-term debt, etc.); • Master depository contract (banking); • Ongoing exemptions/discounts/rate reductions (utilities, property taxes, etc.); • Personal service, client service, purchasing agreements; • Purchase and sales agreements (non-capital asset purchases only); • Vendor bonds; • Warranties. <p>Excludes contracts & agreements covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • Contracts and agreements relating to real property capital assets (GS55-05A-06) and non-real property capital assets (GS2011-169); • Other bond, grant and levy project contracts and agreements covered by GS2011-183; • Public records transfer agreements with Washington State Archives covered by GS2010-021. 	<p>Retain for 6 years after completion of transaction or termination/expiration of instrument <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>



1.5 CONTRACTS/AGREEMENTS

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

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



1.6 ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA)

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-018 Rev. 1	<p>Certification of Election – By Regulatory Agency Agency copy of election certification documentation issued by a regulatory agency in accordance with federal, state or local law. Includes certifications of elected officials (school board, city council, chief of police, judge, prosecuting attorney, etc.), bonds, levies, etc. Includes, but is not limited to, certifications of:</p> <ul style="list-style-type: none"> • Regular and special elections held in accordance with <u>Title 29 RCW</u> and certified by the County Auditor. (County Auditor certification records are designated “Archival – Permanent Retention” in the <i>County Auditor Records Retention Schedule</i>.) • Educational service district board and regional committee member elections held by the Superintendent of Public Instruction (OSPI) in accordance with <u>RCW 28A.310.080</u>. (OSPI’s certification records are designated “Archival” in its records retention schedule.) • Conservation District elections certified by the Washington State Conservation Commission (WSCC) in accordance with <u>RCW 89.08.110</u>. (WSCC’s certification records are designated “Archival” in its records retention schedule.) <p>Excludes:</p> <ul style="list-style-type: none"> • Election administration records covered by GS2012-020; • <i>Certification of elections certified by the local government agency, which are covered by GS2012-019;</i> • County Auditor records covered in the County Auditor Records Retention Schedule. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.6 ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA)

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-019 Rev. 1	<p><i>Elections – Held and Certified by the Local Government Agency (Official Results)</i> Core official documentation and certification of elections <u>held and certified</u> by the agency. Elections include, <u>but are not limited to</u>:</p> <ul style="list-style-type: none"> • Irrigation District elections held pursuant to <u>RCW 87.03.075</u>; • Associated Student Body (ASB) officer elections held pursuant to <u>RCW 28A.325.020</u>; • School Board President elections held pursuant to <u>RCW 28A.330.010</u>; • Executive Committee elections. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Sample ballots, voters' pamphlets; • Tabulated votes; • Certification of election. <p>Excludes County Auditor records covered in the <i>County Auditor Records Retention Schedule</i>. Excludes agency-held elections administration records covered by GS2012-020.</p>	<p>Retain for 6 years after end of calendar year <i>then</i> Contact Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>
GS2012-020 Rev. 0	<p><i>Elections – Held by the Local Government Agency (Administration)</i> Internal administration of elections <u>held</u> by the local government agency. May include, but is not limited to:</p> <ul style="list-style-type: none"> • Voter eligibility and challenges to voter eligibility; • Voted ballots, tally sheets; • Working files. <p>Excludes County Auditor records covered in the <i>County Auditor Records Retention Schedule</i>. Excludes official election results documentation covered by GS2012-019.</p>	<p>Retain for 1 year after certification of election <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.6 ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA)

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-021 Rev. 0	<p>Initiative, Referenda and Recall Measures Records relating to the administrative management of initiatives, referenda, and recall measures filed with the agency. Includes, but is not limited to, initiative, referenda, and recall measures:</p> <ul style="list-style-type: none"> • Passed by voters; • Rejected by voters; • Where requisite number of signatures is not sufficient to place on ballot. <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Petitions signed by citizens; • Outreach, voter pamphlet input; • Planning files, legal opinions; • Related communications. <p>Excludes elections records covered by GS2012-018, GS2012-019, and GS2012-020.</p>	<p>Retain for 6 years after certification of election or determination of signature insufficiency <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
GS50-05A-15 Rev. 1	<p>Oaths Of Office – Filed or Recorded with County Auditor Agency copy of official oaths of office taken by elected and appointed officials which have been filed or recorded with the County Auditor. Excludes oaths of office covered by GS2012-023. <i>Note: All documents filed and/or recorded with the County Auditor are designated Archival in the County Auditor Records Retention Schedule.</i></p>	<p>Retain for 6 years after end of term of office or appointment <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.6 ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA)

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

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

1.7 EMERGENCY PLANNING, RESPONSE, RECOVERY

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06A-02 Rev. 1	<p>Backups for Disaster Preparedness/Recovery Routine, cyclical backups of the agency’s electronic records created for the purpose of disaster preparedness and recovery.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OFM</p>
GS2012-024 Rev. 0	<p>Emergency/Disaster Preparedness – Contact Information Personal contact information compiled to facilitate contact in the event of an emergency or natural disaster. Includes employees, students, volunteers, etc. May include, <u>but is not limited to</u>: <ul style="list-style-type: none"> • Personal contact information (cell/home phone, email address, etc.); • Medical information (provider name, blood type, allergies, ADA requirements, etc.); • Physical pick-up information (for students/minors, etc.). </p>	<p>Retain until obsolete or superseded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-14-03 Rev. 2	<p>Emergency/Disaster Preparedness and Recovery Plans Emergency and disaster preparedness, response, and recovery plans prepared for any aspect of the agency’s operations and assets. Also includes, but is not limited to: <ul style="list-style-type: none"> • Employee emergency plans and fire prevention plans prepared in accordance with <u>WAC 296-24-567</u>; • Essential records lists. <p>Excludes hazardous materials/dangerous waste management plans covered by GS50-19-08.</p> </p>	<p>Retain for 6 years after obsolete or superseded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>



1.7 EMERGENCY PLANNING, RESPONSE, RECOVERY

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-18-29 Rev. 1	<p>Emergency/Disaster Response/Recovery – Uncommon or Major Records relating to actions taken by the local government agency in response to uncommon or major natural or manmade disasters/emergencies (storms, floods, fires, earthquakes, terrorism, etc.), where the agency deploys non-routine procedures, mobilizes special resources, requires significant outside assistance and/or where normal agency operations are suspended or significantly disrupted.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Emergency operations center activities and communications; • Invocation of mutual aid or interlocal agreements with adjoining local jurisdictions; • State of Emergency/disaster damage declaration; • Federal Emergency Management Agency (FEMA) claims; • Actions implemented to protect life, property, public peace, the environment, and/or the economic base of the community; • Protection, recovery and repair of agency or community assets. <p>Excludes emergencies/disasters involving hazardous materials/dangerous waste covered by GS2011-177 or GS50-19-15.</p>	<p>Retain for 6 years after matter resolved/recovery complete <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
GS2012-025 Rev. 0	<p>Emergency/Disaster Response/Recovery – Routine or Minor Records relating to actions taken by the local government agency in response to routine or minor natural or manmade disasters/emergencies (leaking pipes/flooding, snow closure, vandalism, etc.) where the agency manages the recovery with minimal assistance and/or disruption to normal agency operations.</p> <p>Excludes emergencies/disasters covered by GS50-18-29, GS2011-177 and/or GS50-19-15.</p>	<p>Retain for 6 years after matter resolved/recovery complete <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.8 LEGAL AFFAIRS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS53-02-01 Rev. 1	<p>Attorney General Opinions</p> <p><i>Note: Opinions issued by the Office of the Attorney General (AG) are designated Archival in the AG records retention schedule.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-04C-04 Rev. 1	<p>Civil Rights Violation Complaints</p> <p>Records relating to the agency’s investigations of complaints of civil rights violations occurring within the agency’s jurisdiction, where civil litigation has <u>not</u> commenced. Complaints may be made by employees (including contractors and volunteers), students, or the general public.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Complaints, investigations, witness statements, evidentiary documents; • Notifications, communications, contact logs, notes; • Findings, settlement agreements, post-finding materials. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Americans with Disabilities Act (ADA), Title II, etc.; • <i>Civil Rights Act of 1964</i> (voter registration, facilities, transportation, equal employment opportunity, education, race, color & national origin [Title VI], etc.); • Federal Fair Housing Amendments Act of 1988; • Health Insurance Portability and Accountability Act (HIPAA); • <i>Rehabilitation Act of 1973</i> (Section 504 accommodations, etc.); • Individuals with Disabilities Education Act (IDEA). <p><i>Note: If litigation commences, these records become part of the litigation case file and are covered by GS53-02-04.</i></p>	<p>Retain for 6 years after resolution, completion, closure, or decision not to proceed <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



1.8 LEGAL AFFAIRS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-171 Rev. 0	<p>Civil Rights – Compliance Records relating to the agency's efforts to comply with federal, state and local statute governing employee (including contractors and volunteers), student, and the general public's civil rights. May include surveys, reports, notifications, communications, meetings, agreements, training materials, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • <i>Rehabilitation Act of 1973</i> Section 504 accommodations covered by GS50-04C-01; • Civil rights violation complaints covered by GS50-04C-04; • Equal employment reports covered by GS50-04C-05. 	<p>Retain for 6 years after end of calendar year or conditions of grant satisfied, whichever is later then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04C-01 Rev. 1	<p>Civil Rights – Compliance (Section 504 Accommodations) Records relating to the agency's compliance with Section 504 of the <i>Rehabilitation Act of 1973</i> which requires that qualified individuals with disabilities have equal opportunity to benefits and services. Records may include applications, agreements, surveys, reports, notifications, meetings, communications, training materials, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Civil rights violation complaints covered by GS50-04C-04; • Equal employment reports covered by GS50-04C-05. 	<p>Retain for 6 years after completion or denial of accommodation(s) then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS52-07-03 Rev. 0	<p>Civil Topical and Working Files Reference and working files compiled on various agencies, issues, and subjects by the Prosecutor and/or deputies in the process of acting as legal counsel for county government agencies, elected officials, commissions, and related bodies.</p> <p>Excludes litigation case files covered by GS53-02-04 and records covered in the <i>Prosecuting Attorney and Assigned Counsel Records Retention Schedule</i>.</p>	<p>Retain until no longer needed for agency business then Transfer to Washington State Archives for appraisal and selective retention.</p>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



1.8 LEGAL AFFAIRS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-10 Rev. 1	<p>Claims for Damages Records relating to claims for damages filed either against the agency by other parties, or by the agency against other parties. Excludes workers’ compensation claims, which are covered by records series in the Industrial Insurance section. Excludes litigation case files covered by GS53-02-04.</p>	<p>Retain for 6 years after claim closed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS2012-026 Rev. 0	<p>Code Enforcement Records relating to the enforcement of the local government agency’s official code, where not covered by the Law Enforcement Records Retention Schedule. Includes complaint(s), investigations, inspections and assessments, warnings, notices, statements of required corrective action, citations, resolution, and all related communications. Code violations <u>may</u> include, but are not limited to: <ul style="list-style-type: none"> • Animal control; • Building, development, land use, and fire; • Nuisance (accumulation of junk on private property, etc.); • Parking; • Personal license and business license. Excludes records covered more specifically in <i>CORE</i> or sector schedules, such as GS2011-173 (<i>Appeals Hearings – Local Decision-Making Bodies (General)</i>).</p>	<p>Retain for 6 years after matter resolved <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

1.8 LEGAL AFFAIRS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-172 Rev. 0	<p>Court Orders – Served on the Agency</p> <p>Records relating to subpoenas and summonses served on the agency, where the agency <u>is not</u> a party to the litigation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Personnel/staff summonses; • Subpoenas for agency records. <p>Excludes records where the agency <u>is</u> a party to the litigation or claim which are covered by other records series (<i>Litigation Case Files, Claims for Damages, etc.</i>).</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.8 LEGAL AFFAIRS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS55-05A-09 Rev. 2	<p>Evictions, Liens, Foreclosures, Condemnations Records relating to disputes involving real property and/or facilities owned or maintained by the agency <i>where litigation has not commenced</i>. Includes actions taken (including debt forgiveness). Includes all activities and actions, such as:</p> <ul style="list-style-type: none"> • Collections; • Vacation of premises; • Property liens (and releases); • Foreclosure of deeds and mortgages; • Condemnation/eminent domain. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence, research, invoices/billing statements; proof of mailing; • Copies of title reports, certificates of delinquency, notices of summons. <p>Excludes:</p> <ul style="list-style-type: none"> • Encroachments covered by GS55-05A-06; • Non-real property financial disputes covered by GS50-03B-14. <p><i>Note: If litigation commences, these records become part of the litigation case file and are covered by GS53-02-04.</i></p> <p><i>Note: Per RCW 4.16.020, the statute of limitations for the commencement of actions for the recovery of real property is 10 years.</i></p>	<p>Retain for 10 years after matter resolved <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS53-02-05 Rev. 0	LEGAL ISSUES/ADVICE FILES	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM



1.8 LEGAL AFFAIRS

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

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

1.9 LOCAL GOVERNMENT LEGISLATION

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

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



1.10 MEETINGS AND HEARINGS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-173 Rev. 1	<p>Appeals Hearings – Local Decision-Making Bodies (General) Records documenting the adjudicative proceedings of the local government agency’s decision-making bodies subject to the <i>Administrative Procedure Act</i> (chapter 34.05 RCW). Includes hearings and quasi-judicial actions of the legislative body, planning commission, hearing examiner, or other bodies which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceeding where <u>NO</u> land use decision is being appealed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Animal control dispute appeals; • Billing dispute appeals hearings (utilities, etc.); • Civil asset forfeiture hearings; • Civil Service Commission hearings and employee grievance appeals; • County Board of Equalization property tax valuation and/or exemption appeals. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Case files, decisions/orders/rulings, minutes (if taken); • Oral and written testimony, exhibits, etc.; • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Audio/visual recordings and transcripts of proceedings. <p>Includes indexes and other finding aids.</p> <p>Excludes records covered by GS2011-174, GS50-05A-13, GS2011-176 and GS2012-027.</p>	<p>Retain for 6 years after final disposition of case <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>



1.10 MEETINGS AND HEARINGS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-174 Rev. 1	<p>Appeals Hearings – Local Decision-Making Bodies (Land Use) Records documenting the adjudicative proceedings of the local government agency’s decision-making bodies subject to the <i>Administrative Procedure Act</i> (chapter 34.05 RCW). Includes hearings and quasi-judicial actions of the legislative body, planning commission, hearing examiner, zoning adjuster, board of adjustment or other bodies which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceeding where a land use decision is being appealed.</p> <ul style="list-style-type: none"> • Includes, but is not limited to: Land use administrative appeals. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Case files, decisions/orders/rulings, minutes (if taken); • Oral and written testimony; exhibits, etc.; • Agendas, meeting/agenda packets (briefs, reference materials, etc.), etc.; • Audio/visual recordings and transcripts of proceedings. <p>Includes indexes and other finding aids. Excludes records covered by GS2011-173, GS50-05A-13, GS2011-176 and GS2012-027.</p>	<p>Retain for 6 years after final disposition of case <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p>

1.10 MEETINGS AND HEARINGS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-027 Rev. 0	<p>Meetings – Advisory Records documenting all meetings of the local government agency’s advisory bodies.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Meetings regulated by the <i>Open Public Meetings Act</i> (chapter 42.30 RCW), such as regular and special meetings, public hearings, etc.; • All other meetings (including executive sessions regulated by <u>RCW 42.30.110(2)</u>). <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Speaker sign-up, written testimony; • Audio/visual recordings and transcripts of proceedings; • Minutes. <p>Includes indexes and other finding aids.</p> <p>Excludes records covered by GS2011-173, GS2011-174, GS2011-175, and GS2011-176.</p>	<p>Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



1.10 MEETINGS AND HEARINGS

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

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



1.10 MEETINGS AND HEARINGS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-175 Rev. 1	<p>Meetings – Inter-Agency Records documenting all meetings held between the local government agency <u>and</u> one or more other public agencies. May include multi-agency staff meetings, committees, task forces that coordinate activities, communications, solutions to problems, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting packets, sign-in lists, etc.; • Minutes, audio/visual recordings, transcripts, etc. <p>Includes indexes and other finding aids.</p> <p>Excludes all meetings regulated by the <i>Open Public Meetings Act</i> (<u>chapter 42.30 RCW</u>), which are covered by GS50-05A-13.</p> <p>Excludes records covered by GS2011-173, GS2011-174, GS2011-175, GS2011-176 & GS2012-027.</p>	<p>Retain for 6 years after end of calendar year or 6 years after completion of project, <i>whichever is later then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
GS50-01-43 Rev. 1	<p>Meetings – Staff Records documenting meetings held by (and/or for) general staff of the local government agency. May include staff meetings, <u>internal</u> committees/task forces, and other groups that meet for various reasons (to plan activities, coordinate communications, solve problems, coordinate employee safety, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting packets, sign-in lists, meeting notices, etc.; • Minutes, audio/visual recordings, transcripts, etc. <p>Excludes all meetings regulated by the <i>Open Public Meetings Act</i> (<u>chapter 42.30 RCW</u>), which are covered by GS50-05A-13.</p> <p>Excludes records covered by GS2011-173, GS2011-174, GS2011-175, GS2011-176 & GS2012-027.</p>	<p>Retain for 2 years after end of calendar year then Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



1.10 MEETINGS AND HEARINGS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-176 Rev. 0	<p>Meetings/Hearings – Arrangements Records relating to the administrative arrangements of meetings held by or on behalf of the local government agency. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Meeting date and place scheduling records; • Agenda requests; • Arrangement of catering, facilities and equipment. <p>Excludes financial records (facilities, catering, travel expense, etc.).</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

1.11 PLANNING

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

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



1.12 POLICIES AND PROCEDURES

The activity of creating systematic approaches to operations and processes.

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

1.13 REPORTING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-04 Rev. 1	<p>Annual Reports – Adopted May also include annual messages of chief executive officer.</p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>
GS2012-028 Rev. 1	<p>Reporting/Filing (Mandatory) – Agency Management Records relating to general functions of the agency that are required to be filed with, or submitted to, an outside agency (including the legislative authority) by federal, state or local law, or by court order/rule, where not covered by a more specific records series.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Reports/forms/certificates/lists; • Submission confirmation, correspondence, inquiries, etc. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Political campaign reports, lobbying reports, personal statements (financial affairs, contact information) etc., filed with the Public Disclosure Commission in accordance with chapters <u>42.17</u> and <u>42.17A</u> RCW; • Special purpose district reports filed with the County or State Auditor in accordance with <u>RCW 36.96.090</u>; • <u>Annual and 5-Year Plans submitted by Public Housing Authorities to the U.S. Department of Housing and Urban Development (HUD) in accordance with Section 511 of the Quality Housing and Work Responsibility Act (QHWRA)</u>; • Prosecuting Attorney reports submitted to the Governor, the state Liquor Control Board, and/or the legislative authority pursuant to <u>RCW 36.27.020</u>. 	<p>Retain for 6 years after report or document submitted <i>then</i> Contact Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



1.14 RISK MANAGEMENT/INSURANCE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-177 Rev. 0	<p>Accidents/Incidents (Hazardous Materials) – Human Exposure Records documenting accidents, incidents, and any other occurrences within the agency’s jurisdiction that are known to have involved human exposure to potentially hazardous materials. Includes employees (including contractors and volunteers) and the public. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Description of accident/incident, response, and investigation; • Personal exposure information, physical examination reports, etc.; • Analyses of medical or exposure records (<u>WAC 296-802-20015</u>); • Toxic and hazardous substances records (<u>29 CFR § 1926.1101(n)</u>); • Personal exposure records as defined by American Nuclear Insurers (ANI) Information Bulletin 80-1A Section VIII; • Employment records for persons entering radiologically-controlled areas as defined by American Nuclear Insurers (ANI) Information Bulletin 80-1A Section I; • Other records as specified in <u>WAC 296-802-20010</u>. <p>Hazardous materials include, but are not limited to:</p> <ul style="list-style-type: none"> • Toxic substances or harmful physical agents as defined by <u>29 CFR § 1910.1020(c)(13)</u>; • Hazardous materials as defined by <u>RCW 70.136.020</u>; • Dangerous waste, extremely dangerous waste, hazardous substances or hazardous waste as defined by <u>RCW 70.105.010</u>; • Pesticides as defined by <u>RCW 15.58.030</u>. <p><i>Note: There is no limitation of action on the agency’s liability for the exposure of individuals to hazardous materials.</i></p>	<p>Retain for 100 years after individual’s date of birth or 30 years after individual’s date of death, <i>whichever is sooner then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>



1.14 RISK MANAGEMENT/INSURANCE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-03 Rev. 2	<p>Accidents/Incidents (Hazardous Materials) – No Human Exposure Records documenting accidents and incidents within the agency’s jurisdiction involving hazardous materials where there was no human exposure.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Description of accident/incident, response, and investigation; • Toxic and hazardous substances records (<u>29 CFR § 1926.1101(n)</u>). <p>Hazardous materials include, but are not limited to:</p> <ul style="list-style-type: none"> • Toxic substances or harmful physical agents as defined by <u>29 CFR § 1910.1020(c)(13)</u>; • Hazardous materials as defined by <u>RCW 70.136.020</u>; • Dangerous waste, extremely dangerous waste, hazardous substances or hazardous waste as defined by <u>RCW 70.105.010</u>; • Pesticides as defined by <u>RCW 15.58.030</u>. <p>Excludes accidents/incidents involving human exposure covered by GS2011-177.</p>	<p>Retain for 50 years after date of accident/incident <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR
GS50-06C-03 Rev. 4	<p>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 <u>not</u> filed. Includes, but is not limited to, reports and investigations.</p> <p>Includes agency copy of Reports of Accident filled out for volunteer fire fighters and reserve officers in accordance with <u>RCW 41.24.210</u>.</p> <p>Excludes hazardous materials accidents and incidents covered by GS2011-177 and GS50-19-03.</p>	<p>Retain for 3 years after individual reaches age 18 <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

1.14 RISK MANAGEMENT/INSURANCE

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

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

1.14 RISK MANAGEMENT/INSURANCE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06C-35 Rev. 3	<p><i>Permission for Minors to Participate</i></p> <p>Records relating to parental/legal guardian permission for individuals under age 18 (includes employees, students, interns and volunteers) to participate in agency-sponsored or agency-approved programs, events and activities. Includes travel away from agency facilities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Notices and announcements; • Sign-up sheets, rosters, registration forms; • Parent/legal guardian permissions (approval for use of private vehicles, waiver of liability, emergency information, etc.); • Chaperone/driver lists and information; • Transportation and all other arrangements. <p>Excludes public school-sponsored events and activities for PreK-12 students covered by DAN SD51-06C-32 in the <i>School Districts and Educational Service Districts Records Retention Schedule</i>.</p> <p>Excludes records covered by PR50-13C-19 in the <i>Parks, Recreation and Culture Records Retention Schedule</i>.</p> <p><i>Note: If an accident/incident occurs, these records are covered by GS50-06C-03, GS50-01-10, and/or GS53-02-04.</i></p>	<p>Retain for 3 years after individual reaches age 18 <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS50-06C-25 Rev. 0	<p>RISK DATA</p> <p>Information compiled on the costs, liability for risks to which the agency is exposed, and the allocation of expense required to support the risk management program.</p>	<p>4 years</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



1.15 TRAINING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-178 Rev. 1	<p>Agency-Provided Training – Curriculum and Materials Development Records relating to the development of training courses, seminars and/or workshops. Includes research, materials development, etc. Excludes final curriculum and materials covered by GS2011-180. Excludes PreK-12 education covered in the <i>School Districts and Educational Service Districts Records Retention Schedule</i>.</p>	<p>Retain until curriculum no longer provided by agency <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2011-179 Rev. 1	<p>Agency-Provided Training – Arrangements Records relating to the administrative arrangements of agency-provided training courses, seminars and workshops. Includes, but is not limited to: <ul style="list-style-type: none"> • Training date and place scheduling records; • Training availability announcements and notices; • Participant registration; • Arrangement of catering, facilities and equipment. Excludes financial records (facilities, catering, travel expense, etc.). Excludes PreK-12 education covered in the <i>School Districts and Educational Service Districts Records Retention Schedule</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.15 TRAINING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-180 Rev. 1	<p>Agency-Provided Training – Certificated, Hours/Credits Earned, or Mandatory Records documenting training courses, seminars and workshops provided by the local government agency to the public, customers, contractors, or agency employees, where:</p> <ul style="list-style-type: none"> • Certificates/credentials/licenses may be awarded; or, • Continuing education hours/credits/points may be earned; or • Training is required by federal, state or local statute, and/or by employer. <p><u>Records</u> include, but are not limited to:</p> <ul style="list-style-type: none"> • Curricula, materials presented, tests administered, etc.; • Attendee lists and sign-in sheets, test results, evaluations, etc.; • Certification/hours/credits/points awarded. <p><u>Agency-provided training</u> includes, but is not limited to:</p> <ul style="list-style-type: none"> • Continuing legal education (CLE) credits, etc.; • Certification (and recertification) such as Emergency Medical Technician (EMT), Certified Municipal Clerk (CMC), cardiopulmonary resuscitation (CPR), disaster response/emergency preparedness, first aid, lifeguard, childcare, etc.; • Recreational courses with marked levels of achievement (aquatics, etc.). <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • Hazardous materials training covered by GS2012-029 or UT2012-005; • In-service education programs (clock hours) covered by SD51-04G-01; • Hazardous materials trained personnel list covered by GS50-19-09; • Apprentice certification files covered by GS50-04B-34; • Employee training certificates/history retained in personnel or training history files. 	<p>Retain for 6 years after training provided <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.15 TRAINING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-029 Rev. 0	<p>Agency-Provided Training – Hazardous Materials Handling Records documenting training courses, seminars and workshops provided by the local government agency to the public, customers, contractors, or agency employees, relating to non-radiological hazardous materials/waste handling or exposure (including communicable infectious disease, toxic substances, harmful physical agents, etc.), where:</p> <ul style="list-style-type: none"> • Certificates/credentials/licenses may be awarded; or, • Continuing education hours/credits/points may be earned; or, • Training is required by federal, state or local statute, and/or by employer. <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Curricula, materials presented, tests administered, etc.; • Attendee lists and sign-in sheets, test results, evaluations, etc.; • Certification/hours/credits/points awarded. <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • Radiation protection training as defined by <u>WAC 246-222-030</u> and American Nuclear Insurers (ANI) Information Bulletin 80-1A and covered in the <i>Public Utilities Records Retention Schedule</i>. • Employee training certificates/history retained in the employee’s personnel file or employee training history file. <p><i>Note: There is no limitation of action on the agency’s liability for the exposure of individuals to hazardous materials.</i></p>	<p>Retain for 50 years after training provided <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>

1.15 TRAINING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-181 Rev. 1	<p>Agency-Provided Training – General Records documenting training courses, seminars and workshops provided <u>by</u> the local government agency <u>to</u> the public, customers, contractors, or agency employees where:</p> <ul style="list-style-type: none"> • Certificates/credentials/licenses are NOT awarded; and, • Continuing education hours/credits/points are NOT earned; and • Training is NOT required by federal, state or local statute or by employer. <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Curricula, materials presented, tests administered, etc.; • Attendee lists and sign-in sheets, test results, evaluations, etc. <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • Agency-provided training covered by GS2011-180 and GS2012-029; • Apprentice certification files covered by GS50-04B-34; • Employee training certificates/history retained in the employee’s personnel file or employee training history file. 	<p>Retain for 3 years after training provided <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



2. ASSET MANAGEMENT

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

2.1 ACQUISITION/OWNERSHIP

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-030 Rev. 0	<p>Capital Assets (Other) and Non-Capital Tracked Assets Records documenting acquisition/ownership of the agency’s capitalized, non-real property assets and non-capital assets that are tagged or tracked (small and attractive assets, etc.).</p> <p>Non-real property capital assets may include, but are not limited to:</p> <ul style="list-style-type: none"> • Vehicles, machinery, computers, equipment, furniture; • Intellectual property (copyrights, patent rights, trademarks, etc.); • Works of art and historical treasures; • Easements, rights-of-way <i>received by</i> the agency; • Water and timber rights <i>received by</i> the agency. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Appraisals (statement of value); • Purchase offers for agency assets which are declined by agency ; • Legal ownership documentation (includes copy of vehicle title if original is transferred to new owner). <p>Excludes contracts and agreements covered by GS2011-169 and GS2011-183. Excludes real property assets covered by GS55-05A-06.</p>	<p>Retain for 4 years after disposition of asset <i>or</i> until disposition of asset <i>and</i> completion of State Auditor’s examination report, <i>whichever is sooner then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>



2.1 ACQUISITION/OWNERSHIP

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
<p><i>continued from previous page</i> GS55-05A-06 Rev. 1</p>	<p>Capital Assets (Real Property) <i>continued from previous page</i></p> <p>Excludes records covered more specifically in CORE or sector schedules such as:</p> <ul style="list-style-type: none"> • Records recorded/filed with the county engineer and covered by GS2012-031; • Rights-of-way and easements <u>received by</u> the agency and covered by GS2011-169; • Land survey field books and maps covered by GS50-18-16; • Lead Agency SEPA records covered in the <i>Land Use Planning sector schedule</i>; • Non-site-specific geological data/geotechnical reports. <p><i>Note: Bond transactions are completed when the final bond payment is made.</i></p> <p><i>Note: Per <u>RCW 4.16.020</u>, the statute of limitations for the commencement of actions for the recovery of real property is 10 years.</i></p>	<p><i>continued next page</i> <i>continued from previous page</i></p>	<p><i>continued next page</i> <i>continued from previous page</i></p>
<p>GS2012-031 Rev. 0</p>	<p>County Engineer Records</p> <p>Records retained by the county engineer in accordance with <u>RCW 36.80.040</u>. Includes all matters recorded and filed with the county engineer documenting the complete history of public roads, highways, bridges, ditches, or other surveys of the county.</p> <p>Includes, but is not limited to, original papers, documents, petitions, surveys, repairs, other papers and reports.</p>	<p>Retain for the life of the agency <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p>
<p>GS50-06B-24 Rev. 2</p>	<p>Environmental Site Assessments – Asset Not Acquired</p> <p>Records relating to an analysis of environmental conditions (including hazardous materials and conditions) on real property being considered for acquisition, but not acquired by the agency. Includes appraisals completed by independent appraisers under contract to the agency as well as agency-generated appraisals.</p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>



2.1 ACQUISITION/OWNERSHIP

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

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



2.2 AUTHORIZATION/CERTIFICATION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-033 Rev. 0	<p>Authorizations/Certifications – Assets</p> <p>Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations <u>acquired by</u> the local government agency in relation to its assets, where not covered by a more specific records series. Includes authorizations required by and/or received from regulating authorities (local, state, federal agencies and/or courts).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application/filing & confirmation, violations/corrections, reports, related correspondence, etc. • Building construction/modification permits and inspections (master use, mechanical, electrical, plumbing, statements of alternate construction, certificates of occupancy, tenant improvement, Federal Emergency Management Agency [FEMA] flood, etc.); • Fire and life safety permits/inspections (fire extinguishers, alarms, sprinklers, suppression systems); heating, ventilation, air conditioning [HVAC] systems; boilers/hot water tanks, elevators, etc.); • Land use and environmental permits (utility, shoreline, conditional use, surface mining, zoning/land use exceptions/waivers, variances, forest practices, landscape, Army Corps of Engineers, National Pollutant Discharge Elimination System [NPDES], etc.); • Registrations (x-ray facilities and devices, etc.); • Vehicle/Vessel registration/tabs, emissions testing, USDOT number, etc., for motor pool/fleet, buses, garbage/recycling trucks, armored transport, etc.; • Water permits (drinking, waste, surface, ground, and drainage, etc.). <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • Records filed/recorded with the county engineer and covered by GS2012-031; • Real property ownership (land division permits, SEPA, etc.) covered by GS55-05A-06; • Hazardous materials covered by GS55-01M-04. <p>Excludes authorizations granted by the local government agency (permits, certificates, licenses, SEPA lead agency review, etc.), which are covered in sector schedules.</p>	<p>Retain for 6 years after authorization superseded or terminated</p> <p><i>and</i></p> <p>conditions of authorization satisfied</p> <p><i>and</i></p> <p>violations (if any) corrected/resolved</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

2.2 AUTHORIZATION/CERTIFICATION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-034 Rev. 0	<p>Designations (Assets) Records relating to designations bestowed on assets owned or maintained by the local government agency. Includes applications, correspondence, notifications, etc. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Heritage or landmark designation, placement on the National Historic Register, etc.; • Critical (Sensitive) Area designation. <p>Excludes electric utility designations made by federal regulators including NERC, CIP and TSA. Excludes the granting of designations, which is covered in sector schedules.</p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM</p>



2.3 CONSTRUCTION

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

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



2.3 CONSTRUCTION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-18-10 Rev. 1 <i>continued next page</i>	<p>Construction Project Files Records documenting the planning, design, and construction phases of the local government agency’s structures and infrastructure. Includes redesigns, remodels, renovations, improvements, betterments, and increases in efficiency.</p> <p>Structures and infrastructure (above or below ground) include, but are not limited to:</p> <ul style="list-style-type: none"> • Buildings (offices, schools, plants, warehouses, etc.); • Roads, bridges, tunnels, dams, drainage systems, water and sewer systems; • Ferry terminals/docks, helipads, runways; transit stops/pads/shelters; park facilities; • Curbs, gutters, sidewalks, parking lots; park benches; fire hydrants; • Street lighting systems, traffic lights, signs and signals; parking meters; art installations. <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • As-designed drawings (provided that as-built drawings are retained in accordance with GS50-18-06); • Design and décor documentation for historical reference (paint colors, building material and fixture descriptions, etc.); • Public feedback (input, support, opposition, etc.); • Public meeting materials (handouts, comments, etc.); • Photographs, official dedication/opening, etc.; • Preliminary drawings and specifications; • Schedules, calendars, construction logs, quality control reports; • Related communications (with contractors, consultants, attorneys, regulatory agencies, municipalities, etc.). <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as: <i>continued next page</i></p>	<p>Retain for 6 years after completion of project or terms of grant agreement, <i>whichever is later</i> <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p> <p><i>continued next page</i></p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p> <p><i>continued next page</i></p>



2.3 CONSTRUCTION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
<p><i>continued from previous page</i> GS50-18-10 Rev. 1</p>	<p>Construction Project Files <i>continued from previous page</i></p> <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • As-Designed drawings (serving as As-Built drawings) covered by GS50-18-06 or GS2012-035; • Records filed/recorded with the county engineer covered by GS2012-031; • Construction permits and inspections covered by GS2012-033; • Contracts and agreements covered by GS2011-183, GS55-05A-06, etc.; • Real property ownership records (SEPA, contracts, etc.) covered by GS55-05A-06. <p><i>Note: Per RCW 4.16.310, the statute of limitations for the commencement of actions or claims arising from construction, alteration, repair, design, planning, survey, engineering, etc., of improvements upon real property is 6 years after substantial completion of construction or termination of services.</i></p>	<p><i>continued from previous page</i></p>	<p><i>continued from previous page</i></p>

2.3 CONSTRUCTION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06B-22 Rev. 1	<p>Facility Systems/Equipment Documentation of systems and equipment installed in facilities owned, leased or maintained by the local government agency. Includes only systems and equipment that are <u>not</u> integral to the structure of the facility and that may be replaced during the life of the facility, such as:</p> <ul style="list-style-type: none"> • Audio/visual; • Fire and life safety (alarms, sprinklers, etc.); • Heating, ventilating and air conditioning (HVAC); • Information technology (IT) wiring; • Security. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Installation drawings and other documentation integral to the maintenance and operation of the system or equipment; • System layout descriptions, specifications; • Warranties. 	<p>Retain for 6 years after the system or equipment is replaced or disposed of <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

2.3 CONSTRUCTION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-036 Rev. 0	<p>IT Applications – Noteworthy</p> <p>Records documenting the planning, technical design, construction, installation, implementation, post-implementation review and commissioning of the agency’s noteworthy information systems (computer software applications, databases, websites, etc.)</p> <p>Includes, but is not limited to, applications which are:</p> <ul style="list-style-type: none"> • Of particular significance to the agency or community; • Considered to be ground-breaking (first use of technology to deliver a particular agency service, etc.); • Created or used to manage the agency’s archival records; • Award recipients (local, state, national, international). <p>Includes contracts and agreements.</p> <p><i>Note: For guidance on how to identify noteworthy IT applications, please contact Washington State Archives.</i></p>	<p>Retain until no longer needed for agency business</p> <p><i>and</i></p> <p>all records within the application have been migrated or dispositioned in accordance with a current approved records retention schedule</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

2.3 CONSTRUCTION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06A-03 Rev. 2	<p>IT Applications – Technical Design and Implementation Records documenting the technical design and implementation of the agency’s computer software applications, databases, and websites (internet and intranet). Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Design documentation/detail; • Database schema and dictionaries; • Source code; • System and program change descriptions/authorizations; • Development plans (for testing, training, conversion, and acceptance); • Release notes; • Operational and user instructions; • Acceptance testing. <p>Excludes noteworthy IT applications covered by GS2012-036.</p>	<p>Retain until application or version is no longer needed for agency business <i>and</i> all records within the application have been migrated or dispositioned in accordance with a current approved records retention schedule <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OFM
GS2010-003 Rev. 1	<p>IT Audit Trail – Infrastructure Records documenting authorizations for and modifications to the configurations and settings of the agency’s infrastructure (firewalls, routers, ports, network servers, etc.).</p>	<p>Retain for 1 year after date of activity <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

2.3 CONSTRUCTION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-006 Rev. 1	<p>IT Network – Design and Build Records documenting the design and construction of the agency’s information technology network.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Network diagrams and build guides; • Master control list of Internet Protocol (IP) address assignments; • Uniform Resource Locator (URL) addresses and passwords. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OFM</p>
GS55-05G-04 Rev. 1	<p>Standards and Specifications Manuals Design and development standards and specifications approved by the agency’s governing body for the construction, operation and maintenance of structures and infrastructure within the agency’s jurisdiction.</p>	<p>Retain for 6 years after superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OFM</p>

2.4 DISPOSAL

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06E-08 Rev. 1	<p>Disposal of Assets (Non-Real Property) Non-financial records relating to the process disposing of all agency <u>non</u>-real property capital assets. Includes sale, auction, salvage, donation, etc. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Selling equipment, vehicles, machinery, art, etc.; • Copy of vehicle/vessel report of sale, etc.; • Surplus property transfer. <p>Excludes:</p> <ul style="list-style-type: none"> • Ordinances and resolutions (and associated documents) authorizing the auction of surplus property covered by GS50-05A-16 and GS50-01-25; • Disposal of hazardous materials covered by GS50-19-02; • Disposal of real property assets covered by GS55-05A-06; • Purchase offers for agency assets <i>declined by the agency</i> covered by GS2012-030. 	<p>Retain for 6 years after disposal of asset <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS50-06B-23 Rev. 0	<p>Waste Materials Analysis Records relating to the analysis of the agency's waste materials (such as motor oil) used to determine if the materials should be designated as non-hazardous or hazardous waste. Includes reports.</p>	<p>Retain for 6 years after analysis completed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



2.5 HAZARDOUS MATERIALS MANAGEMENT

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS55-01M-04 Rev. 1	<p><i>Authorizations/Certifications – Hazardous Materials</i></p> <p>Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations <u>acquired by</u> the local government agency in relation to hazardous materials created, maintained, disposed of, or in any way used by the local government agency, <i>where not covered by a more specific records series.</i> Includes authorizations required by and/or received from regulating authorities (local, state, federal agencies and/or courts).</p> <p>Includes, <u>but is not limited to</u>:</p> <ul style="list-style-type: none"> • Radioactive materials licenses and inspections pursuant to <u>chapter 246-220 through 254 WAC.</u> <p>Hazardous materials include, <u>but are not limited to</u>:</p> <ul style="list-style-type: none"> • Toxic substances or harmful physical agents as defined by <u>CFR § 1910.1020(c)(13)</u>; • Hazardous materials as defined by <u>RCW 70.136.020</u>; • Dangerous waste, extremely dangerous waste, hazardous substances or hazardous waste as defined by <u>RCW 70.105.010</u>; • Pesticides as defined by <u>RCW 15.58.030</u>; • Hazardous chemicals defined by the U.S. Department of Labor, Occupational Safety & Health Administration (OSHA) <u>Hazard Communication Standards.</u> <p><i>Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.</i></p>	<p>Retain for 50 years after authorization superseded or terminated <u>and</u> conditions of authorization satisfied <u>and</u> violations (if any) corrected <u>then</u> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

2.5 HAZARDOUS MATERIALS MANAGEMENT

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-15 Rev. 1	<p>Hazardous Materials/Dangerous Waste – Abatement and Remediation</p> <p>Records relating to hazardous materials clean-up actions and investigations of incidents and/or disasters occurring within the agency's jurisdiction and completed by or on behalf of the agency.</p> <p>Projects include, but are not limited to:</p> <ul style="list-style-type: none"> • Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) Superfund projects; sites listed on the Department of Ecology's Hazardous Sites List (WAC 173-340-330); • Abatement, remediation, removal of potentially hazardous materials such as asbestos, lead paint, lead in drinking water, contaminated soil, storage tanks (under or above ground), etc.; • Clean-up of spills and releases of hazardous materials. <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Preliminary assessment/site inspection reports, remedial investigation/feasibility studies and reports, risk and endangerment assessment, health and safety plans, etc.; • Notifications (such as Emergency Release Notification of an Extremely Hazardous Substance (EHS) in accordance with Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), or asbestos removal/disturbance notification required of local education agencies by the Asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP) in accordance with 40 CFR § Part 61, Subpart M.) • Contracts, abatement permits, consent agreements, record of decision (ROD), administrative orders, plans (project operations, work, community relations, quality assurance, etc.); • Sampling data, chemical analysis services, surveys, applicable or relevant and appropriate requirements (ARARs), enforcement action, operation & maintenance, monitoring & review; • (Potentially) responsible party searches and investigations; consent decrees; • Alert notifications (email, web post, tweet, RSS feed, etc.). 	<p>Retain for 10 years after completion of project <i>or</i> 10 years after terms of grant agreement, <i>whichever is later then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention <i>and</i> Retain records <u>not</u> selected for permanent preservation for 50 years pursuant to 42 USC § 9603 (d)(2).</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>



2.5 HAZARDOUS MATERIALS MANAGEMENT

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-02 Rev. 1	<p><i>Hazardous Materials/Dangerous Waste – Control/Inventory/Tracking/Disposal</i> Records documenting the control, tracking, and disposal of the hazardous materials and dangerous waste generated, transported, treated, stored, used, and/or disposed of by the local government agency <i>where no accident or incident has occurred.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports and forms required under the <u>Resource Conservation and Recovery Act (RCRA)</u>; • Dangerous Waste Annual Report filed with the Department of Ecology in accordance with <u>WAC 173-303-220</u>; • Materials Safety Data Sheet (MSDS)(<u>WAC 296-800-180</u>), annual inventory of chemicals, emergency and hazardous chemical inventory form, Tier Two Chemical Inventory Report, and all other forms and reports submitted to the State Emergency Response Commission (SERC), Local Emergency Planning Committees (LEPC), the Department of Ecology and/or local fire department as required by the U.S. Environmental Protection Agency <u>Emergency Planning & Community Right-to-Know Act</u>; • Toxic Release Inventory (TRI) reporting in accordance with <u>40 CFR § Part 372</u>. <p>Excludes:</p> <ul style="list-style-type: none"> • Abatement/remediation records covered by GS50-19-15; • Pesticide application covered by GS50-18-43; • Hazardous materials/dangerous waste <u>plans</u> covered by GS50-19-08. <p><i>Note: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.</i></p>	<p>Retain for 50 years after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>



2.5 HAZARDOUS MATERIALS MANAGEMENT

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-08 Rev. 1	<p><i>Hazardous Materials/Dangerous Waste – Plans</i> Plans and procedures relating to the proper management of hazardous materials/waste used, owned, stored, or created by the local government agency. May include information relating to the collection, analysis, transportation, recordkeeping, and disposal of hazardous waste/materials in an effort to prevent contamination of humans, the environment, etc. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Hazardous materials emergency response plans and procedures; • Employee Right to Know implementation plan; • Hazardous waste plans prepared and submitted to the Department of Ecology in accordance with <u>RCW 70.105.220</u>; • Asbestos management plans prepared in accordance with the <u>Asbestos Hazard Emergency Response Act (AHERA)</u> and the <u>Asbestos School Hazard Abatement Reauthorization Act (ASHARA)</u> in accordance with <u>40 CFR § Part 763</u>. <p>Excludes hazardous materials reports and inventories covered by GS50-19-02 and abatement records covered by GS50-19-15.</p> <p><i>Note: Local hazardous waste plans (RCW 70.105.220) received by the Washington State Department of Ecology are designated Archival in accordance with the Department of Ecology's records retention schedule.</i></p>	<p>Retain for 6 years after obsolete or superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>
GS50-18-43 Rev. 1	<p><i>Pesticide Application</i> Records documenting the local government agency's application of pesticides to agricultural land, roadsides, and/or landscapes as regulated by <u>RCW 17.21.100</u> and <u>WAC 16-228-1320</u>.</p>	<p>Retain for 7 years after date of pesticide application <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



2.6 INSPECTION/MONITORING

The activity of observing, examining, testing, calibrating, measuring or otherwise evaluating/confirming the functionality, safety, or performance of the agency’s physical assets. Includes routine, preventive, predictive, scheduled and unscheduled assessments.

**Excludes inspections/monitoring completed by outside regulatory agencies, which is covered by GS50-01-42.*

**Excludes inspections/monitoring completed by the local government agency in its capacity as a regulatory agency, which is covered in sector schedules.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-18-08 Rev. 1	<p>Inspections – Bridges Records relating to the inspection of bridges owned by the agency and performed in accordance with National Bridge Inspection Standards (NBIS) pursuant to <u>23 CFR § 650(C)</u> and <u>23 USC 151</u>. Includes inspection diaries, field notes, etc. Excludes records held by the county engineer and covered by GS2012-031. Excludes reports covered by GS2012-044.</p>	<p>Retain for 6 years after asset no longer owned by agency <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>
GS2012-037 Rev. 0	<p>Inspections/Monitoring – Non-Regulated Records documenting inspections/monitoring of assets owned, used or maintained by the local government agency, where not required by regulatory agencies. Includes inspections/monitoring completed by agency staff and/or contractors. Includes structures and infrastructure, equipment and systems, vehicles/vessels, IT hardware and systems, etc. May include, but is not limited to: <ul style="list-style-type: none"> • Temperature and humidity records; • Equipment functionality/safety checks (vehicle daily checks, etc.); • IT system health monitoring (benchmarks, real-time performance logs, etc.). Excludes records covered more specifically in <i>CORE</i> or sector schedules such as: <ul style="list-style-type: none"> • Regulated and/or environmental inspections/monitoring covered by GS51-07-10, GS50-19-15, GS50-01-42, GS50-18-08, and GS2012-038; • Traffic/light monitoring covered by GS50-18-33 and GS50-18-34; • Inspections/monitoring of assets not owned by the agency but <i>monitored by the agency in a regulatory capacity</i>, which is covered in sector schedules. </p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



2.6 INSPECTION/MONITORING

The activity of observing, examining, testing, calibrating, measuring or otherwise evaluating/confirming the functionality, safety, or performance of the agency’s physical assets. Includes routine, preventive, predictive, scheduled and unscheduled assessments.

**Excludes inspections/monitoring completed by outside regulatory agencies, which is covered by GS50-01-42.*

**Excludes inspections/monitoring completed by the local government agency in its capacity as a regulatory agency, which is covered in sector schedules.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-07-10 Rev. 1	<p><i>Inspections/Monitoring – Regulated (Environmental)</i> Records relating to environmental monitoring of assets owned by the agency where required by regulatory agencies and where not covered by a more specific records series. May include monitoring of soil, air, water (ground, drinking, surface, waste), etc. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Atmospheric monitoring of confined spaces (WAC 296-809-50006). <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • Hazardous materials abatement/remediation covered by GS50-19-15; • Inspections/monitoring covered by GS50-01-42, Authorizations Received from Regulatory Agencies – Assets; • Inspections/monitoring of assets not owned by the agency but <i>monitored by the agency in a regulatory capacity</i>, which is covered in sector schedules. <p><i>Note: Local government agencies may need to retain these records longer in order to comply with additional federal or state regulatory agency requirements.</i></p>	<p>Retain for 30 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



2.6 INSPECTION/MONITORING

The activity of observing, examining, testing, calibrating, measuring or otherwise evaluating/confirming the functionality, safety, or performance of the agency's physical assets. Includes routine, preventive, predictive, scheduled and unscheduled assessments.

**Excludes inspections/monitoring completed by outside regulatory agencies, which is covered by GS50-01-42.*

**Excludes inspections/monitoring completed by the local government agency in its capacity as a regulatory agency, which is covered in sector schedules.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-038 Rev. 0	<p>Inspections/Monitoring – Regulated (Non-Environmental) Records relating to non-environmental monitoring of assets owned by the agency where required by regulatory agencies and where not covered by a more specific records series. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Airport self-inspections (14 CFR § 139.327); • Underground storage tank (UST) inspections (40 CFR § 280.45); <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • Bridge inspections covered by GS2012-031, GS50-18-08, and GS2012-044; • Environmental inspections/monitoring covered by GS51-07-10 and GS2012-037; • Hazardous materials abatement/remediation covered by GS50-19-15; • Inspections/monitoring relating to an authorization/certification and covered by GS50-01-42 or GS2012-033; • Inspections/monitoring of assets not owned by the agency but <i>monitored by the agency in a regulatory capacity</i>, which is covered in sector schedules. <p><i>Note: Local government agencies may need to retain these records longer in order to comply with additional federal or state regulatory requirements.</i></p>	<p>Retain for 6 years after end of calendar year <i>and</i> violations (if any) corrected <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS50-18-34 Rev. 1	<p>Monitoring (Traffic) – Analysis Compilations, analyses and reports prepared by the agency (includes contractors) relating to traffic count/volume/flow, traffic lights/signals, traffic accidents/incidents, etc., on streets and roads within the agency's jurisdiction. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Data analysis, summary reports and printouts, maps, etc. 	<p>Retain for 6 years after analysis or report completed <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



2.6 INSPECTION/MONITORING

The activity of observing, examining, testing, calibrating, measuring or otherwise evaluating/confirming the functionality, safety, or performance of the agency’s physical assets. Includes routine, preventive, predictive, scheduled and unscheduled assessments.

**Excludes inspections/monitoring completed by outside regulatory agencies, which is covered by GS50-01-42.*

**Excludes inspections/monitoring completed by the local government agency in its capacity as a regulatory agency, which is covered in sector schedules.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-18-33 Rev. 1	<p>Monitoring (Traffic) – Raw Data Raw data collected during the monitoring of traffic count/volume/flow, traffic lights/signals, traffic accidents/incidents, and other information or statistics relating to traffic on the streets and roads within the agency’s jurisdiction.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Electronic data, video recordings; • Accident reports received from Washington State Patrol or other law enforcement agency, etc. <p>Excludes summary report compilations covered by GS50-18-34.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

2.7 INVENTORY

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03A-18 Rev. 1	<p><i>Inventory – Capital, Expendable and Consumable Assets</i></p> <p>Records relating to the inventorying of the agency’s capital assets (as defined by agency policy, ordinance, or resolution) and expendable assets (tagged or tracked using tags or serial numbers in accordance with agency policy, ordinance, or resolution), and consumable assets (including items offered for resale).</p> <p>Capital assets may include, but are not limited to:</p> <ul style="list-style-type: none"> • Land, improvements, infrastructure, easements, rights-of-way; • Buildings, leasehold improvements; • Vehicles, machinery, computers, equipment, furniture; • Works of art and historical treasures. <p>Expendable assets may include, but are not limited to:</p> <ul style="list-style-type: none"> • Computers, smart phones, global positioning system (GPS) devices. <p>Consumable assets may include, but are not limited to:</p> <ul style="list-style-type: none"> • Commodities (food, fuel, etc.); • Supplies (office, forms, printing, mailing, linens, etc.); • Forms, publications; • Parts (for vehicles, printers, machines, etc.); • School stores items (shirts, snacks, annuals, planners, yearbooks, etc.); • Concession supplies, maps, code books; • Grave markers. <p>Excludes:</p> <ul style="list-style-type: none"> • Hazardous materials inventories covered by GS50-19-02; • Tree inventories (GS50-06B-25) and surplus property inventories (GS50-08C-06). <p><i>Note: Capital asset tracking information must be created in accordance with RCW 43.09.200, and is covered by GS2011-182. For more information, please contact the Office of the State Auditor.</i></p>	<p>Retain for 4 fiscal years after date of inventory <i>or</i> until disposition of asset <i>and</i> completion of State Auditor’s examination report, <i>whichever is sooner then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

2.7 INVENTORY

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

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

2.8 MAINTENANCE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-039 Rev. 0	<p>Maintenance – Major and/or Regulated</p> <p>Records documenting all major maintenance AND all regulated maintenance (required by regulatory agencies and/or local, state or federal statute and/or court order/rule) which is performed on assets owned, used, or maintained by the agency in order to ensure the full useful life of the agency’s structures and infrastructure (buildings, roads, bridges, vehicles/vessels/aircraft, equipment, IT hardware, etc.). Includes work performed by contractors.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Instructions, maintenance manuals, vendor statements; • Maintenance/repair history (logs, summaries, reports, etc., which may also include non-regulated minor maintenance); • Original defect and inspection reports; • Service, repair and maintenance records (regulated and/or major); • Work orders; • Related correspondence. <p>Excludes:</p> <ul style="list-style-type: none"> • Maintenance records covered more specifically in CORE and sector schedules, such as GS2012-031 and GS2012-044; • Capital improvements (redesigns, remodels, renovations, improvements, betterments, and increases in efficiency) covered by GS50-18-10, <i>Construction Project Files</i> • Contracts and agreements covered in the Contracts/Agreements section; • Financial records covered in the Financial Management section. <p><i>Reminder: If a record serves multiple purposes (such as an invoice that itemizes costs of services and documents maintenance performed), it must be retained according to the longer of the applicable retention periods.</i></p>	<p>Retain for 6 years after asset no longer owned by agency <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>



2.8 MAINTENANCE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-040 Rev. 0	<p>Maintenance – Minor Non-Regulated Records documenting maintenance performed on assets owned, used, or maintained by the agency that is minor in nature and NOT required by a regulatory agency. Includes minor maintenance on structures and infrastructure (buildings, roads, bridges, equipment, vehicles/vessels/aircraft, IT hardware, etc.). Includes work performed by contractors.</p> <p>Minor non-regulated maintenance may include, but is not limited to:</p> <ul style="list-style-type: none"> • Custodial, floor and window cleaning, lawn/gardening, indoor plant care, etc.; • Painting, furniture upholstery/refinishing, etc.; • Vehicle and equipment oil changes, tune-ups, filters, tires, etc. <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Service, repair and maintenance records (minor non-regulated); • Related correspondence, work orders, lists/logs and reports. <p>Excludes:</p> <ul style="list-style-type: none"> • Maintenance records covered more specifically in CORE and sector schedules, such as GS2012-039 and GS2012-031; • Capital improvements (redesigns, remodels, renovations, improvements, betterments, and increases in efficiency) covered by GS50-18-10, <i>Construction Project Files</i>; • Pesticide application covered by GS50-18-43; • Contracts and agreements covered in the Contracts/Agreements section; • Financial records covered in the Financial Management section. <p><i>Reminder: If a record serves multiple purposes (such as an invoice that itemizes costs of services and documents maintenance performed), it must be retained according to the longer of the applicable retention periods.</i></p>	<p>Retain for 3 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

2.9 PLANNING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-041 Rev. 0	<p>Capital Construction Projects – Preliminary Plans (Project Not Completed) Records relating to the preliminary planning of the agency's capital construction projects where the project is not completed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Preliminary drawings and specifications; • Public meeting materials (handouts, comments, etc.); • Communications between contractors, consultants, public, etc. <p>Excludes project plans covered by records series in the Acquisition or Construction sections.</p>	<p>Retain for 6 years after decision not to proceed <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
GS50-06A-01 Rev. 2	<p>IT Applications – Planning and Review Records documenting the planning and post-implementation review of the agency's computer software applications, databases, and websites (internet and intranet).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requirements and objectives documents/statements; • Feasibility studies; • Charter, cost/benefit analyses, investment plans; • Post-implementation reviews/evaluations/recommendations. <p>Excludes noteworthy applications covered by GS2012-036.</p>	<p>Retain for 6 years after finalization of project <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

2.9 PLANNING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-042 Rev. 0	<p>Long-Range Asset Plans (Development) Records relating to the development of the agency's long-range strategic plan(s) for the management of its physical and intangible assets.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Forecasting, needs assessment, feasibility studies, surveys and reports; • Goals and objectives, long-range vision; • Annual review. <p>Excludes:</p> <ul style="list-style-type: none"> • Final versions of long-range asset plans covered by GS51-07-15; • Preliminary plans for projects covered by GS2012-041 or GS50-18-10; <p>Excludes financial records relating to successful levy and bond proposals which are covered by Financial Transactions – Bond, Grant and Levy Projects (GS2011-183).</p>	<p>Retain for 6 years after final version completed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

2.9 PLANNING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-07-15 Rev. 1	<p>Long-Range Asset Plans (Final Version) Final version of the agency's long-range strategic plan(s) for the management of its physical and intangible assets.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Capital facilities/improvement plans; • Comprehensive solid waste plans prepared in accordance with <u>RCW 70.95.080</u>; • Environmental and conservation plans; • Transportation plans (such as comprehensive transportation plans approved by the legislative body in accordance with <u>RCW 35.77.010</u>, Transportation Improvement Plans (TIP) prepared in accordance with <u>RCW 36.81.121</u>, Annual Construction Program (ACP) prepared in accordance with <u>RCW 36.81.130</u>, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> • Plans retained as part of the records of the governing body and retained in accordance with GS50-05A-13, <i>Meetings – Governing/Executive</i>; • Plans held by the county engineer and covered by GS2012-031; • Agency-wide strategic plans covered by GS2010-080; • Project plans covered in the Construction section. 	<p>Retain until superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
GS2012-043 Rev. 0	<p>Short-Term/Routine Asset Plans Records relating to the routine, short-term planning and management of the agency's physical and intangible assets, where not covered by a more specific records series.</p> <p>Excludes project plans covered by records series in the Acquisition or Construction section.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

2.10 REPORTING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-044 Rev. 0	<p>Reporting/Filing (Mandatory) – Assets Records which are required to be filed with, or submitted to, an outside agency (including the legislative authority) by federal, state or local law, or by court order/rule, which are related to the agency’s assets, and which are not covered by a more specific records series. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports/forms/certificates/lists; submission confirmation, correspondence, inquiries, etc.; • Relocation assistance/real property acquisition and displacement activities reports submitted to federal agencies in accordance with <u>49 CFR § 24.9</u> and <u>WAC 468-100-009</u>; • Bridge and road inspection/maintenance reports/plans required to be submitted or filed with a regulatory agency by federal and/or state statute. <p>Excludes records held by the county engineer and covered by GS2012-031.</p>	<p>Retain for 6 years after report or document submitted <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

2.11 SECURITY

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-002 Rev. 1	<p>Authorization – Employee Access Records documenting the <u>authorization</u> of employee (includes contractors and volunteers) access to agency structures, infrastructure, equipment, supplies, electronic systems, networks, applications, electronic and physical records/data.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests and approvals for access and permissions; • Assignment of security identification badges, building/card keys, access codes, etc. <p>Excludes “day only” authorizations (security tag clipped to jacket, etc.) issued to contract and temporary employees, which are covered by GS50-06B-20.</p>	<p>Retain for 6 years after termination of user’s access <i>or</i> 6 years after system or asset no longer in use, <i>whichever is sooner</i> <i>then</i> Destroy</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>



2.11 SECURITY

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-008 Rev. 1	<p><i>Security Incidents and Investigations</i> Records documenting security incidents and investigations relating to agency structures, infrastructure, vehicles, equipment, supplies, electronic systems, networks, applications, electronic and physical records/data.</p> <p><u>Incident documentation</u> may include, but is not limited to:</p> <ul style="list-style-type: none"> • Intrusion and event logs; surveillance recordings; photographic evidence; • Weapons confiscation logs; vandalism reports; voicemail messages; • Staff/contractor/volunteer/visitor access/entry logs, swipe card data, login records, etc. <p><u>Investigation documentation</u> may include, but is not limited to:</p> <ul style="list-style-type: none"> • Witness (and other) statements; • Reports (to law enforcement, agency management, regulating authority, etc.); • Corrective action taken; decision not to proceed with investigation; • Correspondence, notes, recorded information. <p>Excludes accidents/incidents involving injuries to individuals which are covered in the Risk Management or Industrial Insurance sections.</p>	<p>Retain for 6 years after investigation completed or matter resolved, <i>whichever is later</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.11 SECURITY

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06B-20 Rev. 1	<p>Security Monitoring – Employee and Public Access Records documenting employee (includes contractors and volunteers) and public access to agency structures, infrastructure, equipment, supplies, electronic systems, networks, applications, electronic and physical records/data.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Staff and visitor access/entry logs, swipe card data, etc.; • Information system login records (audit logs), etc. <p>Excludes surveillance recordings covered by GS50-06B-18 and routine security monitoring covered by GS2010-009.</p> <p><i>Note: If an incident occurs, records are covered by GS2010-008 or other relevant investigation case file series.</i></p>	<p>Retain for 3 years after date of report or last log entry <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS2010-009 Rev. 1	<p>Security Monitoring – Routine Records relating to the routine security monitoring of the agency's buildings, resources, and information systems (network/system/data).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Intrusion and event logs, intrusion alarm reports, etc. • Security patrol logs. <p>Excludes records covered by GS50-06B-20 and GS50-06B-18.</p> <p><i>Note: If an incident occurs, records are covered by GS2010-008 or other relevant investigation case file series.</i></p>	<p>Retain until determined that no security incident has occurred, <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

2.11 SECURITY

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06B-18 Rev. 1	<p>Security Monitoring – Oversight/Surveillance Recordings Security recordings monitoring the agency's infrastructure, buildings, vehicles, equipment, etc., where not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Audio/visual recordings (digital or analog); • Data generated by navigational and/or tracking devices used to track and/or verify vehicle routes, locations, or actions, such as Global Positioning System (GPS) tracking data, automatic vehicle locator (AVL) data, etc. <p>Excludes surveillance recordings covered in sector schedules.</p> <p><i>Note: If an incident occurs, records are covered by GS2010-008 or other relevant investigation case file series.</i></p>	<p>Retain for 30 days after last recording <i>or</i> until determined that no security incident has occurred, <i>whichever is sooner,</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



2.12 USAGE AND OPERATIONS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-004 Rev. 1	IT Automated/Scheduled Tasks Records relating to scheduled, computer-driven tasks including, but not limited to: <ul style="list-style-type: none"> • Event logs; • Run reports and requests; • Task schedules; • Successful completion reports. 	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-005 Rev. 1	IT Helpdesk Requests Records relating to employee (includes contractors and volunteers) requests for advice and assistance in using information technology systems and applications. <i>Note: Maintenance and repair of IT hardware is covered by DAN GS2012-039 or GS2012-040.</i>	Retain for 1 year after finalization of request <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06A-05 Rev. 2	IT Systems Usage Records relating to the usage of the agency’s information technology and communication systems to ensure appropriate use. Includes, but is not limited to: <ul style="list-style-type: none"> • Internet activity logs (sites visited, downloads/uploads, video/audio streaming, etc.); • Fax and telephone logs. <i>Note: The content of records created or received by employees (includes contractors and volunteers) must be retained for the current approved minimum retention period(s).</i>	Retain for 1 year after activity <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06B-09 Rev. 1	Operating Manuals Operating manuals, specifications, vendor statements, and other related documentation for assets owned, used or maintained by the agency where not covered by a more specific records series in CORE or sector schedules.	Retain until disposition of asset <i>then</i> Destroy <i>or</i> Transfer to new owner.	NON-ARCHIVAL ESSENTIAL OFM

2.12 USAGE AND OPERATIONS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2014-029 Rev. 0	<p>Tenant Files (Residential Housing) Records relating to residential tenants in buildings/units owned, used or maintained by agencies where public housing/low-income housing subsidies are <u>NOT</u> provided pursuant to Title 24 CFR.</p> <p>Residential housing may include, but is not limited to:</p> <ul style="list-style-type: none"> • Unsubsidized housing; • HCFP Rural Rental Housing, Farm Labor Housing, <u>Rural Rental Assistance</u>, or other housing programs regulated by the United States Department of Agriculture (USDA) pursuant to <u>7 CFR § XXXV</u>; • <u>Rural Housing Stability Assistance Program</u> regulated by the U.S. Department of Housing and Urban Development (HUD) pursuant to Subtitle D of Title IV of the McKinney-Vento Homeless Assistance Act (<u>42 USC § 11408</u>). <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application, background check, etc.; • Correspondence with tenants (including notifications, complaints and responses, notices of entry of dwelling unit during tenancy, etc.); • Executed lease/agreement; • Inspections. <p>Excludes:</p> <ul style="list-style-type: none"> • Tenant files for housing programs provided pursuant to <u>Title 24 CFR</u>, which are covered in the <u>Housing Authorities Records Retention Schedule</u>. • Damage claims and collections covered by <i>CORE</i> series GS50-01-10 and GS50-03B-14. <p><i>Note: If litigation commences, these records become part of a litigation case file covered by CORE series GS53-02-04.</i></p>	<p>Retain for 6 years after termination of lease/agreement <i>or</i> 6 years after conditions of grant satisfied (if applicable), <i>whichever is later</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

2.12 USAGE AND OPERATIONS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-045 Rev. 0	<p><i>Usage and Dispersal (Assets)</i> Records relating to the dispersal and usage of the agency’s assets. Includes all assets owned, rented, leased and/or maintained by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Energy usage measurements; • Facility, equipment and vehicle use requests, checkout logs, rental/use schedules, statistical reports; • Fuel/oil usage and dispersal data; pump/tank audit reports; mileage data, etc.; • Materials disbursement, supplies drawn from central stores, stores reports, etc.; • Pit and quarry material control files. <p>Excludes services (public utilities, transit, housing, etc.) covered in sector schedules.</p> <p>Excludes authorizations issued by the local government agency (permits, certificates, licenses, etc.), which are covered in sector schedules.</p> <p><i>Note: Contracts, agreements and permits authorizing the use of the agency’s assets are covered in the Contracts and Agreements section.</i></p>	<p>Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

3. FINANCIAL MANAGEMENT

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

3.1 ACCOUNTING

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

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



3.1 ACCOUNTING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-182 Rev. 0	<p>Capital Asset Record Tracking record created by the local government agency for each of its capital assets as required by the Office of the State Auditor in accordance with <u>RCW 43.09.200</u>. Includes information summarizing:</p> <ul style="list-style-type: none"> • Acquisition (when & how purchased or constructed, purchase price); • Improvements; • Depreciation; • Deductions; • Disposal (when & how disposed of, expenses related to the sale, etc.). 	<p>Retain for 4 years after disposition of asset or disposition of asset and completion of State Auditor's examination report, <i>whichever is sooner</i> then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03B-06 Rev. 0	CHECK STUBS OR DUPLICATE COPIES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2012-047 Rev. 0	<p>Collection Agency Reports Reports received from collection agencies itemizing collections activities performed on behalf of the local government agency.</p>	<p>Retain for 4 fiscal years or completion of State Auditor's examination report, <i>whichever is sooner</i> then Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-03A-10 Rev. 0	DISTRIBUTION OF EXPENDITURES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

3.1 ACCOUNTING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03B-14 Rev. 2	<p><i>Financial Disputes and Collections - General</i> Records relating to the agency's financial disputes and attempts to collect funds, <i>where not related to real property ownership</i>, and where civil litigation has <u>not</u> commenced.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Accounts receivable and payable; • Checks/warrants returned due to non-sufficient funds (NSF); • Correspondence, notices, invoices/statements, account closure; • Damage and loss claims (purchasing); • Settlement documentation. <p>Excludes hearing examiner case files covered by GS2011-173. Excludes collections involving real property covered by GS55-05A-09.</p> <p><i>Note: If litigation commences, these records become part of the litigation case file and are covered by GS53-02-04.</i></p>	<p>Retain for 6 years after matter resolved <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

3.1 ACCOUNTING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-183 Rev. 2	<p>Financial Transactions – Bond, Grant and Levy Projects Records documenting all resources received and expended by the agency for bond-, levy-, and/or grant-funded projects. Also includes authorized debt financing.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Cancelled (and voided) checks, credit card slips, project cost record, etc., for capital assets constructed by the local government agency; • Contracts and agreements (for non-capital assets only); includes negotiations, compliance monitoring, etc.; • Documents supporting purchase/acquisition/construction and disposition/sales prices; • Financial statements and reports (cash receipts transmittals, daily cash report/summary, expenditure transactions, treasurer/finance officer reports, etc.); • Grant/scholarship announcements, applications, evaluation summaries, award notifications, etc., for funds <u>awarded or received</u> by the local government agency; • Project cost/expenditure tracking record (staff time, etc.); • Registers and journals for all funds and functions (including numerical listing of checks/warrants/vouchers, etc.); • Revenue bonds and coupons, registers, etc.; • Trust indenture, loan agreement, etc. <p>Excludes:</p> <ul style="list-style-type: none"> • Sensitive Authentication Data covered by GS2014-030; • Contracts and agreements involving <u>the agency's</u> capital assets which are covered by GS55-05A-06 and GS2011-169; • General and subsidiary ledgers covered by GS50-03A-15; • Unsuccessful grant/scholarship applications covered by GS50-03C-07. 	<p>Retain for 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3.1 ACCOUNTING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-184 Rev. 2	<p>Financial Transactions – General Records documenting all resources received and expended by the agency provided that receipts and expenditures are not for bond, grant or levy projects.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Purchase and sales (purchase/field orders, bills of sale, receipts, cash books, remittance advices, vouchers, fiscal purchasing/receiving documents, etc.); • Billing statements; billing summaries (registers/ledgers); adjustments to accounts (error corrections, overpayment refunds, conservation rebates, etc.); delinquent accounts lists; • Financial statements and reports (cash receipts transmittals, daily cash report/summary, expenditure transactions, treasurer/finance officer, etc.); • Registers and journals (general and subsidiary) for all funds and functions; • Check/warrant registers; • Petty cash. <p>Excludes:</p> <ul style="list-style-type: none"> • Sensitive Authentication Data covered by GS2014-030; • Levy-, grant-, and bond-funded transactions covered by GS2011-183; • Utility meter readings covered in the <i>Utility Services Records Retention Schedule</i>; • General and subsidiary ledgers covered by GS50-03A-15; • Contracts and agreements; • Annual financial reports covered by GS50-03D-02. 	<p>Retain for 6 years after end of fiscal year then Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



3.1 ACCOUNTING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2014-030 Rev. 0	<p>Financial Transactions – Sensitive Authentication Data Security/verification code or other Sensitive Authentication Data <i>as defined by the Payment Card Industry Data Security Standard (PCI DSS)</i> used to authenticate electronic financial transactions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Three- or four-digit customer identification (CID) number printed on the front or back of a payment card and/or embedded in magnetic stripe data such as Card Identification Number (CIN), Card Verification Value (CVV), Card Validation Code (CVC), etc.; • PIN Verification Key Indicator (PVKI) or PIN Verification Value (PVV). <p>IMPORTANT: According to the State Auditor’s Office, Sensitive Authentication Data <u>does not</u> include the primary account number (PAN), the credit card number (if different), and/or the transaction amount, all of which <u>must</u> be retained to document the financial transaction.</p>	<p>Retain until completion of transaction <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-03A-15 Rev. 1	<p>General and Subsidiary Ledgers General and subsidiary ledgers documenting the agency’s assets, liabilities, revenues, expenditures, gains and losses.</p> <p><i>Note: If your agency has ledgers from the 1800’s, please contact Washington State Archives before destroying.</i></p>	<p>Retain for 6 years after end of fiscal year <i>or</i> 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later</i> <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>



3.1 ACCOUNTING

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

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

3.2 AUDITING

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

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



3.3 AUTHORIZATION/CERTIFICATION

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

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

3.4 **BANKING**

The activity of transacting monetary exchanges with a financial institution.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-185 Rev. 0	<p>Banking – Accounts and Transactions Records relating to the agency’s banking activities and documenting its banking transactions. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Deposits and withdrawals (including Electronic Funds Transfers (EFT), International Money Transfers (IMT), Automated Clearing House (ACH), etc.); • Statements (bank, dividend, investment, etc.) and reconciliations; • Records documenting the status of and adjustments to accounts; • Stop payment reports/requests (and supporting documentation); • Checks and warrants <u>issued by</u> the agency (if returned by bank). <p>Excludes:</p> <ul style="list-style-type: none"> • Master depository contracts covered by GS50-01-11. • Cancelled and voided checks for capital assets constructed by the agency which are covered by GS2011-183, Financial Transactions – Bond, Grant and Levy Projects. • Deposited items covered by GS2011-186. 	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS2011-186 Rev. 0	<p>Banking – Deposited Items Negotiable instruments <u>received</u> by the agency and deposited to the bank in a different format. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • 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)). <p>Excludes checks returned to agency due to non-sufficient funds covered by GS50-03B-14.</p>	<p>Retain until deposit verified by bank <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



3.5 BUDGET

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

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



3.6 PAYROLL

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

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



3.6 PAYROLL

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

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



3.6 PAYROLL

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

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



3.6 PAYROLL

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

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

3.7 PLANNING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-048 Rev. 0	<p>Impact Fees - Rate Setting</p> <p>Records relating to setting impact fee rates for the collection of taxes by regulatory authorities. Includes inquiries, notifications, etc.</p> <p>Includes, but is not limited to, fees calculated for collection pursuant to:</p> <ul style="list-style-type: none"> • RCW 36.73.120, Transportation improvements; • RCW 39.92.050, Transportation Impact Fee; • RCW 82.02.050, Impact fees – Intent – Limitations; • RCW 36.70A.350, <i>Growth Management Act</i>; • RCW 43.21C.060, <i>State Environmental Policy Act</i>; • RCW 58.17.110(2)(b), <i>State Subdivision Act</i>. <p>Excludes approvals by governing bodies, and capital facilities plans covered elsewhere in <i>CORE</i>.</p>	<p>Retain for 6 years after rates superseded then Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS2011-187 Rev. 0	<p>Internal Service Fund – Rate Setting</p> <p>Records relating to setting rates for goods and services provided by the local government agency to itself on a cost-reimbursement basis through an internal service fund. May include motor pools, information technology, purchasing, central stores, duplicating/printing services, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Cost-allocation basis; • Actual costs separated from estimated costs. 	<p>Retain for 4 years after rates superseded then Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

3.7 PLANNING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS53-02-06 Rev. 1	<p>Levy and Bond Planning – Successful</p> <p>Records relating to the financial planning of successful capital improvement and/or operations & maintenance levy and bond proposals. Includes Local Improvement District (LID) and Road Improvement District (RID) bond projects.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Preliminary studies, proposals, prospectuses, budget requests, decision packages, etc.; • Legal opinions; authorizations and certificates for issuance; cancellation and exchange records; bond counsel opinions; other legal documents; • Communications and documentation related to the issuance of bonds to finance any capital or other project. <p>Excludes:</p> <ul style="list-style-type: none"> • Receipt and expenditure of levy and bond funds covered by GS2011-183, <i>Financial Transactions – Bond, Grant and Levy Projects</i>; • Long-range facilities plans covered by GS51-07-15; • Asset-specific records covered in the Acquisition/Ownership and Construction sections (for LID and RID projects, etc.). • Design and construction records for LID and RID projects covered by GS2012-031, GS55-05A-06, GS50-18-10, or sector schedules. 	<p>Retain for 6 years after final bond payment <i>or</i> completion of levy project <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
GS2011-188 Rev. 1	<p>Levy and Bond Planning – Unsuccessful</p> <p>Records relating to the financial planning of unsuccessful capital improvement and/or operations & maintenance levy and bond proposals. Includes Local Improvement District (LID) and Road Improvement District (RID) bond projects.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Preliminary studies, proposals, prospectuses, budget requests, decision packages, communications, legal opinions, etc. 	<p>Retain for 6 years after levy failure <i>or</i> decision to not proceed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



3.8 PURCHASING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-08A-01 Rev. 1	<p><i>Bids and Proposals – Successful</i> Records documenting bids and proposals made by other parties to provide the agency with goods, services, revenue, or other benefits which <u>are</u> accepted by the agency. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Request for proposal or bid (RFP), request for qualifications/quotations (RFQQ), specifications, etc.; • Notices (filed with county clerk, newspaper, etc.); • Bid proposals, evaluation documents, statements of qualification, applications, etc. <p>Excludes contracts and agreements covered in the Contracts/Agreements section. Excludes unsuccessful bid proposals covered by GS50-08A-11.</p>	<p>Retain for 6 years after completion of purchase or fulfillment of contract <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS50-08A-11 Rev. 1	<p><i>Bids and Proposals – Unsuccessful</i> Records documenting bids and proposals to provide the agency with goods, services, revenue, or other benefits, which <u>are not</u> accepted by the agency. Includes bid proposals, evaluation documents, statements of qualification, applications (rental/lease), etc. If agency decides not to proceed with purchase or agreement, records also include:</p> <ul style="list-style-type: none"> • Request for proposal or bid (RFP), request for qualifications/quotations (RFQQ), specifications, etc.; • Notices (filed with county clerk, newspaper, etc.). <p>Excludes successful bids and proposals covered by GS50-08A-01. Excludes executed contracts and agreements covered in the Contracts/Agreements section.</p>	<p>Retain for 4 years after end of fiscal year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS50-08A-02 Rev. 0	<p>CONSULTANT AND CONTRACTOR ROSTERS</p>	<p>Destroy when superseded plus 6 years</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



3.8 PURCHASING

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

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

3.8 PURCHASING

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

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

3.9 REPORTING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03D-02 Rev. 1	<p>Annual Financial Report of Chief Fiscal Officer to Commissioners/Council Annual financial report compiled by the local government agency and submitted to its governing body in accordance with statute, charter, and/or agency policy.</p>	<p>Retain until obsolete or superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
GS50-03C-01 Rev. 1	<p>Continuing Grants – Annual Financial Status Reports Annual report submitted for <u>continuing</u> grants containing summaries and breakdowns of expenditures for the past year. Excludes non-continuing grant reports covered by GS50-03C-02.</p>	<p>Retain for 4 years after submission of report <i>or</i> for period required by grant/program, <i>whichever is later</i> <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS50-03C-02 Rev. 1	<p>Bond, Grant and Levy Project Reports Reports relating to bond, grant (non-continuing) and levy projects. Includes, but is not limited to: <ul style="list-style-type: none"> • Progress statements; • Expenditure of funds; • Periodic, annual, special, and final reports. Excludes continuing grant reports covered by GS50-03C-01.</p>	<p>Retain for 4 years after submission of final report <i>or</i> for period required by grant/program, <i>whichever is later</i> <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

3.9 REPORTING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-189 Rev. 1	<p>Reporting/Filing (Mandatory) – Financial Management Records relating to financial management and submitted to regulatory agencies as required by federal, state or local law, where not covered by a more specific records series. Includes reports, confirmation of submission, correspondence, inquiries, etc. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Report of known or suspected loss of public funds or assets or other illegal activity filed with the Office of the State Auditor in accordance with <u>RCW 43.09.185</u>. 	<p>Retain for 4 years after submitted to regulatory agency <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
GS55-05B-31 Rev. 0	<p>UNCLAIMED PROPERTY REPORT – FILED WITH DEPARTMENT OF REVENUE Report filed with the Department of Revenue that identifies unclaimed property for agency. <i>Note: Reference <u>RCW 63.29.170</u>.</i></p>	<p>6 years after report filed</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



3.10 TAXES

The activity of paying or collecting taxes.

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



4. HUMAN RESOURCE MANAGEMENT

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

4.1 AUTHORIZATION/CERTIFICATION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-190 Rev. 1	<p>Authorizations/Certifications – Human Resources (General)</p> <p>Records relating to licenses, permits, accreditations, certifications and other authorizations <u>acquired by</u> local government agency employees in certain positions (includes contractors and volunteers) that are either required by or received from regulating authorities (such as local, state or federal agencies and/or court order/rule), where not covered by a more specific records series. Includes applications/confirmations, correspondence, reports, violations/corrections, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Appointed (assigned) counsel certification of compliance pursuant to Washington State Supreme Court Order #25700-A-1004; • Board of Pharmacy registration (animal control agencies) pursuant to <u>RCW 69.50.310</u>; • Drivers' licenses (individual or commercial); • Emergency Medical Technician (EMT) certification or recertification. <p>Excludes health care provider licenses covered by GS2011-191.</p>	<p>Retain for 6 years after authorization/certification superseded or terminated <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



4.1 AUTHORIZATION/CERTIFICATION

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

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



4.2 BENEFITS

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

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



4.2 BENEFITS

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

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

4.2 BENEFITS

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

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

4.2 **BENEFITS**

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

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

4.3 EQUITY

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

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



4.4 INDUSTRIAL INSURANCE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06C-24 Rev. 0	CLAIMS COSTS REPORTS OR STATEMENTS Compilation of costs of processing claims against self-insured liabilities.	4 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06C-06 Rev. 1	<i>Employer's Quarterly Report for Industrial Insurance (Workers' Compensation)</i> <i>Note: Department of Labor and Industries (L&I) retains one copy for 6 years in accordance with L&I's records retention schedule.</i>	Retain for 3 years after date of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06C-01 Rev. 0	INDUSTRIAL INSURANCE CLAIM LOG	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-082 Rev. 0	<i>Law Enforcement Officers and Fire Fighters (LEOFF 1) Injury/Disability Claims</i> Records relating to injury and disability claims filed by law enforcement officers and fire fighters who are members of the Washington State Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF) Plan 1, in accordance with <u>chapter 41.26 RCW</u> . Includes, but is not limited to: <ul style="list-style-type: none"> • Medical, dental, vision, long-term care records; • Claim and insurance payment information. Excludes Local Disability Board records, which are covered by GS50-05A-13. <i>Note: LEOFF Plan 2 injury/disability claims are covered by GS50-06C-02, GS2010-084, GS50-06C-27, or GS50-06C-31.</i>	Retain for 6 years after death of individual <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

4.4 INDUSTRIAL INSURANCE

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

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

4.4 INDUSTRIAL INSURANCE

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

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

4.5 LABOR RELATIONS

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

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



4.6 MISCONDUCT/DISCIPLINE/GRIEVANCE

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

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



4.6 MISCONDUCT/DISCIPLINE/GRIEVANCE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-39 Rev. 1	<p>CIVIL SERVICE COMMISSION INVESTIGATION FILES</p> <p>Documentation of investigation of improper hiring decisions and practices.</p> <p>Excludes the records of Civil Service Commissions covered by GS2011-173 (hearings), GS50-5A-13 (meetings), and GS50-01-12 (communications).</p>	Case resolved or closed plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04E-03 Rev. 1	<p>Employee Grievances</p> <p>Records relating to complaints and grievances relating to workplace issues filed with the local government agency by its employees.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Appeal hearings records of the local decision-making body covered by GS2011-173. • Civil rights violation complaints covered by GS50-04C-04. 	Retain for 6 years after matter resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-46 Rev. 2	<p>Employee Misconduct Investigation Files – Sustained</p> <p>Documentation compiled in official investigations of employee misconduct that result in findings of misconduct by the employee, which may include the complaint initiating the investigation, investigative reports, statements, taped information, corrective action, correspondence and notes.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Accusations/investigations of certain school/district employees covered more specifically in the <u>School Districts and Educational Service Districts Records Retention Schedule</u>; • Records covered by LE03-01-05 or LE2010-059 in the <u>Law Enforcement Records Retention Schedule</u>; • Investigative summary reports covered by GS50-04B-06, Personnel File; • Workplace violence case files covered by GS50-05A-24. <p><i>Note: Collective bargaining agreements and civil service rules & regulations may require a longer minimum retention period.</i></p>	Retain for 3 years after case closed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

4.6 MISCONDUCT/DISCIPLINE/GRIEVANCE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-47 Rev. 2	<p>Employee Misconduct Investigation Files – Unfounded</p> <p>Documentation compiled in official investigations of employee misconduct that <u>do not</u> result in findings of misconduct by the employee, which may include the complaint initiating the investigation, investigative reports, statements, taped information, corrective action, correspondence and notes.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Accusations/investigations of certain school/district employees covered more specifically in the <u>School Districts and Educational Service Districts Records Retention Schedule</u>; • Records covered by LE03-01-05 or LE2010-059 in the <u>Law Enforcement Records Retention Schedule</u>. <p><i>Note: Collective bargaining agreements and civil service rules & regulations may require a longer minimum retention period.</i></p>	<p>Retain until case closed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-01-51 Rev. 0	<p>FINAL AGREEMENT</p> <p>A written agreement the parties enter into at the conclusion of the resolution process, which sets forth the settlement of the issues and the future responsibilities of each party, if any.</p> <p><i>Note: Reference <u>chapter 7.75 RCW</u>.</i></p>	<p>Termination or withdrawal plus 6 years</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS50-01-52 Rev. 0	<p>INITIAL AGREEMENT</p> <p>A written agreement that expresses the method by which the disputing parties shall attempt to resolve the issues in dispute.</p> <p><i>Note: Reference <u>chapter 7.75 RCW</u>.</i></p>	<p>Termination or withdrawal plus 6 years</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS50-04B-25 Rev. 0	<p>WHISTLEBLOWER INVESTIGATION REPORTS</p> <p>Agency copies of investigations of allegations of fraud or violations of state laws or regulations. Also includes documentation of investigations into alleged retaliation against individuals making such allegations.</p>	<p>Case closed plus 6 years</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



4.6 MISCONDUCT/DISCIPLINE/GRIEVANCE

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

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

4.7 OCCUPATIONAL HEALTH AND SAFETY

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

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



4.7 OCCUPATIONAL HEALTH AND SAFETY

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

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

4.7 OCCUPATIONAL HEALTH AND SAFETY

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

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



4.8 PERFORMANCE MANAGEMENT

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

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



4.9 PERSONNEL

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2014-031 Rev. 0	Disclosure of (Former) Employee Information to Prospective Employers Records relating to the disclosure of information about <u>former</u> employees to prospective employers or employment agencies pursuant to RCW 4.24.730 . May include written log, disclosure releases/statements, copies of information provided, etc. Excludes: <ul style="list-style-type: none"> • Disclosure of information about <u>current</u> employees, which is covered by GS50-04B-06, <i>Personnel File</i>; • Public records requests covered by GS2010-014. 	Retain for 3 years after disclosure of information <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-27 Rev. 0	DRUG/ALCOHOL TEST RESULTS – POSITIVE RESULTS OR REFUSAL TO TEST (AGENCY EMPLOYEES) Files document drug/alcohol testing for cases with reasonable suspicion of abuse/use of substance. Includes drug/ alcohol test results, corrective action, treatment, etc. <i>Note: Reference 49 CFR § 382.401.</i>	Date of results plus 5 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-33 Rev. 0	DRUG/ALCOHOL TEST RESULTS – NEGATIVE RESULTS OR CANCELED TESTS (AGENCY EMPLOYEES) <i>Note: Reference 49 CFR § 382.401.</i>	Results posted or test canceled plus 1 year	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-44 Rev. 0	EMPLOYEE AWARD FILES Files contain records related to employee award programs such as recognition of outstanding performance, length of service, incentive plans, etc. May include recommendations, approved nominations, appreciation letters and additional related information.	Date of award plus 2 years.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-04B-13 Rev. 0	EMPLOYEE CONTRACTS – SUPERSEDED Contracts superseded within fiscal year.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

4.9 PERSONNEL

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-14 Rev. 0	EMPLOYEE DIRECTORY/ROSTER	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-04B-06 Rev. 3	<p>Personnel File May include, but is not limited to:</p> <ul style="list-style-type: none"> • Application for employment when hired, start of employment, identification; • Citations, letters of recommendation; • Criminal history, background checks and investigations; polygraph and psychological testing, etc. • Employment status, position descriptions and job classifications, personal history cards, raises, etc.; • Evaluation of applications of recognition of non-college credit courses; • Exit interview; • Bonds of officials (elected and appointed); • Retirement or disability resulting in employment termination; • Summary report of employee misconduct investigations (sustained only). <p>Excludes oaths of office covered by GS2012-023 and the <i>County Auditor Records Retention Schedule</i>.</p> <p><i>Note: Collective bargaining agreements and civil service rules & regulations may require a longer minimum retention period.</i></p>	Retain for 6 years after termination of employment <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM



4.9 PERSONNEL

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

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



4.10 POSITION DEVELOPMENT/STAFF STRUCTURE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-05 Rev. 0	JOB DESCRIPTIONS Current statement of qualifications, responsibilities, and duties of each individual position.	Destroy when obsolete or superseded plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2012-049 Rev. 0	Organizational Charts Diagrammatical representations of the structure of the agency and internal reporting relationships.	Retain until superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
GS50-04B-07 Rev. 0	POSITION CLASSIFICATION STUDIES Details on specific role and position of each job title, duties, obligations, etc.	Destroy when obsolete or superseded plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-08 Rev. 0	POSITION DESCRIPTION HISTORY FILES A history of positions, classifications, and corresponding job descriptions as these positions are revised. (Serves as writing aid for the development of future positions.)	PERMANENT	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2014-032 Rev. 0	Workforce Planning Records relating to planning activities to develop the agency's workforce, such as skills inventories/assessments, diversity planning, succession planning, recruitment and retention planning, etc. Includes, but is not limited to: <ul style="list-style-type: none"> • Final plans; • Records relating to the development of plans; • Related correspondence. 	Retain for 6 years after obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



4.11 RECRUITMENT/HIRING

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

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

4.11 RECRUITMENT/HIRING

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

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



4.12 REPORTING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04C-05 Rev. 2	<p>Reporting/Filing (Mandatory) – Human Resources Records relating to human resources and submitted to regulatory agencies as required by federal, state or local law, where not covered by a more specific records series. Includes reports, confirmation of submission, correspondence, inquiries, etc. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Employer Information Report EE0-1 filed with the Equal Employment Opportunity Commission in accordance with <u>29 CFR § 1602.7</u>; • Elementary-Secondary Staff Information Report EE0-5 filed with the Equal Employment Opportunity Commission in accordance with <u>29 CFR § 1602.41</u>; • New Hire Reports filed with the Department of Social and Health Services (DSHS) in accordance with <u>RCW 26.23.040</u>; • Commute trip reduction plans and annual progress reports filed with the Commute Trip Reduction Board in accordance with <u>RCW 70.94-527(7),(8)</u>. 	<p>Retain for 4 years after submitted to regulatory agency <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

4.13 STAFF DEVELOPMENT

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

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

5. INFORMATION MANAGEMENT

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

5.1 FORMS AND PUBLICATIONS

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

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

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-011 Rev. 0	Forms – Accountable Unused, pre-numbered forms such as checks, receipts, invoices, meal tickets and licenses.	Retain for 3 fiscal years <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-012 Rev. 0	Forms – Master Set Master set of all forms created by the agency. Also includes source materials (.pdfs, camera-ready copies, original photographs/images, etc.) Excludes web-based forms covered by DAN GS50-06A-03.	Retain until use of form ceases <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-013 Rev. 0	Forms and Publications – Creation Records relating to the design, creation, and revision of agency-created forms and publications. Includes, but is not limited to: <ul style="list-style-type: none"> • Job descriptions/specifications/design records; • Sample job products/proofs/samples. Excludes web-based forms covered by DAN GS50-06A-03.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

5.1 FORMS AND PUBLICATIONS

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

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

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06F-04 Rev. 3	<p>Publications – Master Set Master set of all publications created by the agency and intended for distribution to the agency's customers, clients, community or the general public. Also includes source materials (.pdfs, camera-ready copies, original photographs/digital images, etc.).</p> <p>Publications include, but are not limited to:</p> <ul style="list-style-type: none"> • Reports, manuals, brochures; • Newsletters, magazines, journals; • Official/municipal code; • Maps, plans, charts; • Audio/video recordings and films/presentations. <p>Excludes annual reports covered by GS50-05A-04.</p>	<p>Retain until no longer needed for agency business <i>then</i> Contact Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>

5.2 LIBRARY SERVICES

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-12A-03 Rev. 1	<p>Annual Report of Trustees Records relating to the annual reporting of statistics to the library’s legislative body and the State Librarian in accordance with <u>RCW 27.12.260</u>. <i>Note: Reports received by the Washington State Library are designated Archival in accordance with the Office of the Secretary of State’s records retention schedule.</i></p>	<p>Retain for 3 years after report submitted <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS50-12A-01 Rev. 1	<p>Catalog Records describing the library information sources owned by the agency.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OFM</p>
GS50-12A-02 Rev. 1	<p>Circulation Records relating to the borrowing, lending, and returning of items in the library’s collection. Includes, but is not limited to: <ul style="list-style-type: none"> • Item circulation history; • User/patron records (applications for membership, borrower registration, parent/guardian permissions). Excludes interlibrary loans covered by DAN GS50-12A-08.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

5.2 LIBRARY SERVICES

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-12A-08 Rev. 1	<p>Collection Control – General Records documenting the physical control of the library’s collection. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Accession and deaccession (discard) of items; • Interlibrary loans; • Shelf list/inventory of holdings. <p>Excludes special collections covered by GS2010-023. <i>Note: Agreements relating to bequests are covered by GS50-01-11.</i></p>	<p>Retain for 3 fiscal years <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>
GS2010-023 Rev. 0	<p>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:</p> <ul style="list-style-type: none"> • Accession and deaccession (discard) of items; • Interlibrary loans; • Shelf list/inventory of holdings. <p><i>Note: Agreements relating to bequests are covered by GS50-01-11.</i></p>	<p>Retain until special collection items no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>
GS2010-024 Rev. 0	<p>Special Collections Items in the library’s special collections, including, but not limited to:</p> <ul style="list-style-type: none"> • Archival collections; • Manuscripts; • Rare books. 	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

5.3 MAIL SERVICES

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06D-02 Rev. 1	<p>Mail Delivery and Receipt Records documenting the agency’s incoming and outgoing physical mail (letters, packages, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • 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.). <p><i>Note: Contracts/agreements/permits relating to mailing services and equipment are covered by GS50-01-11.</i></p>	<p>Retain for 3 fiscal years <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

5.4 PUBLIC DISCLOSURE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-09-13 Rev. 2	<p>Public Disclosure/Records Request Logs Records documenting the tracking of public records requests made in accordance with chapter <u>42.56 RCW</u>. <i>Note: Exemption logs are covered by DAN GS2010-014.</i></p>	<p>Retain for 3 years after date of latest entry <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS2010-014 Rev. 2	<p>Public Disclosure/Records Requests Records relating to requests from the general public for access to the agency’s public records in accordance with <u>chapter 42.56 RCW</u>. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • 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. <p>Excludes the records that are the subject of the public records request (which must be retained in accordance with the applicable records series).</p>	<p>Retain for 2 years after public records request fulfilled <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



5.5 RECORDS CONVERSION

The activity of converting the agency’s public records from one form (source records) to another (converted records) through the processes of imaging (digitization or microfilm preservation) or data migration (digital or magnetic).

As per WAC 434-662-040, electronic records must be retained in electronic format. For information on scanning requirements and/or microfilm standards, please visit our webpage: <http://www.sos.wa.gov/archives/RecordsManagement/Destruction-of-Public-Records.aspx>.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-015 Rev. 0	<p>Conversion Process – Archival Records Records documenting the <u>process</u> 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:</p> <ul style="list-style-type: none"> • 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. <p><i>Note: The source records are covered by GS2010-017 or GS2010-018.</i></p>	<p>Retain until the converted Archival records are transferred to Washington State Archives <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
GS2010-016 Rev. 0	<p>Conversion Process – Non-Archival Records Records documenting the <u>process</u> 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:</p> <ul style="list-style-type: none"> • 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. <p><i>Note: The source records are covered by GS50-09-14 or GS2010-018.</i></p>	<p>Retain until the converted Non-Archival records have been destroyed in accordance with a current approved records retention schedule <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



5.5 RECORDS CONVERSION

The activity of converting the agency’s public records from one form (source records) to another (converted records) through the processes of imaging (digitization or microfilm preservation) or data migration (digital or magnetic).

As per WAC 434-662-040, electronic records must be retained in electronic format. For information on scanning requirements and/or microfilm standards, please visit our webpage: <http://www.sos.wa.gov/archives/RecordsManagement/Destruction-of-Public-Records.aspx>.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-017 Rev. 2	<p>Source Records – Imaged (Archival) Archival source records which have been imaged using one of the following processes, and <i>provided that</i> the converted records are retained in accordance with a current approved records retention schedule:</p> <ul style="list-style-type: none"> • Scanned/digitized in accordance with Washington State Requirements for the Destruction of Non-Archival Paper Records After Imaging, following all recommendations specific to “long-term records”; • Scanned/digitized in accordance with a valid approval by Washington State Archives’ legacy processes (<i>Electronic Imaging System (EIS)</i> or <i>Early Destruction After Digitization (DAD)</i>); or, • Microfilmed in accordance with Washington State Standards for the Production and Use of Microfilm. <p>Excludes records covered in the County Clerks and Superior Court Records Retention Schedule.</p>	<p>Retain until verification of successful conversion <i>then</i> Contact Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
GS50-09-14 Rev. 3	<p>Source Records – Imaged (Non-Archival) Non-Archival source records which have been imaged using one of the following processes and <i>provided that</i> the converted records are retained in accordance with a current approved records retention schedule:</p> <ul style="list-style-type: none"> • Scanned/digitized in accordance with Washington State Requirements for the Destruction of Non-Archival Paper Records After Imaging; • Scanned/digitized in accordance with a valid approval by Washington State Archives’ legacy processes (<i>Electronic Imaging System (EIS)</i> or <i>Early Destruction After Digitization (DAD)</i>); or, • Microfilmed in accordance with Washington State Standards for the Production and Use of Microfilm. <p>Excludes records covered in the County Clerks and Superior Court Records Retention Schedule.</p>	<p>Retain until verification of successful conversion <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



5.5 RECORDS CONVERSION

The activity of converting the agency’s public records from one form (source records) to another (converted records) through the processes of imaging (digitization or microfilm preservation) or data migration (digital or magnetic).

As per WAC 434-662-040, electronic records must be retained in electronic format. For information on scanning requirements and/or microfilm standards, please visit our webpage: <http://www.sos.wa.gov/archives/RecordsManagement/Destruction-of-Public-Records.aspx>.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-018 Rev. 0	<p>Source Records – Migrated</p> <p>Non-paper-based source records which have been migrated to another non-paper-based format such as:</p> <ul style="list-style-type: none"> • 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. <p>And, provided that the converted records are retained in accordance with a current approved records retention schedule.</p> <p>Excludes paper- and film-based source records covered by DANs GS2010-017 and GS50-09-14.</p>	<p>Retain until verification of successful conversion <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



5.6 RECORDS MANAGEMENT

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-019 Rev. 0	<p>Conservation (Archival) Conservation treatment records documenting repair to public records designated as Archival.</p>	<p>Retain until the Archival records are transferred to Washington State Archives <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
GS2010-020 Rev. 0	<p>Conservation (Non-Archival) Conservation treatment records documenting repair to public records designated as Non-Archival.</p>	<p>Retain until the Non-Archival records have been destroyed in accordance with a current approved records retention schedule <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-09-06 Rev. 1	<p>Destruction of Public Records Records relating to the destruction of the agency's public records. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Destruction logs; • Affidavits; • Agency authorizations; • Certificates/Notices of destruction. 	<p>Retain for the life of the agency.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>

5.6 RECORDS MANAGEMENT

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-007 Rev. 0	<p>Online Content Management Records documenting the <u>publishing</u> of the agency's online (internet and intranet) content. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests/approvals to upload/update/remove content; • Confirmation of content upload/update/removal; • Point-in-time record of webpage/site (screenshot, snapshot, site map). <p><i>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.</i></p>	<p>Retain for 1 year after online content removed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-09-02 Rev. 2	<p>Records Control Records relating to the physical and intellectual control of the agency's records, including, but not limited to:</p> <ul style="list-style-type: none"> • 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. <p><i>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.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

5.6 RECORDS MANAGEMENT

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-09-01 Rev. 1	<p>Retention and Disposition Authorization</p> <p>Records relating to the retention of the agency's records in accordance with chapter 40.14 RCW, including, but not limited to:</p> <ul style="list-style-type: none"> • 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, <i>provided that</i> the original is retained by the Washington State Archives; • Agency's copies of records retention schedules approved by the Local Records Committee in accordance with <u>RCW 40.14.070</u>, <i>provided that</i> the original is retained by the Local Records Committee. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS2010-021 Rev. 0	<p>Transfer of Legal Custody</p> <p>Records relating to the transfer of the agency's legal custody of its public records under one of the following circumstances:</p> <ul style="list-style-type: none"> • Transfer of Archival records to Washington State Archives; • Lawful transfer to another government entity (state agency, other local government agency, etc.); • Donation of public records (to a public library, historical or genealogical society, etc.), with the approval of the State Archivist in accordance with <u>RCW 40.14.070(3)</u>. 	<p>Retain for the life of the agency.</p>	<p>NON-ARCHIVAL ESSENTIAL OFM</p>

6. RECORDS WITH MINIMAL RETENTION VALUE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-02-01 Rev. 0	<p>Agency Information – Routine Internal and external requests for, and provision of, routine information about the operations of the agency, such as:</p> <ul style="list-style-type: none"> • Business hours, locations/directions, web/email addresses; • Meeting dates/times. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-02-02 Rev. 0	<p>Agency-Generated Forms and Publications – Copies Blank forms and duplicate copies of publications, <i>provided that</i> the agency retains the primary record in accordance with the current approved minimum retention period.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports, catalogs, brochures, calendars, posters; • Multi-media presentations (videos, CDs, etc.). <p><i>Excludes:</i></p> <ul style="list-style-type: none"> • Publication masters covered by DAN GS50-06F-04; • Form masters covered by DAN GS2010-012; • Accountable forms (unused, pre-numbered checks, receipts, meal tickets, licenses, etc.) covered by DAN GS2010-011. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-02-03 Rev. 0	<p>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.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Catalogs, reports, multi-media presentations (videos, CDs, etc.); • Informational copies, notices, bulletins, newsletters, announcements; • Unsolicited information (junk mail, spam, advertisements, etc.). 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-02-04 Rev. 1	<p>Secondary (Duplicate) Copies Copies of records (created or received), provided that the agency retains the primary record in accordance with the current approved minimum retention period. Includes, but is not limited to, data extracts and printouts from agency electronic information systems, provided that the:</p> <ul style="list-style-type: none"> • Records within the database are retained for their minimum retention period; and, • Data extracts/printouts are <u>NOT</u> required to substantiate “point-in-time” evidence of business transactions. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-02-05 Rev. 1	<p>Transitory Records Public records that only document information of temporary, short-term value, <i>and provided that the records are:</i></p> <ul style="list-style-type: none"> • Not needed as evidence of a business transaction; <i>and,</i> • Not covered by a more specific records series. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency (notices of community affairs, holidays, etc.); • Preliminary drafts of letters, memoranda, reports, work sheets, spreadsheets, presentations, and informal notes, etc., which do not represent significant basic steps in the preparation of record document(s); • Routing slips used to direct the distribution of documents; • Shorthand notes, stenotype tapes, and mechanical records, after they have been transcribed into typewritten or printed form on paper or microfilm; • Telephone messages (including voicemail, digital voice messages, etc.); • Letters of transmittal which do not add any information to the transmitted materials; • Abandoned, voided or defective architectural drawings. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

GLOSSARY

Appraisal

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

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

Archival (Appraisal Required)

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

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

Archival (Permanent Retention)

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

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

Disposition

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

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

Disposition Authority Number (DAN)

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

Essential Records

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

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

Local Records Committee

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

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

Migration

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

Non-Archival

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

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

Non-Essential Records

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

Obsolete

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

Office of Record

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

OFM (Office Files and Memoranda)

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

RCW 40.14.010 – Definition and classification of public records.

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

OPR (Official Public Records)

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

RCW 40.14.010 – Definition and classification of public records.

(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records.”

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

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

Primary Records

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

Public Records

RCW 40.14.010 – Definition and classification of public records.

“... The term “public records” shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business...”

Records Series

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

Secondary Records

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

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

Security Microfilm

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

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



INDEX: ARCHIVAL and PERMANENT RECORDS

AGENCY MANAGEMENT	
Administration (General)	
Administrative Working Files	5
Communications – Governing/Executive/Advisory	6
Informational Reports Compiled for Agency Use.....	8
Project Files (Miscellaneous).....	8
Research/Program Reports, Studies, Surveys, Models, and Analyses	8
Charter, Jurisdiction and Mission	
Agency Identity/Brand	10
Census Records from the State Office of Financial Management.....	10
Charter and Bylaws – Adopted.....	10
Charter and Bylaws – Development.....	11
Jurisdictional Boundary – Development	12
Jurisdictional Boundary – Official.....	11
Jurisdictional Reference – Maps, Drawings, Photographs	12
Community Relations	
Advertising and Promotion	13
Awards and Recognition	13
Biographical Files.....	13
Historical Files of the Agency	14
Newspaper Clippings.....	15
Photographs, Audio/Visual Material.....	15
Press Releases	15
Proclamations	15
Public Opinion Polls.....	16
Scrapbooks and Albums.....	16
Speeches	17
Contracts/Agreements	
Franchise Requests – Granted by Agency	20
Elections (Elected Officials, Initiatives and Referenda)	
Elections – Held and Certified by Local Government Agency (Official Results).....	22
Initiative, Referenda and Recall Measures.....	23
Oaths of Office – Not Filed or Recorded with County Auditor.....	24
Emergency Planning, Response, Recovery	
Emergency/Disaster Response/Recovery – Uncommon or Major.....	26
Legal Affairs	
Civil Rights Violation Complaints.....	27
Civil Topical and Working Files.....	28
Legal Opinions (Agency Attorney).....	32
Litigation Case Files	32
Local Government Agency Legislation	
Ordinances and Resolutions – Approved	33
Ordinances and Resolutions – Development	33
Meetings and Hearings	
Appeals Hearings – Local Decision-Making Bodies (General)	34
Appeals Hearings – Local Decision-Making Bodies (Land Use/Valuation)	35
Meetings – Advisory.....	36
Meetings – Governing/Executive	37
Meetings – Inter-Agency	38
Planning	
Strategic Plans – Final Version	40
Policies and Procedures	
Official Agency Policy and Procedure Directives, Regulations, and Rules.....	41
Reporting	
Annual Reports – Adopted	42
Reporting/Filing (Mandatory) – Agency Management	42
Risk Management/Insurance	
Insurance Policy Certificates	45
ASSET MANAGEMENT	
Acquisition/Ownership	
Capital Assets (Real Property)	52
County Engineer Records	53
Environmental Site Assessments – Asset Not Acquired.....	53
Naming (Assets)	54



Authorization/Certification		Reporting/Filing (Mandatory) – Financial Management.....	109
Designations (Assets)	56	HUMAN RESOURCE MANAGEMENT	
Construction		Equity	
As-Built Drawings – Appraised and Selected for Archival Preservation.....	57	Affirmative Action Plans.....	117
Construction Project Files	58	Affirmative Action Studies and Reports	117
IT Applications – Noteworthy.....	61	Labor Relations	
Standards and Specifications Manuals.....	63	Collective Bargaining Contract and Agreement Negotiations Files.....	121
Hazardous Materials Management		Collective Bargaining Agreements	121
Hazardous Materials/Dangerous Waste – Abatement and Remediation.....	66	Personnel	
Hazardous Materials/Dangerous Waste – Plans	68	Employee Award Files	130
Inspection/Monitoring		Employee Directory/Roster.....	131
Inspections/Monitoring – Regulated (Environmental)	70	Position Development/Staff Structure	
Monitoring (Traffic) – Analysis	72	Organizational Charts.....	133
Inventory		Position Description History Files.....	133
Inventory – Trees	74	Recruitment/Hiring	
Planning		Civil Service Commission Journal	134
Capital Construction Projects – Preliminary Plans (Project Not Completed) ...	77	Reporting	
Long-Range Asset Plans (Final Version)	79	Reporting/Filing (Mandatory) – Human Resources	136
Reporting		INFORMATION MANAGEMENT	
Reporting/Filing (Mandatory) – Assets	80	Forms and Publications	
FINANCIAL MANAGEMENT		Publications – Master Set.....	139
Auditing		Library Services	
Fiscal and Performance Audit Reports	95	Collection Control – Special Collections.....	141
Budget		Special Collections.....	141
Final Budget	98	Records Conversion	
Payroll		Conversion Process – Archival Records.....	144
Salary Schedule - Employee	101	Source Records – Imaged (Archival).....	145
Planning		Records Management	
Levy and Bond Planning – Successful	104	Conservation (Archival).....	147
Reporting		Destruction of Public Records	147
Annual Financial Report of Chief Fiscal Officer to Commissioners/Council ...	108	Transfer of Legal Custody.....	149
Bond, Grant and Levy Project Reports	108		



INDEX: ESSENTIAL RECORDS

AGENCY MANAGEMENT
Authorization/Certification
Authorizations/Certifications – Agency Management 9
Charter, Jurisdiction and Mission
Agency Identity/Brand 10
Charter and Bylaws – Adopted..... 10
Jurisdictional Boundary – Development 12
Jurisdictional Boundary – Official..... 11
Jurisdictional Reference – Maps, Drawings, Photographs 12
Contracts/Agreements
Contracts and Agreements – Capital Assets (Non-Real Property) 18
Contracts and Agreements – General 19
Franchise Requests – Granted by Agency 20
Elections (Elected Officials, Initiatives and Referenda)
Elections – Held and Certified by Local Government Agency (Official Results) 22
Oaths of Office – Not Filed or Recorded with County Auditor..... 24
Emergency Planning, Response, Recovery
Backups for Disaster Preparedness/Recovery 25
Emergency/Disaster Preparedness and Recovery Plans 25
Local Government Legislation
Ordinances and Resolutions – Approved 33
Meetings and Hearings
Appeals Hearings – Local Decision-Making Bodies (General) 34
Appeals Hearings – Local Decision-Making Bodies (Land Use/Valuation) 35
Meetings – Governing/Executive 37
Policies and Procedures
Official Agency Policy and Procedure Directives, Regulations, and Rules..... 41
Risk Management/Insurance
Accidents/Incidents (Hazardous Materials) – Human Exposure 43
Accidents/Incidents (Hazardous Materials) – No Human Exposure 44
Insurance Policies Purchased 45
Insurance Policy Certificates 45
Training
Agency-Provided Training – Hazardous Materials Handling 49
ASSET MANAGEMENT
Acquisition/Ownership
Capital Assets (Other) and Non-Capital Tracked Assets..... 51
Capital Assets (Real Property)..... 52
County Engineer Records 53
Construction
As-Built Drawings – Appraised and Not Selected for Archival Preservation.... 57
As-Built Drawings – Appraised and Selected for Archival Preservation..... 57
IT Applications – Technical Design and Implementation 62
IT Network – Design and Build 63
Standards and Specifications Manuals..... 63
Hazardous Materials Management
Hazardous Materials/Dangerous Waste – Abatement and Remediation 66
Hazardous Materials/Dangerous Waste – Control/Inventory/Tracking/Disposal
..... 67
Hazardous Materials/Dangerous Waste – Plans 68
Inspection/Monitoring
Inspections – Bridges..... 69
Inventory
Inventory – Keys/Key Cards/Badges 74
Maintenance
Maintenance – Major and/or Regulated..... 75
Security
Authorization – Employee Access 81
Usage and Operations
Operating Manuals..... 85
FINANCIAL MANAGEMENT
Accounting
General and Subsidiary Ledgers 93
Payroll



Local Government Common Records Retention Schedule (CORE)
DRAFT Version 3.1 (December 18, 2014)

Individual Employee Pay History	100	Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV) Exposure	
Payroll Register	101	Reports and Waivers.....	127
Time Cards/Time Sheets	102	Personnel	
HUMAN RESOURCE MANAGEMENT		Personnel File	131
Authorization/Certification		Volunteer Files	132
Authorizations/Certifications – H.R. (Hazardous Materials Handling)	112	INFORMATION MANAGEMENT	
Benefits		Library Services	
Employee Benefit Contracts/Policies/Plans	114	Catalog	140
Employee Benefit Participation/Enrollment Agreements and Withdrawals .	114	Collection Control – General	141
Equity		Collection Control – Special Collections.....	141
Affirmative Action Plans.....	117	Records Management	
Labor Relations		Destruction of Public Records	147
Collective Bargaining Agreements	121	Transfer of Legal Custody.....	149
Occupational Health and Safety			



INDEX: DISPOSITION AUTHORITY NUMBERS (DANs)

GS2010-001..... 7	GS2011-169..... 18	GS2012-025..... 26	GS50-01-09 14
GS2010-002..... 81	GS2011-171..... 28	GS2012-026..... 29	GS50-01-10 29
GS2010-003..... 62	GS2011-172..... 30	GS2012-027..... 36	GS50-01-11 19
GS2010-004..... 85	GS2011-173..... 34	GS2012-028..... 42	GS50-01-12 6
GS2010-005..... 85	GS2011-174..... 35	GS2012-029..... 49	GS50-01-24 41
GS2010-006..... 63	GS2011-175..... 38	GS2012-030..... 51	GS50-01-25 33
GS2010-007..... 148	GS2011-176..... 39	GS2012-031..... 53	GS50-01-30 16
GS2010-008..... 82	GS2011-177..... 43	GS2012-032..... 54	GS50-01-32 8
GS2010-009..... 83	GS2011-178..... 47	GS2012-033..... 55	GS50-01-36 5
GS2010-011..... 138	GS2011-179..... 47	GS2012-034..... 56	GS50-01-37 10
GS2010-012..... 138	GS2011-180..... 48	GS2012-035..... 57	GS50-01-38 40
GS2010-013..... 138	GS2011-181..... 50	GS2012-036..... 61	GS50-01-39 8
GS2010-014..... 143	GS2011-182..... 89	GS2012-037..... 69	GS50-01-42 9
GS2010-015..... 144	GS2011-183..... 91	GS2012-038..... 71	GS50-01-43 38
GS2010-016..... 144	GS2011-184..... 92	GS2012-039..... 75	GS50-01-50 121
GS2010-017..... 145	GS2011-185..... 97	GS2012-040..... 76	GS50-01-51 124
GS2010-018..... 146	GS2011-186..... 97	GS2012-041..... 77	GS50-01-52 124
GS2010-019..... 147	GS2011-187..... 103	GS2012-042..... 78	GS50-01-54 117
GS2010-020..... 147	GS2011-188..... 104	GS2012-043..... 79	GS50-02-01 150
GS2010-021..... 149	GS2011-189..... 109	GS2012-044..... 80	GS50-02-02 150
GS2010-023..... 141	GS2011-190..... 111	GS2012-045..... 87	GS50-02-03 150
GS2010-024..... 141	GS2011-191..... 112	GS2012-046..... 88	GS50-02-04 151
GS2010-079..... 40	GS2011-192..... 127	GS2012-047..... 89	GS50-02-05 151
GS2010-080..... 40	GS2012-015..... 10	GS2012-048..... 103	GS50-03A-10 89
GS2010-081..... 45	GS2012-016..... 16	GS2012-049..... 133	GS50-03A-15 93
GS2010-082..... 118	GS2012-017..... 20	GS2014-029..... 86	GS50-03A-17 100
GS2010-083..... 119	GS2012-018..... 21	GS2014-030..... 93	GS50-03A-18 73
GS2010-084..... 119	GS2012-019..... 22	GS2014-031..... 130	GS50-03A-26 95
GS2011-165..... 13	GS2012-020..... 22	GS2014-032..... 133	GS50-03A-28 94
GS2011-166..... 13	GS2012-021..... 23	GS50-01-01 41	GS50-03A-32 101
GS2011-167..... 14	GS2012-023..... 24	GS50-01-02 5	GS50-03A-33 101
GS2011-168..... 15	GS2012-024..... 25	GS50-01-08 5	GS50-03B-06 89



Local Government Common Records Retention Schedule (CORE)

DRAFT Version 3.1 (December 18, 2014)

GS50-03B-09	94	GS50-03E-22	101	GS50-04B-24	135	GS50-04E-04	121
GS50-03B-10	88	GS50-03E-23	101	GS50-04B-25	124	GS50-04E-05	121
GS50-03B-11	96	GS50-03E-24	102	GS50-04B-27	130	GS50-04E-06	121
GS50-03B-14	90	GS50-03E-25	102	GS50-04B-28	113	GS50-04G-01	137
GS50-03C-01	108	GS50-03E-29	101	GS50-04B-29	129	GS50-04G-02	137
GS50-03C-02	108	GS50-03F-01	95	GS50-04B-30	126	GS50-05A-01	10
GS50-03C-07	94	GS50-03F-02	95	GS50-04B-31	129	GS50-05A-04	42
GS50-03D-01	98	GS50-03F-03	95	GS50-04B-33	130	GS50-05A-07	11
GS50-03D-02	108	GS50-04A-02	134	GS50-04B-34	137	GS50-05A-10	20
GS50-03D-03	98	GS50-04A-03	134	GS50-04B-35	122	GS50-05A-13	37
GS50-03D-04	98	GS50-04A-04	134	GS50-04B-36	116	GS50-05A-15	23
GS50-03D-05	98	GS50-04A-05	135	GS50-04B-37	122	GS50-05A-16	33
GS50-03D-06	98	GS50-04A-06	114	GS50-04B-38	122	GS50-05A-23	137
GS50-03D-07	98	GS50-04A-07	101	GS50-04B-39	123	GS50-05A-24	125
GS50-03D-08	98	GS50-04A-08	129	GS50-04B-40	114	GS50-05A-26	134
GS50-03D-10	98	GS50-04B-01	134	GS50-04B-41	114	GS50-06A-01	77
GS50-03E-01	99	GS50-04B-02	113	GS50-04B-42	115	GS50-06A-02	25
GS50-03E-02	99	GS50-04B-04	127	GS50-04B-43	115	GS50-06A-03	62
GS50-03E-03	113	GS50-04B-05	133	GS50-04B-44	130	GS50-06A-05	85
GS50-03E-04	102	GS50-04B-06	131	GS50-04B-45	122	GS50-06B-05	74
GS50-03E-05	99	GS50-04B-07	133	GS50-04B-46	123	GS50-06B-09	85
GS50-03E-06	99	GS50-04B-08	133	GS50-04B-47	124	GS50-06B-18	84
GS50-03E-07	99	GS50-04B-09	116	GS50-04C-01	28	GS50-06B-20	83
GS50-03E-08	99	GS50-04B-10	132	GS50-04C-02	117	GS50-06B-22	60
GS50-03E-09	99	GS50-04B-11	134	GS50-04C-03	117	GS50-06B-23	64
GS50-03E-10	99	GS50-04B-13	130	GS50-04C-04	27	GS50-06B-24	53
GS50-03E-11	113	GS50-04B-14	131	GS50-04C-05	136	GS50-06B-25	74
GS50-03E-15	100	GS50-04B-16	135	GS50-04D-01	113	GS50-06B-26	126
GS50-03E-16	100	GS50-04B-17	135	GS50-04D-02	114	GS50-06C-01	118
GS50-03E-17	100	GS50-04B-18	135	GS50-04D-03	114	GS50-06C-02	120
GS50-03E-18	100	GS50-04B-19	114	GS50-04D-04	115	GS50-06C-03	44
GS50-03E-19	100	GS50-04B-20	129	GS50-04D-05	116	GS50-06C-04	45
GS50-03E-20	100	GS50-04B-22	135	GS50-04D-06	115	GS50-06C-05	119
GS50-03E-21	101	GS50-04B-23	132	GS50-04E-03	123	GS50-06C-06	118



Local Government Common Records Retention Schedule (CORE)
DRAFT Version 3.1 (December 18, 2014)

GS50-06C-10	127	GS50-08A-02	105	GS50-12D-02	110	GS51-05D-10	126
GS50-06C-15	45	GS50-08A-05	106	GS50-12D-03	110	GS51-05D-11	127
GS50-06C-16	45	GS50-08A-06	107	GS50-12D-04	110	GS51-07-10	70
GS50-06C-19	115	GS50-08A-07	107	GS50-12D-05	110	GS51-07-15	79
GS50-06C-20	128	GS50-08A-09	107	GS50-12D-07	110	GS51-07-21	54
GS50-06C-21	128	GS50-08A-10	107	GS50-12D-08	110	GS52-03A-05	12
GS50-06C-24	118	GS50-08A-11	105	GS50-14-03	25	GS52-07-03	28
GS50-06C-25	46	GS50-08A-12	107	GS50-16-09	11	GS53-02-01	27
GS50-06C-27	120	GS50-08A-13	107	GS50-18-06	57	GS53-02-03	32
GS50-06C-31	120	GS50-08A-14	106	GS50-18-08	69	GS53-02-04	32
GS50-06C-33	127	GS50-08B-05	106	GS50-18-10	58	GS53-02-05	31
GS50-06C-35	46	GS50-08B-06	106	GS50-18-29	26	GS53-02-06	104
GS50-06D-02	142	GS50-08B-07	106	GS50-18-33	72	GS55-01M-04	65
GS50-06E-08	64	GS50-08B-08	106	GS50-18-34	72	GS55-05A-06	52
GS50-06E-21	106	GS50-08C-06	74	GS50-18-38	12	GS55-05A-09	31
GS50-06F-01	13	GS50-09-01	149	GS50-18-43	68	GS55-05B-31	109
GS50-06F-02	14	GS50-09-02	148	GS50-19-02	67	GS55-05B-32	94
GS50-06F-03	8	GS50-09-06	147	GS50-19-03	44	GS55-05B-33	94
GS50-06F-04	139	GS50-09-13	143	GS50-19-08	68	GS55-05G-04	63
GS50-06F-05	15	GS50-09-14	145	GS50-19-09	112	GS59-01-02	113
GS50-06F-06	15	GS50-12A-01	140	GS50-19-15	66	GS59-01-03	113
GS50-06F-07	15	GS50-12A-02	140	GS51-02-01	88	GS59-01-04	116
GS50-06F-08	16	GS50-12A-03	140	GS51-05D-06	128		
GS50-06F-09	17	GS50-12A-08	141	GS51-05D-07	128		
GS50-08A-01	105	GS50-12D-01	110	GS51-05D-08	128		

INDEX: SUBJECTS

5

504 accommodations..... 27, 28

A

acceptance testing (computer applications)..... 62
 access
 badges/keys 74
 employee 81
 facility (staff) 83
 accession/discard (libraries) 141
 accidents/incidents *see also* Industrial Insurance
 claims for damages 29
 hazardous materials 43, 44
 traffic collisions..... 44, 45
 accommodations (section 504)..... 27, 28
 accountable forms 138
 accreditation *see* authorizations/certifications
 acquisitions
 bond/levy/grants 91
 capital asset record..... 89
 land/property 53
 ADA (*Americans with Disabilities Act*)..... 27
 addresses/passwords (URL) 63
 adjudicative proceedings 34, 35
 Adjustment, Board of..... 35
 adjustments
 inventory (assets) 73

to banking accounts..... 97
 to customer accounts 92
 to payroll accounts 102
 administrative
 appeals (land use)..... 34, 35
 procedures..... 41
 working files..... 5
 advertising/promotion..... 13
 advice
 legal 31
 provision of..... 6, 7
 advices (remittance) 91, 92
 advisory bodies
 communications 6
 meetings 36
 aerial photos 11, 12
 affirmative action..... 117
 agency
 charter/bylaws..... 10
 goals/objectives..... 40
 historical files..... 14
 identity/brand 10
 informational reports 8
 liability (risk data) 46
 photographs 15
 policies/procedures 41
 press releases 15
 public opinion polls..... 16
 publications/forms 150
 retirement investment contracts 116
 scrapbooks..... 16
 speeches 17

agency attorney
 civil topical and working files..... 28
 claims for damages 29
 legal opinions..... 32
 litigation case files 32
 agendas/packets
 adjudicative proceedings..... 34, 35
 advisory meetings..... 36
 governing/executive meetings 37
 inter-agency meetings 38
 requests 39
 staff meetings 38
 agreements
 bond loans 91
 capital assets (non-real property) 18
 collective bargaining 121
 dispute resolution..... 124
 employee enrollment 114
 franchise 18, 20
 general (non-capital assets) 19
 grant 91
 interlocal
 capital assets 18
 emergency/disaster 26
 general 19
 superfund consent..... 66
 air quality monitoring 70
 industrial hygiene 127
 airborne pathogen (training) 49
 airport
 certification..... 9
 self-inspections..... 71



albums/scrapbooks (agency history)	16	appointment calendars	5	agency general (photos, etc.)	15
analyses (research)	8	appraisal/appraisal required.....	<i>see</i> Glossary	meetings/hearings.....	34, 35
animal control		appraisals (assets).....	51, 52	source records	146
Board of Pharmacy registration.....	111	apprentice certification.....	137	surveillance.....	84
code violations.....	29	appropriate use.....	85	systems (installed)	60
disputes	34	architectural drawings	57, 58	audiometric testing.....	126
animal exhibitor registrations.....	9	abandoned/voided/defective.....	151	audits	95
annexation	11, 12	project not completed.....	77	fiscal and performance	95
announcements/postings	<i>see also</i> notices	archival.....	<i>see</i> Glossary	fuel/pump tank.....	87
jobs	135	as-builts/designed drawings.....	57	insurance	45
Annual Construction Program (ACP)		collections (libraries)	141	internal	95
development	78	records (transfer).....	149	State Auditor examination reports.....	95
final version	79	arrangements		trails (IT infrastructure).....	62
annual reports		charity fundraising events	14	authorization	
chief fiscal officer.....	108	field trips/transportation (minors)	46	delegation of authority.....	96
prosecuting attorney	42	meetings/hearings.....	39	payroll deductions	99
special purpose districts	42	art		authorizations/certifications	
trustees (libraries)	140	installation/construction	58	agency general.....	126
appeals hearings (adjudicative proceedings)....	34, 35	inventories.....	73	assets	55
applications		owned by agency.....	51	from other agencies	9, 55, 65, 111, 112
accommodations (Section 504)	28	as-built/designed construction drawings/plans	57, 58	hazardous materials	65
authorizations (credentials).....	111, 112	assessment rolls/ledgers (LIDs).....	110	human resources	
bids/proposals	105	assessments (environmental site)	53	general (CDL, EMT, etc.).....	111
Dept. of Retirement Systems (DRS).....	101	asset management.....	51	hazardous materials handling	112
employee access.....	81	assigned counsel certification.....	111	health care providers	112
employee recognition.....	131	Associated Student Body (ASB). <i>see</i> Governing Bodies		automated clearing house (ACH).....	97
employment	131, 134	bylaws.....	10, 11	automated tasks (electronic info systems)	85
fire alarms.....	55	certification of election.....	22	AVL tracking data (security monitoring)	84
information technology (IT).....	62, 85	minutes/meetings	37	awards/recognition	
library patron.....	140	atmospheric monitoring	70	agency.....	13
noteworthy	61	attachment (salaries/wages)	101	computer applications.....	61
planning/review.....	77	Attorney General opinions.....	27	employee	130
rental/lease.....	105	auctions (authorizations/notifications)	64		
volunteer	132, 135	audio/visual recordings			



B

B&O (business and occupation) tax..... 110
backups (public records)..... 25
badges (employee access)
 authorization for..... 81
 inventory..... 74
ballots (elections)..... 22
banking
 activities/transactions 97
 master depository contract 19
benchmarks (IT system health)..... 69
benefits
 contracts/policies/plans 114
 detail report (payroll) 99
 enrollment agreements..... 114
 monthly statements (paid) 115
 participation 114
 studies/surveys..... 113
bids/proposals 105
billing..... 92
 disputes 90
 appeals hearings 34
 equipment/vehicle use 92
 stubs 88
bills of sale 91, 92
biographical files 13
bloodborne pathogen (training) 49
Board of
 Equalization/Adjustment (appeals) 35
 Pharmacy (registration/animal control) 111
boards/councils/committees
 certification of election..... 21, 22
 meetings/minutes 36, 37

oaths of office..... 23, 24
boilers/hot water tanks (permits/inspections) 55
bonds
 coupons (revenue)..... 91
 officials (elected and appointed) 131
projects
 financial documentation 91
 planning..... 104
 reports..... 108
statement of 94
brand (agency) 10
bridges/roads..... *see also* County Engineer records
 awards/recognition 13
 construction/design/planning 58
 inspections..... 69
 maintenance 75, 76
 traffic monitoring..... 72
brochures (agency publications)..... 150
budget
 agency..... 98
 levies/bonds 104
build guides (network) 63
building
 access..... 81
 code violations..... 29
 construction..... 58
 contracts..... 18
 inventory..... 73
 maintenance 75, 76
 permits..... 55
 security 83, 84
business
 hours/addresses 150
 license inspections/violations..... 29

taxes (B&O)..... 110
bylaws (agency & decision-making bodies) 10

C

calendars
 agency publications 150
 appointment 5
camera-ready artwork 138, 139
campaigns (charity fundraising)..... 14
cancelled (and voided) checks
 for capital assets constructed by the agency 91
 for general expenditures 92, 97
 NSF (non-sufficient funds) 90
capital assets/projects
 contracts/agreements 18
 financial documentation (bond, grant, levy projects) 91
 improvements 58
 inventories 73
 plans (not completed) 77
 tracking record (for State Auditor) 89
car parts disposal 67
card keys
 authorization for..... 81
 inventory..... 74
case files
 agency civil service 122, 123
 appeals hearings 34, 35
 Civil Service Commission 34
 employee assistance..... 114
 financial disputes/collections 90
 litigation..... 32



workplace violence.....	125	checks/warrants		official/municipal.....	139
cash (receipts/reports/summaries/petty)	91, 92	numerical listing	91	source (applications).....	62
catalogs		original paper/imaged	97	violations/enforcement.....	29
agency publications	150	registers	91, 92	collateral security (bonds)	94
library collections	140	returned by bank (issued by agency).....	97	collection agency reports.....	89
catering arrangements.....	39, 47	returned by bank (NSF).....	90	collections	
CDL (commercial driver's license).....	111	stubs	89	libraries	140, 141
CDs/DVDs/videos (agency publications).....	150	chemicals (inventory sheet).....	67	non-real property	90
central records (Office of Financial Management) .	10	chief fiscal officer (annual report).....	108	real property/facilities.....	31
central stores		chronological reference file	5	collective bargaining	121
rate setting	103	circulation (libraries).....	140	combined excise tax.....	110
supplies drawn.....	87	citizen complaints/requests.....	14	communicable infectious disease (training)	49
certificates		civil		communications	
bond issuance	104	asset forfeiture hearings.....	34, 35	governing/executive/advisory.....	6
bulk mailing	142	rights		non-executive	7
delinquency	31	compliance	28	commute trip reduction.....	113, 116
destruction		violations/complaints.....	27	complaints	
hazardous materials	67	service		citizen	14
public records.....	147	agency case files.....	122	civil rights violations	27
insurance	45	examinations/eligibility journal.....	134	employee (workplace issues)	123
IRS (withholding)	100	service (agency case files).....	122, 123	compliance (civil rights)	28
naturalization (copies).....	134	suits (involving agency).....	32	computer software	
title (vehicle).....	51	topical and working files.....	28	design/implementation	62
certifications <i>see also</i> authorizations/certifications		Civil Service Commission hearings/case files.....	34	noteworthy	61
hazardous materials/dangerous waste	65	claims		planning/review.....	77
of elections		costs reports/statements	118	concession supplies (inventories)	73
by agency	22	damages.....	29	condemnations	31
by regulatory agency.....	21	disability/health/welfare	113	confined space	
certified mail (logs/return receipts).....	142	FEMA (disaster/emergency)	26	atmospheric monitoring	70
charity fundraising	14	unemployment insurance.....	116	permits.....	126
charter		workers' compensation	119, 120	conservation	
agency/council/committee.....	10	client service agreements	18, 19	public records	147
computer applications.....	61, 77	code		rebates.....	92
charts (organizational)	133	access (security).....	81		



Conservation Districts..... *see also* **Governing Bodies certification of election**..... 21

Consolidated Omnibus Budget Reconciliation Act (COBRA) 113

construction/modification

- as-built/designed drawings/plans 57, 58
- contracts 18
- permits 55
- projects 58
 - not completed 77

consultant/contractor rosters 105

consumable assets inventories 73

contested-case proceeding 35

contests/events (agency-sponsored) 13

continuing education

- completed by employee 137
- provided by agency 48

contracts/agreements

- bond/grant/levy projects (non-capital) 91
- capital assets
 - non-real property 18
 - real property 52
- employee 130
 - assistance program 114
 - benefits 114
- franchise 20
- general 19
- hazardous materials (abatement/remediation) . 66
- IT applications (noteworthy) 61
- retirement system investments 116

conversion (records) 144

copies

- duplicate/secondary 151
- informational 150

- copyrights (owned by agency) 51
- corrective action (employee) 123, 124
- councils/committees/boards
 - communications 6
 - elections 21, 22
 - meetings/minutes 37
 - oaths of office 23, 24
 - ordinances/resolutions 33
- County Engineer records 53
- court orders served on the agency 30
- criminal history/background checks 131, 134
- critical (sensitive) area designation 56
- critical materials list 67
- cumulative leave (employee) 113
- curriculum development (training) 47, 48, 49
- custody (public records) 149

D

DAD (Early Destruction of Source Documents after Digitization) 149

- daily cash report 91, 92
- damages (claims for) 29
- data extracts 151
- day files (chronological reference files) 5
- decision-making bodies (meetings/hearings) ... 34, 35
- deductions (capital asset record) 89
- deeds/titles 52
- deferred compensation benefits (employee) 114
- delegation of authority 96
- delinquency (certificates of) 31
- delivery (mail) 142
- Department of (state agency)

- Labor and Industries
 - boiler vessel report 55
 - industrial insurance reports 118
 - self insured employer certification 119
- Retirement Systems (applications/reports) 101
- Revenue (unclaimed property) 94, 109
- deposits/withdrawals (banking) 97
- depreciation (capital asset record) 89
- design (agency forms/publications) 138
- designations (assets) 56
- destruction
 - hazardous materials 67
 - public records 147, 149
- development (computer applications) 62
- diagrams (network) 63
- digital voice messages/voicemail 151
- digitization of records 144, 146
- direct deposit 99
- directory/roster (employee) 131
- disability/health/welfare claims 113
 - LEOFF 118
- disaster preparedness/recovery 25
 - damage declaration statements 26
 - public records (backups) 25
 - response/recovery 26, 43, 66
- discipline (employee) 123, 124
- disposal
 - auctions 64
 - capital asset record 89
 - hazardous waste/materials 67
 - permits (hazardous waste) 65
- disposition *see* Glossary
- Disposition Authority Number (DAN) *see* Glossary
- disputes



animal control..... 34
 billing 34
 financial (and collections)..... 90
 real property 31, 53
 resolution agreements 124
 union (case histories)..... 121
 distribution of expenditures 89
 ditches/surveys *see also* County Engineer records
 maintenance 75, 76
 donation of public records..... 149
 drafts (preliminary) 151
 drawings
 abandoned/voided/defective..... 151
 agency jurisdiction..... 11, 12
 as-builts/designed 57
 drinking water monitoring 70
 driver's license 111
 Drug Enforcement Agency (DEA) license 9
 drug license (Drug Enforcement Agency (DEA)) 9
 drug/alcohol tests 130
 duplicate affidavit/bond 88
 duplicate copies 151
 duplicating/printing services rate setting 103

E

Early Destruction of Source Documents after
 Digitization (DAD) 145, 149
 easements
 granted by agency 52
 inventory..... 73
 received by agency 18, 51
 elected officials

certification of election..... 21, 22
 communications 6
 oaths of office..... 23
 elections
 certified by a regulatory agency 21
 held and certified by the agency 22
 held by the agency..... 22
 initiatives/referenda/recalls 23
 electronic funds transfers (EFT) 97
 Electronic Imaging System (EIS) 145, 149
 electronic information systems
 applications
 design/implementation..... 62
 noteworthy..... 61
 planning/review 77
 automated/scheduled tasks 85
 backups (disaster preparedness/recovery) 25
 employee access/authorization..... 81
 helpdesk requests..... 85
 infrastructure (audit trail)..... 62
 IT hardware maintenance..... *see* Work Orders
 network design/build 63
 online content 148
 real time performance..... 69
 security monitoring 82, 83
 electronic records
 control 148
 conversion 144
 destruction 147
 disaster preparedness backups 25
 forms/publications 150
 from external sources..... 150
 migration 146
 online..... 150

online content 148
 retention/disposition..... 149
 secondary/duplicate 151
 source records 145
 transfer of legal custody 149
 transitory 151
 elevator permits..... 55
 eligibility list (employment) 134
 email
 addresses..... 150
 unsolicited/spam 150
 emblems (agency identity/brand) 10
 emergency
 contact information 25
 information (minor) 46
 medical technician (EMT) certification
 completed by employee..... 111
 training provided by agency..... 48
 planning
 contact information 25
 fire safety drills..... 127
 preparedness/recovery plans 25
 response plan 68
 purchasing authorization..... 106
 response/recovery..... 26, 43, 66
 Emergency Planning/Community Right-to-Know Act
 66
 eminent domain..... 31
 employee
 access
 facility..... 83
 networks/systems/data 81
 assistance program..... 114
 assistance program (EAP) 113



<p>audiometric test 126</p> <p>award files 130</p> <p>criminal history/background checks..... 131</p> <p>cumulative leave..... 113</p> <p>directory/roster 131</p> <p>disability claims..... 113</p> <p>drug/alcohol testing 130</p> <p>emergency contact information 25</p> <p>emergency plans..... 25</p> <p>enrollment agreement 114</p> <p>ergonomics 127</p> <p>exposure (to HBV and HIV) 127</p> <p>grievances..... 123</p> <p> appeals 34</p> <p>health/safety (industrial hygiene monitoring) . 127</p> <p>medical records</p> <p> employed less than 1 year 127</p> <p> general 126</p> <p> hazardous materials exposure 43</p> <p>misconduct 123, 124</p> <p> summary report 131</p> <p>pay history 100</p> <p>payroll deductions (charity)..... 14</p> <p>performance evaluations..... 129</p> <p>personnel file 131</p> <p>retirement benefits 114, 115</p> <p>right-to-know 68</p> <p>suggestion files 129</p> <p>temporary 132</p> <p>training history 137</p> <p>work assignment..... 129</p> <p>employee assistance program (EAP)..... 114</p> <p>Employee Right to Know Implementation Plan 68</p> <p>employee certification (industrial insurance)..... 119</p>	<p>employment</p> <p> applications</p> <p> hired 131</p> <p> not hired..... 134</p> <p> volunteer 132</p> <p> eligibility 134</p> <p> inquiries 135</p> <p> interviews 135</p> <p> requisition/personnel action request..... 135</p> <p>encroachments (real property disputes) 53</p> <p>energy conservation discounts/grants 91</p> <p>energy usage 87</p> <p>enforcement (code) 29</p> <p>engineering specifications 57, 58</p> <p>environmental</p> <p> chemicals list 67</p> <p> monitoring 70</p> <p> pesticide spray application documentation 68</p> <p> site assessments</p> <p> agency property 52</p> <p> asset not acquired 53</p> <p>equal employment opportunity complaints 27</p> <p>Equalization, Board of (appeals) 35</p> <p>equipment</p> <p> auctions (disposal) 64</p> <p> billing 92</p> <p> boilers (inspection reports) 55</p> <p> checkout logs 87</p> <p> disposal (auction/sale/salvage) 64</p> <p> installed 60</p> <p> maintenance (history/reports) 75, 76</p> <p> safety analysis..... 69</p> <p> sale/salvage (disposal) 64</p> <p> statistical reports 87</p>	<p>surplus/zed property 64</p> <p> use 87</p> <p>ergonomics 127</p> <p>escrow agreement 18, 19</p> <p>essential records <i>see</i> Glossary</p> <p> lists..... 25</p> <p>event logs (electronic info systems) 82, 83, 85</p> <p>events/contests (agency-sponsored)..... 13</p> <p>evictions 31</p> <p>excise taxes 110</p> <p>executive <i>see also</i> Governing/Executive Bodies</p> <p> communications (internal/external) 6</p> <p> meetings 37</p> <p> proclamations 15</p> <p> speeches 17</p> <p>expendable assets inventories 73</p> <p>expenditures</p> <p> distribution 89</p> <p> estimates 98</p> <p> transactions/reports 91, 92</p> <p>eye injuries (workers' comp) 119</p>
--	---	--

F

<p>facilities</p> <p> as-builts (architectural drawings) 57, 58</p> <p> project not completed 77</p> <p> boilers (inspection reports) 55</p> <p> construction 58</p> <p> engineering specifications 57, 58</p> <p> fire alarms (applications) 55</p> <p> installed systems/equipment 60</p> <p> plans (long range) 78, 79</p>



rental/use 87
 safety
 inspections 55
 maintenance 75, 76
 values..... 52
 feasibility studies (computer applications) 61, 77
Federal Fair Housing Act 27
 fees (impact) – rate setting 103
 FEMA
 claims 26
 flood permits 55
 ferry authorizations (USDOT)..... 9
 field books (land survey) 11, 12
 field orders 91, 92
 files classification 148
 final budget 98
 finance officer/treasurer reports 91, 92
 financial
 disputes 90
 planning (levy and bonds) 104
 reports 108
 transactions/statements/reports 91, 92
 finding aids (public records)..... 148
 fingerprinting (employee/volunteer)..... 134
 fire and life safety
 alarms (applications) 55
 code violations..... 29
 drills 127
 equipment (maintenance)..... 75, 76
 hydrant 58
 permits/extinguishers/inspections..... 55
 prevention plans 25
 fire fighters (LEOFF) 118
 fixed asset inventories 73, 74

fleet (vehicles)
 accidents/incidents..... 44, 45
 billing 92
 checkout logs 87
 disposal (auction/sale/salvage) 64
 maintenance (reports/history) 75, 76
 safety analysis..... 69
 statistical reports 87
 use 87
 food/beverage permits 9
 forecasting
 affirmative action 117
 assets 78, 79
 budget..... 98
 foreclosures (deeds/mortgages)..... 31
 forest practices permits 55
 forfeiture hearings (assets) 34, 35
 forms
 accountable 138
 creation/master set (agency-created)..... 138
 naturalization (I-9)..... 134
 supplies/blank 150
 franchises 20
 granted by agency 20
 proposal declined 20
 received by agency 18
 fraud..... 124
 fuel/oil storage
 inventory..... 73
 maintenance 75, 76
 regulatory authorizations 55
 usage/dispersal..... 87

G

garnishments 101
 general information (external)..... 150
 general ledgers 93
 geological data/geotechnical reports 11, 12, 52
 goals/objectives (working files) 40
 governing bodies
 communications 6
 elections 22
 meetings 37
 GPS tracking data (security monitoring) 84
 grants
 applications (approved) 91
 applications (not approved) 94
 continuing..... 108
 financial documentation..... 91
 project reports..... 108
 grave markers (inventories)..... 73
 grievances (employee) 123
 appeals..... 34
 groundwater monitoring 70

H

hardware (information technology) 63
 harmful physical agents (training) 49
 hazard assessment 128
 hazardous materials/waste
 accidents/incidents..... 43, 44
 authorizations received by agency 65
 chemical inventory 67
 destruction/disposal 67

emergency response plan..... 68
 handling (authorization/certification) 112
 inspection/test reports..... 67
 list 67
 management plan..... 68
 pesticide spray 68
 right-to-know 68
 safety data sheet (MSDS) 67
 training
 agency provided 48, 49
 certification 111
 health benefits (employee)..... 113, 114
 health insurance participants 115
 hearings (adjudicative proceedings) 34, 35
 arrangements 39
 hepatitis B virus (HBV) 127
 heritage designations..... 56
 HIPAA (*Health Insurance Portability and
 Accountability Act*)..... 27
 hiring 134
 historic property designations 56
 historical files (agency) 14
 historical treasures (inventories) 73
 hold harmless agreements..... 18, 19
 holiday notices 151
 housing authority plans/reports (to HUD) 42
 human immunodeficiency virus (HIV)..... 127
 HVAC permits..... 55
 HVAC systems (installed) 60
 hydrant (fire)..... 58

I

IDEA (*Individuals w/ Disabilities Education Act*) 27, 28
 imaged cash letter (ICL) 97
 Immigration and Naturalization Services (INS) 134
 impact fees (rate setting)..... 103
 improper hiring decisions 123
 improvements
 capital asset record..... 89
 levy projects..... 58
 incidents/accidents 44, 45
 hazardous materials 43, 44
 incorporation 11, 12
 indigent defense certification 111
 industrial hygiene 127
 industrial injury/insurance
 claim log..... 118
 L&I claims..... 119, 120
 L&I reports 118
 law enforcement/reserve officers (LEOFF 1) 118
 self-insured 120
 volunteer fire fighters/reserve officers 119
 information technology (IT)
 backups (disaster preparedness/recovery) 25
 infrastructure (audit trail)..... 62
 network (design and build)..... 63
 systems (installed) 60
 informational
 copies..... 150, 151
 reports (agency use) 8
 initiatives/referenda/recalls 23
 injuries *see also* accidents/incidents
 occupational 128
 inquiries (employment) 135

inspections/monitoring..... *see also* authorizations
 bridges/roads..... 53, 69
 business licence 29
 documentation 55
 facility safety..... 55
 fire extinguishers/systems..... 55
 hazardous materials 67
 hazardous materials/dangerous waste 65
 HVAC..... 55
 insurance/safety/fire 55
 not required..... 69
 required
 environmental..... 70
 non-environmental 71
 insufficient funds collections 90
 insurance
 audits/surveys 45
 employee benefits 114
 policies 45
 premium costs 45
 safety/fire inspections 55
 waivers..... 18, 19
 workers' compensation 118
 intellectual property (owned by agency) 51
 interlibrary loans..... 141
 interlocal agreements 18, 19
 emergency/disaster response/recovery..... 26
 internal agency procedures 41
 Internal Revenue Service (IRS) 100
 internal service fund rate setting..... 103
 international money transfers (IMT) 97
 internet/intranet
 content management 148
 Internet Protocol (IP) addresses 63



web addresses 150
 web applications..... 61, 62, 77
 interviews (employment)..... 135
 intrusions (security) 82, 83
 inventories
 assets 73
 fixed asset 74
 keys/badges 74
 materials/equipment..... 73
 parts..... 73
 public records 148
 surplussed property..... 74
 trees..... 74
 year end report..... 73
 investigations
 accidents/incidents..... 44, 45
 hazardous materials 43
 employee misconduct 123, 124
 equipment/vehicles safety 69
 whistleblower 124
 invoice totals/taxes..... 88
 Irrigation Districts *see also* Governing Bodies
 certification of election..... 22
 IT rate setting..... 103

J

job
 announcements..... 135
 descriptions 133, 135
 junior taxing districts (annual statement)..... 42
 junk mail/spam 150
 jurisdictional boundary 11, 12

reference maps/drawings/photos..... 12

K

keys/card keys
 authorization for..... 81
 inventory..... 74

L

Labor and Industries, Department of
 boiler vessel report..... 55
 payroll report..... 100
 land
 disputes/condemnation 53
 survey field books..... 11, 12
 use
 code violations 29
 permits (from other agencies) 55
 values..... 52
 landmark designations..... 56
 law enforcement officers (LEOFF)..... 118
 leaking pipes 26
 lease
 agreements..... 18, 19
 applications (not accepted) 105
 leave
 buy back..... 100
 cumulative record..... 113
 requests 116
 sharing authorization..... 100
 ledgers (general and subsidiary)..... 93

legal counsel
 Attorney General opinions 27
 civil topical and working files..... 28
 claims for damages 29
 issues/advice 31
 levy/bond planning..... 104
 litigation case files 32
 opinions 32
 legend drugs (animal control registration) 111
 LEOFF Plan 1..... 118
 letters of recommendation..... 131
 letters of transmittal..... 151
 levy projects..... 58
 financial documentation..... 91
 planning
 successful 104
 unsuccessful 104
 reports 108
 liability waivers 18, 19, 46
 libraries
 annual report of trustees..... 140
 catalog/circulation..... 140, 141
 special collections..... 141
 licenses..... *see also* authorizations/certifications
 agency assets 55
 agency general..... 9
 agency-provided training..... 48, 49
 code violations..... 29
 hazardous materials/dangerous waste 65
 human resources 111, 112
 pre-numbered (accountable) 138
 liens/releases 31
 lights (street or traffic) 58
 Liquor Control Board



temporary permit notification
 no objection to issuance 150
 objection to issuance 6
 litigation case files..... 32
 loans (interlibrary) 141
 lobbyist reporting 42
 local
 improvement districts 110
 tax returns 110
 Local Disability Board (LEOFF) 118
 Local Emergency Planning Committees (LEPC)..... 67
 Local Records Committee (LRC)..... *see* Glossary
 logos (agency identity/brand)..... 10
 logs
 industrial insurance 118, 128
 internet/telephone/fax 85
 intrusion/event 82, 83
 visitor/entry 83
 weapons confiscation 82
 work assignments 129
 long-range/term planning
 strategic (agency-wide) 40
 long-range/term plans
 assets 78, 79

M

magnetic records (audio/video tapes)..... 144, 146
 mail (delivery and receipt) 142
 maintenance history/logs/reports..... 75, 76
 mandatory reporting/filing42, 80, 108, 109, 136
 manuals
 maintenance 75

operating 85
 published by agency 139
 standards/specifications..... 63
 manuscript collections (libraries)..... 141
 maps..... 11, 12
 master indexes (public records)..... 148
 master set
 forms..... 138
 publications 139
 materials
 audit (technical reference) 95
 disbursement/usage 87
 hazardous 65
 accidents/incidents 43, 44
 authorizations 65
 environmental site assessments 53
 orders/requisitions/receipts..... 106
 public meeting 58, 77
 reference (meetings/hearings)..... 34, 35
 safety data sheet (MSDS) 67
 source (forms & publications) 138, 139
 training47, 48, 49, 50
 civil rights compliance..... 28
 waste analysis 64
 mechanical recordings 151
 media (press releases/newspaper clippings)..... 15
 medical insurance 100
 medical records (employee) 126, 127
 meetings
 advisory 36
 arrangements/scheduling..... 39
 dates/times/locations..... 150
 governing/executive 37
 inter-agency..... 38

staff (agency) 38
 memo/memorandum (transitory) 151
 messages (telephone/voicemail) 151
 microfilm
 conversion of source records 144, 145
 records/standards 144, 145
 migration..... *see* Glossary
 conversion process 144
 source records 146
 minimal retention value (public records) 150
 mining 55
 minors
 accidents/incidents..... 44
 emergency contact information 25
 library permissions 140
 travel permissions 46
 minutes/recordings/transcripts
 adjudicative proceedings..... 34, 35
 advisory meetings..... 36
 governing/executive meetings 37
 inter-agency meetings..... 38
 staff meetings 38
 misconduct (employee) 123, 124
 models (research) 8
 monitoring
 appropriate use 85
 environmental 70
 information systems 69
 traffic 72
 motor pool
 accidents/incidents..... 44, 45
 billing 92
 checkout logs..... 87
 disposal (auction/sale/salvage) 64



maintenance (reports/history) 75, 76
rate setting 103
registration/tabs 55
safety analysis..... 69
statistical reports..... 87
use 87
mottos/slogans (agency identity/brand) 10
multi-agency meetings 38
multi-media presentations (videos/CDs/DVDs)
agency publications 150
from external sources..... 150
municipal code..... 139
mutual aid agreements (emergency/disaster) 26

N

naming
programs/mascots/colors 10
naming (agency assets)..... 54
National Bridge Inspection Standards (NBIS)..... 69
National Historic Register 56
networks
access authorization 81
audit trail 62
design/build 63
newsletters
agency..... 139
from external sources..... 150
newspaper clippings 15
nine one one (911) tax 110
noise level monitoring (industrial hygiene) 127
non-archival see Glossary
non-essential see Glossary

non-paper-based records 146
notes (shorthand/stenotype)..... 151
notices
B&O tax notices 110
COBRA..... 113
confined spaces 126
destruction of public records..... 147
financial disputes/collections 90
informational..... 150, 151
minor participation..... 46
public (official) 16
published (requests for bids/proposals)..... 105
staff meetings 38
summons 31
NPDES permits 55
nuisance code violations..... 29
numbered forms (accountable) 138

O

oaths of office (boards/councils/committees) . 23, 24
obsolete see Glossary
occupational
health/safety 126
injuries/illnesses 128
injury/disease 120
Office of Financial Management census records.... 10
Office of Record see Glossary
Office of the State Auditor
capital asset record..... 89
examination report..... 95
loss of public funds/assets..... 109
official code..... 139

official public notices 16
OFM (Office Files and Memoranda)..... see Glossary
oilsee fuel/oil
Old Age Security Insurance (OASI) 101
online
communications/advice 6, 7
content management 148
routine agency information 150
open public meetings..... 36, 37
operating
manuals (facility equipment)..... 85
permits (boilers/elevators) 55
opinion polls..... 16
opinions
agency attorney 32
Attorney General 27
OPR (Official Public Record) see Glossary
orders (adjudicative proceedings) 34, 35
orders/requisitions 106, 107
ordinances 33
organizational (org) charts..... 133
overtime..... 116

P

packing slips 106
parent/legal guardian permission
library use 140
travel..... 46
park benches..... 58
parking
code violations/tickets..... 29
lots (construction) 58



<p>meters (construction) 58</p> <p>parts</p> <p> inventories 73</p> <p> orders 106</p> <p>patent rights (owned by agency) 51</p> <p>patron/users (libraries) 140</p> <p>payment stubs (billing) 88</p> <p>payroll</p> <p> account adjustments 102</p> <p> deductions 99, 100</p> <p> direct deposit 99</p> <p> expense log 101</p> <p> labor and industries report 100</p> <p> log/sheet 101</p> <p> pay history 100</p> <p> register 101</p> <p>penalty assessment 128</p> <p>pension system (agency operated) 114, 115, 116</p> <p>performance</p> <p> apprentice 137</p> <p> audit 95</p> <p> evaluations 129</p> <p> management 129</p> <p> monitoring/audits (IT) 69</p> <p> outstanding (employee) 130</p> <p> retirement investment portfolio 116</p> <p>permanent retention <i>see</i> Glossary</p> <p>permission (parent/legal guardian)</p> <p> library use 140</p> <p> travel 46</p> <p>permissions (networks/systems/data) 81</p> <p>permits <i>see also</i> authorizations/certifications</p> <p> confined spaces 126</p> <p> construction/modification 55</p>	<p> from other agencies 55</p> <p> hazardous materials/dangerous waste 65</p> <p> operating (boilers/elevators) 55</p> <p> surface mining 55</p> <p> temporary 9</p> <p> vehicles/vessels 55</p> <p> water 55</p> <p>personal exposure (to hazardous materials) 43</p> <p>personal license code violations 29</p> <p>personal service contracts 18, 19</p> <p>personnel action request 135</p> <p>personnel file 131</p> <p>pesticide spray application 68</p> <p>petitions signed by citizens 23</p> <p>petty cash 91, 92</p> <p>photo ID 81</p> <p>photographs 11, 12, 15</p> <p> agency forms/publications 138, 139</p> <p>physical examination reports 43</p> <p>pipes (leaking) 26</p> <p>pit/quarry</p> <p> material control 87</p> <p> permits 55</p> <p>planing</p> <p> civil rights compliance 28</p> <p>planning</p> <p> construction 58</p> <p> project not completed 77</p> <p> emergency/disaster 25, 26</p> <p> events/contests 13</p> <p> hazardous materials 67, 68</p> <p> information systems 61, 77</p> <p> initiative/referenda/recall measures 23</p> <p> levy/bond 104</p>	<p> levy/bond proposals 104</p> <p> long-range (assets) 78</p> <p> rate setting 103</p> <p> short-term (assets) 79</p> <p> strategic 40</p> <p>planning commission hearings 34, 35</p> <p>plans</p> <p> as-built/designed construction plans 57, 58</p> <p> assets 78, 79</p> <p> emergency preparedness/recovery 25</p> <p> hazardous materials 68</p> <p>point-in-time (webpage/site) 148</p> <p>policies</p> <p> employee 114</p> <p> insurance 45</p> <p> official agency 41</p> <p>polls (public opinion) 16</p> <p>positions (classifications/development) 133</p> <p>posters (agency publications) 150</p> <p>posts (social networking) 6, 7</p> <p>potentially archival <i>see</i> Glossary</p> <p>preliminary drafts 151</p> <p>premises (vacation of) 31</p> <p>premium costs 45</p> <p>presentations (videos/CDs/DVDs) 150</p> <p>press releases/clippings 15</p> <p>price checks 107</p> <p>primary record <i>see</i> Glossary</p> <p>printouts (from electronic info systems) 151</p> <p>private vehicle (minor permission) 46</p> <p>probation (employee) 129</p> <p>procedures (administrative/directives) 41</p> <p>processing claims 118</p> <p>proclamations 15</p>
--	---	---



professional education 137
 project files
 construction (facilities) 58
 miscellaneous 8
 project reports (bond/grant/levy) 108
 promotional events/campaigns 13
 property
 disputes and liens 31
 encroachments 53
 history 53
 liens/releases 31
 purchases (real property) 52, 54
 surplus/sed 64
 tax exemption/valuation appeals 34, 35
 unclaimed 109
 proposals/bids (requests for) 105
 prosecuting attorney reports 42
 public
 gatherings (permits) 9
 hearings/meetings 34, 35
 notices (official) 16
 public disclosure
 lobbyist reporting 42
 records requests 143
 public opinions
 citizen complaints/requests 14
 polls 16
 public records *see Glossary*
 backups (disaster preparedness) 25
 conservation 147
 conversion/digitization/migration 144, 146
 destruction 147
 finding aids 148
 legal custody 149

magnetic 146
 minimal retention value 150
 records center transmittals/receivals 148
 requests (disclosure) 143
 retention schedules/disposition authorization 149
 transfer/donation 149
 transitory 151
 publications
 agency supplies 150
 creation/master set (agency-created) 138
 from outside sources 150
 master set (agency-created) 139
 pumps/tanks (fuel/oil storage) 87
 purchase offers
 non-real property (declined by agency) 51
 real property
 accepted or declined by agency 52
 made by agency 54
 purchasing
 agreements 18, 19
 emergency exception 106
 purchase orders/requisitions/bid logs 107
 receiving 91, 92, 106, 107

Q

quarry
 material control 87
 permits 55
 quasi-judicial actions (hearings) 34, 35

R

radiation
 exposure 43
 protection training.. *see the Public Utilities Records Retention Schedule*
 radioactive materials/facilities licensing 65
 rare book collections (libraries) 141
 rate setting
 impact fees 103
 internal service fund 103
 reading files (chronological reference files) 5
 real property 52
 disputes 31
 environmental site assessments 52, 53
 relocation assistance 91
 unsuccessful purchase proposals 54
 rebates (customer) 92
 recall measures 23
 recalls/referenda/initiatives 23
 receipts 91, 92, 106
 delivery (internal) 106
 recognition/awards 13
 recordings
 adjudicative proceedings 34, 35
 advisory meetings 36
 governing/executive meetings 37
 inter-agency meetings 38
 mechanical 151
 security/surveillance 84
 staff meetings 38
 records series *see Glossary*
 recreational courses 48
 recruitment 134, 135



reference files (general)..... 5	fiscal and performance audit..... 95	boards/councils/committees..... 33
referenda 23	from external sources..... 150	development files 33
referenda/initiatives/recalls 23	fuel/oil/pump tank 87	respirator fit test/program files 128
registered mail (logs/return receipts)..... 142	grants/scholarships..... 91, 108	retirement
registers/journals (financial) 91, 92	hazardous materials 67	benefit history file 114
regulations/rules..... 41	hazardous materials (inspection and test) 67	eligibility benefits 100, 101
<i>Rehabilitation Act of 1973</i> 27, 28	illegal activity 109	investment portfolios 116
relocation assistance	insurance 45	system application/report 101
real property acquisition/grants..... 91, 94	internal informational use 8	transmittals..... 102
reporting..... 80	library statistics..... 140	verification..... 100, 102, 115
remittance advices..... 88, 91, 92	lobbyist (to PDC) 42	Retirement Systems, Department of
remote deposit capture (RDC) 97	loss of public funds/assets..... 109	applications..... 101
rental agreements..... 18, 19	maintenance 75, 76	retrievals (records centers) 148
rental applications 105	maintenance (equipment/vehicles) 75, 76	revenue bonds/coupons 91
reports	new hire (DSHS) 136	revenue estimates 98
accidents/incidents.... <i>see also</i> Industrial Insurance	parts (master listing)..... 73	Revenue, Department of
claim filed 29	physical examination 43	unclaimed property report 94
hazardous materials 43	program 8	rights-of-way
no claim filed 44, 45	receiving 107	granted by agency 52
annual (chief fiscal officer) 108	research 8	received by agency 18, 51
boiler vessel 55	safety and fire inspection 55	right-to-know (employee) 68
bond/grant/levy 91, 108	state auditor's examination..... 95	risk data 46
budget..... 98	stop-payment 97	roads/bridges..... <i>see also</i> County Engineer records
claims costs..... 118	successful completion (electronic info systems) 85	awards/recognition 13
collection agency 89	tire maintenance 76	construction..... 58
commute trip reduction (annual progress) 136	treasurer/finance officer 91, 92	inspection 69
elementary/secondary staff info (EEO-5) 136	vandalism..... 82	maintenance..... 75, 76
emergency response plan..... 68	waste materials analysis 64	reports/plans 80
employee exposure 43	workers' compensation (employer's) 118	traffic monitoring..... 72
energy usage..... 87	request for proposal or bid (RFP)(RFQQ) 105	rosters (consultants/contractors) 105
environmental monitoring 70	requisitions 107	routine information (agency operations) 150
equal employment opportunity 136	resale items (inventories) 73	routing slips..... 151
equipment/vehicle 87	research/program reports 8	rules /regulations..... 41
filed/submitted to outside agency 80	resolutions 33	run reports (electronic info systems)..... 85



S

safety
 analysis (equipment/vehicles) 69
 committee 38
 confined spaces permits 126
 inspections (facilities) 55

salaries
 garnishments 101
 schedules 101

sale/salvage (equipment/vehicles) 64

scheduled tasks (electronic info systems) 85

schedules
 facility rental/use 87
 records retention 149
 salaries 101
 tasks (computer-driven) 85
 tasks (electronic info systems) 85
 work assignments 129

scholarships
 applications (not approved) 94
 awarded or received 91

school
 bus authorizations (USDOT) 9
 colors/mascots/program names 10
 stores (inventories) 73

scrapbooks 16

screenshot/snapshot 148

secondary records *see* Glossary
 duplicate copies 151

Section 313 SARA Title III 66

Section 504 compliance 28

SECTOR citations *see* Law Enforcement Schedule
 printouts for general info 150

security
 badges/swipes/codes 81
 incidents/investigations 82
 logs (staff/visitor entry) 83
 microfilm *see* Glossary
 monitoring
 oversight/surveillance recordings 84
 routine 83
 systems (installed) 60

selection process (recruitment) 135

self insured
 costs 45
 employer certification 119
 liabilities 118
 workers' compensation 120

shelf list (libraries) 141

shipping (mail) 142

shorthand/stenotype notes 151

signature records 96

site assessments 53

slogans/mottos (agency identity/brand) 10

small and attractive assets 51

snow closure 26

social networking 6, 7

software (computer) 61, 62, 77

soil monitoring 70

source records
 converted 144, 145
 migrated 146

spam (unsolicited email) 150

special collections (libraries) 141

special purpose district (annual statement) 42

specifications/standards manuals 63

speeches 17

staff
 access 83
 development/training 137
 meetings 38

standards
 microfilm 144, 145
 National Bridge Inspection (NBIS) 69
 specifications manuals 63

state and local tax returns 110

State Emergency Response Commission (SERC) 67

state monitored personnel funds 101

State of Emergency declaration 26

statements
 banking 97
 bond 94
 disaster damage declaration 26
 financial 91, 92

statistical report
 libraries 140

statistical reports
 agency assets 87
 agency informational 8

stop-payment reports/requests 97

strategic plans 40

streets
 lighting systems 58
 naming of 54
 planning 78
 traffic monitoring 72

stubs (billing/payment) 88

student (emergency contact information) 25

studies (research) 8

subject files
 administrative working 5



audit..... 95
subpoenas (served on agency) 30
subsidiary ledgers 93
summons
 notices of 31
 served on agency 30
superfund
 release files 66
supplies (inventories)..... 73
surface mining..... 55
surface water monitoring 70
surplussed property inventory..... 74
surveillance recordings 84
surveys *see also* County Engineer records
surveys (research) 8
surveys/field books 11, 12
swipes (staff access)..... 74
system design (computer applications) 62
systems (installed in agency facilities) 60

T

tally sheets (elections) 22
tanks/pumps (fuel/oil storage) 87
task forces (meetings)..... 38
taxes
 business/occupation..... 110
 combined excise 110
 local improvement districts 110
 state/local returns 110
technical design (computer applications)..... 62
telephone messages 151
temporary employees..... 132

temporary permits..... 9
tenants
 files 86
timber/water rights (received by agency) 51
time cards/sheets 102
tire maintenance..... 76
tracked assets 51, 73, 74
tracking data (GPS, AVL) 84
trademarks (owned by agency) 51
traffic
 accidents/incidents..... 44, 45
 lights/signs/signals 58
 monitoring 72
 street planning..... 78
train/light rail authorizations (USDOT) 9
training.....*see also* Staff Development
 agency provided 47, 48
 certificated or hours/credits earned 48
 general 50
 hazardous materials handling 49
 mandatory..... 48, 49
 hazardous materials/waste 49
transcripts
 adjudicative proceedings..... 34, 35
 advisory meetings..... 36
 governing/executive meetings 37
 inter-agency meetings 38
 staff meetings 38
transfers
 funds (EFT, IMT, ACH)..... 97
 magnetic records (conversion) 144
 materials/equipment..... 73
 public records (legal custody)..... 149
 surplus property 64

transit stops/pads/shelters 58
transitory records 151
transmittals
 business taxes..... 110
 cash receipts 91, 92
 letters 151
 payroll deposits 99
 records centers 148
 retirement (employees)..... 102
transportation
 impact fees 103
 transportation authorizations (USDOT) 9
Transportation Improvement Program (TIP)
 development 78
 final version 79
travel permission (minors)..... 46
treasurer/finance officer reports 91, 92
trees 74
trial balances..... 94
trust indenture..... 91
trustees, annual report (libraries)..... 140

U

U.S. Bureau of Labor Statistics 128
unclaimed property 94, 109
underground storage tank (UST) inspections 71
unemployment insurance 116
unions 121
unsolicited mail/email 150
use
 appropriate (computer/fax/phone)..... 85
 equipment/vehicles 87



used oil..... 64
 utility
 billing disputes..... 34, 90
 land use permits 55
 rebates..... 92
 tax (state)..... 110

V

vacation of premises..... 31
 values (asset appraisal) 51, 52
 vandalism 26, 82
 vehicles
 accidents/incidents..... 29, 44, 45
 billing 92
 checkout logs..... 87
 disposal (auction/sale/salvage) 64
 maintenance (history/reports) 75, 76
 minor travel permission..... 46
 parts in stock 73
 registrations/tabs 55
 safety analysis..... 69
 title 51
 tracking data (GPS, AVL) 84
 usage..... 87
 vendor compliance reports..... 107
 vessel registrations/tabs..... 55
 video/audio recordings (surveillance) 84
 videos/CDs/DVDs (publications) 150

violence (workplace)..... 125
 visitor logs 83
 voicemail..... 151
 volunteer
 applications..... 135
 fire fighters/reserve officers relief claims..... 119
 service documentation 132
 voter
 eligibility/challenges 22
 pamphlets..... 22
 vouchers..... 91, 92

W

waivers (liability, insurance, hold harmless) 18, 19
 permission for minor to participate 46
 warranties 18, 19
 Washington State
 Archives (records transfer) 149
 Librarian..... 140
 microfilm standards..... 145
 Public Disclosure Commission 42
 Requirements for the Destruction of Non-Archival
 Paper Records After Imaging..... 145
 Washington State Patrol (accident reports) 72
 water boiler/hot water tank 55
 water monitoring 70
 water rights disputes 53
 water/timber rights (received by agency) 51

weapons..... 82
 webpage/site
 agency address 150
 applications..... 61, 62, 77
 online content management 6, 7, 148
 whistleblower 124
 Women/Minority Bus. Enterprise (WMBE) 107
 work
 assignments 41, 129
 orders 75, 76
 plans 40
 workers' compensation 118, 119, 120
 working files..... 5
 workplace
 hazard assessment 128
 violence..... 125
 works of art..... 51

X

x-ray registrations 55

Z

zoning adjusters..... 35



SUMMARY OF CHANGES

To better assist local government agencies in the retention, destruction, and transfer of their public records, Washington State Archives is continuing to implement improvements to records retention schedules.

All *previously approved* disposition authorities for records that are covered by the *Local Government Common Records Retention Schedule (CORE) Version 3.1* are **revoked**, including those listed in all general **and** agency unique retention schedules. Agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

This revision guide has been prepared as a helpful tool for agency staff. It highlights changes to records retention requirements as approved by the Local Records Committee on December 18, 2014 pursuant to RCW 40.14.070. **This guide is NOT the records retention schedule, itself.** Rather, it is provided as a “crosswalk” to be used while transitioning from the previous version (*CORE 3.0*) to the *current, approved* version (*CORE 3.1*).

Changes include:

- ✓ 4 new records series created to cover specific records;
- ✓ 11 records series updated/enhanced to provide clarity and user ease;
- ✓ 1 records series discontinued because the records are covered in the appropriate sector schedule;
- ✓ Corrections made to 11 DAN *revision numbers* (e.g., “Rev. 0”) so that the revision numbers in the printed *CORE* align with the revision numbers in the online database.
- ✓ 4 records series designated “Archival – Appraisal Required” were modified to direct agencies to “**Contact** Washington State Archives for appraisal and selective retention”. This word-switch from “*Transfer*” to “*Contact*” is NOT considered a revision for numbering purposes (Rev. 1, etc.), but all series happen to appear in the “REVISED RECORDS SERIES” for other reasons.

TABLE OF CONTENTS

1. NEW RECORDS SERIES	2
2. REVISED RECORDS SERIES	3
3. DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS)	5
4. CORRECTED DAN REVISION NUMBERS.....	6

NEW RECORDS SERIES

The records series listed below are new to CORE Version 3.1. Details and rationale are provided.

Title and Description	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
Tenant Files (Residential Housing)	GS2014-029 p. 86	Retain for 6 years after termination of lease/ agreement or 6 years after conditions of grant satisfied (if applicable), whichever is later then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Records relating to providing or subsidizing residential housing in buildings/units owned, used or maintained by the agency other than public housing/low-income housing subsidies provided pursuant to Title 24 CFR . Public Housing Authorities operate housing programs regulated by Title 24 CFR, and these records are covered in the Housing Authorities Records Retention Schedule . This new records series provides disposition authority for <i>any</i> other type of residential housing provided by <i>any</i> type of agency. Examples include unsubsidized housing, rural rental housing/assistance, farm labor housing, Rural Housing Stability Assistance Program (McKinney-Vento), etc. (Please read the records series for more details.)
Financial Transactions – Sensitive Authentication Data	GS2014-030 p. 93	Retain until completion of transaction then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM	Provides legal disposition authority for (only) “sensitive authentication data” as defined by the Payment Card Industry (PCI) Security Standards Council in its current Data Security Standard (PCI DSS). Does NOT provide disposition authority for cardholder data (primary account number/cardholder #, cardholder name, expiration date, service code, etc.) or <i>any other portion(s) of the financial transaction record</i> .
Disclosure of Former Employee Information to Prospective Employers	GS2014-031 p. 130	Retain for 3 years after disclosure of information then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	RCW 4.24.730 requires records to be retained that document disclosure of information to prospective employers. This new series covers information pertaining to <i>former</i> employees. (Records relating to the disclosure of information about <i>current</i> employees are covered by GS50-04B-06, <i>Personnel File</i> .)
Workforce Planning	GS2014-032 p. 133	Retain for 6 years after obsolete or superseded then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	This series covers records relating to planning activities used to develop the agency’s workforce (skills inventories/assessments; diversity, succession, recruitment & retention planning, etc.)

Note: **CORE** = Local Government Common Records Retention Schedule
DAN = Disposition Authority Number
SAO = State Auditor’s Office

REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided.
There have been no changes to titles or retention and disposition action.

DAN	Version 3.0 Title	Version 3.0 Retention	Version 3.1 Change and/or rationale
GS2012-018 Ver. 3.0 p. 21 Ver. 3.1 p. 21	Certification of Election – By Regulatory Agency	Retain until no longer needed for agency business then Destroy.	Added Conservation District elections (which are certified by the WA State Conservation Commission pursuant to RCW 89.08.110) to GS2012-018, and removed it from GS2012-019.
GS2012-019 Ver. 3.0 p. 22 Ver. 3.1 p. 22	Elections – Held and Certified by the Local Government Agency (Official Results)	Retain for 6 years after end of calendar year then Contact WSA for appraisal and selective retention.	
GS2012-028 Ver. 3.0 p. 42 Ver. 3.1 p. 42	Reporting/Filing (Mandatory) – Agency Management	Retain for 6 years after report or document submitted then Contact WSA for appraisal and selective retention.	Added “annual and 5-year plans submitted by Public Housing Authorities to HUD” for clarity.
GS2011-183 Ver. 3.0 p. 90 Ver. 3.1 p. 91	Financial Transactions – Bond, Grant and Levy Projects	Retain for 6 years after final bond payment or 6 years after completion of levy/ grant project or terms of grant agreement, whichever is later then Destroy.	Modified description to <u>include</u> authorized debt financing. Now <u>excludes</u> Sensitive Authentication Data covered by new series GS2014-030.
GS2011-184 Ver. 3.0 p. 91 Ver. 3.1 p. 92	Financial Transactions – General	Retain for 6 years after end of fiscal year then Destroy.	Now <u>excludes</u> Sensitive Authentication Data covered by new series GS2014-030.
GS50-04B-46 Ver. 3.0 p. 122 Ver. 3.1 p. 124	Employee Misconduct Investigation Files – Sustained	Retain for 3 years after case closed then Destroy.	Added two exclusions to each series: 1. Accusations/investigations of certain school/district employees covered more specifically in the <u>School Districts and Educational Service Districts Records Retention Schedule</u> ; 2. Records covered by LE03-01-05 or LE2010-059 in the <u>Law Enforcement Records Retention Schedule</u> . Both series will be reviewed/scrutinized during the 2015 Human Resources Management revision.
GS50-04B-47 Ver. 3.0 p. 123 Ver. 3.1 p. 125	Employee Misconduct Investigation Files – Unfounded	Retain until case closed then Destroy.	

REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided.
There have been no changes to titles or retention and disposition action.

DAN	Version 3.0 Title	Version 3.0 Retention	Version 3.1 Change and/or rationale
GS50-06F-04 Ver. 3.0 p. 137 Ver. 3.1 p. 140	Publications – Master Set	Retain until no longer needed for agency business then Contact WSA for appraisal and selective retention.	Description enhanced to provide additional guidance. Excludes Annual Reports covered by GS50-05A-04, where they are designated “Archival – Permanent” and need no appraisal.
GS50-04B-06 Ver. 3.0 p. 130 Ver. 3.1 p. 132	Personnel File	Retain for 6 years after termination of employment then Destroy.	“Polygraph and psychological testing” added for clarity, per request from law enforcement.
GS2010-017 Ver. 3.0 p. 143 Ver. 3.1 p. 146	Source Records – Imaged (Archival)	Retain until verification of successful conversion then Contact WSA for appraisal and selective retention.	Updated description to include current imaging requirements and to provide clarity. Exclusion for Superior Court records updated for accuracy.
GS50-09-14 Ver. 3.0 p. 143 Ver. 3.1 p. 146	Source Records – Imaged (Non-Archival)	Retain until verification of successful conversion then Destroy.	The current Washington State Requirements for the Destruction of Non-Archival Paper Records After Imaging can be found on our website at: http://www.sos.wa.gov/archives/RecordsManagement/Destruction-of-Public-Records.aspx/



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS)

Version 3.0 records series listed on the left have been discontinued. Current DANs are on the right.

Discontinued DAN Ver 3.0	Version 3.0 Title	Version 3.0 Retention	Schedule: Function: Activity	DAN	Title	Retention and Disposition	Rationale
GS2010-085 p. 148	Source Records – Reproduced (Superior Court Records)	Retain until verification of successful conversion then Destroy.	County Clerks and Superior Court Records Retention Schedule: Information Mgmt: Records Conversion	CL2010-085 p. 17	Source Records – Reproduced (Superior Court Records)	Retain until verification of successful conversion then Destroy.	Superior Court Clerks have authority to reproduce Superior Court records pursuant to RCW 36.23.065.

CORRECTED DAN REVISION NUMBERS

Corrections were made so that the **revision numbers** (e.g., "Rev. 0") in the *CORE* align with the revision numbers in the *online database*.
(History: Series transferred directly from LGRRS to CORE were manually assigned a "0" – but the database insisted on giving the relocated DANs a "1".)

CORE 3.1 (CORRECT)				CORE 3.0 (INCORRECT)
DAN	Page #	Revision #	Title	Revision #
GS50-16-09	p. 110	1	<i>Jurisdictional Boundary - Official</i>	0
GS52-03A-05	p. 12	1	<i>Jurisdictional Boundary – Development</i>	0
GS50-18-38	p. 12	1	<i>Jurisdictional Reference – Maps, Drawings, Photographs</i>	0
GS53-02-04	p. 32	1	<i>Litigation Case Files</i>	0
GS50-05A-13	p. 37	2	<i>Meetings – Governing/Executive</i>	3
GS50-06C-03	p. 44	4	<i>Accidents/Incidents – No Claim Filed (Under Age 18)</i>	3
GS50-06C-16	p. 45	1	<i>Insurance Policies Purchased</i>	0
GS50-18-08	p. 69	1	<i>Inspections – Bridges</i>	0
GS50-18-34	p. 72	1	<i>Monitoring (Traffic) – Analysis</i>	0
GS50-18-33	p. 72	1	<i>Monitoring (Traffic) – Raw Data</i>	0
GS50-03B-14	p. 90	2	<i>Financial Disputes and Collections - General</i>	1

For assistance and advice in applying records retention schedules,
please contact Washington State Archives at:

recordsmanagement@sos.wa.gov

or contact your Regional Archivist.

Destruction of Non-Archival Records: Destruction of Sensitive Authentication Data Obtained During Payment Card Transactions

Purpose: Provide guidance to government agencies on lawful destruction of sensitive payment card authentication data to minimize public and agency risk.

Any state or local government agency that processes, stores, or transmits payment card data is required by the card provider (Visa, MasterCard, American Express, etc.) to comply with certain security standards to prevent cardholder data theft. In 2006, the [Payment Card Industry \(PCI\) Security Standards Council](#) established its [Data Security Standard](#) (PCI DSS), and in 2010 the Revised Code of Washington incorporated the standard into [chapter 19.255 RCW](#), Personal Information – Notice of Security Breaches.

Part of the security standard stipulates that certain Sensitive Authentication Data is forbidden to be stored once the payment card transaction has been completed. This includes data that is used to authenticate electronic transactions where the card is not physically present, such as the Card Verification Value (CVV) or Card Validation Code (CVC) found on the front or back of the card and/or encoded in its magnetic stripe. In an effort to mitigate financial risk to customers and the public agencies that serve them, the Local Records Committee (LRC) has approved specific disposition authority for this information by approving DAN GS2014-030, ***Financial Transactions - Sensitive Authentication Data***, which is located in the Financial Management section of the *Local Government Common Records Retention Schedule (CORE) Version 3.1*. The State Auditor's Office has confirmed that it does not require this Sensitive Authentication Data to be retained for audit purposes.

This is the first time that the LRC has ever approved destruction of a **portion** of a record. However, given the enormity of the potential security risk, it was deemed necessary and appropriate. Please note that **only Sensitive Authentication Data as defined in the current PCI DSS may be destroyed** under GS2014-030. All other elements of the record (including **but not limited** to the primary account number, the credit card number *(if different)*, and the transaction amount) are required for audit purposes and must be retained in accordance with the appropriate ***Financial Transactions*** series.

Common Methods of Destroying Sensitive Authentication Data:

Under WAC 434-640-020, destruction of confidential records must reduce them to an illegible or otherwise irretrievable condition.

For **existing database records**, Sensitive Authentication Data should be deleted. If a field in a batch of transaction records consists entirely of Sensitive Authentication Data, that field may be completely removed as soon as the transactions are complete. This deletion should also be applied to any backups of these records.

(continued next page)

**Additional advice regarding the management of public records is available from
Washington State Archives:**

www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov

Existing paper records at the agency should have any Sensitive Authentication Data removed in some permanent fashion, such as physically cutting out the sensitive portion or covering it and then photocopying or scanning the record. Similarly, **records that have already been scanned to digital format** in accordance with the “scan and toss” requirements should have this data redacted from both the image and any metadata.

Existing emails containing Sensitive Authentication Data should be redacted and resaved in electronic format, retaining as much of the original metadata as possible.

Point forward, both paper-based and electronic records should be created in a manner that ensures that all Sensitive Authentication Data is retained separately or can be easily separated from the rest of the transaction record (e.g., as a separate data field, on a Post-It note attached to the transaction record, etc.) This approach should be documented in official agency procedures.

**Additional advice regarding the management of public records is available from
Washington State Archives:**

www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov

III. COMMUNICATIONS

A. Correspondence to Local Records Committee

- 10/15/2014 Email from Kristen Demory, Benton PUD

From: Kristen Demory [<mailto:demoryk@bentonpud.org>]
Sent: Wednesday, October 15, 2014 8:09 AM
To: Wood, Russell; 'evansc@sao.wa.gov'; 'mattk1@atg.wa.gov'; Excell, Steve
Cc: Sackett, Scott
Subject: On Records Series and Customer Authorizations

To the Records Powers That Be:

While I am aware that financial management series are not at this time scheduled for revision in either the CORE or Utility Services Retention Schedule, I am still motivated to address a developing concern for a record common to the utility industry: automatic withdrawal, or Automated Clearing House (ACH) authorizations. Every customer service department offers customers the opportunity to conveniently schedule an automatic withdrawal of their bill payment from a credit card or bank account each month. I have been instructed by staff at the Central Washington Regional Archives branch that the authorizations for this process fall under the series *Contracts and Agreements – General* (DAN GS50-01-11). Applying retention for this series would have records managers retain the ACH customer authorization forms for six years following termination of the authorization, constituted either by change of account information, a request to cease automatic withdrawal, or closure of the account.

I will speak first to my own agency's personal difficulty in applying this retention to our ACH forms. Our customer service department receives hundreds of these forms each year and they are boxed and stored as a group according to the year in which they were received. There is no organizational rhyme or reason to the boxes besides a label indicating their year of receipt. When the box is full, it is sent to our records storage center. The termination date of each ACH form received in a given year will obviously vary wildly—one customer may close their account within eight months while another may continue that automatic withdrawal for eight years. Accordingly, our customer service department would have to constantly be pulling and searching through these boxes in the event of any ACH change or termination.

We have discussed implementing a number of different process changes for handling these forms in the future, including but not limited to:

- changing third-party vendors and requiring that new permissions for automatic withdrawal be handled by the vendor, thereby removing us from the process;
- adopting an arbitrary expiration date for these forms—five years valid, for example—and then at maximum each form in a box for that year would be eligible for destruction 11 years in the future;
- eliminating the option for authorizing automatic withdrawal via a paper form.

There are several concerns with these options for handling the records. First, any process change going forward would not address the decade (or more) backlog of records in storage. Eliminating paper forms and changing vendors would prevent the problem in the future, but we would still have all the past forms to manage, and any solutions considered thus far for approaching the backlog have been cost-/time-prohibitive. Second, the most convenient method of addressing the backlog (an arbitrary expiration date) would significantly inconvenience both the customer and our customer service department. We would need to contact each customer as their ACH authorization "expires" and request that they resubmit another authorization which we would then process again, at the rate of hundreds each year. Finally, any inconvenience to our customers is a huge concern. We serve them and they expect convenience when they sign up for automatic withdrawal—we are understandably reluctant to penalize our customers with this request solely in order to meet a retention requirement that we believe to be excessive.

The Washington Public Utility District Association hosted a Records Roundtable for utility members at the end of May in Richland. I spoke to the group about my concerns managing my agency's ACH forms; I wanted to know how they managed their own ACH records, and sought their perspective and prospective solutions. The ensuing discussion surprised me. The group as a whole—these are people working for public utilities that have records management as one of their job responsibilities—sympathized with the problem and were just as much at a loss for a way to easily address the backlog while not inconveniencing their customers or staff with future changes. Treating ACH authorizations like a contract or agreement seems to force records accommodation above and beyond normal records management.

One utility had even taken steps to eliminate these records entirely from their business. They switched to a third party vendor that would work directly with the customer to enroll in ACH and then declared all current ACH authorizations invalid as of a certain date, afterwards requiring every interested customer to sign up again through the website. This started all their ACH records on a six-year countdown to destruction. The work involved to switch vendors and direct every customer to reauthorize automatic withdrawal was a significant endeavor (and daunting, in my opinion) but their motivation was even more significant: Payment Card Industry (PCI) compliance.

These are records that must meet an established set of security standards due to the payment information provided. This particular PUD had been advised that they should not even have these records in their custody so as not to be at risk of noncompliance. Another PUD echoed this concern and spoke to their recent research into theft and the cost of providing credit monitoring to any affected customers. These are the sort of records that should not be over-retained for convenience. If a PUD is not currently able to make the types of sweeping and imminently effective accommodations and process changes that this PUD described, they are facing significant risk in retaining their backlog until it can be processed.

I feel that ACH authorizations are a unique exception to the “contract and agreement” anyway. Yes, the forms authorize a withdrawal of payment. With or without this authorization, however, the need to provide the payment for power used is not in dispute. If the agency were not authorized to withdraw that amount, the customer would still be required to pay it. I believe any objection to the authorization (and need to prove permission for withdrawal) should be tied to their ability to object to the bill itself. Billing statements are required to be kept for six years after end of fiscal year. Applying a straight six-year retention to the ACH authorizations as well would give a customer six years to notice and object to an erroneous automatic withdrawal. That is 72 monthly payments. What are the chances that after 73 automatic withdrawals, a customer would suddenly decide this wasn’t authorized? And what would the repercussions be? The amount paid after 72 months was due one way or another. There is even support and precedent for a “six years after end of fiscal year” retention period for ACH records already within the CORE. *Banking – Accounts and Transactions* (DAN GS2011-185) lists deposits and withdrawals including ACH specifically and uses this retention.

I do not believe the spirit of GS50-01-11 was intended to encompass these sorts of customer authorizations. To wit, nowhere in the lengthy series description does it mention authorizations. It also states at the very beginning that contracts and agreements are “instruments *signed by the agency* and one or more parties that set out terms and conditions to which the signing parties agree or submit”—the utility agency does not sign these authorizations, we merely accept them. The same frustrating and difficult application of GS50-01-11 has also been prescribed to me for several other types of customer authorizations:

- Helping Hands forms – small cards customers can fill out and submit with their bill authorizing an ongoing additional monthly charge to their account (in an amount of their choosing--\$1, \$2, \$5, etc.) to assist other customers who need help affording their electricity;
- Green Power forms – small cards customers can fill out and submit with their bill authorizing an ongoing additional monthly charge to their account (in an amount of their choosing--\$1, \$2, \$5, etc.) that helps fund renewable energy initiatives;
- Power of Attorney and Probate legal documents that customers bring in to authorize the ability of one individual to make actions on an account belonging to another individual.

The Helping Hands and Green Power forms especially are in place to provide a benefit to our community. The programs are charitable in nature and my agency would hate to eliminate them simply because of difficult-to-apply records retention requirements. Nevertheless, that is an option we have had to discuss. These are yet another customer authorization where it makes good sense to match their retention to the billing statements. Customers would have six years to object to the increased amount and thus the authorization. That is a long time for a customer to not pay attention to their bill and notice an error.

For all of these reasons, I believe it would be highly beneficial to public utilities if a series could be added to the Utility Services Records Retention Schedule providing for **Customer Account Authorizations** and mandating a retention of **six years after end of fiscal year**. This would solve a problem I have encountered on multiple occasions during the year I have worked in records management at a public utility district and it would solve a problem other PUDs have been aware of and likewise have struggled with for longer still. Records retention should be something that fits an industry standard record and business process, not something everybody has to bend over backward to accommodate or even take action to avoid entirely.

Finally, in service of a much smaller concern, the Utilities Accounting section of the Utility Services Records Retention Schedule (pgs. 45-47) has for some time been marked as GLOSSARY in the helpful footer that indicates each section. As I hope you will be making an edit/addition to this section in the near future, it might also be convenient timing to correct that item as well.

Please feel free to contact with me with any questions and thank you for your consideration.

Kristen Demory
Records Program Administrator
Benton PUD
509-585-2265



1.5 CONTRACTS/AGREEMENTS

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-11 Rev. 3	<p>Contracts and Agreements - General Instruments signed by the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit, and that <u>do not</u> establish, alter, or abolish ownership of capital assets. Includes negotiations, change orders, compliance monitoring, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Fidelity and surety coverage bonds (including bonds of elected & appointed officials); • Inter-agency, intra-agency, inter-governmental, inter-local agreements; • Lease, escrow, and rental agreements; • Lending agreements (facility, equipment, vehicle, etc.); • Liability waivers (hold harmless, insurance, etc.); • Loan agreements (long-term debt, etc.); • Master depository contract (banking); • Ongoing exemptions/discounts/rate reductions (utilities, property taxes, etc.); • Personal service, client service, purchasing agreements; • Purchase and sales agreements (non-capital asset purchases only); • Vendor bonds; • Warranties. <p>Excludes contracts & agreements covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • Contracts and agreements relating to real property capital assets (GS55-05A-06) and non-real property capital assets (GS2011-169); • Other bond, grant and levy project contracts and agreements covered by GS2011-183; • Public records transfer agreements with Washington State Archives covered by GS2010-021. 	<p>Retain for 6 years after completion of transaction or termination/expiration of instrument <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL -ESSENTIAL OPR</p>



3.4 BANKING

The activity of transacting monetary exchanges with a financial institution.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-185 Rev. 0	<p>Banking – Accounts and Transactions Records relating to the agency’s banking activities and documenting its banking transactions. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Deposits and withdrawals (including Electronic Funds Transfers (EFT), International Money Transfers (IMT), Automated Clearing House (ACH), etc.); • Statements (bank, dividend, investment, etc.) and reconciliations; • Records documenting the status of and adjustments to accounts; • Stop payment reports/requests (and supporting documentation); • Checks and warrants <u>issued by</u> the agency (if returned by bank). <p>Excludes:</p> <ul style="list-style-type: none"> • Master depository contracts covered by GS50-01-11. • Cancelled and voided checks for capital assets constructed by the agency which are covered by GS2011-183, Financial Transactions – Bond, Grant and Levy Projects. • Deposited items covered by GS2011-186. 	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS2011-186 Rev. 0	<p>Banking – Deposited Items Negotiable instruments <u>received</u> by the agency and deposited to the bank in a different format. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • 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)). <p>Excludes checks returned to agency due to non-sufficient funds covered by GS50-03B-14.</p>	<p>Retain until deposit verified by bank <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



3.1 ACCOUNTING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-184 Rev. 1	<p>Financial Transactions – General Records documenting all resources received and expended by the agency provided that receipts and expenditures are not for bond, grant or levy projects.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Purchase and sales (purchase/field orders, bills of sale, receipts, cash books, remittance advices, vouchers, fiscal purchasing/receiving documents, etc.); • Billing statements; billing summaries (registers/ledgers); adjustments to accounts (error corrections, overpayment refunds, conservation rebates, etc.); delinquent accounts lists; • Financial statements and reports (cash receipts transmittals, daily cash report/summary, expenditure transactions, treasurer/finance officer, etc.); • Registers and journals (general and subsidiary) for all funds and functions; • Check/warrant registers; • Petty cash. <p>Excludes:</p> <ul style="list-style-type: none"> • Levy-, grant-, and bond-funded transactions covered by GS2011-183; • Utility meter readings covered in the <i>Utility Services Records Retention Schedule</i>; • General and subsidiary ledgers covered by GS50-03A-15; • Contracts and agreements; • Annual financial reports covered by GS50-03D-02. 	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

V. NEXT MEETING

A. 2015 Schedule to be determined

- Scenario: Jan/Apr/July/Oct – last Thursday of month
- Scenario: Feb/May/Aug/Nov – last Thursday of month

2015

January

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

Mo	Tu	We	Th	Fr	Sa	Su
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

April

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

Mo	Tu	We	Th	Fr	Sa	Su
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

Mo	Tu	We	Th	Fr	Sa	Su
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

December

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



STATE OF WASHINGTON

LOCAL RECORDS COMMITTEE

Office of the State Auditor • Office of the Attorney General • Office of the State Archivist

PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

LOCAL RECORDS COMMITTEE MEETINGS, POWERS AND DUTIES

Records that document government conduct and protect citizens' rights are vital to the strength and integrity of that foundation. In today's knowledge-based economy, our public records are our state's most valuable resource.

FOR LOCAL GOVERNMENT AGENCIES

The local records committee may adopt appropriate procedures for records disposition authorization, scheduling, and other matters relating to the retention, preservation, or destruction of public records of local government agencies. **(WAC 434-630-030)**

The local records committee shall review lists of records submitted to it for destruction authorization and may veto the destruction of any or all items contained therein.

The local records committee shall also review recurring disposition schedules recommended to it by agencies of local government and may veto, approve, or amend such schedules. **(WAC 434-630-040)**

You may verify meeting cancellations by visiting our website at <http://www.sos.wa.gov/archives/> or by calling Washington State Archives at (360) 586-4901. The **2015** meeting dates are as follows:

LOCAL RECORDS COMMITTEE – 10:00 a.m.

Location: 1129 Washington Street SE, Olympia

2015 (*last Thursday*)

January 29

April 30

July 30

October 29



STATE OF WASHINGTON

LOCAL RECORDS COMMITTEE

Office of the State Auditor • Office of the Attorney General • Office of the State Archivist

PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

LOCAL RECORDS COMMITTEE MEETINGS, POWERS AND DUTIES

Records that document government conduct and protect citizens' rights are vital to the strength and integrity of that foundation. In today's knowledge-based economy, our public records are our state's most valuable resource.

FOR LOCAL GOVERNMENT AGENCIES

The local records committee may adopt appropriate procedures for records disposition authorization, scheduling, and other matters relating to the retention, preservation, or destruction of public records of local government agencies. **(WAC 434-630-030)**

The local records committee shall review lists of records submitted to it for destruction authorization and may veto the destruction of any or all items contained therein.

The local records committee shall also review recurring disposition schedules recommended to it by agencies of local government and may veto, approve, or amend such schedules. **(WAC 434-630-040)**

You may verify meeting cancellations by visiting our website at <http://www.sos.wa.gov/archives/> or by calling Washington State Archives at (360) 586-4901. The **2015** meeting dates are as follows:

LOCAL RECORDS COMMITTEE – 10:00 a.m.

Location: 1129 Washington Street SE, Olympia

2015 (*last Thursday*)

February 26

May 28

August 27

November 19 (*26th is Thanksgiving*)