



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

October 31, 2013 – 10:00 a.m.
Archives Conference Room

1129 Washington St SE, Olympia, WA, 98504

AGENDA

I. ROUTINE ITEMS

- A. Call to Order
- B. Introduction of Guests
- C. Approval of Minutes for June 27, 2013
- D. Approval of Minutes for August 29, 2013
- E. Adoption of Today's Agenda

II. NEW BUSINESS/ACTION ITEMS

- A. *Animal Services Records Retention Schedule (Version 2.0)* – Megan Shoemaker

III. OTHER BUSINESS

- A. 2014 Meeting Schedule – Julie Blecha

IV. WASHINGTON STATE ARCHIVES UPDATES

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

V. NEXT MEETING – To be determined

VI. ADJOURNMENT

I. ROUTINE ITEMS

C. Approval of Minutes for June 27, 2013



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

June 27, 2013 – 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 (formerly Payant) – Attorney General’s Office; Steve Excell – State Archivist

Staff Present: Russell Wood – State Records Manager; Julie Blecha – Local Government Records Retention Specialist; Tracy Rebstock – Southwest Regional Branch Archives;

Guests Present: Denise Millard – King County Superior Court Clerk’s Office; Patty Holmquist – Tacoma Public Utilities; Carol Shenk and Ryan Wadleigh – King County; Tri Howard – Port of Tacoma; Danelle Court – City of Bellevue; Amy Cleveland – City of Olympia

I. ROUTINE ITEMS

A. Call to Order

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

B. Introduction of Guests

C. Approval of Minutes for January 31, 2013

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

Resolution: Motion carried

D. Adoption of June 27, 2013 Agenda

Motion to adopt the agenda as presented; Sharon James, second by Excell.

Resolution: Motion carried

II. NEW BUSINESS

A. Prosecuting Attorney (PA) Records Retention Schedule (Version 2.0) – Julie Blecha

The meeting packet includes the most recent version of the retention schedule, which includes the result of eight months of work by the many attorneys who provided their expertise and guidance which completely transformed the previous version (1.0).

The retention schedule was revised primarily in order to reflect current statute, specifically RCW 13.50.050 relating to juvenile offender records. Thanks to Tsering Kheyap, Assistant Attorney General, who provided guidance regarding the interpretation of RCW 13.50.050 relating to early destruction of some juvenile offender records.

In addition, at the request of local government attorneys, records series were simplified and consolidated into “bigger buckets”. Also, duplications and contradictions were eliminated and gaps were filled, such as victim/witness/survivor advocacy case files.

Several major transformations took place, most notably the removal of records series covering assigned counsel case files.

In September of 2012, 15 attorneys volunteered to be subject matter experts, 4 or 5 from each of the following associations: Washington Association of Prosecuting Attorneys (thanks to Tom McBride, Executive Secretary), Washington Defender Association (thanks to Christie Hedman, Executive Director); and the Washington State Association of Municipal Attorneys (thanks to Pat Mason, Secretary/Treasurer).

By May of 2013, the Washington Defender Association raised concerns about whether public defender records were subject to chapter 40.14 RCW. They consulted with the Washington State Office of Public Defense, who then asked Jeff Evan, Solicitor General with the Office of Attorney General, to review the matter. A meeting took place to discuss this issue on May 23rd and included Jeff Evan, Tsering Kheyap, State Archivist Steve Excell, State Records Manager Russell Wood, and Blecha. It was determined that public defender case files were governed by court rule, the Washington Bar Association, and the rules of profession conduct. Consequently, all records series relating to public defender records were extracted from the retention schedule, and the title and scope were changed to reflect this.

WSA was made aware that agencies, in some cases, were possibly not noticing that civil cases **where the agency is a party to a civil case** are covered in the *Local Government Common Records Retention Schedule (CORE)*, while civil cases **where the agency attorney is acting on behalf of “the people”** are covered in the PA schedule. The significance being that civil cases *where the agency is a party* may have historic value and have, therefore been designated as Archival; the others have a Non-Archival designation.

In early June, it was suggested that perhaps consolidating all agency attorney records into one retention schedule would make it easier for end-users. Having one place to look for agency attorney records could possibly help to prevent the inadvertent early destruction of civil case files *where the agency is a party*. Therefore, two series were removed (and one series discontinued) from *CORE* and put into the draft, renamed as “Attorney Legal Services”. Future revisions to the PA schedule would improve the two series. This is the draft that was distributed in the agenda packet.

Soon thereafter, WSA realized that taking *CORE* series and putting them in the attorney schedule violated the *common records belong in CORE* philosophy. Consequently, the Prosecuting Attorney schedule in the meeting packet is precisely what the reference group finalized, and *CORE 3.0* remains unaltered.

Two letters were submitted in support of the revision project, one from Pat Mason, who commented on the inclusive revision process, the other from Ramsey Ramerman, Assistant City Attorney, City of Everett, who stated his appreciation for the removal of the *CORE* series from the draft.

Regarding AT52-07-04A, *Criminal Case Files - Convictions (Class A Felony and Persistent Offenders)*, Sharon Payant inquired about death penalty cases. Evans stated that this series covers only the prosecutor’s files, and that the court case file would be retained forever. Members felt that any death penalty case files would be covered by AT2013-009, *Notorious/Historically Significant Case Files*, and the advice sheet WSA will issue in conjunction with this revision will be modified to specifically include death penalty cases.

Steve Excell commented that the Governor retains complete extradition case files permanently, so it makes sense that the prosecutors may dispose of their extradition case files after one 1 year.

Cindy Evans inquired about AT52-07-04C, *Criminal Case Files – Convictions (Class C Felony and DUI)* and current discussions in the Legislature about tightening DUI statute. Blecha stated that according to

Grant Blinn (Misdemeanor Division Chief, Pierce County Prosecuting Attorney's Office), the official court record is sufficient to prove previous convictions; the prosecutor's case file is not necessary. The minimum retention requirements of 20 years, 10 years, and 5 years are because those are the maximum sentences for the respective class of crime (Class A Felony, Class B Felony, etc.).

Evans confirmed that all concerns expressed by the legal community about public defender records have been resolved, due to the removal of all public defender records from the retention schedule.

Evans asked if there were any other concerns about the draft as presented; Blecha stated that there were no concerns that she was aware of.

Excell mentioned the robust conversations that took place around the public defender records, including the issue of counties who contract for services with private law firms, and others who have employees. As it turns out, the Bar Association has a formal opinion that says, basically, that client records belong to the client, so they are not government records. It's a moot point for state and local government agencies, because the government is the client.

Two advice sheets are being prepared, the first, entitled "What to do with Public Defender Case Files and Indigence Determination Records" is being reviewed by the Office of Public Defense.

Evans expressed concern that the draft provided in the agenda packet differs from the version put forward at the meeting, asked the other Members if they shared her concern.

Denise Millard, King County Superior Court Clerk's Office, asked why court reporter notes don't have the same retention requirements as the prosecutor case files. Blecha announced that the Superior Court Clerk retention schedule was the very next one being revised, and invited Millard to participate on the reference group, which is having its first meeting on August 21st.

Payant asked the meeting attendees if anyone would have preferred to have more time to review, acknowledging that there are no changes, only omissions. Patty Holmquist, Tacoma Public Utilities, stated that insertion of the two CORE series was the only part they didn't have a chance to review, and since the two series have been removed, that is no longer an issue.

Excell suggested that they could approve the schedule with amendments, since the language was all out there in terms of public notice, but he would defer to the Chair. Evans suggested that out of concern for transparency and openness, the item tabled until the next meeting and notice be provided to the general public to give anyone a chance to review the proposed changes.

Motion to table the *Prosecuting Attorney Records Retention Schedule (Version 2.0)*; Evans, second by Excell.

Resolution: Motion carried

B. Local Government Common Records Retention Schedule (Version 3.1) – Julie Blecha

Proposed changes to *CORE Ver. 3.0* have been withdrawn.

III. WASHINGTON STATE ARCHIVES UPDATES

A. Revision of Records Retention Schedules – Julie Blecha

The *County Clerks and Superior Court Clerks Records Retention Schedule* reference group has been formed. It is comprised of six County Clerks and will have its first meeting on August 21st. Another meeting is scheduled to take place during the Washington Association of County Officials (WACO) conference in October.

The *Housing Authorities Records Retention Schedule* has commenced. Many federal requirements for these records are shorter than our state requirements; Evans cautioned that federal requirements change constantly, and we need to do what is best for Washington's agencies and not *necessarily* reflect the federal requirements in our retention schedule.

The *Coroners and Medical Examiners Records Retention Schedule* is also up for revision, and Blecha has been asked to meet with them at the WACO conference in October. Many of their records are Archival.

CORE – Human Resources is the next CORE functional area up for revision.

WSA staff is awaiting a list of priorities from stakeholders before embarking on the next update to the *Utility Providers Records Retention Schedule*.

Evans requested that a schedule of *tentative* upcoming retention schedule revision projects be posted online. The list should state “best estimate, subject to change” in order to accommodate any alterations to the plan.

There are currently 2,436 subscribers on the local government listserv, including 59 new subscribers since the last meeting. WSA’s long-term goal is to register multiple people from every local government agency so that our bulletins are sure to reach every agency.

Evans stated that SAO is looking for guidance on text messages and the use of private phones for public business. Excell shared that the Office of the Secretary of State (OSOS) has been developing an internal policy on “BYOD” (bring your own device) and texting, and will share the draft with Evans.

Discussion ensued about records management challenges resulting from technological advances, employee lawsuits being filed as a result of BYOD practices, what agency policies should include, challenges retrieving messages from various carriers, the dynamic issues Port of Tacoma has confronted over the years, the problem with co-mingling public and private records, etc.

Excell described two current court cases worth reading that involve public employees using personal devices for business purposes, O’Neill vs. City of Shoreline, and Nissen vs. Pierce County.

B. Announcements from the State Archivist – Steve Excell

Washington State Archives continues to deal with space challenges system wide. The Legislature suggested using the Wheeler Building space, but the floors would not support the weight of the records and a \$6 million dollar structural remodel would be required. The Archives will be completely full in 2014, and a decision package will be prepared to deal with the issue. The Legislature and the Office of Financial Management (OFM) need to be educated about the risk to public records if there’s a moratorium on records intake due to lack of space.

A recent surprise acquisition came from former Senator Gordon Walgren, whose autobiography details his life in public service and his role in Gamscam, the gambling scandal that took place in the late 70’s, early 80’s. He walked into the front door of WSA and delivered boxes of Gamscan tapes that he got from the FBI and Department of Justice, and all of his attorney files.

NEXT MEETING – August date to be determined.

ADJOURNMENT: 10:55 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 June 27, 2013, 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

I. ROUTINE ITEMS

D. Approval of Minutes for August 29, 2013



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

August 29, 2013 – 10:00 a.m.
State Archives Conference Room
1129 Washington St SE, Olympia, WA 98504

MEETING MINUTES

Members Present: Mark Rapozo (filling in for Cindy Evans, Chair) – State Auditor’s Office; Sharon James – Attorney General’s Office; Steve Excell – State Archivist.

Staff Present: Russell Wood – State Records Manager; Julie Blecha – Local Government Records Retention Specialist; Tracy Rebstock – Southwest Regional Branch Archives; Megan Shoemaker – Northwest Regional Archives.

Guests Present: Patty Holmquist – Tacoma Public Utilities; Ryan Wadleigh – King County; Tri Howard – Port of Tacoma.

I. ROUTINE ITEMS

A. Call to Order

Mark Rapozo called the meeting to order at 10:00 a.m. Rapozo is sitting in for Cindy Evans, who was not able to attend.

B. Introduction of Guests

C. Approval of Minutes for June 27, 2013

Motion to table approval of the minutes until Evans’ return at the October meeting; Sharon James, second by Rapozo.

Resolution: Motion carried

D. Adoption of June 27, 2013 Agenda

Motion to adopt the agenda as presented; Excell, second by James.

Resolution: Motion carried

II. OLD BUSINESS/ACTION ITEMS

A. Prosecuting Attorney Records Retention Schedule (Version 2.0) – Julie Blecha

The draft retention schedule was distributed on the local government listserv for a full review. The City of Tukwila’s prosecuting attorney pointed out that activity description and records series covering civil case files did not cover municipal prosecutor case files (traffic infractions, code enforcement, etc.). In order to ensure disposition authority for these records, the language was modified to include representation of the “*cities of Washington*” as well as “*counties and the State of Washington*”. These proposed changes were highlighted in red in the agenda packet materials.

Blecha contacted Grant Blinn (Pierce County Prosecuting Attorney's office) for clarification regarding the sufficiency of a 20-year minimum retention for "life without parole" cases. Blinn explained that police reports and forensics are in the law enforcement case file, which is retained permanently by the Washington Association of Sheriffs & Police Chiefs (WASPC). *Should* the individual ever come up for parole, the Indeterminate Sentence Review Board (ISRB) would use that case file to review the facts underlying the case. Blinn stated that 20 years is a sufficient time for appeals to be filed.

Blecha thanked the following people for participating on this revision team and providing expertise during the development of this schedule: Grant Blinn (Pierce County), Sara De Vittorio (Snohomish County), David Seaver (King County), Janelle Kambich (Lewis County) Dan Fessler (Yakima County), Linda Langston, (Director, Support Enforcement Program, Washington State Association of Prosecuting Attorneys). Also, special thanks to Tom McBride, Executive Secretary, Washington Association of Prosecuting Attorneys; Pat Mason, Secretary/Treasurer, Washington State Association of Municipal Attorneys; and, Christie Hedman, Executive Director, Washington Defender Association.

Rapozo read comments sent by Cindy Evans, which included, "amazing amount of work", "congratulations", "good job", and, "many thanks". Excell stated that the project was "herculean".

Blecha confirmed that the modification suggested at the last meeting (to add "death penalty" as an example on the *Notorious/Historically Significant Legal Case Files* advice sheet) was made.

Motion to approve the *Prosecuting Attorney Records Retention Schedule (Version 2.0)*; Excell, second by Rapozo.

Resolution: Motion carried

III. WASHINGTON STATE ARCHIVES UPDATES

A. Revision of Records Retention Schedules – Julie Blecha

Per Cindy Evans' request, a *tentative* schedule of retention schedule revision projects has been posted online. The list provides our intentions for future updates, and states that it is our "best estimate, subject to change".

Seven County Clerks met on August 21st to draft revisions to the *County Clerks and Superior Court Clerks Records Retention Schedule*. The next reference group meeting is scheduled for September 30th at the Washington Association of County Officials (WACO) conference.

The Housing Authorities reference group has met twice, and is scheduled to meet again on September 12th. Due to numerous federal requirements, this is a very complicated project. Felicia Den Adel, State Auditor's Office, is providing very helpful guidance.

There are currently 2,464 subscribers on the local government listserv, including 28 new subscribers since the last meeting.

Megan Shoemaker announced that the updated *Animal Services Records Retention Schedule* should be ready to submit to the Committee at its October meeting. The scope of the schedule is *domestic* animal management and control; it will not cover wildlife management.

B. Announcements from the State Archivist – Steve Excell

On September 4th, a new exhibit will be opening in the Secretary of State's lobby called, "*Grand Coulee to Grunge – Eight Stories That Changed the World*".

Next year is the 125th anniversary (quasiquicentennial) of Washington's statehood. A variety of celebrations are being planned to commemorate November 11, 1889, the date Washington became the 42nd state admitted to the Union.

The Rossellini family recently donated to the Archives the FBI's 750-page file on Governor Albert Rossellini.

October is Archives Month. This year's theme is "Hearing History...Preserving Washington's Voices", which features oral histories preserved at various cultural institutions throughout the state. A finding aid is being developed that itemizes all known oral histories of Washington residents. Russell Wood pointed out that the digital recordings of Local Records Committee meetings are being preserved at the Digital Archives.

This month's Family Tree Magazine named the Digital Archives (DA) one of the "101 Best Web Sites" for tracing your family roots, an award it has won each year since opening in 2004. The DA currently preserves 135 million records.

Archivists will assist Washington Association of County Officials (WACO) in creating a display in its headquarters building to highlight the partnership between Washington State Archives and local government. Staff will create high-resolution copies of historical government documents in order to protect the original records.

Records space is the Archives an ongoing concern. If funding for additional space is not approved by the Legislature, state and local agencies may be asked to keep and maintain their archival records until space becomes available.

NEXT MEETING – October 31, 2013

ADJOURNMENT: 10:55 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 August 29, 2013, 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. Animal Services Records Retention Schedule (Ver. 2.0)

- Revision Guide
- Stakeholder Feedback

This schedule applies to: Animal Services Providers

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of local government agencies relating to the licensing and permitting of domestic animals, custody and care of domestic animals, and management of animal service agencies' human resources records where not covered by the *Local Government Common Records Retention Schedule*. 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 October 31, 2013.

REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 29, 2012	New sector schedule created from records series imported from version 5.2 of the <i>Local Government General Records Retention Schedule (LGGRRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "AN" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .
2.0	October 31, 2013	Complete revision; all series consolidated and updated. All changes detailed in Revision Guide.

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.

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1. ANIMAL LICENSING AND PERMITTING

The function relating to the granting of licenses and/or permits for certain types of animals within the local government’s jurisdiction.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AN2013-010 Rev. 0	<p><i>Animal License and Permit Applications – Withdrawn/Abandoned</i> Applications and related materials received from the public to license animals where the application is considered withdrawn, abandoned, or for which a license is never issued.</p> <p>Excludes applications for which a license has been issued, covered by AN50-10B-14 or AN2013-011.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
AN50-10B-14 Rev. 1	<p><i>Animal Licenses and Permits – Expiring</i> Records documenting the licensing and/or permitting of animals within the agency’s jurisdiction <u>where the license has a specified expiration date.</u></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • License applications; • Vaccination or other health documentation required for licensing; • Correspondence; • Exotic pet licenses; • Permits for potentially dangerous animals. <p>Excludes lifetime animal licenses covered by AN2013-011.</p>	<p>Retain for 6 years after expiration of license <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AN2013-011 Rev. 0	<p>Animal Licenses and Permits – Lifetime Records documenting the licensing and/or permitting of animals within the agency’s jurisdiction <u>where the license is valid for the lifetime of the animal.</u></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • License applications; • Vaccination or other health documentation required for licensing; • Correspondence; • Exotic pet licenses; • Permits for potentially dangerous animals. <p>Excludes animal licenses with expiration dates covered by AN50-10B-14.</p>	<p>Retain for 6 years after anticipated lifetime of animal being licensed <i>or</i> until verification that animal is deceased, <i>whichever is sooner then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR
AN50-10B-11 Rev. 1	<p>Animal Facility Licenses and Inspections Records relating to licenses and inspections <u>granted by</u> the agency for the operation of animal-related businesses or facilities requiring licensure or inspection under state or local law such as grooming, breeding, boarding, training, pet shop, multiple animal, senior animal, kennel, or cattery facilities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • License applications; • Certificates of zoning compliance; • Documentation of inspections conducted subsequent to the issuance of the license; • Correspondence. <p>Excludes licenses <u>acquired by</u> the animal control agency for its own facilities or services, covered by GS50-01-42 in <i>CORE</i>.</p>	<p>Retain for 6 years after expiration of license <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR

2. ANIMAL CUSTODY AND CARE

The function of managing the custody and care of animals in the agency's direct custody, or in the custody of contracted shelters or other facilities providing services on behalf of the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AN2013-012 Rev. 0	<p><i>Adoption/Foster Home Applications – Unsuccessful</i> Records relating to applications received from parties applying to adopt or foster an animal where the application <u>does not</u> result in adoption or fostering, is withdrawn, or is abandoned.</p> <p>Excludes granted/accepted adoption or fostering applications, which are covered by AN2013-013.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
AN2013-013 Rev. 0	<p><i>Animal Record</i> Records relating to the intake, care, management, fostering, adoption, and discharge of animals in the agency's custody.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Release forms; • Surrender forms and owner-completed questionnaires; • Impound and intake documentation; • Kennel cards; • Approved adoption or fostering applications and agreements; • Transfer documentation; • Documentation of medical care or treatments administered to the animal including vaccination, sterilization, euthanasia, x-rays, injured animal forms, or other veterinary documentation; • Correspondence. <p>Excludes unsuccessful or withdrawn adoption/foster home applications, which are covered by AN2013-012.</p>	<p>Retain for 6 years after animal's discharge from agency custody <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AN50-10B-18 Rev. 1	<p>Drug Management Records documenting the acquisition/requisition, transfer, inventory and reconciliation, use, and/or disposition of legend drugs or Schedule I, II, III, IV or V controlled substances under the control or possession of the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Drug Enforcement Agency Form 222 and other requisition documentation (as required by 21 CFR 1305.17); • Drug inventories or transcriptions of inventories from oral recordings (as required by 21 CFR 1304.04(a) and WAC 246-886-080); • Documentation accounting for errors, discrepancies, or inventory reconciliations; • Drug Enforcement Agency Form 41; • Drug log books (in accordance with WAC 246-886-080(11)); • Records documenting disposal, transfer, or destruction of controlled substances (in accordance with 21 CFR 1304.04); • Correspondence. 	<p>Retain for 2 years after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
AN2013-014 Rev. 0	<p>Microchip Records Records documenting the implantation of microchips in animals in the agency's custody. Records <u>may</u> document microchip label number, pet license number, owner name, pet name, or breed.</p>	<p>Retain for anticipated lifetime of animal being microchipped <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
AN2013-015 Rev. 0	<p>Missing/Found Pets Records documenting the report of missing or found animals, used by the agency to potentially reunite lost animals with their owners.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

3. HUMAN RESOURCE MANAGEMENT

The function of managing the local government agency's workforce where not covered in the Human Resources section of the *Local Government Common Records Retention Schedule (CORE)*.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AN2013-016 Rev. 0	<p><i>Controlled Substance Authorized Personnel Lists</i> Lists of personnel who are authorized to possess and administer controlled substances such as sodium pentobarbital, created and maintained in accordance with WAC 246-886-080(9) or other state or federal regulation.</p> <p><i>Note: WAC 246-886-080(11) requires the retention of authorized personnel lists for a minimum of 2 years.</i></p>	<p>Retain for 2 years after superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
AN2013-017 Rev. 0	<p><i>Controlled Substance Employee Registration</i> Records documenting compliance with state or federal requirements to register employees working with controlled substances.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Employee questionnaires; • Copies of completed/submitted registration forms and applications such as Drug Enforcement Agency Form 224 or 225, or Washington State Board of Pharmacy forms, copies of employee registration certificates, change documentation, modification, or validations; • Related correspondence. <p>Excludes records relating to financial transactions, which are covered by <i>CORE</i>.</p> <p><i>Note: WAC 246-886-080(11) requires the retention of employee registration for 2 years.</i></p>	<p>Retain for 2 years after termination of employee registration <i>or</i> 2 years after termination of employment of the registrant, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

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See *Local Government Common Records Retention Schedule* for archival records.

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

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B

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C

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D

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E

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F

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G

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H

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I

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inventories see *CORE*

K

kennel
cardssee *Animal Record*
licensessee *Facility Licenses*

L

legal (advice, litigation, legal affairs) see *CORE*
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legend drug
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logs
missing/found pets 7

M

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meetings see *CORE*
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minutes see *CORE*
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O

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P

patrol/pickup requests..... see *CORE*
payroll see *CORE*
pet
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R

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S

security..... see *CORE*
staff records see *CORE*
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T

transfer of ownership notificationsee *Animal Licensing*

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.

SUMMARY OF CHANGES

All records series have been updated, consolidated, and streamline. All series now have descriptions and many series have been completely revised for added clarity. Changes include:

- ✓ 12 DANs discontinued due to consolidation and/or because the records are covered in the *Local Government Common Records Retention Schedule (CORE)*;
- ✓ 8 new DANs added to provide disposition authority for animal control records previously unaccounted for in retention schedules;
- ✓ Animal license application and license records consolidated into three DANs which provide disposition authority for expiring and lifetime pet licenses, as well as withdrawn or abandoned license applications;
- ✓ 4 records series for records that document the custody and care of animals in agency-owned and contracted shelter facilities have been consolidated under one DAN, AN2013-013, with a single retention period;
- ✓ 5 records series for records relating to the management of drugs and controlled substances have been consolidated under one DAN, AN50-10B-18, with a single retention period.

NEW RECORDS SERIES					
Activity	Title and Description	New DAN	Minimum Retention and Disposition	Designations	Rationale
Animal Control	<i>Animal License and Permit Applications – Withdrawn/Abandoned</i>	AN2013-010 p. 4	Retain until no longer needed for agency business then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for withdrawn or abandoned animal license applications.
Animal Control	<i>Animal Licenses and Permits – Lifetime</i>	AN2013-011 p. 5	Retain for 6 years after anticipated lifetime of animal being licensed or until verification that animal is deceased, whichever is sooner then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for animal licenses that do not expire and are valid for the lifetime of the animal. Essential records designation added.
Animal Shelter Operations	<i>Adoption/Foster Home Applications – Unsuccessful</i>	AN2013-012 p. 6	Retain until no longer needed for agency business then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for adoption applications that are received by the agency but are never approved. Approved adoption applications should be retained as part of the Animal Record covered by AN2013-013 (Version 2.0 p.6).
Animal Shelter Operations	<i>Animal Record</i>	AN2013-013 p. 6	Retain for 6 years after animal’s discharge from agency custody then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for the primary record maintained by shelters for each animal taken into the shelter’s custody. Essential designation added.
Animal Shelter Operations	<i>Microchip Records</i>	AN2013-014 p. 7	Retain for anticipated lifetime of animal being microchipped then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for records documenting microchipping of animals by the agency.

NEW RECORDS SERIES					
Activity	Title and Description	New DAN	Minimum Retention and Disposition	Designations	Rationale
Animal Shelter Operations	<i>Missing/Found Pets</i>	AN2013-015 p. 7	Retain until no longer needed for agency business then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for logs and other records documents reports received by the agency of missing or lost animals.
Human Resource Management	<i>Controlled Substance Authorized Personnel Lists</i>	AN2013-016 p. 8	Retain for 2 years after superseded then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for lists of personnel authorized to handle legend drugs, as required under WAC 246-886-080. These records are required to be retained for 2 years under WAC 246-886-080(11).
Human Resource Management	<i>Controlled Substance Employee Registration</i>	AN2013-017 p. 8	Retain for 2 years after termination of employee registration or 2 years after termination of employment of the registrant, whichever is sooner then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for records documenting registration with the DEA of agency employees who work with controlled substances, as required by 21 CFR Section 1301. These records are required to be retained for 2 years under WAC 246-886-080(11).

REVISED RECORDS SERIES					
The records series listed below have been revised; changes and rationale are provided.					
DAN	Version 1.0 Title	Version 1.0 Retention	Version 2.0 Title (if different)	Version 2.0 Retention (if different)	Version 2.0 Change and/or Rationale
AN50-10B-14 Ver. 1 p. 6 Ver. 2. P. 4	<i>Pet Licenses</i>	Retain for 6 years after expiration of license/permit then destroy.	<i>Animal Licenses and Permits – Expiring</i>	Retain for 6 years after expiration of license then destroy.	The reference group reported that there are two types of animal licenses – those that expire and those which are valid for the lifetime of the pet. This DAN was modified to provide disposition authority for expiring licenses and the retention period remained the same. New DANs have been added to the schedule to provide disposition authority for lifetime animal licenses and license applications which are withdrawn, abandoned, or for which a license is never issued. Essential records designation added.

REVISED RECORDS SERIES					
The records series listed below have been revised; changes and rationale are provided.					
DAN	Version 1.0 Title	Version 1.0 Retention	Version 2.0 Title (if different)	Version 2.0 Retention (if different)	Version 2.0 Change and/or Rationale
AN50-10B-11 Ver. 1 p. 4 Ver. 2 p. 5	<i>Kennel Licenses</i>	Retain for 6 years after expiration of license then destroy.	<i>Animal Facility Licenses and Inspections</i>	Retain for 6 years after expiration of license then destroy.	Revised series title and added description to clarify that this DAN is intended for records documenting the licensing of non-agency kennel facilities. Retention period remained the same. Essential records designation added.
AN50-10B-18 Ver. 1 p. 4 Ver. 2 p. 7	<i>Controlled Substance Inventory</i>	Retain for 2 years after anniversary of issuance then destroy.	<i>Drug Management</i>	Retain for 2 years after end of calendar year then destroy.	This DAN has been broadened, and a series description added, to include <u>all</u> records required to be generated relating to the management of controlled substances. These include acquisition/requisition, transfer, inventory, reconciliation, use, and disposition of controlled substances under the control of the agency. Federal CFRs and WAC 246-886-080 and 246-887-200 prescribe specific recordkeeping requirements and retention minimums of 2 years for these records.

DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

Version 1.0 records series listed on the left have been discontinued. Current approved DANs that cover the records are on the right.

Discontinued DAN Ver. 1.0	Version 1.0 Title	Version 1.0 Retention	Activity	Version 2.0 DAN	Version 2.0 Title	Version 2.0 Retention and Disposition	Rationale
AN50-10B-01 Ver. 1 p. 4	<i>Bite Reports</i>	Retain for 3 years after matter resolved then destroy.	<i>CORE</i> Legal Affairs	GS2012-026 Rev. 0	<i>Code Enforcement</i>	Retain for 6 years after matter resolved <i>then</i> destroy.	The bite reports series in the Animal Services schedule pre-dates the Code Enforcement series in CORE. Research with the reference group revealed that bite reports are a code enforcement issue, as well as many other types of animal control investigation files (such as dangerous animal investigations, welfare investigations, etc.). Therefore, the newer Code Enforcement series in CORE provided sufficient disposition authority to cover these types of investigation records and the Bite Reports DAN was removed from the schedule.

DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

Version 1.0 records series listed on the left have been discontinued. Current approved DANs that cover the records are on the right.

Discontinued DAN Ver. 1.0	Version 1.0 Title	Version 1.0 Retention	Activity	Version 2.0 DAN	Version 2.0 Title	Version 2.0 Retention and Disposition	Rationale
AN50-10B-02 Ver. 1 p. 4	Booking Cards	Retain for 1 year after release, placement or disposal then destroy.	Animal Control	AN2013-013 Ver. 2 p. 6	Animal Record	Retain for 6 years after animal's discharge from agency custody then destroy.	Consolidation. All records documenting the custody of an animal and its care in an agency-owned or contracted shelter, including booking cards, have been consolidated under one DAN, GS50-10B-02. The retention period is driven by statute of limitations for actions upon a contract or agreement.

DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

Version 1.0 records series listed on the left have been discontinued. Current approved DANs that cover the records are on the right.

Discontinued DAN Ver. 1.0	Version 1.0 Title	Version 1.0 Retention	Activity	Version 2.0 DAN	Version 2.0 Title	Version 2.0 Retention and Disposition	Rationale
AN50-10B-20 Ver. 1 p. 4	<i>Controlled Substance Order Forms</i>	Retain for 2 years after receipt of order then destroy.	Animal Shelter Operations	AN50-10B-18 Ver. 2 p. 7	<i>Drug Management</i>	Retain for 2 years after end of calendar year then destroy.	Consolidation. All records relating to the acquisition/requisition, transfer, inventory, reconciliation, use and/or disposition of controlled substances have been consolidated under one DAN. Retention minimum remained the same, though the cutoff changed to accommodate the broadened series. Federal CFRs and WAC 246-886-080 and 246-887-200 prescribe specific recordkeeping requirements and retention minimums of 2 years for these records.

DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

Version 1.0 records series listed on the left have been discontinued. Current approved DANs that cover the records are on the right.

Discontinued DAN Ver. 1.0	Version 1.0 Title	Version 1.0 Retention	Activity	Version 2.0 DAN	Version 2.0 Title	Version 2.0 Retention and Disposition	Rationale
AN50-10B-04 Ver. 1 p. 4	Disposal Notice	Retain for 2 years after date of disposal then destroy.	Animal Shelter Operations	AN50-10B-18 Ver. 2 p. 7	Drug Management	Retain for 2 years after end of calendar year then destroy.	Consolidation. All records relating to the acquisition/requisition, transfer, inventory, reconciliation, use and/or disposition of controlled substances have been consolidated under one DAN. Retention minimum remained the same, though the cutoff changed to accommodate the broadened series. Federal CFRs and WAC 246-886-080 and 246-887-200 prescribe specific recordkeeping requirements and retention minimums of 2 years for these records.

DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

Version 1.0 records series listed on the left have been discontinued. Current approved DANs that cover the records are on the right.

Discontinued DAN Ver. 1.0	Version 1.0 Title	Version 1.0 Retention	Activity	Version 2.0 DAN	Version 2.0 Title	Version 2.0 Retention and Disposition	Rationale
AN50-10B-22 Ver. 1 p. 5	<i>Legend Drug Inventory</i>	Retain for 2 years after inventory/reconciliation completed then destroy.	Animal Shelter Operations	AN50-10B-18 Ver. 2 p. 7	<i>Drug Management</i>	Retain for 2 years after end of calendar year then destroy.	Consolidation. All records relating to the acquisition/requisition, transfer, inventory, reconciliation, use and/or disposition of controlled substances have been consolidated under one DAN. Retention minimum remained the same, though the cutoff changed to accommodate the broadened series. Federal CFRs and WAC 246-886-080 and 246-887-200 prescribe specific recordkeeping requirements and retention minimums of 2 years for these records.

DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

Version 1.0 records series listed on the left have been discontinued. Current approved DANs that cover the records are on the right.

Discontinued DAN Ver. 1.0	Version 1.0 Title	Version 1.0 Retention	Activity	Version 2.0 DAN	Version 2.0 Title	Version 2.0 Retention and Disposition	Rationale
AN50-10B-19 Ver. 1 p. 5	<i>Legend Drug Log Book</i>	Retain for 6 years after last log entry then destroy.	Animal Shelter Operations	AN50-10B-18 Ver. 2 p. 7	<i>Drug Management</i>	Retain for 2 years after end of calendar year then destroy.	Consolidation. All records relating to the acquisition/requisition, transfer, inventory, reconciliation, use and/or disposition of controlled substances have been consolidated under one DAN. No justification for the previous 6 years retention minimum has been found. Federal CFRs and WAC 246-886-080 and 246-887-200 prescribe specific recordkeeping requirements and retention minimums of 2 years for these records.
AN50-10B-12 Ver. 1 p. 5	<i>License Applications</i>	Retain for 3 years after expiration of license/permit then destroy.	Animal Control	AN2013-010 Ver. 2 p. 4	<i>Animal License and Permit Applications – Withdrawn/Abandoned</i>	Retain until no longer needed for agency business then destroy.	Consolidation. License applications are now covered under the same DANs as the licenses

DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

Version 1.0 records series listed on the left have been discontinued. Current approved DANs that cover the records are on the right.

Discontinued DAN Ver. 1.0	Version 1.0 Title	Version 1.0 Retention	Activity	Version 2.0 DAN	Version 2.0 Title	Version 2.0 Retention and Disposition	Rationale
				AN50-10B-14 Ver. 2 p. 4	<i>Animal Licenses - Expiring</i>	Retain for 6 years after expiration of license then destroy.	issued, as well as any other related documentation. Separate DANs have been created for expiring and lifetime licenses, as well as for applications which are withdrawn, abandoned, or for which a license is never issued. 6 year retention period for these records in Version 2.0 is consistent with other local government retention requirements for licenses and permits.
				AN2013-011 Ver. 2 p. 5	<i>Animal Licenses – Lifetime</i>	Retain for 6 years after anticipated lifetime of animal being licensed or until verification that animal is deceased, whichever is sooner then destroy.	

DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

Version 1.0 records series listed on the left have been discontinued. Current approved DANs that cover the records are on the right.

Discontinued DAN Ver. 1.0	Version 1.0 Title	Version 1.0 Retention	Activity	Version 2.0 DAN	Version 2.0 Title	Version 2.0 Retention and Disposition	Rationale
AN50-10B-03 Ver. 1 p. 5	<i>Officer Daily Report</i>	Retain for 2 years after date of report then destroy.	N/A	N/A	N/A	N/A	Reference group participants have reported that they do not create these records. In any instances where officers do take notes of significance to a case or investigation, those notes are entered into the associated case file. Similarly, all case reports are captured within the investigation case files.
AN50-10B-13 Ver. 1 p. 5	<i>Patrol and Pickup Requests or Cal Books</i>	Retain for 2 years after date of request or last entry then destroy.	<i>CORE</i> Community Relations	GS50-01-09 <i>CORE 3.0</i> p. 14	<i>Citizen Complaints/Requests</i>	Retain for 3 years after matter closed then destroy.	Any complaints received by animal control agencies are sufficiently covered by <i>CORE</i> . Complaints specifically relating to code enforcement issues are covered by GS2012-026 and all other complaints or requests are covered by GS50-01-09.
			<i>CORE</i> Agency Management	GS2012-026 <i>CORE 3.0</i> p. 29	<i>Code Enforcement</i>	Retain for 6 years after matter resolved then destroy.	

DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

Version 1.0 records series listed on the left have been discontinued. Current approved DANs that cover the records are on the right.

Discontinued DAN Ver. 1.0	Version 1.0 Title	Version 1.0 Retention	Activity	Version 2.0 DAN	Version 2.0 Title	Version 2.0 Retention and Disposition	Rationale
AN50-10B-15 Ver. 1 p. 6	<i>Pet Owner Index</i>	Retain until obsolete or superseded then destroy.	N/A	N/A	N/A	N/A	Reference group participants report that this is not a record they create. All pet owner information is entered into electronic animal record database, but is not created as a separate record.
AN50-10B-05 Ver. 1 p. 6	<i>Placement Notice</i>	Retain for 2 years after end of calendar year then destroy.	Animal Shelter Operations	AN2013-013 Ver. 2 p. 6	<i>Animal Record</i>	Retain for 6 years after end of fiscal year then destroy.	Consolidation. Placement notices for animals in agency-owned or contracted shelters are now covered under AN2013-013 along with all other documentation relating to the custody and care of the animal.

DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

Version 1.0 records series listed on the left have been discontinued. Current approved DANs that cover the records are on the right.

Discontinued DAN Ver. 1.0	Version 1.0 Title	Version 1.0 Retention	Activity	Version 2.0 DAN	Version 2.0 Title	Version 2.0 Retention and Disposition	Rationale
AN50-10B-23 Ver. 1 p. 6	<i>Preventative Health Record</i>	Retain for 6 years after completion of procedure then destroy.	Animal Shelter Operations	AN2013-013 Ver. 2 p. 6	<i>Animal Record</i>	Retain for 6 years after end of fiscal year then destroy.	Consolidation. Placement notices for animals in agency-owned or contracted shelters are now covered under AN2013-013 along with all other documentation relating to the custody and care of the animal.

FEEDBACK RECEIVED FROM STAKEHOLDERS
Animal Services Records Retention Schedule Version 2.0
Local Records Committee · October 31, 2013

Received from:	Comments Received:
<p>Ryan Wadleigh, Records Management Specialist, King County</p>	<p><i>Thank you for sending this. I have reviewed this with the staff of RASKC and have a few comments/questions:</i></p> <ul style="list-style-type: none"> - <i>Page 9 of the retention schedule indicates that there are no record series designated as Essential. In the body of the schedule though, AN50-10B-14, AN2013-011 and AN50-10B-11 are all described as essential.</i> - <i>For consistency with AN50-10B-14, it might be better to rename AN2013-011 as “Animal Licenses and Permits – Lifetime”</i> - <i>In the preliminary schedule I sent you, I included a series for Biomedical Waste Disposal Records. Did you make a decision about what will be done with that? I assume it would be more appropriate under a different schedule.</i> - <i>Although it is no longer under the scope of the Animal Services schedule, we have a concern about some of the records (such as Bite Reports) that now fall under GS2012-026, Code Enforcement. Specifically, we wonder if incident records/reports that fall under that category might need to be separated under a new series if they involve minors.</i> <p><i>Overall, looks great!</i></p> <p><u>Animal Control Officer Daily Logs</u> <i>Records documenting the daily activities of Animal Control Officers in the field. Includes summaries and audits of daily logs. Logs include names, dates, mileage, case numbers, codes and statistics.</i></p> <p><i>As shown above, RASKC does have officer logs that document the above information. Based on your proposed schedule, this series will no longer be on the Animal Services schedule. These records though are simultaneously documenting two functions: officer work assignments (GS50-04B-29) and vehicle use (GS2012-045). Which DAN should be used?</i></p>
<p>Paula Hake, Ellensburg Police Department Animal Shelter Manager</p>	<p><i>You did a lot of work on this! Congratulations on completing the project.</i></p> <p><i>My only comment/thought is 6 years seems an exorbitant amount of time for anything other than bite reports to be retained. Most shelters are very space challenged and would have difficulty storing those records. Additionally, the records for controlled substance seem much more essential than animal licensing/permitting or animal custody and care, yet the state only requires two years of records retention for controlled substances.</i></p> <p><i>It seems a more fitting retention period would be 3 years or under, unless I am missing something.</i></p> <p><i>Just my thoughts, thanks very much!</i></p>

FEEDBACK RECEIVED FROM STAKEHOLDERS
Animal Services Records Retention Schedule Version 2.0
Local Records Committee · October 31, 2013

Received from:	Comments Received:
<p>Jason Wilson, Administrative Manager, Metro Animal Services Sumner Police Department</p>	<p><i>Great changes!</i></p> <p><i>Here are my thoughts:</i></p> <p><i>AN2013-011 Lifetime Licenses: Hold until expected death + 6 years or verification of death—my only concern is that this is really vague, but I’m not sure how to remedy it.</i></p> <p><i>AN2013-013 Animal Record: Our sterilization surgeries are contracted out to a private vet. The only documentation we receive post surgery is an invoice to pay for it. Should we keep that for six years as part of the animal record, or can we retain it under CORE invoices?</i></p> <p><i>AN2013-014 Microchip Records: Hold until expected death of animal—my only concern is that this is really vague, but I’m not sure how to remedy it. Maybe just say 20 years from implantation?</i></p> <p><i>Thanks for your hard work on this!</i></p>
<p>Andrew Penta, Records Officer, Clark County, WA</p>	<p><i>Shouldn’t the retention for lifetime licenses (AN2013-011) and for microchip records (AN2013-014) be the same? Both serve a similar purpose.</i></p>
<p>Royale Schneider, Code Inspection Office Supervisor, City of Yakima</p>	<p><i>Do you have a minute to try and explain a situation to me? We currently do not separate out the initial Dog License application by whether they expire in a year, or are lifetime tags. Do you know how we would be expected to handle the documents that we currently have retained? I don’t think we would be expected to go through those boxes and separate out the applications based on the kind of tag that they received, would we?</i></p> <p><i>Also, people receive renewal notices and we do not make them re-apply every year, and now that I think further into this topic, I really can’t figure out if the Retention Schedule is referring to the expiration date for the initial dog license that the person applied for, or does it include all subsequent renewals of that dog’s licenses?</i></p>

III. OTHER BUSINESS

A. 2014 Meeting Schedule – Julie Blecha



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 **2014** meeting dates are as follows:

LOCAL RECORDS COMMITTEE – 10:00 a.m.

Location: 1129 Washington Street SE, Olympia

2014

January 30

April 24

July 31

October 30