



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

November 29, 2012 – 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 July 26, 2012
- D. Adoption of Today's Agenda

II. NEW BUSINESS

- A. *Common Records Retention Schedule (CORE) Version 3.0* – Julie Blecha
- B. *School Districts and Educational Service Districts Records Retention Schedule Version 8.0* – Julie Blecha
- C. *Public Utilities Records Retention Schedule Version 1.2* – Julie Blecha
- D. *Demolition of Local Government General Records Retention Schedule (LGRRS) Version 5.2* – Julie Blecha
 - 1. Air Pollution Control Authorities Records Retention Schedule (Version 1.0)
 - 2. Animal Services Records Retention Schedule (Version 1.0)
 - 3. Cemeteries Records Retention Schedule (Version 1.0)
 - 4. Coroners and Medical Examiners Records Retention Schedule (Version 1.0)
 - 5. Economic Development and Transport Records Retention Schedule (Version 1.0)
 - 6. Emergency Communications Records Retention Schedule (Version 1.0)
 - 7. Fire and Emergency Medical Records Retention Schedule (Version 1.0)
 - 8. Housing Authorities Records Retention Schedule (Version 1.0)
 - 9. Juvenile Courts and Services Records Retention Schedule (Version 1.0)
 - 10. Land Use Planning and Permitting Records Retention Schedule (Version 1.0)
 - 11. Licensing, Permitting and Taxation Records Retention Schedule (Version 1.0)
 - 12. Parks, Recreation and Culture Records Retention Schedule (Version 1.0)
 - 13. Prosecuting Attorneys and Assigned Counsel Records Retention Schedule (Version 1.0)
 - 14. Social Services Records Retention Schedule (Version 1.0)
 - 15. Transit Authorities Records Retention Schedule (Version 1.0)
 - 16. Weed and Pest Control Districts Records Retention Schedule (Version 1.0)

III. OTHER BUSINESS

- A. 2012 Meeting Schedule – Julie Blecha

IV. WASHINGTON STATE ARCHIVES UPDATES

- A. Announcements from the State Archivist – Jerry Handfield

V. NEXT MEETING – To Be Determined

VI. ADJOURNMENT

DRAFT



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

July 26, 2012 – 10:00 a.m.

State Archives Conference Room

1129 Washington St SE, Olympia, WA 98504

MEETING MINUTES

Members Present: Mark Rapozo (Chair) – State Auditor’s Office, Cindy Evans – State Auditor’s Office, Sharon Payant – Attorney General’s Office, Jerry Handfield – State Archivist

Staff Present: Russell Wood – State Records Manager, Leslie Koziara –Records Management Consultant; Megan Shoemaker – Records Management Consultant (video conference)

Guests Present: Patty Holmquist – Tacoma Public Utilities; Danelle Court – City of Bellevue (video conference)

I. ROUTINE ITEMS

A. Call to Order

Mark Rapozo called the meeting to order at 10:00 a.m.

B. Introduction of Guests

C. Appointment of new Committee Chair: Mark Rapozo read a short statement expressing his gratitude to past and present members of the committee since his appointment as Chair on February 28, 2002. Acknowledging the hard working staff of the State Archives and the commitment of the Local Records Committee, Rapozo appointed Cindy Evans as the new representative of the State Auditor’s Office, replacing him as Chair.

D. Certificate of Honorary Archivist: Archivist Handfield presented Mark Rapozo a certificate of Honorary State Archivist for his tenure as the Chairman of the Local Records Committee.

E. Approval of Minutes for April 26, 2012

Motion to adopt the minutes as submitted; Handfield, second by Evans.

Resolution: Motion carried

F. Adoption of July 26, 2012 Agenda

Motion to adopt the agenda; Handfield, second by Payant.

Resolution: Motion carried

II. WASHINGTON STATE ARCHIVES UPDATES

A. Retention Schedules Revision Plan Update – Russell Wood

- i. **CORE Asset Management** – The revisions will be available for the committee in October.
- ii. **School Districts** – Staff is developing version 8.0 that will be up for review in October.
- iii. **LGRRS** – This schedule will be broken up and disbursed throughout sector schedules. The initial breakdown of this schedule will only move the series, not revise the existing series.
- iv. **Website revision** – Russell provided the committee with a model of what will be available online for local governments when researching records retention by type of local government. The record schedule database will also have the ability to search through all schedules based on record type.

D. Announcements from the State Archivist

- i. **City of Pacific** – The State Archivist has received several calls from attorneys worried about destruction of public records by the Mayor of Pacific.
- ii. **Open Government Forums** – In coordination with the Washington Coalition for Open Government, the State Auditor Office, Attorney General's Office and the State Archives have been collaborating to provide presentations across Washington dealing with records, record keeping, and public records request and laws. Brian Sonntag proposed to add recording of executive meetings as a safeguard against decisions being made privately when they should be made during a public meeting.
- iii. **Sunshine Committee** – The committee reviews the 300-400 exemptions to public disclosure within the laws of Washington State. There were 49 bills introduced last legislative session regarding public disclosure. Ten bills passed. Evans commented that there needs to be a balance to protect the public and businesses. The Department of Health proposed that the current 75 year-rule for birth records be 125 years. They would also like to close Death and Marriage records until after 75 years. These are all considered "breeder documents" used in identity theft.
- iv. **National Association of Government Archives and Records Administration** – Jerry presented information at NAGARA on a coordinating grant between the State of Oregon and the State of Washington to share resources on digital records tracking and metadata.

III. NEXT MEETING – October 25, 2012 10 a.m.

IV. ADJOURNMENT

The chair adjourned the meeting at 10:50 a.m.

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 July 26th 2012, 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



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 **November 29, 2012**.



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. (<i>Some</i> 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. 35 new series, 7 series transferred in from LGRRS Version 5.2, 86 revised series, and 78 discontinued series. Multiple activities restructured and several new activities added, such as: Elections (Elected Officials, Initiatives and Referenda); Emergency Planning, Response and Recovery; and, Local Government Legislation. (All changes are detailed in the Revision Guide.)



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LRC DRAFT



Washington State Archives
Office of the Secretary of State

*Local Government Common Records Retention Schedule (CORE)
DRAFT Version 3.0 (November 2012)*

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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	<p>ADMINISTRATIVE WORKING FILES</p> <p>Subject files containing informational copies of various records organized by issue, person, subject, or other areas of interest.</p> <p><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></p>	Destroy when obsolete or superseded - elected official, executive and department head files are potentially archival	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
GS50-01-36 Rev. 0	<p>APPOINTMENT CALENDARS</p> <p><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></p>	Destroy when obsolete or superseded	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-01-08 Rev. 0	<p>CHRONOLOGICAL REFERENCE FILE</p> <p>Also known as reading or day file. Used as a chronological reference source supplemental to correspondence and subject reference files.</p>	Destroy when obsolete or superseded	<p>NON-ARCHIVAL 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
GS50-01-12 Rev. 3	<p><i>Communications – Governing/Executive/Advisory</i> 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></p> <p>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 GS-REP-EX 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</p> <p><i>and</i></p> <p>conditions of authorization satisfied</p> <p><i>and</i></p> <p>violations (if any) corrected</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL</p> <p>ESSENTIAL</p> <p>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
GS-BRAND 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, which is covered by GS-NAME. Excludes intellectual property ownership records covered by GS-OWN.</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><i>Charter and Bylaws - Development</i> 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. 0	<p><i>Jurisdictional Boundary – Official</i> 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:</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 that are:</p> <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 GS-CO.ENG; • Covered in the County Assessor, County Auditor, & Land Use Planning and Permitting sector schedules. 	<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
GS-52-03A-05 Rev. 0	<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. 0	<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: <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 covered more specifically in <i>CORE</i> or sector schedules such as records that are: <ul style="list-style-type: none"> • Related to projects covered in the <i>Land Use Planning</i> 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 GS-CO.ENG. </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 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	<i>Advertising and Promotion</i> 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.	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 OPR
GS2011-166 Rev. 0	<i>Awards and Recognitions</i> Records documenting international, national, and other significant awards and recognition <u>received by</u> the agency 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.).	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-01 Rev. 0	BIOGRAPHICAL FILES	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 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
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.</p> <p>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>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-01-09 Rev. 1	<p>Citizen Complaints/Requests Communications from citizens making a complaint or request, as well as the associated agency response.</p> <p>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 GS-CODE; • Claims for damages covered by GS50-01-10. 	<p>Retain for 3 years after matter closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06F-02 Rev. 0	HISTORICAL FILES OF THE AGENCY	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention. value - See remarks</p>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



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
GS-NOTICE 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.</p> <p>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 <i>or</i> 6 years after published event completed, <i>whichever is later then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
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>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
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>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



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><i>Contracts and Agreements – Capital Assets (Non-Real Property)</i></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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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 <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 NON-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
GS-FRAN Rev. 0	<p>Franchise Requests – Declined</p> <p>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.</p> <p>Excludes franchises granted <u>by</u> the agency, which are covered by GS50-05A-10.</p> <p>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</p> <p>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.</p> <p>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
GS-CERT Rev. 0	<p><i>Certification of Election – By Regulatory Agency</i> 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 boards, city councils, chiefs of police, judges, prosecuting attorney, etc.), bonds, levies, etc.</p> <p>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.) <p>Excludes elections <i>certified by the local government agency</i>, which are covered by GS-INTERNAL. Excludes County Auditor records covered in the <i>County Auditor Records Retention Schedule</i>.</p>	<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
GS-INTERNAL Rev. 0	<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"> • Conservation District elections held pursuant to <u>RCW 89.08.110</u>; • 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 GS-ELECT.</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) ESSENTIAL OPR</p>
GS-ELECT 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 GS-INTERNAL.</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
GS-INIT Rev. 0	<p><i>Initiative, Referenda and Recall Measures – Passed by Voters</i></p> <p>Records relating to the administrative management of initiatives, referenda, and recall measures filed with the agency and passed by voters.</p> <p>Includes, but is 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 GS-CERT, GS-ELECT, and GS-INTERNAL.</p>	<p>Retain for 6 years after certification of election <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
GS-FAIL Rev. 0	<p><i>Initiative, Referenda and Recall Measures – Rejected by Voters or Insufficient Signatures</i></p> <p>Records relating to the administrative management of initiatives, referenda, and recall measures filed with the agency where rejected by the voters or where the requisite number of signatures is not sufficient to place it on the ballot.</p> <p>Includes, but is 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 GS-CERT, GS-ELECT, and GS-INTERNAL.</p>	<p>Retain for 6 years after certification of election or determination of signature insufficiency <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
GS50-05A-15 Rev. 1	<p><i>Oaths Of Office – Filed or Recorded with County Auditor</i> Agency copy of official oaths of office taken by elected and appointed officials <i>which have been filed or recorded with the County Auditor.</i></p> <p>Excludes oaths of office covered by GS-OATH.</p> <p>Note: All documents filed and/or recorded with the County Auditor are designated Archival in the <i>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>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS-OATH Rev. 0	<p><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></p>	<p>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.</p>	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	<i>Backups for Disaster Preparedness/Recovery</i> Routine, cyclical backups of the agency's electronic records created for the purpose of disaster preparedness and recovery.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
GS-CONTACT Rev. 0	<i>Emergency/Disaster Preparedness – Contact Information</i> 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.). 	Retain until obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-14-03 Rev. 2	<i>Emergency/Disaster Preparedness and Recovery Plans</i> 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. Excludes hazardous materials/dangerous waste management plans covered by GS50-19-08.	Retain for 6 years after obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL 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
GS50-18-29 Rev. 1	<p><i>Emergency/Disaster Response/Recovery – Uncommon or Major</i> 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.), <i>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.</i></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>
GS-DISASTER Rev. 0	<p><i>Emergency/Disaster Response/Recovery – Routine or Minor</i> 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.) <i>where the agency manages the recovery with minimal assistance and/or disruption to normal agency operations.</i></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>	NON-ARCHIVAL NON-ESSENTIAL OFM
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>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



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 <i>or</i> conditions of grant satisfied, <i>whichever is later</i> <i>then</i> 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) <i>then</i> 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 all records covered in the <i>Prosecuting Attorney and Assigned Counsel 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>	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.</p> <p>Excludes workers' compensation claims, which are covered by records series in the Industrial Insurance section.</p> <p>Excludes litigation case files covered by GS53-02-04.</p>	<p>Retain for 6 years after claim closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS-CODE 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.</p> <p>Code violations <u>may</u> include, but are not limited to:</p> <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. <p>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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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><i>Court Orders – Served on the Agency</i> 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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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</p> <p>Records relating to disputes involving real property and/or facilities owned or maintained by the agency where litigation has not commenced. Includes actions taken (including debt forgiveness).</p> <p>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	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. <i>Excludes legal opinions covered by GS53-02-06, Levy and Bond Planning – Successful.</i>	PERMANENT	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
GS53-02-04 Rev. 0	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>	Retain for 10 years after case closed <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



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><i>Ordinances and Resolutions – Approved</i> 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><i>Ordinances and Resolutions - Development</i> 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)</p> <p>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 or valuation 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 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 GS-ADVISORY.</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/Valuation)</p> <p>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 or valuation decision <u>is</u> being appealed</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • County Board of Equalization valuation appeals; • 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.</p> <p>Excludes records covered by GS2011-173, GS50-05A-13, GS2011-176 and GS-ADVISORY.</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
GS-ADVISORY 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 RCW 42.30.110(2)). <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. 3	<p>Meetings – Governing/Executive</p> <p>Records documenting all meetings of the local government agency’s governing bodies and executive management.</p> <p>Includes:</p> <ul style="list-style-type: none"> • 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>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</p> <p style="text-align: center;"><i>then</i></p> <p>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</p> <p>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> (chapter 42.30 RCW), which are covered by GS50-05A-13; also excludes records covered by GS2011-173, -174, -176 and GS-ADVISORY.</p>	<p>Retain for 6 years after end of calendar year</p> <p style="text-align: center;"><i>or</i></p> <p>6 years after completion of project, <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 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
GS50-01-43 Rev. 1	<p>Meetings – Staff</p> <p>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 and GS-ADVISORY.</p>	<p>Retain for 2 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2011-176 Rev. 0	<p>Meetings/Hearings – Arrangements</p> <p>Records relating to the administrative arrangements of meetings held by or on behalf of the local government agency.</p> <p>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>	NON-ARCHIVAL NON-ESSENTIAL OFM



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	<i>Official Agency Policy And Procedure Directives, Regulations and Rules</i> 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	Annual Reports – Adopted May also include annual messages of chief executive officer.	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
GS-REP-EX Rev. 0	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. Records include, but are not limited to: <ul style="list-style-type: none"> • Reports/forms/certificates/lists; • Submission confirmation, correspondence, inquiries, etc. Includes, but is not limited to: <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 42.17 and 42.17A RCW; • Special purpose district reports filed with the County or State Auditor in accordance with RCW 36.96.090; • Prosecuting Attorney reports submitted to the Governor, the state Liquor Control Board, and/or the legislative authority pursuant to RCW 36.27.020. 	Retain for 6 years after report or document submitted <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-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
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 <i>or</i> 30 years after individual’s date of death, <i>whichever is sooner then</i> Destroy.</p>	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
GS50-19-03 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. 3	<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	<p>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.</p>	<p>Retain for 3 years after date of incident <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06C-15 Rev. 0	<p>INSURANCE AUDITS, SURVEYS, REPORTS To document and analyze the coverage, premium costs, and self-insurance costs.</p>	4 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06C-16 Rev. 0	<p>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></p>	<p>Retain for 6 years after termination or expiration of coverage <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR
GS50-06C-04 Rev. 0	<p>INSURANCE POLICY CERTIFICATES</p>	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. 2	<p><i>Permission for Minors to Participate</i> 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><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>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06C-25 Rev. 0	<p>RISK DATA 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>	4 years	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
GS2011-178 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>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><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 GS-HAZ-TR 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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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
GS-HAZ-TR 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>	NON-ARCHIVAL ESSENTIAL OPR



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 GS-HAZ-TR; • 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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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
GS-OWN 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.</p> <p>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>	NON-ARCHIVAL ESSENTIAL OPR



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>governing body covered by GS50-05A-13.) <i>continued next page</i></p> <ul style="list-style-type: none"> • continued from previous page <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 GS-CO.ENG; • 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 from previous page</i></p>	<p><i>continued from previous page</i></p>
<p>GS-CO.ENG Rev. 0</p>	<p>County Engineer Records 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. 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 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
GS-NAME 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.</p> <p>Includes research, community polls, proposals, approvals, correspondence, contracts and agreements, sale of naming rights, etc.</p> <p>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 style="text-align: center;">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.</p> <p>Includes, but is not limited to, negotiations, purchase offers, title reports, etc.</p> <p>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.</p> <p>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 style="text-align: center;">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
GS-ASSETS 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 GS-CO.ENG₂ • Real property ownership (land division permits, SEPA, etc.) covered by GS55-05A-06; • Hazardous materials covered by GS55-01M-04. <p>Excludes authorizations <u>granted</u> 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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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
	Excludes authorizations granted by the local government agency (permits, certificates, licenses, SEPA lead agency review, etc.), which are covered in sector schedules.		
GS-DESIG 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.</p> <p>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.</p> <p>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
GS-ASBUILT Rev. 0	<p><i>As-Built Drawings – Appraised and <u>Not</u> Selected for Archival Preservation</i> 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.</p> <p><i>Note: If a final set of as-built drawings is <u>not</u> produced, then the as-designed drawings (with notations) serves as the as-built.</i></p>	<p>Retain until structure no longer owned by agency <i>then</i> Transfer to new owner <i>or</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>
GS50-18-06 Rev. 1	<p><i>As-Built Drawings – Appraised and Selected for Archival Preservation</i> 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.</p> <p><i>Note: If a final set of as-built drawings is <u>not</u> produced, then the as-designed drawings (with notations) serves as the as-built.</i></p> <p><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 <i>then</i> 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	<p>Construction Project Files</p> <p>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 CORE 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> then</p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p> <p style="text-align: right;"><i>continued next page</i></p>	<p style="text-align: center;">ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p> <p style="text-align: right;"><i>continued next page</i></p>

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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 style="text-align: center;"><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"> • As-Designed drawings (serving as As-Built drawings) covered by GS50-18-06 or GS-ASBUILT; • Records filed/recorded with the county engineer (GS-CO.ENG); • Construction permits and inspections covered by GS-ASSET; • 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 style="text-align: center;"><i>continued from previous page</i></p>	<p style="text-align: center;"><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</p> <p>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
GS-NOTE Rev. 0	<p><i>IT Applications – Noteworthy</i> 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.); • 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 <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> 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><i>IT Applications – Technical Design and Implementation</i> Records documenting the technical design and implementation 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"> • 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 GS-NOTE.</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><i>IT Audit Trail – Infrastructure</i> 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><i>IT Network – Design and Build</i> 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><i>Standards and Specifications Manuals</i> 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><i>Disposal of Assets (Non-Real Property)</i> Non-financial records relating to the process disposing of all agency <u>non</u>-real property capital assets. Includes sale, auction, salvage, donation, etc.</p> <p>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> which are covered by GS-OWN. 	<p>Retain for 6 years after disposal of asset <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06B-23 Rev. 0	<p><i>Waste Materials Analysis</i> 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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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</p> <p><u>and</u> conditions of authorization satisfied</p> <p><u>and</u> violations (if any) corrected</p> <p><i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



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><i>Hazardous Materials/Dangerous Waste – Abatement and Remediation</i></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 <u>Emergency Release Notification</u> 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 <u>40 CFR § Part 61, Subpart M.</u>) • 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 & 	<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>
	<p>rev 2. ASSET MANAGEMENT</p> <ul style="list-style-type: none"> • (P... party searches and investigations; consent decrees; • Alert notifications (email, web post, tweet, RSS feed, etc.). 		Page 66 of 178



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 <i>Resource Conservation and Recovery Act (RCRA)</i>; • 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 <i>Emergency Planning & Community Right-to-Know Act</i>; • 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.</p> <p>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 style="text-align: center;">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 style="text-align: center;">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. 0	<p><i>Inspections – Bridges</i> 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 GS-CO.ENG. Excludes reports covered by GS-REP-AS.</p>	<p>Retain for 6 years after asset no longer owned by agency <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>
GS-INS/MON Rev. 0	<p><i>Inspections/Monitoring – Non-Regulated</i> 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 GS-MON-NON; • 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.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Atmospheric monitoring of confined spaces (<u>WAC 296-809-50006</u>). <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
GS-MON-NON Rev. 0	<p><i>Inspections/Monitoring – Regulated (Non-Environmental)</i> 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.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Airport self-inspections (<u>14 CFR § 139.327</u>); • Underground storage tank (UST) inspections (<u>40 CFR § 280.45</u>); <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 GS-CO.ENG, GS50-18-08, and GS-REP-AS; • Environmental inspections/monitoring covered by GS51-07-10 and GS-INS/MON; • Hazardous materials abatement/remediation covered by GS50-19-15; • Inspections/monitoring relating to an authorization/certification and covered by GS50-01-42 or GS-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 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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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
GS50-18-34 Rev. 0	<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.</p> <p>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>
GS50-18-33 Rev. 0	<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, 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 <u>RCW 43.09.200</u>, 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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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	<i>Inventory – Keys/Key Cards/Badges</i> 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	<i>Inventory – Surplus Property</i> 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	<i>Inventory – Trees</i> 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
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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
GS-MAINT 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 <i>may</i> 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 GS-CO.ENG and GS-REP-AS; • 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
GS-MINOR Rev. 0	<p>Maintenance – Minor Non-Regulated</p> <p>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 GS-MAINT and GS-CO.ENG; • 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 <u>and</u> 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
GS-NOT 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 GS-NOTE.</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
GS-LONG Rev. 0	<p><i>Long-Range Asset Plans (Development)</i> 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 GS-NOT or GS50-18-10; <p>Excludes financial records relating to successful levy and bond proposals which are covered by <i>Financial Transactions – Bond, Grant and Levy Projects</i> (GS2011-183).</p>	<p>Retain for 6 years after final version completed <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
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 RCW 70.95.080; • Environmental and conservation plans; • Transportation plans (such as comprehensive transportation plans approved by the legislative body in accordance with RCW 35.77.010, Transportation Improvement Plans (TIP) prepared in accordance with RCW 36.81.121, Annual Construction Program (ACP) prepared in accordance with RCW 36.81.130, 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 GS-CO.ENG; • 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>
GS-SHORT 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. 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
GS-REP-AS Rev. 0	<p>Reporting/Filing (Mandatory) – Assets</p> <p>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.</p> <p>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 GS-CO.ENG.</p>	<p>Retain for 6 years after report or document submitted <i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



2.11 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</p> <p>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</p> <p style="text-align: center;"><i>or</i></p> <p>6 years after system or asset no longer in use, <i>whichever is sooner</i></p> <p style="text-align: center;"><i>then</i></p> <p>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> then 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</p> <p>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>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-009 Rev. 1	<p>Security Monitoring – Routine</p> <p>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>	NON-ARCHIVAL NON-ESSENTIAL OFM



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><i>Security Monitoring – Oversight/Surveillance Recordings</i> Security recordings monitoring the agency's infrastructure, buildings, vehicles, equipment, etc., <i>where not covered by a more specific records series.</i></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	<p>IT Automated/Scheduled Tasks</p> <p>Records relating to scheduled, computer-driven tasks including, but not limited to:</p> <ul style="list-style-type: none"> • Event logs; • Run reports and requests; • Task schedules; • Successful completion reports. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-005 Rev. 1	<p>IT Helpdesk Requests</p> <p>Records relating to employee (includes contractors and volunteers) requests for advice and assistance in using information technology systems and applications.</p> <p><i>Note: Maintenance and repair of IT hardware is covered by DAN GS-MAJOR or GS-MINOR.</i></p>	<p>Retain for 1 year after finalization of request <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06A-05 Rev. 2	<p>IT Systems Usage</p> <p>Records relating to the usage of the agency's information technology and communication systems to ensure appropriate use.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Internet activity logs (sites visited, downloads/uploads, video/audio streaming, etc.); • Fax and telephone logs. <p><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></p>	<p>Retain for 1 year after activity <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06B-09 Rev. 1	<p>Operating Manuals</p> <p>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.</p>	<p>Retain until disposition of asset <i>then</i> Destroy <i>or</i> Transfer to new owner.</p>	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
GS-USAGE 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"> • 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.; • Energy usage measurements. <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</i> <i>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
GS55-05B-02 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, whichever is sooner <i>then</i> 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>.</p> <p>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 <i>or</i> disposition of asset and completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03B-06 Rev. 0	CHECK STUBS OR DUPLICATE COPIES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS55-05B-04 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 <i>or</i> completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> 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. 1	<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.</p> <p>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>	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
GS2011-183 Rev. 1	<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.</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"> • 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. 1	<p><i>Financial Transactions – General</i> Records documenting all resources received and expended by the agency <i>provided that receipts and expenditures are not for bond, grant or levy projects.</i></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 Utility Services Records Retention Schedule; • 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>	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
GS50-03A-15 Rev. 1	<p>General and Subsidiary Ledgers</p> <p>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>
GS50-03C-07 Rev. 1	<p>Grant/Scholarship Applications – Not Approved</p> <p>Records relating to unsuccessful grant and scholarship applications received or submitted by the local government agency. Records may include applications, evaluations, denial notifications, etc.</p>	<p>Retain for 1 year after notification of denial received or sent <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-03B-09 Rev. 0	STATEMENTS OF BOND OR OTHER COLLATERAL SECURITY POSTED BY BANK (or other depository)	3 years	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS50-03A-28 Rev. 0	TRIAL BALANCES	3 years	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</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
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	DELEGATION OF AUTHORITY AND SIGNATURE RECORDS 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.	Destroy when superseded plus 6 years.	NON-ARCHIVAL NON-ESSENTIAL OPR



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><i>Banking – Accounts and Transactions</i> 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, <i>Financial Transactions – Bond, Grant and Levy Projects</i>. • Deposited items covered by GS2011-186. 	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2011-186 Rev. 0	<p><i>Banking – Deposited Items</i> 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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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 -1 copy archival	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
GS-IMPACT Rev. 0	<p><i>Impact Fees - Rate Setting</i> 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"> • <u>RCW 36.70A.350</u>, Growth Management Act; • <u>RCW 36.73.120</u>, Transportation improvements; • <u>RCW 39.92.050</u>, Transportation Impact Fee; • <u>RCW 43.21C.060</u>, <i>State Environmental Policy Act</i>; • <u>RCW 58.17.110(2)(b)</u>, <i>State Subdivision Act</i>; • <u>RCW 82.02.050</u>, Impact fees – Intent – Limitations. <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 <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2011-187 Rev. 0	<p><i>Internal Service Fund – Rate Setting</i> 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 <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-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
GS53-02-06 Rev. 1	<p>Levy and Bond Planning – Successful 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 GS-CO.ENG, 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 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.</p> <p>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.</p> <p>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>	NON-ARCHIVAL NON-ESSENTIAL OPR
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.</p> <p>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</p> <p>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>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-08A-02 Rev. 0	CONSULTANT AND CONTRACTOR ROSTERS	Destroy when superseded plus 6 years	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-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	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.	Retain until obsolete or superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
GS50-03C-01 Rev. 1	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.	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.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03C-02 Rev. 1	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.	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.	ARCHIVAL (Appraisal Required) 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
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.</p> <p>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 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><i>Authorizations/Certifications – Human Resources (General)</i></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), <i>where not covered by a more specific records series.</i> 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 <u>#25700-A-1004</u>; • 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 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 RCW 4.16.350.</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 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><i>Self-Insured Employer Certification</i></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>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-083 Rev. 0	<p><i>Volunteer Fire Fighters' and Reserve Officers' Relief Claims</i></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>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2010-084 Rev. 0	<p><i>Workers' Compensation Claims (Department of Labor and Industries) – Eye Injuries</i></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>	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-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.</p> <p>Excludes claims for eye injuries covered by GS2010-084.</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 7 years after claim closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
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.</p> <p><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>	NON-ARCHIVAL NON-ESSENTIAL OPR
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.</p> <p><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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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	CIVIL SERVICE CASE FILES - NOT HEARD Cases may not be heard for the following reasons: unprepared, resolved, referred to another jurisdiction, ineligible employees or withdrawn. Excludes the records of Civil Service Commissions covered by GS2011-173 (hearings), GS50-5A-13 (meetings), and GS50-01-12 (communications).	Administrative Closure plus 3 years.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-35 Rev. 1	CIVIL SERVICE COMMISSION CASE FILE Documentation of cases of violations or disciplinary actions submitted to the Civil Service Commission. Excludes the records of Civil Service Commissions covered by GS2011-173 (hearings), GS50-5A-13 (meetings), and GS50-01-12 (communications).	Case resolved or closed plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-37 Rev. 1	CIVIL SERVICE COMMISSION EXHIBITS - PETITION FOR REVIEW FILED Exhibits from Civil Service Commission hearings for which petitions for review and/or petitions for reconsideration have been filed, including documents, affidavits and depositions. Excludes the records of Civil Service Commissions covered by GS2011-173 (hearings), GS50-5A-13 (meetings), and GS50-01-12 (communications).	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	CIVIL SERVICE COMMISSION EXHIBITS - PETITION FOR REVIEW NOT FILED 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. Excludes the records of Civil Service Commissions covered by GS2011-173 (hearings), GS50-5A-13 (meetings), and GS50-01-12 (communications).	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><i>Employee Grievances</i></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. 1	<p><i>Employee Misconduct Investigation Files – Sustained</i></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 investigative summary report covered by GS50-04B-06, Personnel File.</p> <p>Excludes workplace violence case files covered by GS50-05A-24.</p> <p><i>Note: Collective bargaining agreements and civil service rules & regulations may require a <u>longer</u> 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. 1	<p><i>Employee Misconduct Investigation Files – Unfounded</i> 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><i>Note: Collective bargaining agreements and civil service rules & regulations may require a <u>longer</u> minimum retention period.</i></p>	<p>Retain until case closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-01-51 Rev. 0	<p>FINAL AGREEMENT 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>	Termination or withdrawal plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-01-52 Rev. 0	<p>INITIAL AGREEMENT 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>	Termination or withdrawal plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-25 Rev. 0	<p>WHISTLEBLOWER INVESTIGATION REPORTS 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>	Case closed plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR



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</p> <p>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	AUDIOMETRIC TEST RECORDS – INDIVIDUAL EMPLOYEE <i>Note: Reference <u>WAC 296-817-400</u>.</i>	Retain for the duration of the affected employee’s employment	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06B-26 Rev. 1	<i>Confined Space Permit Files</i> 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. Excludes atmospheric monitoring records covered by GS51-07-10. <i>Note: Reference <u>WAC 296-809-50006</u>.</i>	Retain for 1 year after obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-30 Rev. 1	<i>Employee Medical Records - General</i> 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. Excludes hazardous materials exposure records covered by GS2011-177, <i>Accidents/Incidents (Hazardous Materials) – Human Exposure</i> . <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>	Retain for 30 years after termination of employment <i>then</i> Destroy.	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
GS2011-192 Rev. 0	<i>Employee Medical Records – Employed Less Than One Year</i> 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 <u>WAC 296-802-20005</u>.</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 <u>29 CFR § 1910.1020</u>.</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 <u>WAC 296-842-12010</u>.</i>	Destroy after next test administered	NON-ARCHIVAL NON-ESSENTIAL OFM
GS51-05D-08 Rev. 0	RESPIRATOR PROGRAM FILES <i>Note: Reference <u>WAC 296-842-12010</u>.</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 <u>WAC 296-800-16010</u>.</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
GS50-04B-27 Rev. 0	<p>DRUG/ALCOHOL TEST RESULTS – POSITIVE RESULTS OR REFUSAL TO TEST (AGENCY EMPLOYEES)</p> <p>Files document drug/alcohol testing for cases with reasonable suspicion of abuse/use of substance. Includes drug/ alcohol test results, corrective action, treatment, etc.</p> <p><i>Note: Reference 49 CFR § 382.401.</i></p>	Date of results plus 5 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-33 Rev. 0	<p>DRUG/ALCOHOL TEST RESULTS – NEGATIVE RESULTS OR CANCELED TESTS (AGENCY EMPLOYEES)</p> <p><i>Note: Reference 49 CFR § 382.401.</i></p>	Results posted or test canceled plus 1 year	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-44 Rev. 0	<p>EMPLOYEE AWARD FILES</p> <p>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.</p>	Date of award plus 2 years.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-04B-13 Rev. 0	<p>EMPLOYEE CONTRACTS – SUPERSEDED</p> <p>Contracts superseded within fiscal year.</p>	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-14 Rev. 0	<p>EMPLOYEE DIRECTORY/ROSTER</p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	ARCHIVAL (Appraisal Required) 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-06 Rev. 2	<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; • Employment status, position descriptions and job classifications, personal history cards, raises, etc.; • Evaluation of applications of recognition or 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 GS-OATH and the <i>County Auditor Records Retention Schedule</i>. <i>Note: Collective bargaining agreements and civil service rules & regulations may require a <u>longer</u> minimum retention period.</i></p>	<p>Retain for 6 years after termination of employment <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OFM
GS50-04B-23 Rev. 0	<p>TEMPORARY AGENCY WORKER ACCOUNTS Tracks temporary agency workers hired using original request forms moved to individual departments.</p>	Termination of employment plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-10 Rev. 0	<p>VOLUNTEER FILES Documents work service of individual volunteer. Includes application.</p>	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.

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
GS-ORG 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



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 Documents – Immigration And Naturalization Services (INS) 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. 1	<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.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Employer Information Report EEO-1 filed with the Equal Employment Opportunity Commission in accordance with <u>29 CFR § 1602.7</u>; • Elementary-Secondary Staff Information Report EEO-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	<i>Continuing Professional Education Records</i> 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. 2	<p><i>Publications – Master Set</i> Master set of all publications created by the agency. 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>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>



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>.</p> <p><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>	NON-ARCHIVAL NON-ESSENTIAL OPR
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>	NON-ARCHIVAL ESSENTIAL OFM
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:</p> <ul style="list-style-type: none"> • Item circulation history; • User/patron records (applications for membership, borrower registration, parent/guardian permissions). <p>Excludes interlibrary loans covered by DAN GS50-12A-08.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



5.2 LIBRARY SERVICES

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

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.</p> <p>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.</p> <p><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.).</p> <p>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><i>Mail Delivery and Receipt</i> 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>.</p> <p><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>	NON-ARCHIVAL NON-ESSENTIAL OFM
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>.</p> <p>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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-017 Rev. 1	<p>Source Records – Imaged (Archival)</p> <p>Archival source records which have been imaged using either of the following processes:</p> <ul style="list-style-type: none"> • 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 <u>Washington State Standards for the Production and Use of Microfilm</u>. <p>And, provided that the converted records are retained in accordance with a current approved records retention schedule.</p> <p>Excludes Superior Court source records covered by GS2010-085.</p>	<p>Retain until verification of successful conversion <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
GS50-09-14 Rev. 2	<p>Source Records – Imaged (Non-Archival)</p> <p>Non-Archival source records which have been imaged using any of the following processes:</p> <ul style="list-style-type: none"> • Scanned/digitized in accordance with <u>Washington State Requirements for the Destruction of Non-Archival Paper Records After Imaging</u>; • 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>And, provided that the converted records are retained in accordance with a current approved 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 microfilm standards or obtaining approval for early destruction of source documents after imaging, please contact Washington State Archives.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-018 Rev. 0	<p>Source Records – Migrated 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
GS2010-085 Rev. 0	<p>Source Records – Reproduced (Superior Court Records) Superior Court records which have been reproduced in accordance with RCW 36.23.065, and, provided that the converted records are retained in accordance with a current approved records retention schedule.</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	<i>Conservation (Archival)</i> Conservation treatment records documenting repair to public records designated as Archival.	Retain until the Archival records are transferred to Washington State Archives <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS2010-020 Rev. 0	<i>Conservation (Non-Archival)</i> Conservation treatment records documenting repair to public records designated as Non-Archival.	Retain until the Non-Archival records have been destroyed in accordance with a current approved records retention schedule <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-09-06 Rev. 1	<i>Destruction of Public Records</i> Records relating to the destruction of the agency's public records. Includes, but is not limited to: <ul style="list-style-type: none"> • Destruction logs; • Affidavits; • Agency authorizations; • Certificates/Notices of destruction. 	Retain for the life of the agency.	NON-ARCHIVAL ESSENTIAL OPR



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 <u>records</u> 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>	NON-ARCHIVAL NON-ESSENTIAL OFM
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>	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
GS50-09-01 Rev. 1	<p><i>Retention and Disposition Authorization</i> 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>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-021 Rev. 0	<p><i>Transfer of Legal Custody</i> 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>	NON-ARCHIVAL ESSENTIAL OFM



6. RECORDS WITH MINIMAL RETENTION VALUE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-02-01 Rev. 0	<p><i>Agency Information – Routine</i> 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><i>Agency-Generated Forms and Publications – Copies</i> 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. 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><i>General Information – External</i> Information received from other agencies, commercial firms, or private institutions, which requires no action and is no longer needed for agency business purposes. Includes, but is not limited to:</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

LRC DRAFT



Washington State Archives
Office of the Secretary of State

*Local Government Common Records Retention Schedule (CORE)
DRAFT Version 3.0 (November 2012)*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-02-04 Rev. 1	<p><i>Secondary (Duplicate) Copies</i> Copies of records (created or received), provided that the agency retains the primary record in accordance with the current approved minimum retention period.</p> <p>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>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-02-05 Rev. 1	<p><i>Transitory Records</i> 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>	NON-ARCHIVAL NON-ESSENTIAL OFM



GLOSSARY

Appraisal

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

Archival – 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.



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LRC DRAFT



Washington State Archives
Office of the Secretary of State

Local Government Common Records Retention Schedule (CORE)
DRAFT Version 3.0 (November 2012)

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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.



DRAFT REVISION GUIDE SUMMARY OF CHANGES

IMPORTANT: All new (proposed) records series in draft *CORE 3.0* and **this draft revision guide** have been assigned **temporary** disposition authority numbers (DANs) such as “GS-CODE” and “GS-ELECT”. **All temporary DANs will be replaced with official DANs** (GS2012-001, GS2012-002, etc.) prior to the Local Records Committee meeting on 11/29/2012.

Based on questions and requests from local government agencies:

- The **Asset Management** function has been completely updated, consolidated, and restructured.
 - ✓ Seven *LGRRS* records series were transferred directly into *CORE* (see table on page 9).
 - ✓ The Public Works section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* has been incorporated into *CORE*. Most records are covered by new or existing *CORE* series (see *LGRRS Demolition Guide* for details).
- 35 records series were created and 86 existing records series were revised in order to provide specific disposition authority for new or existing records AND/OR to provide clear(er) definitions and guidance for end-user ease.
- 78 records series were discontinued by consolidating redundant, confusing, or obsolete series.
- Sections were reorganized to better reflect function-based activities. Three of the new activities are:
 - ✓ Elections (Elected Officials, Initiatives and Referenda)
 - ✓ Emergency Planning, Response, Recovery
 - ✓ Local Government Legislation
- At the request of the State Archivist, multiple records series have been designated “Archival”. (This can relieve the agency of the burden/responsibility of retaining these records permanently.)
- Uniform structure (tables, columns, etc.) has been applied to entire the retention schedule. Uniform **format** has been applied to all **revised** records series. (Series whose titles are NOT bold and italicized have not yet been reviewed or revised.)
- If changes were minor (defined below), they were not considered a revision, and are not listed in this revision guide.
 - ✓ Spelling corrections;
 - ✓ Providing retention/disposition cut-off language to uniform format (with no changes to time period or designation);
 - ✓ Removal of redundant or unnecessary words.



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NEW RECORDS SERIES

Function: Activity	Title	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
Agency Mgmt: Charter, Jurisdiction and Mission	Agency Identity/ Brand	GS-BRAND p. 10	Retain until no longer needed for agency business then Transfer to WSA for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR	Covers the agency's "branding" (logos, program names, school colors/mascots, etc.). A companion series appears in the Asset Management function for the naming of assets such as roads, buildings, bridges, etc. (GS-ASSET).
Agency Mgmt: Community Relations	Public Notice (Official)	GS-NOTICE p. 16	Retain for 6 years after notice published or 6 years after published event completed, whichever is later, then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	All official public notices are now covered here <i>unless specifically itemized</i> in other CORE or sector schedule series (such as election notices covered in the <i>County Auditor Records Retention Schedule</i>).
Agency Mgmt: Contracts/ Agreements	Franchises Requests – Declined	GS-FRAN p. 20	Retain for 6 years after request declined then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Covers franchise request proposals either submitted to or requested by the local government agency.
Agency Mgmt: Elections	Certification of Election – By Regulatory Agency	GS-CERT p. 21	Retain until no longer needed for agency business then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	This series covers agency copies of certification documentation of elections held and certified by a regulatory agency. (County Auditors retain <i>their</i> certification records permanently in accordance with the <i>County Auditor Records Retention Schedule</i> .)
Agency Mgmt: Elections	Elections – Held and Certified by the Local Government Agency (Official Results)	GS-INTERNAL p. 22	Retain for 6 years after end of calendar year <i>then</i> Transfer to WSA for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR	Official core documentation for elections held and certified by the agency.
Agency Mgmt: Elections	Elections – Held by the Local Government Agency (Administration)	GS-ELECT p. 22	Retain for 1 year after certification of election then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Internal agency administration records documenting elections held and certified by the agency.
Agency Mgmt: Elections	Initiative, Referenda and Recall Measures – Passed by Voters	GS-INIT p. 23	Retain for 6 years after certification of election <i>then</i> Transfer to WSA for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR	Provides specific disposition authority for these records.



NEW RECORDS SERIES

Function: Activity	Title	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
Agency Mgmt: Elections	Initiative, Referenda and Recall Measures – Rejected by Voters or Insufficient Signatures	GS-FAIL p. 23	Retain for 6 years after certification of election or determination of signature insufficiency then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides specific disposition authority for these records.
Agency Mgmt: Elections	Oaths of Office – Not Filed or Recorded with County Auditor	GS-OATH p. 24	Retain for 6 years after end of term of office or appointment then Transfer to WSA for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR	Oaths which have <u>not</u> been filed or recorded with the County Auditor. (Companion series GS50-05A-15 covers oaths which <u>have</u> been filed or recorded and are designated Archival in the <i>County Auditor Records Retention Schedule</i> .)
Agency Mgmt: Emergency Planning, Response, Recovery	Emergency/Disaster Preparedness – Contact Information	GS-CONTACT p. 25	Retain until obsolete or superseded then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM	This frequently-updated information is especially common in school classrooms.
Agency Mgmt: Emergency Planning, Response, Recovery	Emergency/Disaster Response/Recovery – Routine or Minor	GS-DISASTER p. 26	Retain for 6 years after matter resolved/recovery complete then Destroy	NON-ARCHIVAL NON-ESSENTIAL OPR	Covers records of emergencies/disasters which have minimal impact on the agency's normal operations . Companion series to GS50-18-29 (uncommon and/or major emergencies) and GS2011-177 or GS50-19-14 (hazardous materials disasters).
Agency Mgmt: Local Gov't Legislation	Code Enforcement	GS-CODE p. 29	Retain for 6 years after matter resolved then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Covers code enforcement where <u>not</u> covered in the <i>Law Enforcement Records Retention Schedule</i> . Covers violations of many types, including parking, fire code, land use, business and personal license, etc. Includes records from multiple discontinued <i>LGRRS</i> series.
Agency Mgmt: Meetings and Hearings	Meetings – Advisory	GS-ADVISORY p. 36	Retain for 6 years after end of calendar year then Transfer to WSA for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR	Covers meeting records of advisory bodies, which are no longer covered by GS50-05A-13, <i>Meetings – Governing/Executive</i> . (Governing/Executive meeting records are Archival – <i>Permanent Retention</i> . Advisory body meeting records are Archival – <i>Appraisal Required</i> .)



NEW RECORDS SERIES

Function: Activity	Title	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
Agency Mgmt: Reporting	Reporting/Filing (Mandatory) – Agency Mgmt	GS-REP-EX p. 42	Retain for 6 years after report or document submitted then Transfer to WSA for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR	Covers mandatory general agency reporting/filing that does not solely relate to specific functions (which is covered by companion series in Financial Mgmt., Asset Mgmt., etc.). Provides disposition authority for reports required of Prosecuting Attorneys, and consolidates discontinued <i>CORE</i> series GS50-01-41, <i>Public Disclosure Lobbying Reporting</i> and GS50-05A-25, <i>Special Purpose District information Statement</i> .
Agency Mgmt: Training	Agency-Provided Training – Hazardous Materials Handling	GS-HAZ-TR p. 49	Retain for 50 years after training provided then Destroy.	NON-ESSENTIAL ESSENTIAL OFM	Covers the agency-provided <u>training</u> portion of the records previously covered by GS50-19-09 (<i>Authorizations/ Certifications – Human Resources (Hazardous Materials Handling)</i>) and all other non-radiological hazardous materials handling/exposure training. (GS50-19-19 now covers solely the evidence of the <u>certification</u> and aligns with other authorization/ certification series).
Asset Mgmt: Acquisition/ Ownership	Capital Assets (Other) and Non-Capital Tracked Assets	GS-OWN p. 51	Retain for 4 years after disposition of asset or until disposition of asset and completion of SAO examination report, whichever is sooner, then Destroy.	NON-ARCHIVAL ESSENTIAL OPR	Consolidation of all non-real property capital asset acquisition/ownership records. (Includes records from discontinued <i>CORE</i> series GS50-06E-02.)
Asset Mgmt: Acquisition/ Ownership	County Engineer Records	GS-CO.ENG p. 53	Retain for the life of the agency then Transfer to WSA for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR	Acknowledges County Engineer s as the office of record for roads & bridges (etc.) history records pursuant to RCW 36.80.040 .
Asset Mgmt: Acquisition/ Ownership	Naming (Assets)	GS-NAME p. 54	Retain until no longer needed for agency business <i>then</i> Transfer to WSA for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR	Specific disposition authority provided.



NEW RECORDS SERIES

Function: Activity	Title	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
Asset Mgmt: Authorization/ Certification	Authorizations/ Certifications – Assets	GS-ASSETS p. 55	Retain for 6 years after authorization superseded or terminated <i>and</i> conditions of authorization satisfied <i>and</i> violations (if any) corrected <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Covers authorizations relating to agency assets. Consolidation of multiple discontinued records series. (NPDES permits are Archival for Department of Ecology.)
Asset Mgmt: Authorization/ Certification	Designations (Assets)	GS-DESIG p. 56	Retain until no longer needed for agency business then Transfer to WSA for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR	Covers asset designations received by the local government agency. (Heritage/landmark designations, etc.) Designated by State Archivist as Archival – Permanent Retention.
Asset Mgmt: Construction	As-Built Drawings – Appraised and Not Selected for Archival Preservation	GS-ASBUILT p. 57	Retain until structure no longer owned by agency then Transfer to new owner or Destroy.	NON-ARCHIVAL ESSENTIAL OPR	Covers as-builts that are appraised by WSA and <u>not selected</u> to be transferred to WSA. (Companion series to GS50-18-06, which covers as-builts that are appraised by WSA and <u>selected</u> for transfer to WSA.)
Asset Mgmt: Construction	IT Applications – Noteworthy	GS-NOTE p. 61	Retain until no longer needed for agency business <i>then</i> Transfer to WSA for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR	Designated by State Archivist as Archival – Appraisal Required.
Asset Mgmt: Inspection/ Monitoring	Inspections/ Monitoring – Non- Regulated	GS-INS/MON p. 69	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Covers non-regulated inspections and monitoring. Companion series to other records series covering monitoring and inspections.
Asset Mgmt: Inspection/ Monitoring	Inspections/ Monitoring – Regulated (Non- Environmental)	GS-MON-NON p. 71	Retain for 6 years after end of calendar year and violations (if any) corrected <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Covers regulated non-environmental inspections. Companion series to other records series covering monitoring and inspections.
Asset Mgmt: Maintenance	Maintenance – Major and/or Regulated	GS-MAINT p. 76	Retain for 6 years after asset no longer owned by agency then Destroy.	NON-ARCHIVAL ESSENTIAL OPR	Consolidated multiple records series covering all major maintenance <i>and</i> any/all maintenance required by regulatory agencies. Companion series to GS-MINOR which covers minor non-regulated maintenance .



NEW RECORDS SERIES

Function: Activity	Title	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
Asset Mgmt: Maintenance	Maintenance – Minor Non- Regulated	GS-MINOR p. 77	Retain for 3 years after end of fiscal year then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Consolidated multiple records series covering minor maintenance that is not required by regulatory agencies.
Asset Mgmt: Planning	Capital Construction Projects – Preliminary Plans (Project Not Completed)	GS-NOT p. 78	Retain for 6 years after decision not to proceed then Transfer to WSA for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR	Specific disposition authority provided.
Asset Mgmt: Planning	Long-Range Asset Plans (Development)	GS-LONG p. 79	Retain for 6 years after final version completed then Destroy.	NON-ESSENTIAL NON-ESSENTIAL OPR	Companion series to GS51-07-15, <i>Long-Range Asset Plans (Final Version)</i> .
Asset Mgmt: Planning	Short-Term/Routine Asset Plans	GS-SHORT p. 80	Retain until no longer needed for agency business then Destroy.	NON-ESSENTIAL NON-ESSENTIAL OFM	Specific disposition authority provided.
Asset Mgmt: Reporting	Reporting/Filing (Mandatory) – Assets	GS-REP-AS p. 81	Retain for 6 years after report or document submitted then Transfer to WSA for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR	Series covers all reports (and other documents) submitted to outside agencies that specifically relate to the agency's assets. Provides specific disposition authority for reports required of Prosecuting Attorneys.
Asset Mgmt: Usage and Operations	Usage and Dispersal (Assets)	GS-USAGE p. 87	Retain for 4 years after end of fiscal year <i>or</i> until completion of SAO report, <i>whichever is sooner then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	New series to consolidate records relating to asset usage. Covers records from 10 discontinued <i>CORE</i> series.
Financial Mgmt: Accounting	Billing Stubs	GS55-05B-02 p. 88	Retain for 4 years after end of fiscal year <i>or</i> until completion of SAO report, <i>whichever is sooner then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM	Covers billing stubs (remittance advices, payments stubs, etc.) for all local government agencies. (Series imported from <i>Public Utilities Records Retention Schedule</i> .)
Financial Mgmt: Accounting	Collection Agency Reports	GS55-05B-04 p. 89	Retain for 4 years after end of fiscal year <i>or</i> until completion of SAO report, <i>whichever is sooner then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM	Covers reports generated by collections agencies itemizing collections activities performed on behalf of the local government agency. (Series imported from <i>Public Utilities Records Retention Schedule</i> .)



NEW RECORDS SERIES

Function: Activity	Title	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
Financial Mgmt: Planning	<i>Impact Fees – Rate Setting</i>	GS-IMPACT p. 103	Retain for 6 years after rates superseded then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Specific disposition authority provided.
Human Resource Mgmt: Position Development/ Staff Structure	<i>Organizational Charts</i>	GS-ORG p. 132	Retain until superseded then Transfer to WSA for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR	Specific disposition authority provided.



RECORDS SERIES IMPORTED FROM LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE (LGGRRS)

The records series listed below have been imported from *LGGRRS ver. 5.2*.

The DANs remain the same; the revision is "0", since the records series are new to *CORE*. (Records series appear in *CORE 3.0* page order.)

DAN	LGGRRS 5.2 Title	LGGRRS 5.2 Retention	CORE 3.0 Title (if different)	CORE 3.0 Retention (if different)	Change and/or rationale
GS50-16-09 <i>LGGRRS</i> p.66 <i>CORE</i> p. 11	Local Government Jurisdictional Boundary Change History Files	PERMANENT – Potential archival value (Essential)	Jurisdictional Boundary – Official	Retain until no longer needed for agency business then Transfer to WSA for permanent retention.	Consolidation. Series transferred from <i>LGGRRS</i> , Land Use Planning section. GS50-16-09 covers records relating to the agency's <i>official jurisdictional boundary</i> including documentation of its physical features. The State Archivist has designated this series Archival – Permanent Retention. (Essential)
GS52-03A-05 <i>LGGRRS</i> p.65 <i>CORE</i> p. 12	Local Government Jurisdictional Boundary Change Files	PERMANENT – Potential archival value (Essential)	Jurisdictional Boundary – Development	Retain until no longer needed for agency business then Transfer to WSA for appraisal and selective retention.	GS52-03A-05 covers the development of boundary change proposals. These are Archival – Appraisal Required. (Essential)
GS50-18-38 <i>LGGRRS</i> p.110 <i>CORE</i> p. 12	Reference Maps and Drawings	Destroy when obsolete or superseded – Potential archival value	Jurisdictional Reference – Maps, Drawings, Photographs	Retain until no longer needed for agency business then Transfer to WSA for appraisal and selective retention.	GS50-18-38 covers maps, drawings and photographs that are used for staff reference and/or public information. These are also Archival – Appraisal Required. (Essential)
GS52-07-03 <i>LGGRRS</i> p.95 <i>CORE</i> p. 28	Civil Topical and Working Files	Destroy when obsolete or superseded. Potential archival value.	Civil Topical and Working Files	Retain until no longer needed for agency business then Transfer to WSA for appraisal and selective retention.	This CORE series covers records where the attorney is acting as legal counsel for the local government agency . The <i>Prosecuting Attorney and Assigned Counsel Records Retention Schedule</i> covers cases where the prosecuting attorney or public defender serves as the attorney on non-agency matters.
GS50-18-08 <i>LGGRRS</i> p. 106 <i>CORE</i> p. 69	Bridge Inspection Files	Life of structure plus 10 years	Inspections – Bridges	Retain for 6 years after asset no longer owned by agency then Destroy.	Title, definitions and cut-off language updated. Minimum retention reduced. Exclusion added for records retained by the County Engineer.
GS50-18-34 <i>LGGRRS</i> p.115 <i>CORE</i> p. 72	Traffic Count Reports	Destroy when obsolete or superseded – Potential Archival Value	Monitoring (Traffic) – Analysis	Retain for 6 yrs after analysis or report completed then Transfer to WSA for appraisal and selective retention.	Because so much raw data is now created electronically, it is no longer feasible (or useful) to retain it once analysis has taken place. These two series have been revised to clearly delineate <i>raw data</i> from <i>analysis</i> .
GS50-18-33 <i>LGGRRS</i> p.115 <i>CORE</i> p. 72	Traffic Count Data	6 years	Monitoring (Traffic) – Raw Data	Retain until no longer needed for agency business then Destroy.	



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (Items appear in *CORE* 2.2 page order.)

Version 2.2 DAN	Version 2.2 Title	Version 2.2 Retention	Version 3.0 Title (if different)	Version 3.0 Retention (if different)	Change and/or rationale
GS50-01-42 Ver 2.2 p.5 Ver 3.0 p.9	Accreditation, Certification, & License Documentation for Agency Functions & Operations	Until superseded or terminated plus 6 years	Authorizations/ Certifications – Agency Mgmt	Retain for 6 years after authorization superseded or terminated and conditions of authorization satisfied and violations (if any) corrected then Destroy.	Title modified to align with companion series in other functional areas; description clarified to specify authorizations required by and/or received by the local government agency relating to general agency operations. Series now designated ESSENTIAL.
GS50-01-12 Ver 2.2 p.6 Ver 3.0 p.6	Communications – Governing/Executive/ Advisory	Retain for 2 yrs after communication received or provided, whichever is later then Transfer to WSA for appraisal and selective retention.	No change.	No change.	Descriptions modified to clarify that records sent or received by non-executive staff on behalf of the executives or governing/advisory members are covered by GS50-01-12. (Non-executive staff members may have <i>some records</i> covered by this series, and <i>other records</i> covered by GS2010-001 – or other more specific records series – depending on the function and purpose of the records.)
GS2010-001 Ver 2.2 p.7 Ver 3.0 p.7	Communications – Non-Executive	Retain for 2 yrs after communication received or provided, whichever is later then Destroy.	No change.	No change.	
GS50-06F-03 Ver 2.2 p.7 Ver 3.0 p.8	Informational Reports Compiled for Agency Use	Retain until no longer needed for agency business then Transfer to WSA for appraisal and selective retention.	No change.	No change.	
GS50-01-39 Ver 2.2 p.8 Ver 3.0 p.8	Project Files (Miscellaneous)	Completion of Project plus 6 years -Potential archival value	No change.	Retain for 6 years after completion of project then Transfer to WSA for appraisal and selective retention.	Descriptions clarified to specify that these series should only be used when the records are not covered by a more specific records series in <i>CORE</i> or sector schedules.
GS50-01-32 Ver 2.2 p.8 Ver 3.0 p.8	Research/Program Reports, Studies, Surveys, Models and Analyses	Retain until no longer needed for agency business then Transfer to WSA for appraisal and selective retention.	No change.	No change.	



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (Items appear in CORE 2.2 page order.)

Version 2.2 DAN	Version 2.2 Title	Version 2.2 Retention	Version 3.0 Title (if different)	Version 3.0 Retention (if different)	Change and/or rationale
GS50-05A-04 Ver 2.2 p.9 Ver 3.0 p.42	Annual Reports – Adopted	PERMANENT as adopted – 1 copy archival	No change.	Retain until no longer needed for agency business <i>then</i> Transfer to WSA for permanent retention.	Designation changed to Archival – Permanent Retention; retention language adjusted accordingly.
GS50-05A-15 Ver 2.2 p.9 Ver 3.0 p. 24	Oaths of Office	End of term of office plus 6 years	Oaths of Office –Filed or Recorded with County Auditor	Retain for 6 years after end of term of office or appointment then Destroy.	Title, description, designation and retention modified to specify that this series covers only oaths that <u>have</u> been filed or recorded with the County Auditor (where they are designated Archival). Companion series (GS-OATH) covers oaths not filed or recorded with the County Auditor.
GS50-05A-16 Ver 2.2 p.9 Ver 3.0 p.33	Ordinances and Resolutions	PERMANENT – Potential archival value	Ordinances and Resolutions – Approved	Retain until no longer needed for agency business then Transfer to WSA for permanent retention.	Changed archival designation to “Archival - Permanent Retention” due to the significance of these records. (Once records are transferred to Washington State Archives, agencies no longer bear the responsibility of retaining them permanently.)
GS50-01-25 Ver 2.2 p.9 Ver 3.0 p.33	Ordinance and Resolution Development Files	3 years – Potential archival value	Ordinances and Resolutions – Development	Retain for 3 years after approval or decision not to proceed <i>then</i> transfer to WSA for appraisal and selective retention.	Title, description and retention/cut-off modified to provide clarity and provide disposition authority for the <i>development</i> of ordinances and resolutions, including those that are (ultimately) not submitted for approval.
GS50-01-09 Ver 2.2 p.11 Ver 3.0 p.14	Citizens’ Complaints/ Requests	Matter closed plus 3 years	Citizen Complaints/ Requests	Retain for 3 years after matter closed then Destroy.	Added exclusion for code violation complaints covered by GS-CODE (6 years).
GS2011-169 Ver 2.2 p.14 Ver 3.0 p. 18	Contracts and Agreements – Capital Assets (Non-Real Property)	Retain for 6 years after completion of transaction or term/expiration of instrument & 6 years after disposition of asset (if asset owned by agency) then Destroy.	No change.	No change.	Description modified to include negotiations and compliance monitoring; non-real property bond, grant and levy contracts; & franchises and rights-of-way granted to the agency (common to utility service providers). <u>Important:</u> Franchises granted <u>by</u> the agency are covered by GS50-05A-10. Designation changed to ESSENTIAL.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (Items appear in CORE 2.2 page order.)

Version 2.2 DAN	Version 2.2 Title	Version 2.2 Retention	Version 3.0 Title (if different)	Version 3.0 Retention (if different)	Change and/or rationale
GS50-01-11 Ver 2.2 p.15 Ver 3.0 p. 19	Contracts and Agreements – General	Retain for 6 years after completion of transaction or termination/expiration of instrument <i>then</i> Destroy.	No change.	No change.	Description modified to include negotiations & compliance monitoring; fidelity and surety coverage bonds; ongoing exemptions and discounts/rate reductions. (Excludes one-time rebates, which are covered by <i>Financial Transactions – General</i> (GS2011-184) and/or, if the funds are part of a grant program, <i>Financial Transactions – Bond, Grant and Levy Projects</i> (GS2011-183). Designation changed to ESSENTIAL.
GS55-05A-09 Ver 2.2 p.19 Ver 3.0 p. 31	Evictions, Liens, Foreclosures, Condemnations	Retain for 10 years after matter resolved then Destroy.	No change.	No change.	Encroachment reference updated to GS55-05A-06, <i>Capital Assets (Real Property)</i> .
GS2011-173 Ver 2.2 p.21 Ver 3.0 p.34	Appeals Hearings – Local Decision-Making Bodies (General)	Retain for 6 years after final disposition of case then Transfer to WSA for appraisal & selective retention.			
GS2011-174 Ver 2.2 p.22 Ver 3.0 p.35	Appeals Hearings – Local Decision-Making Bodies (Land Use/Valuation)	Retain for 6 years after final disposition of case then Transfer to WSA for permanent retention.	No change.	No change.	Public notices removed from description; notices are now covered by new series, GS-NOTICE (6 years after end of calendar year).
GS2011-175 Ver 2.2 p.24 Ver 3.0 p. 37	Meetings – Inter-Agency	Retain for 6 years after final disposition of case then Transfer to WSA for appraisal & selective retention.			
GS50-05A-13 Ver 2.2 p.23 Ver 3.0 p. 37	Meetings – Governing/ Executive/Advisory	Retain for 6 years after final disposition of case then Transfer to WSA for permanent retention.	Meetings – Governing/ Executive	No change.	Meetings of advisory bodies removed. New series (GS-ADVISORY) created to cover them. Public notices removed from description; notices are now covered by new series, GS-NOTICE (6 years after end of calendar year).
GS50-05A-01 Ver 2.2 p.26 Ver 3.0 p.10	Agency Charters and By-Laws	PERMANENT – Potential archival value	Charter and Bylaws – Adopted	Retain until superseded then Transfer to WSA for permanent retention.	Title, description and retention/cut-off enhanced. Changed archival designation to “Archival - Permanent Retention” due to the significance of these records.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (Items appear in CORE 2.2 page order.)

Version 2.2 DAN	Version 2.2 Title	Version 2.2 Retention	Version 3.0 Title (if different)	Version 3.0 Retention (if different)	Change and/or rationale
GS50-05A-07 Ver 2.2 p.26 Ver 3.0 p. 11	Charter History Files	Agency option – Potential archival value	Charter and Bylaws – Development	Retain until no longer needed for agency business then Transfer to WSA for appraisal and selective retention.	Title, description and retention/cut-off modified to provide clarity and provide disposition authority for the records relating to the <i>development</i> of charters AND bylaws.
GS50-14-03 Ver 2.2 p.26 Ver 3.0 p. 25	Emergency Preparedness and Recovery Plans	Retain for 6 years after obsolete or superseded then Destroy.	No change.	No change.	Added “essential records lists” AND added exclusion for hazardous materials/dangerous waste management plans covered by GS50-19-08 (Archival).
GS50-05A-10 Ver 2.2 p.27 Ver 3.0 p. 20	Franchises	Termination or withdrawal plus 6 years – Potential archival value.	Franchise Requests – Granted by Agency	Retain for 6 years after termination or withdrawal of franchise agreement then Transfer to WSA for permanent retention.	Modified title and provided description to clarify this series covers only franchise requests granted <u>BY</u> the agency. (Franchises granted <u>TO</u> the agency are covered by Contracts and Agreements – Non-Capital Assets (GS2011-169). New series added (GS-FRAN) to cover franchise proposals (submitted to <u>or</u> requested by the agency) that are NOT granted.
			OR Franchise Requests – Declined GS-FRAN p. 20	Retain for 6 years after request declined then Destroy.	
GS50-01-24 Ver 2.2 p.28 Ver 3.0 p. 41	Official Agency Policy & Procedure Directives, Regulations and Rules	Adoption – Permanent	No change.	Retain until no longer needed for agency business then Transfer to WSA for permanent retention.	Due to the long-term significance of these records, the State Archivist has designated them Archival – Permanent Retention.
GS50-06C-03 Ver 2.2 p.31 Ver 3.0 p. 44	Accidents/Incidents – No Claim Filed (Under Age 18)	Retain for 3 years after individual reaches age 18 then Destroy.	No change.	No change.	Added exclusion of GS50-19-03, <i>Accidents/Incidents (Hazardous Materials) – No Human Exposure (50 yrs.)</i> .
GS2010-081 Ver 2.2 p.31 Ver 3.0 p. 45	Accidents/Incidents – No Claim Filed (Age 18 and Older)	Retain for 3 years after date of incident then Destroy.			
GS50-18-29 Ver 2.2 p.33 Ver 3.0 p. 26	Storm/Disaster Response Action Files	6 years – Potential Archival Value	Emergency/Disaster Response/Recovery – Uncommon or Major	Retain for 6 years after matter resolved/recovery complete then Transfer to WSA for appraisal & selective retention.	Title and description enhanced to clarify scope. Companion series to GS-DISASTER, (routine and/or minor emergencies) and GS2011-177 and GS50-19-14 (hazardous materials emergencies).



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (Items appear in CORE 2.2 page order.)

Version 2.2 DAN	Version 2.2 Title	Version 2.2 Retention	Version 3.0 Title (if different)	Version 3.0 Retention (if different)	Change and/or rationale
GS2011-178 Ver 2.2 p.34 Ver 3.0 p. 47	Agency-Provided Training – Curriculum Development	Retain until curriculum no longer provided by agency then Destroy.	Agency-Provided Training – Curriculum and Materials Development	No change.	Added “and Materials” to title to provide additional clarity. Also added exclusion for final curriculum & materials covered by GS2011-180 and PreK-12 education covered by the <i>School Districts & ESD</i> schedule.
GS2011-179 Ver 2.2 p.34 Ver 3.0 p. 47	Agency-Provided Training – Arrangements	Retain until no longer needed for agency business then Destroy.	No change.	No change.	Added exclusion PreK-12 education covered by the <i>School Districts & ESD</i> schedule.
GS2011-180 Ver 2.2 p.35 Ver 3.0 p. 48	Agency-Provided Training – Certified, Hours/Credits Earned, or Mandatory	Retain for 6 years after training provided then Destroy.	No change.	No change.	Description modified to exclude in-service education programs, which have a 7-year minimum retention and are covered by SD51-04G-01 in the <i>School Districts and ESDs schedule</i> . Removed hazardous materials/waste training – now covered by GS-HAZ-TR (50 years). Added “recreational courses”; removed bulleted item excluding financial records. (Added exclusion of financial records to activity description. Financial records ARE still excluded.)
GS2011-181 Ver 2.2 p.36 Ver 3.0 p. 50	Agency-Provided Training – General	Retain for 3 years after training provided then Destroy.	No change.	No change.	Removed bulleted item excluding financial records. (Added exclusion of financial records to activity description. Financial records ARE still excluded.)
GS50-06B-26 Ver 2.2 p.37 Ver 3.0 p.126	Confined Space Permit Files	1 year	No change.	Retain for 1 year after obsolete or superseded then Destroy.	Exclusion added to ensure that any records that document atmospheric monitoring of confined spaces must be retained for 30 years (WAC 296-809-50006) and are covered by GS51-07-10.
GS50-18-06 Ver 2.2 p.38 Ver 3.0 p.57	As-Built Construction Project Plans	Life or sale of facility plus 3 years Potential archival value	As-Built Drawings – Appraised and Selected for Archival Preservation OR	Retain until completion of project then Transfer original to WSA for permanent retention.	Title and description enhanced to include structures <i>and</i> infrastructure, and also redesigns, remodels and renovations. Companion series added so that final as-built drawings with historical significance are transferred to – and protected by – WSA. As-builts appraised by WSA and not selected for transfer to WSA can be destroyed or transferred to the new owner <i>once the agency no longer owns the asset</i> .
			As-Built Drawings – Appraised and <u>Not</u> Selected for Archival Preservation GS-ASBUILT p. 58	Retain until structure no longer owned by agency then Transfer to new owner or Destroy.	



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (Items appear in *CORE* 2.2 page order.)

Version 2.2 DAN	Version 2.2 Title	Version 2.2 Retention	Version 3.0 Title (if different)	Version 3.0 Retention (if different)	Change and/or rationale
GS50-18-10 Ver 2.2 p.38 Ver 3.0 p.58 and 59	Construction Project Files	Completion of project plus 6 years	Construction Project Files	Retain for 6 years after completion of project or terms of grant agreement, whichever is later <i>then</i> Transfer to WSA for appraisal and selective retention.	Description enhanced to encompass planning, design and construction phases of agency's structures and infrastructures. Many examples given to provide clarity. Designation changed from "Non-archival" to "Archival – Appraisal required". (Covers records from multiple discontinued <i>CORE</i> and <i>LGGRRS</i> series.)
GS55-05G-04 Ver 2.2 p.39 Ver 3.0 p.63	Facilities Standards and Specifications Manuals	10 years after superseded – Potential archival value	Standards and Specifications Manuals	Retain for 6 years after superseded then Transfer to WSA for appraisal and selective retention.	Description enhanced to encompass infrastructure, as well as structures. Minimum retention reduced from 10 years to 6 years.
GS50-06B-22 Ver 2.2 p.39 Ver 3.0 p.60	Installed Equipment/System Documentation Facility and Property Mgmt	6 years after the equipment or system is disposed of or replaced	Facility Systems/Equipment	Retain for 6 years after the system or equipment is replaced or disposed of then Destroy.	Title modified and description enhanced to provide additional guidance.
GS50-06E-08 Ver 2.2 p.40 Ver 3.0 p. 64	Equipment and Vehicle Sale and Salvage Record	6 years	Disposal of Assets (Non-Real Property)	Retain for 6 years after disposal of asset then Destroy.	Title modified and description enhanced to provide additional guidance. Provides disposition authority for <i>non-financial</i> records documenting the disposal of non-real property assets. Includes (non-real property) disposal records previously covered by discontinued <i>CORE</i> series GS50-08C-02 and GS50-08C-07.
GS2010-002 Ver 2.2 p.41 Ver 3.0 p.82	Access Authorization (Network/System/Data) - Employee	Retain for 6 years after termination of user's access or 6 years after system no longer in use, whichever is sooner then Destroy.	Access Authorization – Employee	Retain for 6 years after termination of user's access or 6 years after system or asset no longer in use, whichever is sooner, then Destroy.	Title and description enhanced to include records relating to authorizations for access to any/all of the agency's assets. Now covers records from discontinued <i>CORE</i> series GS50-04B-21 and GS50-06B-21.
GS50-06A-01 Ver 2.2 p.41 Ver 3.0 p. 78	Applications – Planning and Review	Retain for 6 years after finalization of project then Destroy.	IT Applications – Planning and Review	No change.	Added "IT" to title for easier identification (by title). Exclusion added for "noteworthy" IT applications covered by GS-NOTE.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (Items appear in *CORE 2.2* page order.)

Version 2.2 DAN	Version 2.2 Title	Version 2.2 Retention	Version 3.0 Title (if different)	Version 3.0 Retention (if different)	Change and/or rationale
GS50-06A-03 Ver 2.2 p.42 Ver 3.0 p. 62	Applications – Technical Design and Implementation	Retain until application or version is no longer needed for agency business and all records within the application have been migrated or dispositioned in accordance with a current approved records retention schedule then Destroy.	IT Applications – Technical Design and Implementation	No change.	“IT” added to title to provide clarity. Added exclusion for “noteworthy” IT applications, which are covered by GS-NOTE (Archival). Moved to <i>Construction</i> section.
GS2010-003 Ver 2.2 p.42 Ver 3.0 p. 62	Audit Trail – Infrastructure	Retain for 1 year after date of activity then Destroy.	IT Audit Trail – Infrastructure	No change.	“IT” added to title to provide clarity. Moved to <i>Construction</i> section. Moved to <i>Construction</i> section.
GS2010-004 Ver 2.2 p.43 Ver 3.0 p.86	Automated/Scheduled Tasks	Retain until no longer needed for agency business then Destroy.	IT Automated/Scheduled Tasks	No change.	“IT” added to title to provide clarity. Moved to Usage and Operations section.
GS2010-005 Ver 2.2 p.43 Ver 3.0 p.86	Helpdesk Requests	Retain for 1 year after finalization of request then Destroy.	IT Helpdesk Requests	No change.	“IT” added to title to and “technology” added to description and note excluding maintenance records added to provide clarity. Moved to Usage and Operations section.
GS2010-006 Ver 2.2 p.43 Ver 3.0 p.63	Network – Design and Build	Retain until no longer needed for agency business then Destroy.	IT Network – Design and Build	No change.	“IT” added to title to provide clarity. Moved to <i>Construction</i> section.
GS2010-008 Ver 2.2 p.44 Ver. 3.0 p.83	Security Monitoring – Incident	Retain for 1 year after investigation finalized then Destroy.	Security Incidents and Investigations	Retain for 6 years after investigation completed or matter resolved, whichever is later then Destroy.	Consolidation of ALL asset-related security incidents and investigations. Now covers records from discontinued <i>CORE</i> series GS50-06B-19 (Weapons Confiscation Log) and GS50-06B-11 (Vandalism Reports). Moved to Security section.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (Items appear in *CORE* 2.2 page order.)

Version 2.2 DAN	Version 2.2 Title	Version 2.2 Retention	Version 3.0 Title (if different)	Version 3.0 Retention (if different)	Change and/or rationale
GS2010-009 Ver 2.2 p.44 Ver 3.0 p.84	Security Monitoring – No Incident	Retain until determined that no security incident has occurred then Destroy.	Security Monitoring – Routine	No change.	Title and description enhanced to encompass records documenting routine security monitoring of any/all agency assets. Moved to Security section. Includes records previously covered by discontinued <i>CORE</i> series GS50-06B-14 (<i>Intrusion Alarm Reports</i>) and GS50-06B-16 (<i>Security Patrol Log</i>). If a security incident occurs, these records are covered by GS2010-008 (above).
GS50-06A-05 Ver 2.2 p.45 Ver 3.0 p.86	Usage – Monitoring	Retain for 1 year after activity then Destroy.	IT Systems Usage	No change.	Modified title and added word “technology” to provide clarity and to align with other related series. Moved to Usage and Operations section. Removed “login records”, which are now covered by GS50-06B-20, <i>Security Monitoring – Employee and Public Access</i> .
GS50-06B-24 ver. 2.2 p. 46 ver. 3.0 p. 53	Environmental Site Assessment	Retain until obsolete or superseded or 10 years after property no longer owned by agency, <i>whichever is later then</i> Transfer to WSA for appraisal and selective retention.	Environmental Site Assessments – Asset Not Acquired OR	Retain until no longer needed for agency business then transfer to WSA for appraisal and selective retention.	Refined series based on the function of the record. Now covers only assets that are <u>NOT</u> acquired by the agency. If asset is acquired, site assessments are covered by GS55-05A-06 – <i>Capital Assets (Real Property)</i> .
			Capital Assets (Real Property) GS55-05A-06 p. 52	Retain for 10 years after disposal of real property then transfer to WSA for appraisal and selective retention.	
GS51-07-10 Ver 2.2 p.46 Ver 3.0 p.70	Environmental Monitoring	Disposition of land or facility plus 10 years Potential archival value	Inspections/ Monitoring – Regulated (Environmental)	Retain for 30 years after end of calendar year then Transfer to WSA for appraisal and selective retention.	Title and description modified to include only environmental monitoring required by regulatory agencies. (Non-regulated monitoring is covered by GS-INS/MON.) Moved to Inspections/ Monitoring section.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (Items appear in *CORE* 2.2 page order.)

Version 2.2 DAN	Version 2.2 Title	Version 2.2 Retention	Version 3.0 Title (if different)	Version 3.0 Retention (if different)	Change and/or rationale
GS50-19-02 Ver 2.2 p.46 Ver 3.0 p.67	Generator Annual Dangerous Waste Report Hazardous Materials Administration	50 years	Hazardous Materials/ Dangerous Waste – Control/Inventory/Tracking/Disposal	Retain for 50 years after end of calendar year then Destroy.	Title revised to align with other “hazardous materials” series. Description enhanced and retention cut-off provided. Now covers records from discontinued <i>CORE</i> series GS50-19-06, GS50-19-07, GS50-11-10, GS50-19-11, and GS50-19-12. (Note: Dangerous Waste Annual Report filed with ECY is used to create annual and biennial reports to EPA and OFM, and is only retained by ECY for 9 years before destroying.)
GS50-19-03 Ver 2.2 p.47 Ver 3.0 p.44	Hazardous Materials Accident/Incident Report (No Human Exposure)	50 years	Accidents/Incidents (Hazardous Materials) – No Human Exposure	Retain for 50 years after date of accident/incident then Destroy.	Title, description, and cut-off enhanced to provide clarity and align with other accident/incident series.
GS55-01M-04 Ver 2.2 p.48 Ver 3.0 p.65	Hazardous Waste Disposal Permits	30 years	Authorizations/ Certifications – Hazardous Materials	Retain for 50 years after authorization superseded or terminated <u>and</u> conditions of authorization satisfied <u>and</u> violations (if any) corrected then Destroy.	Title revised to align with other “authorizations” series. Description enhanced and retention cut-offs provided. Retention increased to 50 years due to the significance of these records, and to align with other hazardous materials records series. Moved to <i>Hazardous Materials Management</i> section.
GS50-19-08 Ver 2.2 p.48 Ver 3.0 p.68	Hazardous Materials Mgmt Plan	50 years	Hazardous Materials/ Dangerous Waste – Plans	Retain for 6 years after obsolete or superseded then Transfer to WSA for appraisal and selective retention.	Description enhanced and retention modified. Due to the long-term significance of these records, the State Archivist has designated them Archival – Permanent Retention. Now covers records from discontinued <i>CORE</i> series GS50-19-16. Moved to <i>Hazardous Materials Management</i> section.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (Items appear in *CORE* 2.2 page order.)

Version 2.2 DAN	Version 2.2 Title	Version 2.2 Retention	Version 3.0 Title (if different)	Version 3.0 Retention (if different)	Change and/or rationale
GS50-19-09 Ver 2.2 p. 48 Ver 3.0 p.112	Hazardous Materials Trained Personnel List	50 years	Authorizations/ Certifications – Human Resources (Hazardous Materials Handling)	Retain for 50 years after authorization superseded or terminated <i>then</i> Destroy.	Titles and descriptions for these 3 series modified to include all authorizations/certifications acquired by local government agency employees that are either required by or received from regulating authorities. GS2011-190 Covers new requirement for appointed counsel per Supreme Court Order #25700-A-1004 . GS50-19-09 Covers hazardous materials handling authorizations/certifications. Also includes trained personnel lists.
GS2011-190 Ver 2.2 p.87 Ver 3.0 p.111	Authorizations Received from Regulatory Agencies – HR (General)	Retain for 6 years after authorization superseded or terminated <i>then</i> Destroy.	Authorizations/ Certifications – Human Resources (General)	Retain for 6 years after authorization/certification superseded or terminated <i>then</i> Destroy.	
GS2011-191 Ver 2.2 p.87 Ver 3.0 p.112	Authorizations Rec'd from Regulatory Agencies – HR (Health Care Providers Licensed by Washington State)	Retain for 8 years after authorization superseded or terminated <i>then</i> Destroy.	Authorizations/ Certifications – Human Resources (Health Care Providers Licensed by Washington State)	No change.	
GS50-18-43 Ver 2.2 p.49 Ver 3.0 p.68	Pesticide Spray Application Documentation	7 years	Pesticide Application	Retain for 7 years after date of application of pesticide <i>then</i> Destroy.	Title, description and retention language modified for clarity. Moved to <i>Hazardous Materials Management</i> section.
GS50-19-15 Ver 2.2 p. 50 Ver 3.0 p. 66	Superfund Toxic Chemical Release Files	Submission of final financial status report plus 10 years Potential archival value	Hazardous Materials/ Dangerous Waste – Abatement and Remediation	Retain for 10 years after completion of project <i>or</i> 10 years after terms of grant agreement, <i>whichever is later then</i> Transfer to WSA 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) .	Description enhanced to include any type of abatement or remediation project. Retention cut-off modified to be more inclusive. Due to the long-term significance of these records, the State Archivist has designated them Archival – Appraisal Required. <i>Security backups of these public records should be created and may be deposited with WSA in accordance with chapter 40.10 RCW.</i>



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (Items appear in *CORE 2.2* page order.)

Version 2.2 DAN	Version 2.2 Title	Version 2.2 Retention	Version 3.0 Title (if different)	Version 3.0 Retention (if different)	Change and/or rationale
GS50-03A-18 Ver 2.2 p.52 Ver 3.0 p. 73	Inventory of Fixed Assets	3 years or until completion of State Auditor's examination report	Inventory – Capital, Expendable, and Consumable Assets	Retain for 4 fiscal years after date of inventory or until disposition of asset and completion of State Auditor's examination report, <i>whichever is sooner</i> , then Destroy.	Title, description and retention language enhanced for clarity; scope broadened to include inventories of all agency assets (excluding trees and hazardous materials). At request of SAO, retention increased to 4 years and reference added regarding capital asset tracking (GS2011-182). Now includes records from discontinued <i>CORE</i> series GS50-06B-04, GS50-08B-02, GS50-08B-03, GS50-06E-12, GS50-06E-17, GS50-06E-18 & GS50-06E-16 (partial).
GS50-08C-06 Ver 2.2 p.53 Ver 3.0 p.74	Surplus Property Inventory	6 years	Inventory – Surplus Property	Retain for 6 years after inventory record obsolete or superseded then Destroy.	Title and retention language updated for clarity. Description provided.
GS50-06B-25 Ver 2.2 p.53 Ver 3.0 p.74	Tree Inventory	Until obsolete or superseded plus 3 years – Potential archival value	Inventory – Trees	Retain for 3 years after inventory record obsolete or superseded then Transfer to WSA for appraisal and selective retention.	Title, description, and retention language updated for clarity.
GS50-06B-09 Ver 2.2 p.55 Ver 3.0 p.86	Operating Manuals	Disposition or sale of facility or equipment	Operating Manuals	Retain until disposition of asset <i>then</i> Destroy <i>or</i> Transfer to new owner.	Description enhanced and retention language updated/revised to allow transfer of manuals to new owner. Excludes manuals for <i>installed</i> systems and equipment covered by GS50-06B-22. Moved to Usage and Operations section.
GS55-05A-06 Ver 2.2 p.58 Ver 3.0 p.52 and 53	Land Information Files	Disposition of land plus 10 years – Potential archival value	Capital Assets (Real Property)	Retain for 10 years after disposition of real property and 10 years after completion of transaction or termination/expiration of instrument, then transfer to WSA for appraisal and selective retention.	Enhanced scope and description. Series is a complete record of ownership of agency's real property assets . Includes contracts and agreements (including negotiations and compliance monitoring) from discontinued <i>CORE</i> series GS2011-170, <i>Contracts and Agreements (Capital Assets (Real Property))</i> .
GS51-07-15 Ver 2.2 p.59 Ver 3.0 p.80	Long-Range Facilities Plan	PERMANENT Potential archival value	Long Range Asset Plans (Final Version)	Retain until superseded then Transfer to WSA for appraisal and selective retention.	Clarified retention; changed title to specify <i>final version</i> (GS-LONG covers development records); provided description.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (Items appear in *CORE 2.2* page order.)

Version 2.2 DAN	Version 2.2 Title	Version 2.2 Retention	Version 3.0 Title (if different)	Version 3.0 Retention (if different)	Change and/or rationale
GS50-06B-18 Ver 2.2 p.60 Ver 3.0 p.85	Surveillance Videos	Destroy when obsolete or superseded	Security Monitoring – Oversight/ Surveillance Recordings	Retain for 30 days after last recording or until determined that no incident occurred, whichever is sooner then Destroy.	Updated title and description to include recordings of all types of oversight and/or surveillance of agency assets. Retention modified to align with <i>State Government General Records Retention Schedule</i> and to provide a maximum retention requirement of 30 days.
GS50-06B-05 Ver 2.2 p.60 Ver 3.0 p.74	Key/Card Key Inventory	Retain until obsolete or superseded then Destroy.	Inventory – Keys/Key Cards/Badges	Retain until obsolete or superseded then Destroy.	Title, description, and retention language enhanced for clarity.
GS50-06B-20 Ver 2.2 p.61 Ver 3.0 p.84	Staff Access/Entry Logs	3 years	Security Monitoring – Employee and Public Access	Retain for 3 years after date of report or last log entry then Destroy.	Title and description enhanced to encompass records documenting employee and public access to any/all agency assets. Includes records previously covered by discontinued <i>CORE</i> series GS50-06B-12 (<i>Visitor Logs</i>). If a security incident occurs, these records are covered by GS2010-008 (6 yrs).
GS50-03B-14 Ver 2.2 p.65 Ver 3.0 p.90	Financial Disputes and Collections – General	Retain for 6 years after matter resolved then Destroy.	No change.	No change.	Removed “liens/releases”. (If a lien is placed, real property is involved and the records are covered by GS55-05A-09 <i>Evictions, Liens, Foreclosures, Condemnations.</i>)
GS2011-183 Ver 2.2 p.66 Ver 3.0 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.	No change.	No change.	Added “scholarship” to description to cover scholarships <i>granted or received</i> by the agency (such as parks & recreation programs, etc.). Also clarified that series includes only NON-capital asset-related contracts and agreements (including negotiations and compliance monitoring). (Capital asset contracts are covered by GS55-05A-06 or GS2011-169.)
GS2011-184 Ver 2.2 p.67 Ver 3.0 p.92	Financial Transactions – General	Retain for 6 years after end of fiscal year then Destroy.	No change.	No change.	Series modified to include BILLING records (including utilities billing, etc.). Note: Excludes billing stubs covers by GS-STUBS and utility meter reading records covered in the <i>Public Utilities Records Retention Schedule</i> .
GS50-03C-07 Ver 2.2 p.68 Ver 3.0 p.93	Grant Applications – Not Approved	1 year	Grant/Scholarship Applications – Not Approved	Retain for 1 year after notification of denial received or sent then Destroy.	Series modified to cover unsuccessful scholarship AND grant applications received or submitted by the agency.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (Items appear in *CORE 2.2* page order.)

Version 2.2 DAN	Version 2.2 Title	Version 2.2 Retention	Version 3.0 Title (if different)	Version 3.0 Retention (if different)	Change and/or rationale
GS51-07-21 Ver 2.2 p.82 Ver 3.0 p.54	Property Purchase Proposals (Inactive)	3 years	Property Purchase Proposals Made by Agency – Unsuccessful	Retain for 3 years after offer declined or withdrawn then Destroy.	Title, description, and retention clarified; this series now covers ONLY real property purchase offers made <u>by</u> the local government agency – <i>where the offer is either declined by the property owner or withdrawn by the agency</i> . Successful purchase offers made <u>by</u> and <u>to</u> the agency are covered by GS55-05A-06.
GS2011-189 Ver 2.2 p.85 Ver 3.0 p.109	Reporting – Financial Mgmt	Retain for 4 years after submitted to regulatory agency then Destroy.	Reporting/Filing (Mandatory) – Financial Mgmt	Retain for 4 years after submitted to regulatory agency then Transfer to WSA for appraisal and selective retention.	Due to the long-term significance of these records, the State Archivist has designated them Archival – Appraisal Required. Title modified to include filings and to specify mandatory reporting/filing only.
GS50-03E-25 Ver. 2.2 p. 77 Ver. 3.0 p. 102	Supporting Documents and Reports – Payroll	3 years or completion of audit	No change.	Retain for 4 years after end of fiscal year or until completion of SAO examination report, which-ever is sooner, <i>then</i> destroy.	Retentions changed per State Auditor Office request.
GS50-04B-09 Ver 2.2 p.90 Ver 3.0 p.116	Requests for Leave/Overtime	3 years			
GS50-04B-45 Ver 2.2 p.97 Ver 3.0 p.122	Civil Service Case Files – Not Heard	Administrative closure plus 3 years	No change.	No change.	Added exclusion to provide clarity that these 5 records series cover only the local agency’s records (and <u>NOT</u> the records of the Civil Service Commission, whose records are all designated Archival. “Excludes the records of Civil Service Commissions covered by GS2011-173 (hearings), GS50-5A-13 (meetings), and GS50-01-12 (communications).”
GS50-04B-35 Ver 2.2 p.97 Ver 3.0 p.122	Civil Service Commission Case File	Case resolved or closed plus 6 years			
GS50-04B-37 Ver 2.2 p.97 Ver 3.0 p.122	Civil Service Commission Exhibits – Petition for Review Filed	Petition for review or... reconsideration filed plus 3 years, whichever is later			
GS50-04B-38 Ver 2.2 p.97 Ver 3.0 p.122	Civil Service Commission Exhibits – Petition for Review Not Filed	Expiration of review or reconsideration period plus 3 years			
GS50-04B-39 Ver 2.2 p.97 Ver 3.0 p.123	Civil Service Commission Investigation Files	Case resolved or closed plus 6 years			



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (Items appear in CORE 2.2 page order.)

Version 2.2 DAN	Version 2.2 Title	Version 2.2 Retention	Version 3.0 Title (if different)	Version 3.0 Retention (if different)	Change and/or rationale
GS50-04A-08 Ver 2.2 p.103 Ver 3.0 p.129	Performance Evaluation	3 years	No change.	Retain for 3 years after completion of evaluation then Destroy.	Description modified to exclude evaluations that are related to misconduct or corrective action (which are covered in the Misconduct/Discipline/Grievance section).
GS50-04B-06 Ver 2.2 p.105 Ver 3.0 p.131	Personnel File	Retain for 6 years after termination of employment then Destroy.	No change.	No change.	Added "exit interview" to description, and removed "oaths of office". Oaths of office filed/recorded with the County Auditor are covered by GS50-05A-15 (6 yrs). (The County Auditor retains them permanently.) Those which have <u>not</u> been filed/recorded with County Auditor are covered by GS-OATH (Archival-Appraisal Required).
GS50-05A-26 Ver 2.2 p.107 Ver 3.0 p.133	Employment Eligibility Documents – Immigration and Naturalization Services (INS) Form I-9	Date employee hired plus 3 years or termination of employment plus 1 year, <i>whichever is later</i> .	Employment Eligibility Documents – Immigration and Naturalization Services (INS)	Retain for 1 year after termination of employment or 3 years after date of hire, <i>whichever is later</i> , then Destroy.	Title and cut-off/retention modified for clarity; CFR reference corrected.
GS50-04C-05 Ver 2.2 p.109 Ver 3.0 p.135	Reporting – Human Resources	Retain for 4 years after submitted to regulatory agency then Destroy.	Reporting/Filing (Mandatory) – Human Resources	Retain for 4 years after submitted to regulatory agency then Transfer to WSA for appraisal and selective retention.	Title modified to include filings. Due to the long-term significance of these records, the State Archivist has designated them Archival – Appraisal Required.
GS50-06F-04 Ver 2.2 p.112 Ver 3.0 p.138	Publications – Master Set	Retain until no longer needed for agency business then Transfer to WSA for appraisal and selective retention.	No change.	No change.	Added official/municipal code to list of inclusions to provide guidance.
GS2010-017 Ver 2.2 p.118 Ver 3.0 p.144	Source Records – Imaged (Archival)	Retain until verification of successful conversion then Transfer to WSA for appraisal and selective retention.	No change.	No change.	Description modified to specify legacy processes – Electronic Imaging System (EIS) and Early Destruction After Digitization (DAD).



REVISED RECORDS SERIES

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Version 2.2 DAN	Version 2.2 Title	Version 2.2 Retention	Version 3.0 Title (if different)	Version 3.0 Retention (if different)	Change and/or rationale
GS50-09-14 Ver 2.2 p 118 Ver 3.0 p 144	Source Records – Imaged (Non-Archival)	Retain until verification of successful conversion then Destroy.	No change.	No change.	Description enhanced to include new state digitization requirements.
GS50-09-02 Ver. 2.2 p 144 Ver. 3.0 p 147	Records Control	Retain until no longer needed for agency business then Destroy.	No change.	No change.	Remove “Essential records lists”, which are now covered by GS50-14-03, <i>Emergency Disaster Preparedness and Recovery Plans</i> (6 yrs after obsolete or superseded.)
GS50-02-05 Ver. 2.2 p 124 Ver. 3.0 p 150	Transitory Records	Retain until no longer needed for agency business then Destroy.	No change.	No change.	Added “abandoned, voided or defective architectural drawings” from discontinued <i>LGRRS</i> Public Works series GS50-18-01. (Previous minimum retention was “Destroy”.)



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

CORE Version 2.2 records series listed on the left have been discontinued. CORE 3.0 records series that cover the affected records are listed on the right.

Discontinued DAN Ver. 2.2	Ver. 2.2 Function: Activity	Ver. 2.2 Title	Ver. 2.2 Retention	Ver. 3.0 Function: Activity	Ver. 3.0 DAN	Ver. 3.0 Title	Ver. 3.0 Retention	Rationale
GS2011-170 p. 14	Agency Mgmt: Contracts & Agreements	Contracts and Agreements – Capital Assets (Real Property)	Retain for 10 years after disposition of asset <i>and</i> 10 years after completion of transaction or termination/expiration of instrument <i>then</i> Transfer to WSA for appraisal and selective retention.	Agency Mgmt: Acquisition/ Ownership	GS55-05A-06 p. 52	Capital Assets (Real Property)	Retain for 10 years after disposition of asset <i>and</i> 10 years after completion of transaction or termination/expiration of instrument <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation.
GS55-05A-04 p. 18	Agency Mgmt: Legal Affairs	Encroachments	Retain for 10 years after matter resolved then Transfer to WSA for appraisal and selective retention.					
GS50-06B-17 p. 20	Agency Mgmt: Legal Affairs	Restitution Statement	6 years	Financial Mgmt: Accounting	GS2011-184 p. 92	Financial Transactions - General	Retain for 6 years after end of fiscal year then destroy.	Consolidation. Depending on the type of restitution statement, may be covered by one of these three series.
				Agency Mgmt: Legal Affairs	GS55-05A-09 p. 31	Evictions, Liens, Foreclosures, Condemnations	Retain for 10 years after matter resolved <i>then</i> Destroy.	
				Financial Mgmt: Accounting	GS50-03B-14 p. 90	Financial Disputes and Collections – General	Retain for 6 years after matter resolved then Destroy.	
GS50-05A-11 p. 27	Agency Mgmt: Planning, Mission and Charter	Goals & Objectives Working Files	3 years	Agency Mgmt: Planning, Mission and Charter	GS2010-079 p. 40	Strategic Plans - Development	Retain until no longer needed for agency business then Destroy.	These records are covered by existing series, depending on whether they have to do with <i>strategic plans</i> or <i>work plans</i> .
					GS50-01-38 p. 40	Work Plans	Retain until no longer needed for agency business then Destroy.	



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Discontinued DAN Ver. 2.2	Ver. 2.2 Function: Activity	Ver. 2.2 Title	Ver. 2.2 Retention	Ver. 3.0 Function: Activity	Ver. 3.0 DAN	Ver. 3.0 Title	Ver. 3.0 Retention	Rationale
GS50-01-41 p. 29	Agency Mgmt: Reporting	Public Disclosure Lobbyist Reporting	Retain for 6 years after end of fiscal year then Destroy.	Agency Mgmt: Reporting	GS-REP-EX p. 42	Reporting/ Filing (Mandatory) – Agency Mgmt	Retain for 6 years after report or document submitted then Transfer to WSA for appraisal and selective retention.	Consolidation of all general agency reporting. Aligns with series in other functions (financial, asset, etc.)
GS50-05A-25 p. 29		Special Purpose District Information Statement - Annual	6 years					
GS50-14-02 p. 31	Agency Mgmt: Risk Mgmt/ Insurance	Disaster Damage Declaration Statements	3 years Potential archival value	Agency Mgmt: Emergency Planning, response, Recovery	GS50-18-29 p. 26	Emergency/ Disaster Response/ Recovery – Uncommon or Major	Retain for 6 years after matter resolved/ recovery complete then Transfer to WSA for appraisal and selective retention.	Consolidation.
GS50-06C-32 p. 32		Federal Emergency Mgmt Agency (FEMA) Claims	Claim closed plus 6 years.					
GS50-06C-09 p. 32	Agency Mgmt: Risk Mgmt/ Insurance	Fidelity and Surety Coverage Bonds	Termination of policy plus 6 years.	Agency Mgmt: Contracts & Agreements	GS50-01-11 p. 19	Contracts and Agreements - General	Retain for 6 years after completion of trans-action or termination/ expiration of instrument then Destroy.	Consolidation.
GS50-06C-11 p. 37	Asset Mgmt: Authorization	Fire Alarm Application	Termination plus 6 years	Asset Mgmt: Authorizations	GS-ASSETS p. 55	Authorizations/ Certifications – Assets	Retain for 6 years after authorization superseded or termination and conditions of authorization satisfied and violations (if any) corrected then Destroy.	Consolidation of safety inspection records and alignment with other CORE Authorizations/ Certifications series.
GS50-06B-01 p. 54	Asset Mgmt: Maintenance	Boiler Vessel Reports	DWOS					
GS50-06B-03 p. 55	Asset Mgmt: Maintenance	Fire Extinguisher Inspection Tags	DWOS					
GS50-06C-18 p. 55	Asset Mgmt: Maintenance	Insurance, Safety & Fire Insp. Rpts.	Violation corrected plus 6 years					
GS50-06B-10 p. 56	Asset Mgmt: Maintenance	Operating Permit	DWOS					



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

CORE Version 2.2 records series listed on the left have been discontinued. CORE 3.0 records series that cover the affected records are listed on the right.

Discontinued DAN Ver. 2.2	Ver. 2.2 Function: Activity	Ver. 2.2 Title	Ver. 2.2 Retention	Ver. 3.0 Function: Activity	Ver. 3.0 DAN	Ver. 3.0 Title	Ver. 3.0 Retention	Rationale
GS51-07-07 p. 38	Asset Mgmt: Design and Construction	Construction Log	Completion and acceptance of project plus 6 years	Asset Mgmt: Construction	GS50-18-10 p. 58	Construction Project Files	Retain for 6 years after completion of project or terms of grant agreement, whichever is longer <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation of all records relating to construction projects.
GS51-07-04 p. 38	Asset Mgmt: Design and Construction	Capital Improvement and/or Levy Planning Project Files	Completion of project. Potential archival value.					
GS50-08-07 p. 38	Asset Mgmt: Design and Construction	As-Designed Drawings	Completion of project plus 6 years	Asset Mgmt: Construction	GS50-18-06 p. 57	As-Built Drawings – Appraised and Selected for Archival Preservation	Retain until completion of project then Transfer original to WSA for permanent retention.	ALL as-builts <u>MUST</u> be appraised by WSA. If a final set of as-built drawings <u>is</u> produced, then the as-designed drawings are retained under GS50-18-10.
				Asset Mgmt: Construction	GS-ASBUILT p. 57	As-Built Drawings – Appraised and <u>Not</u> Selected for Archival Preservation	Retain until structure no longer owned by agency then Transfer to new owner or destroy.	
GS50-06B-02 p. 39	Asset Mgmt: Design and Construction	Engineering and Architectural Drawings and Specifications	Disposal or sale or property plus 10 years. Potential archival value.	Asset Mgmt: Construction	GS50-18-10 p. 58	Construction Project Files	Retain for 6 years after completion of project or terms of grant agreement, whichever is later then Transfer to WSA for appraisal and selective retention.	If a final set of as-built drawings is <u>not</u> produced, then the as-designed drawings (with notations) serve as the as-builts and must be retained under GS50- 18-06 or GS-ASBUILT.
				Asset Mgmt: Planning	GS-NOT p. 78	Capital Construction Projects – Preliminary Plans (Project Not Completed)	Retain for 6 years after decision not to proceed then Transfer to WSA for appraisal and selective retention.	



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

CORE Version 2.2 records series listed on the left have been discontinued. CORE 3.0 records series that cover the affected records are listed on the right.

Discontinued DAN Ver. 2.2	Ver. 2.2 Function: Activity	Ver. 2.2 Title	Ver. 2.2 Retention	Ver. 3.0 Function: Activity	Ver. 3.0 DAN	Ver. 3.0 Title	Ver. 3.0 Retention	Rationale
GS50-08C-01 p. 40	Asset Mgmt: Disposal	Advance Notifications of Auction	3 years or completion of SAO examination report	Agency Mgmt: Community Relations	GS-NOTICE p. 16	Public Notice (Official)	Retain for 6 years after notice published or 6 years after published event completed, whichever is later, then Destroy.	Consolidation.
GS50-08C-02 p. 40	Asset Mgmt: Disposal	Auction Authorization Files	Clerk of governing council, commission or board – PERMANENT. Attach to resolution or ordinance.	Asset Mgmt: Acquisition/ Ownership	GS55-05A-06 p. 52 OR	Capital Assets (Real Property)	Retain for 10 years after disposition of real property and 10 years after completion of transaction or termination /expiration of instrument then Transfer to WSA for appraisal and selective retention.	Records relating to disposal of assets are covered by one of these two series. Note: May include copy of ordinance/resolution; originals are covered by GS50-05A-16.
GS50-08C-07 p. 40		Surplus Property Inventory Transfer Sheet	3 years					
GS2010-010 p. 45	Asset Mgmt: Electronic Info. Systems	System Health Monitoring	Retain until no longer needed for agency business <i>then</i> Destroy.	Asset Mgmt: Inspection/ Monitoring	GS-INS/MON p. 69	Inspections/ Monitoring – Non-Regulated	Retain until no longer needed for agency business <i>then</i> Destroy.	Consolidation.
GS50-11-10 p. 46	Asset Mgmt: Environmental Mgmt	Critical Matls List	Life of activity (N/A, ESS)	Asset Mgmt: Hazardous Materials Mgmt	GS50-19-02 p. 67	Hazardous Materials/ Dangerous Waste – Control/ Inventory/ Tracking/ Disposal	Retain for 50 years after end of calendar year then Destroy.	Covers “normal” handling of hazardous materials. Excludes: Incidents (GS2011-177 & GS50-19-03); Abatement (GS55-19-15); Plans (GS50-19-08); and Pesticide Application (GS50-18-43).
GS50-19-12 p. 47		Hazardous Matls Disposal Records & Cert of Destruction	50 years (N/A, ESS)					
GS50-19-06 p. 48		Hazardous Matls Inspection & Test Report	50 years (N/A, ESS)					
GS 50-19-07 p. 48		Hazardous Matls Inventory Sheet	50 years (N/A, ESS)					
GS50-19-11 p. 48		Matls Safety Data Sheet MSDS)	30 years (N/A, ESS)					



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Discontinued DAN Ver. 2.2	Ver. 2.2 Function: Activity	Ver. 2.2 Title	Ver. 2.2 Retention	Ver. 3.0 Function: Activity	Ver. 3.0 DAN	Ver. 3.0 Title	Ver. 3.0 Retention	Rationale
GS50-19-10 p. 47	Asset Mgmt: Environmental Mgmt	Hazardous Materials Abatement Project File	50 years	Asset Mgmt: Hazardous Materials Mgmt	GS55-19-15 p. 66	Hazardous Materials/ Dangerous Waste – Abatement and Remediation	Retain for 10 years after completion of project <i>or</i> 10 years after terms of grant agreement, <i>whichever is later</i> then Transfer to WSA 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) .	Consolidation of hazardous materials abatement records. Those not selected for transfer to WSA must be retained by agency for 50 years after cut-off.
GS50-19-14 p. 49		Remedial Site Files – Superfund Site-Specific	Submission of final financial status report plus 10 yrs Potential archival value					
GS50-19-16 p. 47	Asset Mgmt: Environmental Mgmt	Hazardous Matls Emergency Response Plan	Completion of report plus 6 years. Potential archival value.	Asset Mgmt: Hazardous Materials Mgmt	GS50-19-08 p. 68	Hazardous Materials/ Dangerous Waste - Plans	Retain for 6 years after obsolete or superseded then Transfer to WSA for appraisal and selective retention.	Consolidation.
GS50-19-05 p. 47	Asset Mgmt: Environmental Mgmt	Hazardous Matls Employee Right to Know Implementation Plan	PERMANENT					
GS55-05H-02 p. 50	Asset Mgmt: Environmental Mgmt	State Environmental Policy Act (SEPA) Determination of Significance or Non-Significance	Disposal or sale of property plus 10 years	Asset Mgmt: Acquisition	GS55-05A-06 p. 52	Capital Assets (Real Property)	Retain for 10 years after disposition of real property <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation. This series covers SEPA records for agency-owned properties. (Lead Agency SEPA records are covered in the <i>Land Use Planning</i> sector schedule.)
GS55-05H-04 p. 50		State Environmental Policy Act (SEPA) Environmental Impact Statements	Disposal or sale of property plus 10 years - Potential archival value					
GS55-05H-03 p. 50		State Environmental Policy Act (SEPA) Environmental Checklists	Disposal or sale of property plus 10 years					



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

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Discontinued DAN Ver. 2.2	Ver. 2.2 Function: Activity	Ver. 2.2 Title	Ver. 2.2 Retention	Ver. 3.0 Function: Activity	Ver. 3.0 DAN	Ver. 3.0 Title	Ver. 3.0 Retention	Rationale
GS50-19-18 p. 51	Asset Mgmt: Environmental Mgmt	Underground Storage Tanks – Routine Operation and Maintenance Records	End of Calendar Year plus 10 years.	Asset Mgmt: Inspections/Monitoring	GS-MON-NON p. 71	Inspection/ Monitoring – Regulations (Non-Environmental)	Retain for 6 yrs after end of calendar year <i>or</i> until completion of SAO report, <i>whichever is sooner then</i> Destroy.	Consolidation.
				Asset Mgmt: Maintenance	GS-MAINT p. 76	Maintenance –Major and/or Regulated	Retain for 6 yrs after disposal of asset <i>then</i> Destroy.	
					GS-MINOR p. 77	Maintenance –Minor Non-Regulated	Retain for 3 yrs after end of fiscal year <i>then</i> Destroy.	
				Asset Mgmt: Usage and Operations	GS-USAGE p. 87	Usage and Dispersal (Assets)	Retain for 4 yrs after end of fiscal year <i>or</i> until completion of SAO report, <i>whichever is sooner then</i> Destroy.	
GS50-06B-04 p.52	Asset Mgmt: Inventory	Fixed Asset Inventories	Destroy when obsolete or superseded + 3 years	Asset Mgmt: Inventory	GS50-03A-18 p. 73	Inventory – Capital, Expandable and Consumable Assets	Retain for 4 fiscal years after date of inventory <i>or</i> until disposition of asset <i>and</i> completion of SAO examination report, <i>whichever is sooner then</i> Destroy.	Title and description expanded to include all capital, expendable and consumable asset inventories <i>except for</i> trees, surplus property and hazardous materials. Minimum retention increased to 4 years per SAO request.
GS50-08B-02 p.52		Inventory of Materials Equipment Changes & Transfers	3 years					
GS50-08B-03 p.52		Inventory/ Year-End Report	3 years					
GS50-06E-12 p.52		Parts Control File	3 years					
GS50-06E-17 p.52		Parts Inventory	3 years after obsolete or superseded					
GS50-06E-18 p.52		Parts Master Listing Reports	3 years after obsolete or superseded					



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Discontinued DAN Ver. 2.2	Ver. 2.2 Function: Activity	Ver. 2.2 Title	Ver. 2.2 Retention	Ver. 3.0 Function: Activity	Ver. 3.0 DAN	Ver. 3.0 Title	Ver. 3.0 Retention	Rationale
GS50-03A-22 p. 52	Asset Mgmt: Usage	Record of Supplies Drawn from Central Stores	3 years	Asset Mgmt: Usage and Operations	GS-USAGE p. 87	Usage and Dispersal (Assets)	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's report, whichever is sooner <i>then</i> Destroy.	Consolidation. One new series created to consolidate usage and dispersal records previously covered by multiple discontinued series.
GS51-07-09 p. 57		Energy Usage Measurement Reports and Data	5 years					
GS50-06E-10 p. 57		Fuel/Oil Usage Reports	3 years					
GS50-06E-15 p. 57		Fuel Pump/Tank Audit Reports	2 years					
GS50-06E-03 p. 62		Equipment/Vehicle Checkout Log	6 years					
GS50-06E-04 p. 62		Equipment/Vehicle Data & Statistical Reports	3 years					
GS50-06E-09 p. 62		Equipment/Vehicle Use Request	3 years					
GS51-07-11 p. 62		Facility Rental/Use Schedule	3 years					
GS50-08B-04 p. 81		Materials Disburse. Tickets	3 years					
GS50-08A-15 p. 83		Stores Reports & Backup Document.	End of calendar year plus 3 years					
GS51-05F-01 p.54	Asset Mgmt: Maintenance	Accident/Traffic Collision Reports	Washington State Patrol retains for 6 years	Asset Mgmt: Inspection/ Monitoring	GS50-18-33 p. 72	Monitoring (Traffic) – Raw Data	Retain until no longer needed for agency business then Destroy.	WSP retains accident/collision reports for 6 years.
GS50-06E-14 p. 54	Asset Mgmt: Maintenance	Equipment and Vehicle Safety Analysis and Investigation Files	Destroy when obsolete or superseded	Asset Mgmt: Inspection/ Monitoring	GS-INS/MON p. 69	Inspections/ Monitoring – Non-Regulated	Retain until no longer needed for agency business <i>then</i> Destroy.	Consolidation.
<p><i>Note: Your agency's "safety analysis and investigation" records may be more accurately covered in records series found in the Risk Management or Purchasing sections.</i></p>								



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Discontinued DAN Ver. 2.2	Ver. 2.2 Function: Activity	Ver. 2.2 Title	Ver. 2.2 Retention	Ver. 3.0 Function: Activity	Ver. 3.0 DAN	Ver. 3.0 Title	Ver. 3.0 Retention	Rationale
GS50-06C-08 p. 54	Asset Mgmt: Maintenance	Facility Safety Inspection History Records	Disposition of Facility	Agency Mgmt: Authorization/Certification	GS-ASSETS p. 55	Authorizations/Certifications – Assets	Retain for 6 yrs after authorization superseded or terminated <u>and</u> conditions of authorization satisfied <u>and</u> violations (if any) corrected <u>then</u> Destroy.	<i>Regulated safety inspections</i> are covered by GS-ASSETS. L&I retains conveyance inspections for 6 years & complete boiler/vessel history (including inspections) for 6 years after life of vessel.
GS50-06B-27 p. 55		Inspection Documentation	6 years	Asset Mgmt: Maintenance	GS-MAINT p. 76	Maintenance –Major and/or Regulated	Retain for 6 years after disposal of asset then Destroy.	
GS50-06B-27 p. 55				Asset Mgmt: Maintenance	GS-MINOR p. 77	Maintenance –Minor Non-Regulated	Retain for 3 years after superseded or 3 years after end of fiscal year, whichever is longer, <u>then</u> Destroy.	Non-regulated <i>vehicle repair records</i> are covered by GS-MAINT or GS-MINOR.
GS50-06E-13 p.54	Asset Mgmt: Maintenance	Accident/Traffic Collision Logs	6 years after last entry	Asset Mgmt: Maintenance	GS-MAINT p. 76	Maintenance –Major and/or Regulated	Retain for 6 years after disposal of asset then Destroy.	Two new series created to consolidate maintenance records previously covered by multiple discontinued series. Note: Records documenting accidents involving agency assets are covered in the Risk Management section. Records used solely for street/ traffic planning purposes, are covered by GS-LONG.
GS50-06E-20 p. 54		Equipment/Vehicle Maintenance Rpts	3 years		OR			
GS50-06B-06 p.55		Maintenance History Docs	Life or sale of the facility		GS-MINOR p. 77	Maintenance –Minor Non-Regulated	Retain for 3 years after superseded or 3 years after end of fiscal year, whichever is longer, <u>then</u> Destroy.	
GS50-06B-07 p. 55		Maintenance Logs	Destroy when superseded plus 3 years					
GS50-06B-08 p. 55		Maintenance Reports	1 year					
GS50-06B-13 p. 56		Work Orders	3 years					
GS50-06E-06 p. 54		Equipment/ Vehicle Maint History Files	Until disposal or sale of equipment or vehicle					
GS50-06E-19 p. 56		Tire Maintenance Reports	5 years					



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GS50-06E-16 p. 57	Asset Mgmt: Operations	Fuel Storage Facility Records	3 years Selected documents kept for life of facility	Asset Mgmt: Authorization	GS-ASSETS p. 55	Authorizations/ Certifications – Assets	Retain for 6 years after authorization superseded or terminated & conditions of authorization satisfied & violations (if any) corrected/ resolved then Destroy.	Records previously covered by <i>Fuel Storage Facility Records</i> (GS50-06E-16) are now more specifically covered by one of these series, based on the purpose and function of the record.
				Asset Mgmt: Inventory	GS50-03A-18 p. 73	Inventory – Capital, Expendable and Consumable Assets	Retain for 4 fiscal years after date of inventory or until disposition of asset and completion of SAO examination report, <i>whichever is sooner</i> , then Destroy.	
				Asset Mgmt: Maintenance	GS-MAINT p. 76	Maintenance – Major and/or Regulated	Retain for 6 years after disposal of asset then Destroy.	
				Asset Mgmt: Maintenance	GS-MINOR p. 77	Maintenance – Minor Non-Regulated	Retain for 3 years after superseded or 3 years after end of fiscal year, <i>whichever is later</i> , then Destroy.	
				Asset Mgmt: Usage and Operations	GS-USAGE p. 87	Usage and Dispersal (Assets)	Retain for 4 fiscal years after date of inventory or until completion of SAO examination report, <i>whichever is sooner</i> , then Destroy.	
GS50-06E-02 p. 58	Asset Mgmt: Ownership	Certificates of Vehicle Title	Destroy after disposition of vehicle and completion of audit	Asset Mgmt: Acquisition/ Ownership	GS-OWN p. 51	Capital Assets (Other) and Non-Capital Tracked Assets	Retain for 4 years after disposition of asset or until disposition of asset and completion of SAO examination report, <i>whichever is sooner</i> , then Destroy.	Consolidation of all non-real property asset ownership documentation.



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Discontinued DAN Ver. 2.2	Ver. 2.2 Function: Activity	Ver. 2.2 Title	Ver. 2.2 Retention	Ver. 3.0 Function: Activity	Ver. 3.0 DAN	Ver. 3.0 Title	Ver. 3.0 Retention	Rationale
GS55-05A-02 p. 58	Asset Mgmt: Ownership	Deeds/Titles	Sale or disposal of land plus 10 years	Asset Mgmt: Acquisition/ Ownership	GS55-05A-06 p. 52	Capital Assets (Real Property)	Retain for 10 years after disposition of real property then Transfer to WSA for appraisal and selective retention.	Consolidation of all real property asset ownership documentation.
GS51-05A-22 p. 59	Asset Mgmt: Planning	Long-Range Facilities Plan Adopted	Clerk of the Government Council, Commission or Board PERMANENT 1 copy potentially archival	Asset Mgmt: Planning	GS51-07-15 p. 80	Long-Range Asset Plans (Final Version)	Retain until superseded then Transfer to WSA for appraisal and selective retention.	Consolidation. Plans included in the agenda packet of the governing body are covered by GS50-05A-13.
GS50-06B-15 p. 60	Asset Mgmt: Security	Security Annual Report	1 year	Agency Mgmt: Administration (General)	GS50-06F-03 p. 8	Informational Reports Compiled for Agency Use	Retain until no longer needed for agency business then Transfer to WSA for appraisal and selective retention.	Consolidation.
GS50-04B-21 p. 60	Asset Mgmt: Security	Identification Badge Records for Contract and Temporary Employees	1 year	Asset Mgmt: Security	GS2010-002 p. 82	Authorization – Employee Access	Retain for 6 years after termination of user’s access or 6 years after system or asset no longer in use, whichever is sooner, then Destroy.	Records relating to access to any/all of the agency’s assets are now consolidated into this one series. ESSENTIAL.
GS50-06B-21 p. 60	Asset Mgmt: Security	Security ID Badge Application and Issuance Documentation	Termination or revocation plus 6 years.					
GS50-06B-11 p. 61	Asset Mgmt: Security	Vandalism Reports	3 years	Asset Mgmt: Security	GS2010-008 p. 83	Security Incidents and Investigations	Retain for 6 years after investigation completed or matter resolved, whichever is later then Destroy.	All asset-related security incidents are now covered by this series.
GS50-06B-19 p.61	Asset Mgmt: Security	Weapons Confiscation Log	6 years					
GS50-06B-14 p. 60	Asset Mgmt: Security	Intrusion Alarm Reports	1 year	Asset Mgmt: Security	GS2010-009 p. 84	Security Monitoring – Routine	Retain until determined that no security incident has occurred then Destroy.	Records documenting security monitoring have been consolidated.
GS50-06B-16 p. 60		Security Patrol Log	1 year					



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GS50-06B-12 p. 61	Asset Mgmt: Security	Visitor Logs	3 years	Asset Mgmt: Security	GS50-06B-20 p. 84	Security Monitoring – Employee and Public Access	Retain for 3 years after date of report or last log entry then Destroy.	Consolidation
GS50-06E-01 p. 62	Asset Mgmt: Usage	Billing to Other Agencies for Use of Vehicles & Equip	6 years	Financial Mgmt: Accounting	GS2011-184 p. 92	Financial Transactions – General	Retain for 6 years after end of fiscal year then Destroy.	Consolidation.
GS55-05A-01 p. 63	Asset Mgmt: Valuation	Appraisals	Disposition of land or facility plus 10 years – Potential archival value	Asset Mgmt: Acquisition/ Ownership	GS55-05A-06 p. 52	Capital Assets (Real Property)	Retain for 10 years after disposition of real property then Transfer to WSA for appraisal and selective retention.	Consolidation.
					GS-OWN p. 51	Capital Assets (Other) and Non-Capital Tracked Assets	Retain for 4 years after disposition of asset or until disposition of asset and completion of SAO examination report, whichever is sooner then Destroy.	
GS50-04B-15 p. 97	HR Mgmt: Performance Mgmt.	Employee Corrective Action and Probation Documents	6 years after completion of probation or disciplinary action or destroy according to the provision of collective bargaining contracts and agreements.	HR Mgmt: Misconduct/ Discipline/ Grievance	GS50-04B-46 p. 123	Employee Misconduct Investigation Files - Sustained	Retain for 3 years after case closed then Destroy.	Consolidation; removed conflicting language and retention requirements. Records relating to employee probation where corrective action is NOT involved are covered by GS50-04A-08.
					GS50-04B-47 p. 124	Employee Misconduct Investigation Files – Unfounded	Retain until case closed then Destroy.	
				HR Mgmt: Performance Mgmt.	GS50-04A-08 p. 129	Performance Evaluations	Retain for 3 years after completion of evaluation then Destroy.	



For records management assistance and advice,
please contact Washington State Archives at:
recordsmanagement@sos.wa.gov
or contact your Regional Archivist.



DEMOLITION GUIDE – 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. In 2008, the *Local Government Common Records Retention Schedule (CORE)* was created to cover 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.

The *Local Government General Records Retention (LGRRS)*, which was put into place in 1997, has now been divided into sector-specific retention schedules in order to better enable updates to individual sector schedules *without causing undue disruption to otherwise unaffected agencies* and to reduce end-user confusion. *CORE* covers records common to EVERY local government agency; "sector" schedules cover records unique to certain sectors based on their distinctive functions and activities.

The following guide provides a "crosswalk" to map the destinations of the 419 *LGRRS* series.

- Most series were transferred directly over to their new sector schedules.
- If existing *LGRRS* series were sufficiently covered by *CORE* series, the *LGRRS* series were not transferred to the new sector schedules. (By consolidating records series, we reduce duplication and simplify the end-user effort.)

PLEASE note the following IMPORTANT details regarding changes to the records series in the new sector schedules:

- All disposition authority numbers (DANs) have been given new sector-specific prefixes. Only *CORE* series have a "GS" prefix. (For example, former *LGRRS* DAN GS65-01-01 is now AP65-01-01 in the *Air Pollution Control Authorities Records Retention Schedule*. The *numbers* have not changed; only the *letters* have changed.)
- All DANs have been assigned a revision of "0" since they are the **first series** in the **first version** of these new sector schedules. (The post-2008 history of all discontinued/revised records series can be found by searching Washington State Archives' [online database](#) and selecting "Discontinued" in the "Status" box. Please email records.management@sos.wa.gov for assistance.)
- If changes are minor (defined below), they were not considered a revision, and are not listed in this demolition guide.
 - ✓ Spelling corrections;
 - ✓ Adapting retention/disposition language to uniform format (with no changes to time period or designation);
 - ✓ Removal of redundant or unnecessary words.
- If the series title is not ***Bold and Italized***, then it has not yet been reviewed/revised.



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AIR QUALITY

All records series that appeared in the Air Quality section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Air Pollution Control Authorities Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **AP**

(Note: If the DAN was "GS65-01-01", it is now "AP65-01-01". The numerals have not changed; only the prefix has changed.)

Adjustments to the following records series have been made, as noted in the table below.

ADJUSTMENTS TO RECORDS SERIES – AIR POLLUTION CONTROL AUTHORITIES						
DAN	LGRRS Title	LGRRS Retention	Version 1.0 DAN	Version 1.0 Title	Version 1.0 Retention	Rationale
GS65-01-01 p. 5	AIR POLLUTION SOURCE HISTORY FILES	ARCHIVAL	AP65-01-01 p. 6	<i>Air Pollution Source History Files</i>	Retain until source of pollution no longer exists then Transfer to Washington State Archives for appraisal and selective retention.	Modified language, removed 6 year retention after cut-off



ANIMAL SERVICES

Records series that appeared in the Animal Services section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Animal Services Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **AN**

(Note: If the DAN was “GS50-10B-01”, it is now “AN50-10B-01”. The numerals have not changed; only the prefix has changed.)

The following records series have been discontinued because the records are covered in the *Local Government Common Records Retention Schedule (CORE)*, as noted in the table below.

DISCONTINUED RECORDS SERIES – ANIMAL SERVICES							
Discontinued DAN Ver 5.2	Version 5.2 Title	Version 5.2 Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS50-10B-21 p. 9	<i>Board of Pharmacy Registration</i>	Until issuance of new registration	Human Resources Mgmt: Authorizations/ Certifications	GS2011-190 p. 111	<i>Authorizations/ Certifications – Human Resources (General)</i>	Retain for 6 years after authorization/certification superseded or terminated <i>then</i> Destroy.	Consolidation
GS50-10B-07 p. 9	<i>Citations</i>	6 years	Agency Mgmt: Legal Affairs	GS-CODE p. 29	<i>Code Enforcement</i>	Retain for 6 years after matter resolved then Destroy.	Consolidation.
GS50-10B-08 p. 9	<i>Complaints</i>	3 years					
GS50-10B-10 p. 10	<i>Investigation Reports – Not Resulting in Citations</i>	3 years					
GS50-10B-09 p. 10	<i>Investigation Reports – Resulting in Citations</i>	6 years					



DISCONTINUED RECORDS SERIES – ANIMAL SERVICES

Discontinued DAN Ver 5.2	Version 5.2 Title	Version 5.2 Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS50-10B-16 p. 13	Statistical Reports – Animal Control	3 years Potential Archival Value	Agency Mgmt: Reporting	GS-REP-EX p. 42	Reporting/Filing (Mandatory) – Agency Management	Retain for 6 years after report or document submitted then Transfer to WSA for appraisal and selective retention.	Consolidation. Use GS-REP-EX If report is required to be filed with or submitted to an outside agency (including legislative authority). Use GS50-01-32 if report is voluntary.
			Agency Mgmt: Administration (General)	GS50-01-32 p. 8	Research/Program Reports, Studies, Surveys, Models and Analyses		
GS50-10B-17 p. 13	Veterinarian Service Bills – Animal Control	6 years	Financial Mgmt: Accounting	GS2011-184 p. 92	Financial Transactions - General	Retain for 6 years after end of fiscal year then destroy.	Consolidation.



ASSIGNED COUNSEL

Records series that appeared in the Assigned Counsel section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Prosecuting Attorneys and Assigned Counsel Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **AT**

(Note: If the DAN was “**GS**50-01-05”, it is now “**AT**50-01-05”. The numerals have not changed; only the prefix has changed.)



CEMETERY RECORDS

Records series that appeared in the Cemetery Records section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Cemeteries Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **CE**

(Note: If the DAN was “GS50-35-01”, it is now “CE50-35-01”. The numerals have not changed; only the prefix has changed.)

Adjustments to the following records series have been made, as noted in the table below.

ADJUSTMENTS TO RECORDS SERIES – CORONERS AND MEDICAL EXAMINERS						
DAN	LGRRS Title	LGRRS Retention	Version 1.0 DAN	Version 1.0 Title	Version 1.0 Retention	Rationale
GS50-35-02 p. 17	INDEX OF INTERMENTS	PERMANENT	CE50-35-02	<i>Index of Interments</i>	Retain until no longer needed for agency business then Transfer to WSA for permanent retention.	Due to the long-term significance of these records, the State Archivist has designated them Archival – Permanent Retention.
GS50-35-03 p. 17	RECORDS OF BURIAL OR INTERMENT	PERMANENT	CE50-35-03	<i>Records of Burial or Interment</i>		
GS50-35-04 p. 18	SECTION BOOKS	PERMANENT	CE50-35-04	<i>Section Books</i>		
GS50-35-05 p. 18	SECTION MAPS	PERMANENT	CE50-35-05	<i>Section Maps</i>		



COMMUNICATIONS

Records series that appeared in the Communications section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Emergency Communications (911) Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **EM**

(Note: If the DAN was “GS50-29-01”, it is now “EM50-29-01”. The numerals have not changed; only the prefix has changed.)

The following records series has been discontinued because the records are covered in the *Local Government Common Records Retention Schedule (CORE)*, as noted in the table below.

DISCONTINUED RECORDS SERIES - COMMUNICATIONS							
DAN	LGRRS Title	LGRRS Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS50-29-09 p. 20	TAPE REQUESTS	6 years	Records Mgmt:	GS50-09-13 p. 142	<i>Public Disclosure/Records Request Logs</i>	Retain for 3 years after date of latest entry then Destroy.	Consolidation.
			Public Disclosure	GS2010-014 p. 142	<i>Public Disclosure/Records Requests</i>	Retain for 2 years after public records request fulfilled then Destroy.	



CONSERVATION DISTRICTS

Records series that appeared in the Conservation Districts section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Conservation Districts Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **CD**

(Note: If the DAN was “GS50-01-56”, it is now “CD50-01-56”. The numerals have not changed; only the prefix has changed.)

The following records series have been discontinued because the records are covered in the *Local Government Common Records Retention Schedule (CORE)*, as noted in the table below.

DISCONTINUED RECORDS SERIES – CONSERVATION DISTRICTS							
DAN	LGRRS Title	LGRRS Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS59-02-01 p. 22	ANNUAL PLANS	6 years– Potential Archival Value	Agency Mgmt: Planning	GS2010-080 p. 40	<i>Strategic Plans – Final Version</i>	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	Consolidation. These records have permanent archival value.
GS59-02-02 p. 23	LONG RANGE PLANS	Expiration plus 6 years– Potential Archival Value					



COUNTY CORONERS AND MEDICAL EXAMINERS

Records series that appeared in the Coroners and Medical Examiners section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new **Coroners and Medical Examiners Records Retention Schedule (Version 1.0)**.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **CO**

(Note: If the DAN was “GS50-34-04”, it is now “CO50-34-04”. The numerals have not changed; only the prefix has changed.)

Adjustments to the following records series have been made, as noted in the table below.

ADJUSTMENTS TO RECORDS SERIES – CORONERS AND MEDICAL EXAMINERS						
DAN	LGRRS Title	LGRRS Retention	Version 1.0 DAN	Version 1.0 Title	Version 1.0 Retention	Rationale
GS50-34-01 p. 24	<i>Card File Index</i>	PERMANENT	CO50-34-01	<i>Card File Index</i>	Retain until no longer needed for agency business then Transfer to WSA for permanent retention.	Due to the long-term significance of these records, the State Archivist has designated them Archival – Permanent Retention.
GS50-34-05 p. 25	<i>Inquests</i>	PERMANENT	CO50-34-05	<i>Inquests</i>		
GS50-34-03 p. 24	<i>Coroner/Medical Examiner Investigation Files</i>	PERMANENT	CO50-34-03	<i>Investigation Files</i>		
GS50-34-02 p. 24	<i>Coroner/Medical Examiner Ledger</i>	PERMANENT	CO50-34-02	<i>Ledger</i>		

The following records series have been **discontinued**, as noted in the table below.

DISCONTINUED RECORDS SERIES – CORONERS AND MEDICAL EXAMINERS						
DAN	LGRRS Title	LGRRS Retention	Use:	Title	Retention and Disposition	Rationale
GS50-34-08 p. 25	<i>Photographic and Video Documentation of Death Investigations</i>	3 years	CO50-34-03 p.4	<i>Coroner/Medical Examiner Investigation Files</i>	Retain until no longer needed for agency business then Transfer to WSA for permanent retention.	Photos/videos that depict scene, circumstances, and autopsy room review should be retained as part of the investigation files.



EMERGENCY SERVICES

Records series that appeared in the Emergency Services section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been discontinued. The records are now covered in the *Local Government Common Records Retention Schedule (CORE)* or the *Law Enforcement Records Retention Schedule*, as noted in the table below.

DISCONTINUED RECORDS SERIES – EMERGENCY SERVICES

DAN	LGRRS Title	LGRRS Retention	SCHEDULE: Function: Activity	Use:	Title	Retention and Disposition	Rationale
GS50-14-01 p. 26	CIVIL DEFENSE ZONE CONTROL HISTORY FILE	Destroy when superseded plus 6 years	CORE: Agency Management: Admin. (General)	GS50-01-39 p. 8	Project Files (Miscellaneous)	Retain for 6 years after completion of project then Transfer to WSA for appraisal and selective retention.	Consolidation.
GS50-14-04 p. 26	FALLOUT SHELTER MANAGEMENT FILE	Completion of project plus 6 years	CORE: Asset Management: Construction	GS50-18-10 p. 58	Construction Project Files	Retain for 6 years after completion of project or terms of grant agreement, whichever is later then Transfer to WSA for appraisal and selective retention.	Consolidation. (Depending on the agency's records, some may be covered by other <i>CORE</i> records series.)
GS50-14-05 p. 26	PROJECT FILES EMERGENCY SERVICES	Destroy when superseded plus 6 years	CORE: Agency Management: Admin. (General)	GS50-01-39 p. 8	Project Files (Miscellaneous)	Retain for 6 years after completion of project then Transfer to WSA for appraisal and selective retention.	Consolidation.
GS50-14-06 p. 26	RADIOLOGICAL FACILITIES INSPECTION REPORTS EMERGENCY SVS	6 years	CORE: Asset Management: Hazardous Materials Mgmt.	GS55-01M-04 p. 65	Authorizations/ Certifications – Hazardous Materials	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.	Consolidation.
GS50-14-07 p. 26	SEARCH & RESCUE MISSION FILES	3 years	Law Enforcement: Emergency Mgmt: Search & Rescue	LE2010-046 p. 27	Mission Files – Search and Rescue	Retain for 6 years after mission concluded then Destroy.	Consolidation. These records are covered in the <i>Law Enforcement Records Retention Schedule</i> . Per RCW 38.52.400 , "The chief law enforcement officer of each political subdivision shall be responsible for local search and rescue activities."
GS50-14-08 p. 26	SEARCH & RESCUE TRAINING MISSION FILES EMERGENCY SERVICES	Destroy when superseded plus 6 years		LE2010-047 p. 27	Training – Search and Rescue	Retain for 3 years after conclusion of training activity then Destroy.	



FACILITY AND PROPERTY MANAGEMENT

The single records series that appeared in the Facility and Property Management section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* has been discontinued. The records are now covered in the Local Government Common Records Retention Schedule (CORE), as noted in the table below.

DISCONTINUED RECORDS SERIES – FACILITY AND PROPERTY MANAGEMENT							
DAN	LGRRS Title	LGRRS Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS55-05H-05 p. 27	<i>Parking Meter Records</i>	End of calendar year plus 6 years	Asset Mgmt: Construction	GS50-18-10 p. 58	<i>Construction Project Files</i>	Retain for 6 years after completion of project or terms of grant agreements, whichever is later then Transfer to WSA for appraisal and selective retention.	Consolidation
			Asset Mgmt: Disposal	GS50-06E-08 p. 64	<i>Disposal of Assets (Non-Real Property)</i>	Retain for 6 years after disposal of asset then Destroy.	
			Asset Mgmt: Maintenance	GS-MAINT p. 76	<i>Maintenance – Major and/or Regulated</i>	Retain for 6 years after asset no longer owned by agency then Destroy.	
				GS-MINOR p. 77	<i>Maintenance – Minor Non-Regulated</i>	Retain for 3 years after end of fiscal year then Destroy.	



FAIRS

Records series that appeared in the Fairs section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Parks, Recreation and Culture Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **PR**

(Note: If the DAN was “**GS57-01-01**”, it is now “**PR57-01-01**”. The numerals have not changed; only the prefix has changed.)

Adjustments to the following records series have been made, as noted in the table below.

ADJUSTMENTS TO RECORDS SERIES – FAIRS						
DAN	LGRRS Title	LGRRS Retention	Version 1.0 DAN	Version 1.0 Title	Version 1.0 Retention	Rationale
GS57-01-04 p. 28	TICKET SUMMARY RECORD	3 years after end of calendar year	PR57-01-04 p. 4	No change.	Retain for 4 years after end of fiscal year or until completion of State Auditor’s examination report, whichever is sooner then Destroy.	Retention changed per State Auditor Office request.



FIRE AND EMERGENCY MEDICAL

Records series that appeared in the Fire and Emergency Medical section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Fire and Emergency Medical Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **FM**

(Note: If the DAN was “GS50-34-04”, it is now “FM50-34-04”. The numerals have not changed; only the prefix has changed.)

Adjustments to the following records series have been made, as noted in the table below.

ADJUSTMENTS TO RECORDS SERIES – FIRE AND EMERGENCY MEDICAL						
DAN	LGRRS Title	LGRRS Retention	Version 1.0 DAN	Version 1.0 Title	Version 1.0 Retention	Rationale
GS53-04-15 p. 32	FIRE INVESTIGATION DOCUMENTATION – CLOSED INVESTIGATIONS	6 years	FM53-04-15 p. 5	No change.	Retain for 6 years after investigation closed then Destroy.	Exclusion added for incidents involving hazardous materials, which are covered by CORE series: GS50-19-03 <i>Accidents/Incidents (Hazardous Materials) – No Human Exposure</i> (50 years), or GS2011-177 <i>Accidents/Incidents (Hazardous Materials) – Human Exposure</i> (100 years).
GS53-04-16 p. 32	FIRE INVESTIGATION DOCUMENTATION – OPEN INVESTIGATIONS THAT DO NOT RESULT IN LOSS OF HUMAN LIFE	10 years	FM53-04-16 p. 6	No change.	Retain for 10 years after decision not to proceed with investigation then Destroy.	
GS53-04-20 p. 35	MEDICAL INCIDENT REPORTS	8 years	FM53-04-20 p. 7	No change.	Retain for 8 years after provision of health care/services then Destroy.	
GS53-04-11 p. 31	FIRE ALARMS SYSTEMS DRAWINGS	LIFE OF FACILITY	FM53-04-11 p. 9	<i>Fire and Life Safety Systems Drawings</i>	Retain until system/equipment is replaced or disposed of or building is demolished then Destroy.	

The following records series have been **discontinued**, as noted in the table below.

DISCONTINUED RECORDS SERIES – FIRE AND EMERGENCY MEDICAL
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DAN	LGRRS Title	LGRRS Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS50-03A-36 p. 36	Transmittal of Fees – Volunteer Firefighter	6 years	CORE: Financial Mgmt: Accounting	GS2011-184 p. 92	Financial Transactions – General	Retain for 6 years after end of fiscal year then Destroy.	Consolidation.
GS50-06C-36 p. 28	Accident/Incident Reports – Volunteer Firefighters	For accidents/incidents involving adults NOT resulting in claims– 3 years.	CORE: Agency Mgmt.: Risk Mgmt.	GS2010-081 p. 45	Accident/Incidents – No Claim Filed (Age 18 and Older)	Retain for 3 years after date of incident then destroy.	Consolidation. No duplication between retention schedules.
		For accidents/incidents involving minors NOT resulting in claims– age of majority plus 3 years.	CORE: Agency Mgmt.: Risk Mgmt.	GS50-06C-03 p. 44	Accident/Incidents – No Claim Filed (Under Age 18)	Retain for 3 years after individual reaches age 18 then destroy.	
		For accidents/incidents involving adults resulting in claims – closure plus 6 years. For accidents/incidents involving minors resulting in claims - closure plus 6 years.	CORE: Agency Mgmt.: Legal	GS50-01-10 p. 29	Claims For Damages	Retain for 6 years after claim closed then destroy.	
GS58-04A-03 p. 33	Injury and Disability Claims – Volunteer Firefighter	Settlement plus 6 years	CORE: Human Resource Mgmt: Industrial Insurance	GS2010-083 p. 119	Volunteer Fire Fighters’ and Reserve Officers’ Relief Claims	Retain for 6 years after claim closed then Destroy.	Consolidation. No duplication between retention schedules.
GS50-03A-35 p. 34	Injury and Disability Claim Invoices – Volunteer Firefighter	6 years					
GS53-04-08 p. 31	Capital Equipment Inventory – Fire and Emergency Medical Operations	Destroy when superseded plus 3 years or after completion of State Auditor’s Examination report	CORE: Asset Mgmt: Inventory	GS50-03A-18 p. 72	Inventory – Capital, Expendable and Consumable Assets	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.	Consolidation. No duplication between retention schedules.
GS53-04-19 p. 34	Inventory of Personal Equipment Issues to Firefighters	Until superseded plus 3 years or after completion of State Auditor’s Examination report					



DISCONTINUED RECORDS SERIES – FIRE AND EMERGENCY MEDICAL

DAN	LGRRS Title	LGRRS Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS53-04-22 p. 35	Personnel Assignment Roster – Fire and Emergency Medical Services	Destroy when obsolete or superseded	CORE: Human Resource Mgmt: Performance Mgmt.	GS50-04B-29 p. 129	Work Assignment Record, Schedule or Log	3 years	Consolidation.



HOUSING AUTHORITIES

Records series that appeared in the Housing Authorities section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Housing Authorities Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **HA**

(Note: If the DAN was “GS60-01-01”, it is now “HA60-01-01”. The numerals have not changed; only the prefix has changed.)

Adjustments to the following records series have been made, as noted in the table below.

ADJUSTMENTS TO RECORDS SERIES – CORONERS AND MEDICAL EXAMINERS						
DAN	LGRRS Title	LGRRS Retention	Version 1.0 DAN	Version 1.0 Title	Version 1.0 Retention	Rationale
GS60-01-39 p. 43	<i>Property History Files</i>	Sale of property plus 6 years. PAV.	HA60-01-39 p. 8	No change.	Sale of property plus 10 years. (A-AR)	Statute of limitations for recovery of real property is 10 years. RCW 4.16.020.

The following records series have been discontinued because the records are covered in the *Local Government Common Records Retention Schedule (CORE)*, as noted in the table below.

DISCONTINUED RECORDS SERIES – HOUSING AUTHORITIES							
DAN	LGRRS Title	LGRRS Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS60-01-04 p. 37	<i>Asset Management Files</i>	Sale of property plus 10 years	Asset Mgmt: Acquisition/Ownership	GS55-05A-06 p. 52	<i>Capital Assets (Real Property)</i>	Retain for 10 years after disposition of real property and 10 years after completion of transaction or termination/expiration of instrument then Transfer to WSA for appraisal and selective retention.	Consolidation
GS60-01-05 p. 37	<i>Billing Files Requests for Payment</i>	6 years	Financial Mgmt: Accounting	GS2011-184 p. 92	<i>Financial Transactions – General</i>	Retain for 6 years after end of fiscal year then destroy.	Consolidation.
GS50-01-06 p. 38	<i>Bond Project Files</i>	6 years after redemption of project or building bonds	Financial Mgmt: Accounting	GS2011-183 p. 91	<i>Financial Transactions – Bond, Grant and Levy Projects</i>	Retain for 6 years after final bond payment or 6 years after completion of levy-grant project or terms of grant agreements, whichever is later, then Destroy.	Consolidation



DISCONTINUED RECORDS SERIES – HOUSING AUTHORITIES

DAN	LGRRS Title	LGRRS Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS60-01-07 p. 38	Collection Loss Report	6 years	Financial Mgmt: Accounting	GS50-03B-14 p. 90	Financial Disputes and Collections – General	Retain for 6 years after matter resolved <i>then</i> Destroy.	Consolidation
GS60-01-12 p. 39	Entry/Exit Videos	30 days	Asset Mgmt: Security	GS50-06B-18 p. 85	Security Monitoring – Oversight/Surveillance Recordings	Retain for 30 days after last recording or until determined that no security incident has occurred, whichever is sooner, then Destroy.	Consolidation
GS60-01-33 p. 42	Pesticide Application Permits	Expiration plus 6 years	Asset Mgmt: Hazardous Materials Mgmt.	GS50-18-43 p. 68	Pesticide Application	Retain for 7 years after date of pesticide application <i>then</i> Destroy.	Consolidation
GS60-01-42 p. 45	Rehabilitation Program Block Grant Files	6 years after end of grant year	Financial Mgmt: Accounting	GS2011-183 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 agreements, whichever is later, then Destroy.	Consolidation
GS50-01-48 p. 46	Tax Exempt Obligation	6 years after satisfaction of obligation	Financial Mgmt: Accounting	GS2011-183 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 agreements, whichever is later, then Destroy.	Consolidation



JUVENILE SERVICES

Records series that appeared in the Juvenile Services section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Juvenile Courts and Services Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **JS**

(Note: If the DAN was “**GS**50-28-02”, it is now “**JS**50-28-02”. The numerals have not changed; only the prefix has changed.)



LAND USE PLANNING, PERMITS, APPEALS

Records series that appeared in the Land Use Planning, Permits and Appeals section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Land Use Planning and Permitting Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **LU**

(Note: If the DAN was “GS50-11-01”, it is now “LU50-11-01”. The numerals have not changed; only the prefix has changed.)

Adjustments to the following records series have been made, as noted in the table below.

ADJUSTMENTS TO RECORDS SERIES – LAND USE PLANNING

DAN	LGRRS Title	LGRRS Retention	Version 1.0 DAN	Version 1.0 Title	Version 1.0 Retention	Rationale
GS50-11-06 p. 58	BUILDING CONSTRUCTION AND MODIFICATION PERMIT INDEXES	PERMANENT, Potential Archival Value	LU50-11-06 p. 5	No change.	Retain until no longer needed for agency business <i>then</i> Transfer to WSA for appraisal and selective retention.	Uniform retention and cut-off language.
GS50-16-01 p. 59	COMPREHENSIVE LAND USE PLAN AND AMENDMENTS	PERMANENT, Potential Archival Value	LU50-16-01 p. 10	No change.	Retain until repealed or superseded then Transfer to WSA for permanent retention.	Due to the long-term significance of these records, the State Archivist has designated them Archival – Permanent Retention.
GS50-16-08 p. 59	COMPREHENSIVE LAND USE PLAN HISTORY FILES	PERMANENT, Potential Archival Value	LU50-16-08 p. 10	No change.		
GS50-11-25 p. 60	CRITICAL (SENSITIVE) AREA DESIGNATION	Termination of designation plus 6 years	LU50-11-25 p. 10	No change.	Retain for 6 years after termination of designation then Destroy.	Added exclusion for assets owned by the local government agency that have received a Critical (Sensitive) Areas designation - which is covered by CORE GS-DESIG. (Archival.)
GS50-11-29 p. 61	HISTORIC SITE FILES – DESIGNATED	Termination of designation plus 6 years. Potential Archival Value	LU50-11-29 p. 10	Historic Site Files – Designation Granted	Retain for 6 years after termination of designation then Transfer to WSA for appraisal and selective retention.	Modified language, removed 6 year retention after cut-off.



GS50-11-24 p. 63	LAND DIVISION AND DEVELOPMENT BACKGROUND/REFERENCE FILES	10 years, Potential Archival Value	LU50-11-24 p. 6	No change.	Retain for 10 years after final determination then Transfer to WSA for appraisal and selective retention.	Clarified retention cut-off and added plat review working files.
GS50-11-11 p. 64	LAND DIVISION AND DEVELOPMENT BACKGROUND/REFERENCE FILES	PERMANENT, Potential Archival Value	LU50-11-11 p. 6	No change.	Retain until no longer needed for agency business <i>then</i> Transfer to WSA for appraisal and selective retention.	Uniform retention and cut-off language.

The following records series have been discontinued because the records are covered in the *Local Government Common Records Retention Schedule (CORE)*, as noted in the table below.

DISCONTINUED RECORDS SERIES – LAND USE PLANNING

DAN	LGRRS Title	LGRRS Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS50-16B-01 p. 55	Administrative Appeals Case Files	PERMANENT – Potential Archival Value	Agency Mgmt: Meetings and Hearings	GS2011-174 p. 35	Appeals Hearings – Local Decision-Making Bodies (Land Use/Valuation)	Retain for 6 years after final disposition of case then Transfer to WSA for permanent retention.	Records documenting adjudicative proceedings are covered by GS2011-174 or GS2011-173. <i>Agency</i> case files are retained with the related project series (Building Construction Permit, Conditional Use Permit, Shoreline Permit, etc.)
GS50-16B-03 p. 55	Appeal Hearings Audio-Video Recordings and Transcriptions	6 years after final disposition of case					
GS50-16B-02 p. 56	Appeal Hearing Case Files	Either decision maker or affected jurisdiction retains 6 years after final disposition of case					
GS50-11-07 p. 58	Building Inspection Reports – Existing Buildings	6 years	CORE: Agency Mgmt: Legal Affairs	GS-CODE p. 29	Code Enforcement	Retain for 6 years after matter resolved then Destroy.	Consolidation.
GS50-11-04 p. 58	Code Complaint & Violation Case Files	6 years after final action on violation					



DISCONTINUED RECORDS SERIES – LAND USE PLANNING

DAN	LGRRS Title	LGRRS Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS50-16-02 p. 67	Maps, Drawings, Photographs (Official)	PERMANENT – Potential archival value ESS	<i>CORE:</i> Agency Mgmt: Charter, Jurisdiction & Mission	GS50-16-09 p. 11	Jurisdictional Boundary - Official	Retain until no longer needed for agency business then Transfer to WSA for permanent retention. (ESS)	Covers official materials which are NOT site- or project- specific. Excludes records held by the County Engineer.
GS50-16-03 p. 67	Maps, Drawings, Photographs (Reference)	Until obsolete or superseded – Potential archival value	<i>CORE:</i> Agency Mgmt: Charter, Jurisdiction & Mission	GS50-18-38 p. 12	Jurisdictional Reference – Maps, Drawings, Photographs	Retain until no longer needed for agency business then Transfer to WSA for permanent retention. (ESS)	Covers reference materials which are NOT site- or project- specific. Excludes records held by the County Engineer.

RECORDS SERIES TRANSFERRED TO OTHER RETENTION SCHEDULES

DAN	LGRRS Title	LGRRS Retention	MOVED TO:	DAN	Title	Retention and Disposition	Rationale
GS50-11-31 p. 62	Historic Site Special Valuation Tax Files	Termination of special valuation plus 10 years	<i>Licensing, Permitting, and Taxation Records Retention Schedule</i>	LP50-11-31 p. 9	Historic Site Special Valuation Tax Files	Retain for 10 years after termination of special valuation <i>then</i> Destroy.	Function of records is taxation rather than land use planning.
GS50-16-09 p. 65	Local Government Jurisdictional Boundary Change History Files	PERMANENT PAV	<i>CORE:</i> Charter, Jurisdiction & Mission	GS50-16-09 p. 11	Jurisdictional Boundary - Official	Retain until no longer needed for agency business then Transfer to WSA for permanent retention.	These records are common to many local government agencies.
GS52-03A-05 p. 66	Local Government Jurisdictional Boundary Changes Files	PERMANENT - PAV		GS52-03A-05 p. 12	Jurisdictional Boundary - Development	Retain until no longer needed for agency business then Transfer to WSA for appraisal and selective retention.	



LICENSES, PERMITS, FEES AND TAXES

Records series that appeared in the Licenses, Permits, Fees and Taxes section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Licensing, Permitting, and Taxation Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **LP**

(Note: If the DAN was “**GS**50-12D-10”, it is now “**LP**50-12D-10”. The numerals have not changed; only the prefix has changed.)



NOXIOUS WEED CONTROL

Records series that appeared in the Noxious Weed Control section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Weed and Pest Control Districts Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **WP**

(Note: If the DAN was “**GS**58-05-03”, it is now “**WP**58-05-03”. The numerals have not changed; only the prefix has changed.)



PARKS AND RECREATION

Records series that appeared in the Parks and Recreation section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Parks, Recreation and Culture Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **PR**

(Note: If the DAN was “GS50-13C-19”, it is now “PR50-13C-19”. The numerals have not changed; only the prefix has changed.)

Adjustments to the following records series have been made, as noted in the table below.

ADJUSTMENTS TO RECORDS SERIES – PARKS AND RECREATION						
DAN	LGRRS Title	LGRRS Retention	Version 1.0 DAN	Version 1.0 Title	Version 1.0 Retention	Rationale
GS50-13C-05 p. 87	<i>Gifts and Donations Information Files</i>	PERMANENT Potential Archival Value	PR50-13C-05 p. 5	No change.	Retain until no longer needed for agency business then Transfer to WSA for appraisal and selective retention.	Enables agencies to transfer these records to WSA when no longer needed for agency business.

The following records series have been discontinued because the records are covered in the *Local Government Common Records Retention Schedule (CORE)*, as noted in the first table below. The second table covers series to which adjustments have been made.

DISCONTINUED RECORDS SERIES – PARKS AND RECREATION							
Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS50-13C-02 p. 87	<i>Construction & Planning Project Files - Fairs</i>	Completion of project plus 6 years - Potential archival value	Asset Mgmt: Construction	GS50-18-10 p. 58	<i>Construction Project Files</i>	Retain for 6 years after completion of project or terms of grant agreement, <i>whichever is later then</i> Transfer to WSA for appraisal and selective retention.	Consolidation.
GS50-13C-03 p. 87	<i>Design Standards Reference File</i>	Keep until revised or superseded	Asset Mgmt: Construction	GS55-05G-04 p. 63	<i>Standards and Specifications Manuals</i>	Retain for 6 years after superseded then Transfer to WSA for appraisal and selective retention.	Consolidation.
GS50-13C-04 p. 87	<i>Facilities Use Permits – Parks and Recreation</i>	Retain for 3 years after end of fiscal year then Destroy.	Agency Mgmt: Contracts and Agreements	GS50-01-11 p. 19	<i>Contracts and Agreements – General</i>	Retain for 6 years after completion of transaction or termination/expiration of instrument then Destroy.	Consolidation.



DISCONTINUED RECORDS SERIES – PARKS AND RECREATION

Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS50-13C-07 p. 88	Park Maps	PERMANENT	Agency Mgmt: Charter, Jurisdiction and Mission	GS55-05A-06 p. 52	Capital Asset (Real Property)	Retain for 10 years after disposition of real property then Transfer to WSA for appraisal and selective retention.	Consolidation
PR50-13C-17 p. 90	Recreation Scholarship Applications - Approved	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	Financial Mgmt: Accounting	GS2011-183 p. 91	Financial Transactions – Grant, Bond, 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.	Consolidation.
PR50-13C-18 p. 90	Recreation Scholarship Applications – Not Approved	Retain for 30 days after completion of approval process <i>then</i> Destroy.	Financial Mgmt: Accounting	GS50-03C-07 p. 93	Grant/Scholarship Applications – Not Approved	Retain for 1 years after notification of denial received or sent then Destroy.	Consolidation.
GS50-13C-10 p. 89	Project Plans, and Drawings	PERMANENT	Asset Mgmt: Construction	GS50-18-06 p. 57	As-Built Drawings – Appraised and Selected for Archival Preservation	Retain until completion of project then Transfer original to WSA for permanent preservation.	Consolidation. Depending on the type of project, may be covered by one of these five series.
				GS-ASBUILT p. 57	As-Built Drawings – Appraised and Not Selected for Archival Preservation	Retain copy until structure no longer owned by agency then Transfer to new owner or Destroy.	
				GS50-18-10 p. 58	Construction Project Files	Retain for 6 years after completion of project or terms of grant agreement, <i>whichever is later then</i> Transfer to WSA for appraisal and selective retention.	
				GS-NOT p. 78	Capital Construction Projects – Preliminary Plans (Project Not Completed)	Retain for 6 years after decision not to proceed then Destroy.	
			Agency Mgmt: Admin (General)	GS50-01-39 p. 8	Project Files (Miscellaneous)	Retain for 6 years after completion of project then Transfer to WSA for appraisal and selective retention.	



PORT DISTRICTS

Records series that appeared in the Port Districts section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Economic Development and Transport Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **ED**

(Note: If the DAN was “**GS55-04-01**”, it is now “**ED55-04-01**”. The numerals have not changed; only the prefix has changed.)

Adjustments have been made to the following records series, as noted in the table below.

ADJUSTMENTS TO RECORDS SERIES – PORT DISTRICTS

DAN	LGRRS Title	LGRRS Retention	Economic Development and Transport RRS Version 1.0 DAN	Economic Development and Transport RRS Version 1.0 Title	Economic Development and Transport RRS Version 1.0 Retention	Economic Development and Transport RRS Rationale
GS55-04-07 p. 92	Customer Files Port Districts	6 years after termination of agreement – Potential Archival Value	ED55-04-07 p. 4	Customer Files	Retain for 6 years after termination of agreement then Transfer to WSA for appraisal and selective retention.	Not covered by <i>CORE</i> due to Archival designation.
GS55-04-09 p. 92	Foreign Trade Zone Application	Department of Commerce keeps PERMANENT - Potential Archival Value	ED55-04-09 p. 5	Foreign Trade Zone Application	Retain for 6 years after termination of agreement then Transfer to WSA for appraisal and selective retention.	Not covered by <i>CORE</i> due to Archival designation.

Three records series have been discontinued because the records are covered in the *Local Government Common Records Retention Schedule (CORE)*, as noted in the table below.

DISCONTINUED RECORDS SERIES – PORT DISTRICTS

Discontinued DAN Ver 5.2	Version 5.2 Title	Version 5.2 Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS550-04-06 p. 92	Customer Billings	6 years	Financial Mgmt: Accounting	GS2011-184 p. 92	Financial Transactions - General	Retain for 6 years after end of fiscal year then Destroy.	Consolidation.
GS55-04-13 p. 93	Passenger Facilities Charges	6 years					
GS55-04-02 p. 91	Airport Certification Files	PERMANENT	Agency Mgmt: Authorizations /Certifications	GS50-01-42 p. 9	Authorizations/ Certifications – Agency Management	Retain for 6 years after authorization superseded or termination and conditions of authorization satisfied and violations (if any) corrected then Destroy.	Consolidation.



PROSECUTING ATTORNEY

Records series that appeared in the Assigned Counsel section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Prosecuting Attorneys and Assigned Counsel Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **AT**

(Note: If the DAN was “**GS50-01-05**”, it is now “**AT50-01-05**”. The numerals have not changed; only the prefix has changed.)

The following records series has been transferred to the *Local Government Common Records Retention Schedule (CORE)*, as noted in the table below.

RECORDS SERIES TRANSFERRED TO OTHER RETENTION SCHEDULES							
Discontinued DAN Ver 5.2	Version 5.2 Title	Version 5.2 Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS52-07-03 p. 95	<i>Civil Topical and Working Files</i>	Destroy when obsolete or superseded Potential Archival Value	CORE: Legal Affairs	GS52-07-03 p. 28	<i>Civil Topical and Working Files</i>	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	This <i>CORE</i> series covers records <i>where the attorney is acting as legal counsel for the local government agency</i> . The <i>Prosecuting Attorney and Assigned Counsel Records Retention Schedule</i> covers cases where the prosecuting attorney or public defender serves as the attorney on non-agency matters.

This records series has been discontinued because the records are covered in the *CORE*, as noted in the table below.

DISCONTINUED RECORDS SERIES – PROSECUTING ATTORNEYS							
Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS52-07-01 p. 95	<i>Annual Report to State Liquor Control Board</i>	2 years	Agency Mgmt: Reporting	GS-REP-EX p. 42	<i>Reporting/Filing (Mandatory) – Agency Mgmt</i>	Retain for 6 years after report or document submitted then Transfer to WSA for appraisal and selective retention.	Consolidation. All mandatory reports have been designated Archival by the State Archivist.



PUBLIC WORKS ENGINEERING

Records series that appeared in the Public Works Engineering section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been incorporated into the **Local Government Common Records Retention Schedule (CORE Version 3.0)**.

The first table contains records series that have been transferred to CORE; the second table contains records series which are being discontinued and are covered by records series in *CORE 3.0*.

RECORDS SERIES TRANSFERRED TO CORE – PUBLIC WORKS ENGINEERING							
Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	Retention Schedule: Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS50-18-08 p. 106 TO CORE	Bridge Inspection Files	Life of structure plus 10 years. ESS	<i>CORE:</i> Asset Mgmt: Inspection/ Monitoring	GS50-18-08 p. 66	Inspections – Bridges	Retain for 6 years after asset no longer owned by agency then Destroy. Essential.	Bridge inspections are performed by several government sectors.
GS50-18-38 p. 110 TO CORE	Reference Maps and Drawings	Destroy when obsolete or superseded - Potential archival value (ESS)	<i>CORE:</i> Agency Mgmt: Charter, Jurisdiction & Mission	GS50-18-38 p. 12	Jurisdictional Reference – Maps, Drawings, Photographs	Retain until no longer needed for agency business then Transfer to WSA for permanent retention. (ESS)	This series covers reference maps, etc., that are NOT site- or project- specific. (Those are covered in <i>CORE:</i> Asset Management or the <i>Land Use Planning</i> sector schedule). Excludes records filed with the County Engineer.

DISCONTINUED RECORDS SERIES – PUBLIC WORKS ENGINEERING							
Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS5-18-01 p. 105	Abandoned, Voided, Or Defective Drawings	Destroy.	Records with Minimal Retention Value	GS50-02-03 p. 149	Transitory Records	Retain until no longer needed for agency business then Destroy.	If NOT needed as evidence of a business transaction and NOT part of a project file, covered by GS50-02-03. Otherwise, retain with related project.



DISCONTINUED RECORDS SERIES – PUBLIC WORKS ENGINEERING

Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS50-18-02 p. 105	<i>Aerial Survey Photograph Prints, Negatives, And Flight Map</i>	PERMANENT - Potential archival value - See remarks ESS	CORE: Agency Mgmt: Charter, Jurisdiction & Mission	GS50-16-09 p. 11	<i>Jurisdictional Boundary - Official</i>	Retain until no longer needed for agency business then Transfer to WSA for permanent retention. (ESS)	Official documentation is covered by GS50-16-09. Documents used solely for reference are covered by GS50-18-38.
				GS50-18-38 p. 12	<i>Jurisdictional Reference – Maps, Drawings, Photographs</i>	Retain until no longer needed for agency business then Transfer to WSA for permanent retention. (ESS)	
GS50-18-03 p. 105	<i>Annual Bridge Reports</i>	10 years - Potential archival value	Asset Mgmt: Reporting	GS-REP-AS p. 81	<i>Reporting/Filing (Mandatory) - Assets</i>	Retain for 6 years after report submitted then Transfer to WSA for appraisal and selection retention.	Consolidation. Reports covered by one of these two series.
				OR	GS-CO.ENG p. 53	<i>County Engineer Records</i>	
GS50-18-04 p. 105	<i>Annual Construction Program (ACP) 36.81.130</i>	Clerk of governing council, commission, or board - PERMANENT - 1 copy archival	Asset Mgmt: Planning	GS51-07-15 p. 80	<i>Long-Range Asset Plans (Final Version)</i>	Retain until superseded then Transfer to WSA for appraisal and selective retention.	Consolidation. WSA appraisal will determine if record has been retained by governing body.
GS50-18-05 p. 106	<i>Annual Construction Program (ACP) & Transp. Improvement Program (TIP) Dev. Files</i>	Destroy when obsolete or superseded		GS-LONG p. 79	<i>Long-Range Asset Plans (Development)</i>	Retain until 6 years after final version completed then Destroy.	Consolidation.



DISCONTINUED RECORDS SERIES – PUBLIC WORKS ENGINEERING

Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS50-18-37 p. 106	Bridge Maintenance History Files	Life of bridge. ESS RCW 36.80.040.	Asset Mgmt: Acquisition/Ownership	GS-CO.ENG p. 53 OR	County Engineer Records	Retain for the life of the agency then Transfer to WSA for permanent retention.	Records retained by the County Engineer per RCW 36.80.040 are covered under GS-CO.ENG. Other bridge maintenance records are covered by the appropriate maintenance series.
			Asset Mgmt: Maintenance	GS-MAINT p. 76 OR	Maintenance –Major and/or Regulated	Retain for 6 years after asset no longer owned by agency then Destroy. (ESS)	
				GS-MINOR p. 77	Maintenance –Minor Non-Regulated	Retain for 3 years after end of fiscal year then Destroy.	
GS50-18-09 p. 106	Citizen Service Requests / Complaints	3 years	Agency Mgmt: Community Relations	GS50-01-09 p. 14	Citizen Complaints/ Requests	Retain for 3 years after matter closed then Destroy.	Consolidation.
GS50-18-11 p. 107	Construction Projects: Preliminary Plans And Worksheets	Completion of project	Asset Mgmt: Construction	GS50-18-10 p. 58 OR	Construction Project Files	Retain for 6 years after completion of project or terms of grant agreements, whichever is later, then Transfer to WSA for appraisal and selective retention.	Consolidation.
			Asset Mgmt: Planning	GS-NOT p. 78	Capital Construction Projects – Preliminary Plans (Projects Not Completed)	Retain for 6 years after decision not to proceed then Transfer to WSA for appraisal and selective retention.	



DISCONTINUED RECORDS SERIES – PUBLIC WORKS ENGINEERING							
Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS50-18-12 p. 107	Crew Chief/ Foreman's Production Reports	3 years	Asset Mgmt: Construction	GS50-18-10 p. 58 OR	Construction Project Files	Retain for 6 yrs after completion of project or terms of grant agreement, whichever is later, then Transfer to WSA for appraisal and selective retention.	Consolidation. One of these 4 series cover these records, depending on the function and activity that the agency's records document.
			Asset Mgmt: Maintenance	GS-MAINT p. 76 OR	Maintenance – Major and/or Regulated	Retain for 6 years after asset no longer owned by agency then Destroy.	
GS50-04B-51 p. 107	Daily Maintenance Activity Record/Crew Sheets	3 years		GS-MINOR p. 77 OR	Maintenance – Minor and Non-Regulated	Retain for 3 years after end of fiscal year then Destroy.	
			HR Mgmt: Performance Mgmt.	GS50-04B-29 p. 129	Work Assignment Record, Schedule or Log	3 years	
GS50-18-14 p. 107	Emergency Response Logs	6 years	Agency Mgmt: Emergency Planning, Response, Recovery	GS-DISASTER p. 26 OR	Emergency/Disaster Response Recovery – Routine or Minor	Retain for 6 years after matter resolved/recovery complete then Destroy.	Consolidation.
				GS50-18-29 p. 26	Emergency/Disaster Response Recovery – Uncommon or Major	Retain for 6 years after matter resolved/recovery complete then Transfer to WSA for appraisal and selective retention.	



DISCONTINUED RECORDS SERIES – PUBLIC WORKS ENGINEERING							
Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS50-18-36 p. 108	Franchise History Files	PERMANENT – ESS Potential archival value	Agency Mgmt: Contracts and Agreements	GS2011-169 p. 18	Contracts and Agreements – Capital Assets (Non-Real Property)	Retain for 6 years after completion of transaction or termination/ expiration of instrument and 6 years after disposition of asset (if asset owned by agency) then Destroy. (ESS)	Franchises received by (granted to) the agency.
				GS50-05A-10 p. 20	Franchise Requests – Granted by Agency	Retain for 6 years after termination or withdrawal of franchise agreement then Transfer to WSA for permanent retention. (ESS)	Franchises granted by the agency.
GS55-05A-05 p. 108	Franchise Working Files	Termination plus 6 years ESS		GS-FRAN p. 20	Franchise Requests – Declined by Agency	Retain for 6 years after decision to not grant franchise then Destroy.	Franchise requests declined by agency.
GS50-18-15 p. 108	Geological Data	Destroy when obsolete or superseded plus 6 years - Potential archival value	Agency Mgmt: Charter, Jurisdiction and Mission	GS50-16-09 p. 11 OR	Jurisdictional Boundary - Official	Retain until no longer needed for agency business then Transfer to WSA for permanent retention.	Geological data and land survey field books should be retained in accordance with the property records to which they relate. (Agency boundary or jurisdiction; agency asset projects; land use planning; land use permitting projects, etc.)
GS50-18-16 p. 109	Land Survey Field Books	PERMANENT – ESS Potential archival value	Asset Mgmt: Acquisition/ Ownership	GS55-05A-06 p. 52	Capital Assets (Real Property)	Retain for 10 years after disposition of real property then Transfer to WSA for appraisal and selective retention.	
			Agency Mgmt: Charter, Jurisdiction & Mission	GS50-18-38 p. 12	Jurisdictional Reference – Maps, Drawings, Photographs	Retain until no longer needed for agency business then Transfer to WSA for permanent retention.	
GS50-18-17 p. 109	<u>Local Improvement District Files</u>	Clerk of governing council, commission, or board – PERMANENT 1 copy PAV	Financial Mgmt: Planning	GS53-02-06 p. 104 OR	Levy and Bond Planning – Successful	6 years after final bond payment then transfer to WSA for appraisal and selective retention.	Consolidation.
				GS2011-188 p. 104	Levy and Bond Planning – Unsuccessful	6 years after decision to not proceed then destroy.	



DISCONTINUED RECORDS SERIES – PUBLIC WORKS ENGINEERING							
Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS50-18-19 p. 109	<i>Pit And Quarry Material Control Files</i>	3 years	Asset Mgmt: Usage and Operations	GS-USAGE p. 87	<i>Usage and Dispersal (Assets)</i>	Retain for 4 years after end of fiscal year <i>or</i> until completion of SAO exam report, whichever is sooner then Destroy.	Consolidation.
GS50-18-20 p. 109	<i>Plat Review Working Files</i>	Destroy when obsolete or superseded.	Asset Mgmt: Acquisition/ Ownership	GS55-05A-06 p. 52 <i>OR</i>	<i>Capital Assets (Real Property)</i>	Retain for 10 years after disposition of real property then Transfer to WSA for appraisal and selective retention.	If site-specific to agency owned properties, use GS55-05A-06. If working files contain information pertinent to a specific land use project (review notes, comments, etc.), then the records should be retained with the related project files.
			Records with Minimal Retention Value	GS50-02-04 p. 150	<i>Secondary (Duplicate) Copies</i>	Retain until no longer needed for agency business then Destroy.	
GS50-18-44 p. 110	<i>Relocation Assistance And Real Property Acquisition Files For Federal And Federally Assisted Programs</i>	3 years See remarks	Financial Mgmt: Accounting	GS2011-183 p. 91	<i>Financial Transactions – Bond, Grant and Levy Projects</i>	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.	Consolidation.
GS50-18-45 p. 111	<i>Relocation Assistance And Real Property Acquisition Reports</i>	6 years ESS Potential archival value CFR 49.24.9 , WAC 468-100-009	Asset Mgmt: Reporting	GS-REP-AS p. 81	<i>Reporting/Filing (Mandatory) – Assets</i>	Retain for 6 years after report or document submitted then Transfer to WSA for appraisal and selective retention.	Consolidation.
GS50-18-21 p. 111	<i>Right-Of-Way Case Files</i>	Life of right of way - Potential archival value ESS	Asset Mgmt: Acquisition/ Ownership	GS55-05A-06 p. 52 <i>OR</i>	<i>Capital Assets (Real Property)</i>	Retain for 10 years after disposition of real property then Transfer to WSA for appraisal and selective retention.	Rights-of-way received by the agency where the agency acquires real property.
				GS-OWN p. 51	<i>Capital Assets (Other) and Non-Cap Tracked Assets</i>	Retain for 4 years after disposition of asset or SAO audit, then Destroy.	Rights-of-way received by the agency where the agency does NOT acquire real property.



DISCONTINUED RECORDS SERIES – PUBLIC WORKS ENGINEERING							
Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS55-05A-08 p. 112	Right-Of-Way Vacation Files	Approval by gov. council, commission, or board plus 10 years – ESS PAV	Asset Mgmt: Acquisition/ Ownership	GS55-05A-06 p. 52	Capital Assets (Real Property)	Retain for 10 years after disposition of real property then Transfer to WSA for appraisal and selective retention.	Rights-of-way granted by the agency.
GS50-18-23 p. 112	Road And Bridge Closure Notices	Reopening plus 6 years	Agency Mgmt: Community Relations	GS-NOTICE p. 16	Public Notice Publication	Retain for 6 years after notice published or 6 years after published event completed, whichever is later, then Destroy.	Consolidation.
GS50-18-25 p. 113	Road Establishment Case Files (RCW 36.80.040)	Life of road plus 10 years – ESS Potential archival value	Asset Mgmt: Acquisition/ Ownership	GS-CO.ENG p. 53 <i>OR</i>	County Engineer Records	Retain for the life of the agency then Transfer to WSA for permanent retention.	Road establishment history records filed with and retained by the County Engineer are covered by GS-CO.ENG. GS55-05A-06 applies to agencies that do <u>not</u> file their records with the Co. Eng.
				GS55-05A-06 p. 52	Capital Assets (Real Property)	Retain for 10 years after disposition of real property then Transfer to WSA for appraisal and selective retention.	
GS50-18-26 p. 113	Road Improvement District (RID) Case Files	Close out of funding plus 6 years - Potential archival value	Financial Mgmt: Planning	GS53-02-06 p. 104 <i>OR</i>	Levy and Bond Planning – Successful	6 years after final bond payment then transfer to WSA for appraisal and selective retention.	Consolidation.
				GS2011-188 p. 104	Levy and Bond Planning– Unsuccessful	6 years after decision to not proceed then destroy.	



DISCONTINUED RECORDS SERIES – PUBLIC WORKS ENGINEERING							
Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS50-18-24 p. 113	Road Maintenance History Files	10 years ESS	Asset Mgmt: Acquisition/ Ownership	GS-CO.ENG p. 53	County Engineer Records	Retain for the life of the agency then Transfer to WSA for permanent retention.	Maintenance history files retained by the County Engineer per RCW 36.80.040 are covered by GS-CO.ENG. All other maintenance history and maintenance project files are covered by records series based on the function and activity that the records document.
			Asset Mgmt: Construction	GS50-18-10 p. 58	Construction Project Files	Retain for 6 years after completion of project or terms of grant agreement, whichever is longer <i>then</i> Transfer to WSA for appraisal and selective retention.	
GS50-18-27 p. 114	Road Maintenance Project Files	Completion of project plus 6 years	Asset Mgmt: Maintenance	GS-MAINT p. 76	Maintenance – Major and/or Regulated	Retain for 6 years after asset no longer owned by agency then Destroy.	Retain for 3 years after end of fiscal year then Destroy.
				GS-MINOR p. 77	Maintenance – Minor Non-Regulated	Retain for 3 years after end of fiscal year then Destroy.	
GS50-18-30 p. 114	Street Light History Records	Life of equipment	Asset Mgmt: Construction	GS50-18-10 p. 58	Construction Project Files	Retain for 6 years after completion of project or terms of grant agreement, <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation. Use applicable series, depending on the function and activity that the records document.
			Asset Mgmt: Maintenance	GS-MAINT p. 76	Maintenance – Major and/or Regulated	Retain for 6 years after asset no longer owned by agency then Destroy.	
				GS-MINOR p. 77	Maintenance – Minor Non-Regulated	Retain for 3 years after end of fiscal year then Destroy.	
Asset Mgmt: Disposal	GS-50-06E-08 p. 64	Disposal of Assets (Non-Real Property)	Retain for 6 years after disposal of asset then Destroy.				



DISCONTINUED RECORDS SERIES – PUBLIC WORKS ENGINEERING							
Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS50-18-31 p. 114	Survey Maps Filed For Record	PERMANENT - Potential archival value - ESS	Asset Mgmt: Acquisition/ Ownership	GS-CO.ENG p. 53	County Engineer Records	Retain for the life of the agency then Transfer to WSA for permanent retention.	GS-CO.ENG covers official survey maps filed in the office of the County Engineer. GS50-02-04 covers <i>agency copies</i> of survey maps filed with either the County Engineer or the County Auditor.
			Records with Minimal Retention Value	GS50-02-04 p. 150	Secondary (Duplicate) Copies	Retain until no longer needed for agency business then Destroy.	
GS50-18-32 p. 115	Traffic Accident Reports	6 years following date of report	Asset Mgmt: Inspection/ Monitoring	GS50-18-33 p. 72	Monitoring (Traffic) – Raw Data	Retain until no longer needed for agency business <i>then</i> Destroy.	Consolidation. Applies only to the data gathered, not to any subsequent analysis.
GS50-18-33 p. 115	Traffic Count Data	6 years					
GS50-18-34 p. 115	Traffic Count Reports	Destroy when obsolete or superseded	Asset Mgmt: Inspection/ Monitoring	GS50-18-34 p. 72	Monitoring (Traffic) - Analysis	Retain for 6 yrs after analysis or report completed <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation. Applies only to the final analysis/report, not to the raw data gathered.
GS50-18-35 p. 115	Traffic Sign Inventory	Destroy when obsolete or superseded	Asset Mgmt: Inventory	GS50-03A-18 p. 73	Inventory – Capital, Expendable and Consumable Assets	Retain for 4 fiscal years after date of inventory or until disposition of asset and completion of SAO examination report, whichever is sooner then Destroy.	Consolidation.



DISCONTINUED RECORDS SERIES – PUBLIC WORKS ENGINEERING							
Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS50-18-39 p. 115	Traffic Signal History Record	Life of equipment plus 3 years	Asset Mgmt: Construction	GS50-18-10 p. 58	Construction Project Files	Retain for 6 years after completion of project or terms of grant agreement, whichever is later then Transfer to WSA for appraisal and selective retention.	The initial construction or installation of traffic signals is covered by GS50-18-10. One of the other 5 series covers all subsequent records, depending on the function/activity that the records document.
			Asset Mgmt: Maintenance	GS-MAINT p. 76 OR GS-MINOR p. 77	Maintenance – Major and/or Regulated	Retain for 6 years after asset no longer owned by agency then Destroy.	
GS50-18-40 p. 116	Traffic Signal Operations Reports And Logs	3 years	Asset Mgmt: Maintenance	GS-MINOR p. 77	Maintenance – Minor Non-Regulated	Retain for 3 years after end of fiscal year then Destroy.	
			Asset Mgmt: Maintenance	GS-INS/MON p. 69	Inspections/ Monitoring – Non-Regulated	Retain until no longer needed for agency business then Destroy.	
GS50-18-41 p. 116	Traffic Signal Testing And Installation Records	3 years	Asset Mgmt: Inspection/ Monitoring	GS50-18-33 p. 72 OR GS50-18-34 p. 72	Monitoring (Traffic) – Raw Data	Retain until no longer needed for agency business then Destroy.	
			Asset Mgmt: Inspection/ Monitoring	GS50-18-34 p. 72	Monitoring (Traffic) - Analysis	Retain for 6 yrs after analysis or report completed then Transfer to WSA for appraisal and selective retention.	
GS50-18-28 p. 116	Transportation Improvement Programs	Clerk of governing council, commission, or board - PERMANENT - 1 copy archival	Asset Mgmt: Planning	GS-CO.ENG p. 53	County Engineer Records	Retain for the life of the agency then Transfer to WSA for permanent retention.	Transportation Improvement Program (TIP) records filed with and retained by the County Engineer are covered by GS-CO.ENG.
			Asset Mgmt: Acquisition/ Ownership	GS51-07-15 p. 80	Long-Range Asset Plans (Final Version)	Retain until superseded then Transfer to WSA for appraisal and selective retention.	GS51-07-15 applies to agencies that do <u>not</u> file their records with the County Engineer.



DISCONTINUED RECORDS SERIES – PUBLIC WORKS ENGINEERING

Discontinued LGRRS DAN	LGRRS Title	LGRRS Retention	CORE 3.0 Function: Activity	CORE 3.0 DAN	CORE 3.0 Title	CORE 3.0 Retention	Rationale
GS50-18-42 p. 116	<i>Underground Utilities Location Reports</i>	3 years	Asset Mgmt: Construction	GS50-18-10 p. 58	<i>Construction Project Files</i>	Retain for 6 years after completion of project or terms of grant agreement, whichever is longer <i>then</i> Transfer to WSA for appraisal and selective retention.	This records series covers the <i>project</i> record. (The public utility provider retains its own records in accordance with public utility retention requirements.)
			Asset Mgmt: Maintenance	GS-MAINT p. 76	<i>Maintenance – Major and/or Regulated</i>	Retain for 6 years after asset no longer owned by agency then Destroy.	



SOCIAL SERVICES

Records series that appeared in the Social Services section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Social Services Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **SS**

(Note: If the DAN was “**GS50-25-02**”, it is now “**SS50-25-02**”. The numerals have not changed; only the prefix has changed.)

The following records series has been discontinued because the records are covered in the *Local Government Common Records Retention Schedule (CORE)*, as noted in the table below.

DISCONTINUED RECORDS SERIES							
Discontinued DAN Ver 5.2	Version 5.2 Title	Version 5.2 Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS50-25-06 p. 118	<i>Project Files – Social Services</i>	Completion of project plus 6 years	CORE: Agency Mgmt: Administration (General)	GS50-01-39 p. 8	<i>Project Files (Miscellaneous)</i>	Retain for 6 years after completion of project then Transfer to WSA for appraisal and selective retention.	Consolidation.



SOLID WASTE MANAGEMENT

Records series that appeared in the Solid Waste Management section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the ***Public Utilities Records Retention Schedule (Version 1.2)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **UT**

(Note: If the DAN was “**GS50-26-02**”, it is now “**UT50-26-02**”. The numerals have not changed; only the prefix has changed.)

The following records series has been discontinued because the records are covered in the *Local Government Common Records Retention Schedule (CORE)*, as noted in the table below.

DISCONTINUED RECORDS SERIES							
Discontinued DAN Ver 5.2	Version 5.2 Title	Version 5.2 Retention	Version 3.0 Function: Activity	DAN:	Title	Retention and Disposition	Rationale
GS50-26-16 p. 119	<i>Comprehensive Solid Waste Plans</i>	Destroy when superseded plus 6 years – Potential Archival Value (Archival – Appraisal Required)	CORE: Asset Mgmt: Planning	GS51-07-15 p. 80	<i>Long-Range Asset Plans – Final Version</i>	Retain until superseded <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation.



TRANSIT AUTHORITIES

Records series that appeared in the Transit Authorities section of the *Local Government General Records Retention Schedule (LGRRS) Version 5.2* have been moved to the new ***Transit Records Retention Schedule (Version 1.0)***.

The Disposition Authority Number (DAN) prefix assigned to the records series in this schedule is = **TA**

(Note: If the DAN was “**GS50-31-07**”, it is now “**TA50-31-07**”. The numerals have not changed; only the prefix has changed.)

The following records series has been discontinued because the records are covered in the *Local Government Common Records Retention Schedule (CORE)*, as noted in the table below.

DISCONTINUED RECORDS SERIES – TRANSIT AUTHORITIES

DAN	LGRRS Title	LGRRS Retention	Version 3.0 Function: Activity	Use:	Version 3.0 Title	Version 3.0 Retention	Rationale
GS50-31-16 p. 125	<i>Federal Transit Administration (FTA) National Transit Database Report (also known as Section 15 Report)</i>	3 years after submittal of quarterly, annual or final expenditure report (Potential Archival Value)	Agency Management: Reporting	GS-REP-EX p. 42	<i>Reporting/Filing (Mandatory) - Agency Management</i>	Retain for 6 years after report or document submitted then Transfer to WSA for appraisal and selective retention.	Consolidation.



This schedule applies to: Air Pollution Control Authorities

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of air pollution control authorities relating to the function of implementing air pollution prevention and control programs in accordance with [chapter 70.94 RCW](#). 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 November 29, 2012.

LRC DRAFT



Washington State Archives
Office of the Secretary of State

Air Pollution Control Authorities Records Retention Schedule
DRAFT Version 1.0 (November 2012)

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 (LGGRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "AP" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .



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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

The function relating to the overarching management of the local government agency, where not covered by *CORE*.

1.1 PLANNING

The activity of documenting and determining the local government agency's objectives, and the means for obtaining them, where not covered by CORE.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AP65-01-05 Rev. 0	AIR RESOURCES MANAGEMENT IMPLEMENTATION PLAN Plans mandated by the Federal Clean Air Act for attaining compliance with federal air pollution regulations. Prepared by individual authorities and compiled by the State Department of Ecology.	Retain for 6 years after superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
AP65-01-06 Rev. 0	AIR RESOURCES MANAGEMENT MAINTENANCE PLAN Plans mandated by the Federal Clean Air Act for maintaining compliance with federal air pollution regulations. Prepared by individual authorities and compiled by the State Department of Ecology.	Retain for 6 years after superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR



1.1 REPORTING

The activity of providing information as required by regulating authorities, where not covered by CORE.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AP65-01-03 Rev. 0	<p>AIR QUALITY DATA SUMMARIES</p> <p>Annual report of regional air quality statistics, including data collected from air monitoring sites.</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) ESSENTIAL OPR</p>



2. AIR POLLUTION CONTROL

The function of enforcing clean air laws within the air quality authority's jurisdiction.

2.1 AUTHORIZING, MONITORING AND REGULATING

The activity of authorizing and monitoring sources of air pollution in order to regulate the prevention, control, recovery and/or release of contaminants into the atmosphere.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AP65-01-01 Rev. 0	AIR POLLUTION SOURCE HISTORY FILES Information compiled on permanent, temporary and portable sources of air pollution regulated under state and federal air pollution law, including emissions inventory, permit, inspection, compliance, complaint, enforcement and remedy documentation. Also includes Title V Sources and gas stations.	Retain until source of pollution no longer exists <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
AP65-01-07 Rev. 0	ASBESTOS CONTRACTORS NOTIFICATIONS AND REPORTS Documentation of notifications and reports required to be filed with local air quality authorities by individual asbestos abatement contractors.	Retain for 6 years after end of reporting period <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
AP65-01-09 Rev. 0	SITE MONITORING EQUIPMENT OPERATING AND MAINTENANCE DOCUMENTATION Logs and reports documenting the maintenance and operation on monitoring equipment at source sites.	Retain for 3 years after date of report or last log entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
AP65-01-10 Rev. 0	WEATHER MONITORING REPORTS Reports regularly compiled from weather monitoring stations that document the general condition of the weather as well as conditions that may lead to regulatory actions, such as burning bans.	Retain for 3 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OFM



2.2 VIOLATIONS AND ENFORCEMENT

The activity of enforcing laws designed to prevent and reduce air pollution.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AP65-01-02 Rev. 0	AIR QUALITY COMPLAINT FILES Documentation of complaints not associated with a regulated source, including initial report, investigation and follow-up.	Retain for 6 years after matter resolved <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
AP65-01-08 Rev. 0	BURNING INCIDENT FILES Documentation of investigations and enforcement actions regarding smoke and other contaminants generated by indoor, outdoor and agricultural burning. <i>Reference WAC 173-425, WAC 173-430, and WAC 173-433.</i>	Retain for 6 years after matter resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



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Washington State Archives
Office of the Secretary of State

***Air Pollution Control Authorities Records Retention Schedule
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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 animal services (control and care). 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 November 29, 2012.

For the State Auditor: Cindy Evans

For the Attorney General: Sharon Payant

The State Archivist: Jerry Handfield



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 (LGRRS)</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> .

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 CONTROL

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AN50-10B-01 Rev. 0	BITE REPORTS	Retain for 3 years after matter resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
AN50-10B-02 Rev. 0	BOOKING CARDS	Retain for 1 year after release, placement or disposal <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
AN50-10B-18 Rev. 0	CONTROLLED SUBSTANCE INVENTORY Inventory of all controlled substances in the possession of the registrant. <i>Reference 21CFR1304.04(a) and WAC 246-887-200.</i>	Retain for 2 years after anniversary of issuance <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
AN50-10B-20 Rev. 0	CONTROLLED SUBSTANCE ORDER FORMS An order form supplied by the Federal Drug Enforcement Administration, required for the ordering and distribution of certain controlled substances. <i>Reference 21CFR1305.01 and 21CFR 1305.13.</i>	Retain for 2 years after receipt of order <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
AN50-10B-04 Rev. 0	DISPOSAL NOTICE	Retain for 2 years after date of disposal <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
AN50-10B-11 Rev. 0	KENNEL LICENSES	Retain for 6 years after expiration of license <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AN50-10B-22 Rev. 0	LEGEND DRUG INVENTORY Physical inventory of approved legend drugs performed and reconciled with the Legend Drug Log Book not less than every six months. <i>Reference WAC 246-886-080.</i>	Retain for 2 years after inventory/reconciliation completed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
AN50-10B-19 Rev. 0	LEGEND DRUG LOG BOOK A log book used to record the receipt, use, and disposition, and invoices, record books, disposition records, and other records regarding approved legend drugs. and Supporting Documents <i>Reference WAC 246-886-080.</i>	Retain for 6 years after last log entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
AN50-10B-12 Rev. 0	LICENSE APPLICATIONS	Retain for 3 years after expiration of license/permit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
AN50-10B-03 Rev. 0	OFFICER DAILY REPORT	Retain for 2 years after date of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
AN50-10B-13 Rev. 0	PATROL AND PICKUP REQUESTS OR CALL BOOKS	Retain for 2 years after date of request or last entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AN50-10B-14 Rev. 0	PET LICENSES	Retain for 6 years after expiration of license/permit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
AN50-10B-15 Rev. 0	PET OWNER INDEX	Retain until obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
AN50-10B-05 Rev. 0	PLACEMENT NOTICE	Retain for 2 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
AN50-10B-23 Rev. 0	PREVENTATIVE HEALTH RECORD Form used to document preventative measures (i.e. wormer medication, vaccinations, spay/neuter) applied to animals in shelter prior to adoption. Also used to document controlled substances given to animal while at a clinic for liability release for health issues. Includes vaccinations given, date of treatment, controlled substances used, amount, etc.	Retain for 6 years after completion of procedure <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
AN50-10B-06 Rev. 0	RELEASE CERTIFICATE	Retain for 2 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



INDEX: ARCHIVAL

There are no records series designated as “Archival” in the *Animal Services Records Retention Schedule*.

INDEX: ESSENTIAL RECORDS

There are no records series designated as “Essential” in the *Animal Services Records Retention Schedule*.

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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.



This schedule applies to: Public Cemeteries

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records of public cemeteries relating to the proper disposition of the bodies of deceased persons in accordance with [chapter 68.52 RCW](#). 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 November 29, 2012.



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 (LGRRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "CE" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .

LRC DRAFT



Washington State Archives
Office of the Secretary of State

Cemeteries Records Retention Schedule
DRAFT Version 1.0 (November 2012)

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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. Cemetery Records

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CE50-35-01 Rev. 0	BURIAL PERMITS <i>Note: Permits issued by the Public Health Department/District are designated Archival in accordance with the Public Health Departments and Districts Records Retention Schedule.</i>	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
CE50-35-02 Rev. 0	INDEX OF INTERMENTS	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR
CE50-35-03 Rev. 0	RECORDS OF BURIAL OR INTERMENT	Retain for 6 years after date of burial or interment <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR
CE50-35-04 Rev. 0	SECTION BOOKS	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR
CE50-35-05 Rev. 0	SECTION MAPS Maps indicating sold and available grave lots and occupied grave lots.	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL OFM

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Washington State Archives
Office of the Secretary of State

Cemeteries Records Retention Schedule
DRAFT Version 1.0 (November 2012)

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This schedule applies to: Conservation Districts

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records of conservation districts relating to the function of coordinating, managing and administering natural resource conservation programs in accordance with [chapter 89.08 RCW](#). 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 November 29, 2012.



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 (LGRRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "CD" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .



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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. Conservation Districts

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CD50-01-56	<p>AGREEMENTS WITH LANDOWNERS IN WHICH THE CONSERVATION DISTRICT IS A SIGNING PARTY</p> <p>All agreements with individual landowners in which the Conservation District is a signing party. Includes Cooperative Plans, Farm Management Plans, Resource Management System Plans, Inventory and Evaluation Plans, Water Quality Cost Sharing and Implementation Agreements, and U.S. Fish and Wildlife Service Best Management Practice Cost Share Incentive Program Agreements.</p>	<p>Retain for 6 years after completion of transaction or termination/expiration of instrument</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OFM</p>
CD50-01-55	<p>AGREEMENTS WITH LANDOWNERS IN WHICH THE CONSERVATION DISTRICT IS NOT A SIGNING PARTY – OFFICE REFERENCE COPIES</p> <p>Copies of agreements with individual landowners and various branches of the U.S. Department of the Interior and the Washington State Department of Ecology in which the Conservation District is not a signing party.</p>	<p>Retain until obsolete or superseded</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>



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This schedule applies to: Coroners and Medical Examiners

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of coroners and medical examiners relating to the function of death investigation in accordance with [chapter 68.50 RCW](#). 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 November 29, 2012.

LRC DRAFT



Washington State Archives
Office of the Secretary of State

Coroners and Medical Examiners Records Retention Schedule
DRAFT Version 1.0 (November 2012)

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 (LGGRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "CO" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .

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Washington State Archives
Office of the Secretary of State

*Coroners and Medical Examiners Records Retention Schedule
DRAFT Version 1.0 (November 2012)*

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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. CORONERS AND MEDICAL EXAMINERS

The function of determining cause of death and the management of the bodies and property of deceased individuals in accordance with [chapter 68.50 RCW](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CO50-34-01 Rev. 0	CARD FILE INDEX Index used as cross-reference tool to case files.	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR
CO50-34-04 Rev. 0	DEATH REPORTS AND INDIGENT BURIAL DOCUMENTATION Review, screening and disposal documentation compiled for deaths that do not warrant a full investigation.	Retain for 6 years after matter closed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
CO50-34-05 Rev. 0	INQUESTS	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR
CO50-34-03 Rev. 0	INVESTIGATION FILES Reports, transmittals and other documentation of laboratory and investigative work.	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR

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Office of the Secretary of State

Coroners and Medical Examiners Records Retention Schedule
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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CO50-34-02 Rev. 0	LEDGER Complete coroner/medical examiner record listed by date both chronological and alphabetical.	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR
CO50-34-06 Rev. 0	MORGUE REGISTERS Registers or log sheets recording the arrival and removal of bodies from the morgue.	Retain for 6 years after last log entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
CO50-34-07 Rev. 0	PERSONAL PROPERTY DOCUMENTATION FOR DECEASED PERSONS Lists of jewelry, moneys, papers and other personal property of the deceased made – and filed with the County Auditor – in accordance with RCW 68.50.040 . <i>Note: All documents filed or recorded with the County Auditor are designated Archival in the County Auditor Records Retention Schedule.</i>	Retain for 3 years after filing with the County Auditor <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

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Washington State Archives
Office of the Secretary of State

Coroners and Medical Examiners Records Retention Schedule
DRAFT Version 1.0 (November 2012)

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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.



This schedule applies to: Port Districts and other Local Government Agencies

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records of Port Districts and all other agencies relating to functions including economic development (tourism, trade, job creation, etc.) and transport (rail, airports, marine terminals, shipping/freight/industrial storage, etc.). 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 **November 29, 2012**.

LRC DRAFT



Washington State Archives
Office of the Secretary of State

Economic Development and Transport Records Retention Schedule
DRAFT Version 1.0 (November 2012)

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 (LGRRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "ED" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .

LRC DRAFT



Washington State Archives
Office of the Secretary of State

Economic Development and Transport Records Retention Schedule
DRAFT Version 1.0 (November 2012)

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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

The function relating to the overarching management of the local government agency and its general administration *where not covered by CORE*.

1.1 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, where not covered by CORE.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
ED55-04-07 Rev. 0	CUSTOMER FILES Includes applications and contracts.	Retain for 6 years after termination of agreement <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR



2. ECONOMIC DEVELOPMENT

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
ED55-04-09 Rev. 0	FOREIGN TRADE ZONE APPLICATION	Retain for 6 years after termination of agreement <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
ED55-04-14 Rev. 0	TARIFF MEMORANDUM Documentation of tariffs and history of tariff changes.	Retain until obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



3. TRANSPORT

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
ED55-04-01	AIRLINE STATISTICS	Retain for 3 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
ED55-04-03	CARGO HANDLING AND STORAGE DOCUMENTATION Inventories, delivery and receiving records, orders, tonnage reports, stock transfers, warehouse receipts.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
ED55-04-04	CIVIL AERONAUTICS BOARD DOCKETS AND RELATED FILES	Retain for 5 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
ED55-04-05	COLD STORAGE TIME AND TEMPERATURE RECORDS	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
ED55-04-08	F.A.A. REGULATORY FILES	Retain for 5 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

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Economic Development and Transport Records Retention Schedule
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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
ED55-04-10	INTERNATIONAL CUSTOMS REPORTS	Retain for 5 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
ED55-04-11	LANDING FEE REPORTS	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
ED55-04-12	LONGSHORE WORK REPORTS AND PAYROLL <i>Note: Pacific Maritime Association retains primary copy.</i>	Retain for 6 years after report submitted <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
ED55-04-15	TRANSIENT AIRCRAFT FILES Billing, landing fees, gate usage, and ticket counter fees.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
ED55-04-16	VESSEL FILES Cargo manifests, bills of lading discharge list, dockage report.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
ED55-04-17	VESSEL LOGS Record of each visit by vessel.	Retain 6 years after last entry in log <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

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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.



This schedule applies to: Emergency Communications (911) Agencies

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of local agencies operating emergency services communication systems and dispatching services, personnel, equipment, and facilities for police, fire, medical, or other emergency services in accordance with [47 CFR § 64 Subpart AA](#). 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 November 29, 2012.



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 (LGRRS)</i> , which has been dismantled, and 3 series imported from version 6.0 the <i>Law Enforcement Records Retention Schedule</i> . All disposition authority numbers (DANs) have been assigned a prefix of "EM" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .

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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Office of the Secretary of State

Emergency Communications (911) Records Retention Schedule
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For assistance and advice in applying this records retention schedule,

please contact Washington State Archives at:

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or contact your Regional Archivist.

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1. COMMUNICATIONS

The function relating to operating emergency services communication systems and dispatching services, personnel, equipment, and facilities for police, fire, medical, or other emergency services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF REMORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
EM50-29-01 Rev. 0	911 CONVERSATIONS – MASTER RECORDINGS Master audio recordings of activity processed through Public Safety Answering Points (PSAP), statewide default answering points, or other emergency answering points pursuant to 47 CFR § 64 Subpart AA .	Retain for 90 days after conclusion of dispatch action <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
EM50-29-02 Rev. 0	911 ELECTRONIC PRINTOUTS	Retain for 6 years after date of printout <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
EM2010-028 Rev. 0	<i>Automated Number Indicator (ANI)/Automatic Location Indicator (ALI) – Operational Problems</i> Documentation of technical difficulties experienced by Public Safety Answering Points (PSAP), statewide default answering points, or other emergency answering points for forwarding to providers.	Retain for 6 years after resolution of problem <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
EM2010-029 Rev. 0	<i>Automatic Call Distribution (ACDR)</i> Records documenting the distribution of incoming calls received by an automatic call distribution system to dispatch staff and dispatch action(s) taken on individual calls. Used for administrative oversight of the system.	Retain for 6 months after last action taken <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
EM50-29-03 Rev. 0	<i>Computer Aided Dispatch (CAD) – Backup Data/Tapes</i>	Retain for 3 years after date of backup <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF REMORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
EM06-01-02 Rev. 0	<p>Computer-Aided Dispatch (CAD) – Incident Files</p> <p>Individual descriptive reports and summaries of all calls for services processed through local Public Safety Answering Points (PSAP), statewide default answering points, or other emergency answering points pursuant to 47 CFR § 64 Subpart AA.</p> <p><i>Includes, but is not limited to:</i></p> <ul style="list-style-type: none"> • Descriptions of calls received and incident notes; • Dispatch response(s) provided; • Requests for outside service or support (tow, ambulance, etc.). 	<p>Retain for 1 year after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
EM50-29-05 Rev. 0	MASTER ADDRESS STREET LOGS	<p>Retain for 1 year after superseded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
EM50-29-06 Rev. 0	NATIONAL CRIMINAL INFORMATION CENTER LOGS	<p>Retain for 1 year after date of last entry <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
EM50-29-07 Rev. 0	RADIO LOGS	<p>Regain for 60 days after date of last entry <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
EM50-29-08 Rev. 0	SUPERVISOR SHIFT REPORTS	<p>Retain for 2 years end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF REMORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
EM50-29-10 Rev. 0	TELETYPES (INCOMING AND OUTGOING)	Retain for 1 year after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

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There are no records series designated as “Archival” in the *Emergency Communications (911) Records Retention Schedule*.

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*Emergency Communications (911) Records Retention Schedule
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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.



This schedule applies to: Fire and Emergency Medical Providers

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records of all fire protection districts and departments relating to functions including the prevention and suppression of fires, the provision of emergency medical services, and the protection of life and property. 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 November 29, 2012.

LRC DRAFT



Washington State Archives
Office of the Secretary of State

Fire and Emergency Medical Records Retention Schedule
DRAFT Version 1.0 (November 2012)

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 (LGGRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "FM" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .

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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. ASSET MANAGEMENT

The function of managing the local government agency's assets, where not covered by *CORE*.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM53-04-12 Rev. 0	FIRE HYDRANT AND WATER MAIN INSPECTION LOG	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
FM53-04-13 Rev. 0	FIRE HYDRANT AND WATER MAIN INSPECTION REPORTS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
FM53-04-26 Rev. 0	INDIVIDUAL FIRE ALARM BOX HISTORY	Life of box	NON-ARCHIVAL NON-ESSENTIAL OFM
FM53-04-18 Rev. 0	INSPECTOR'S TEST OF FIRE FIGHTING EQUIPMENT	Life of equipment	NON-ARCHIVAL NON-ESSENTIAL OFM
FM53-04-25 Rev. 0	VEHICLE SERVICE RECORDS	Life of vehicle	NON-ARCHIVAL NON-ESSENTIAL OPR



2. FIRE PROTECTION AND EMERGENCY MEDICAL

The functions of prevention and suppression of fires, provision of emergency medical services, and protection of life and property.

2.1 EMERGENCY RESPONSE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM53-04-09 Rev. 0	DAILY RECORD OR LOG OF FIRE AND EMERGENCY MEDICAL SERVICES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
FM53-04-10 Rev. 0	FIRE ALARM RESPONSE RECORD	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
FM53-04-14 Rev. 0	FIRE INCIDENT REPORTS Includes basic information collected to document each fire incident.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
FM53-04-15 Rev. 0	FIRE INVESTIGATION DOCUMENTATION – CLOSED INVESTIGATIONS Includes all investigations which are resolved as accidents or result in arson convictions. <i>Excludes investigations involving hazardous materials, which are covered by CORE series GS50-19-03 and GS2011-177.</i> <i>Note: The primary record copy may be held by the city or county fire marshal, law enforcement agency or the State Fire Marshall's Office.</i>	Retain for 6 years after decision not to proceed with investigation <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



2.1 EMERGENCY RESPONSE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM53-04-16 Rev. 0	<p>FIRE INVESTIGATION DOCUMENTATION – OPEN INVESTIGATIONS OF INCIDENTS THAT DO NOT RESULT IN LOSS OF HUMAN LIFE</p> <p>Includes investigations of arson and fires for which a cause has not been determined, that have not been resolved by a conviction.</p> <p>Excludes investigations involving hazardous materials, which are covered by CORE series GS50-19-03 and GS2011-177.</p> <p><i>Note: Reference <u>RCW 9A.04.080</u>, which requires that criminal charges must be filed within 10 years after the occurrence of an arson that does not result in the loss of human life.</i></p>	<p>Retain for 10 years after decision not to proceed with investigation <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
FM53-04-17 Rev. 0	<p>FIRE INVESTIGATION DOCUMENTATION – OPEN INVESTIGATIONS OF INCIDENTS THAT RESULT IN LOSS OF HUMAN LIFE</p> <p>Includes investigations of arson and fires for which a cause has not been determined, that have not been resolved by a conviction.</p> <p><i>Note: Reference <u>RCW 9A.04.080</u>, which provides an unlimited amount of time to file criminal charges in cases of arson that result in the loss of human life.</i></p>	PERMANENT	NON-ARCHIVAL NON-ESSENTIAL OPR



2.1 EMERGENCY RESPONSE			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM53-04-20 Rev. 0	<p>MEDICAL INCIDENT REPORTS</p> <p>Excludes investigations involving hazardous materials, which are covered by CORE series GS50-19-03 and GS2011-177.</p> <p><i>Note: The Washington State Supreme Court decision re: DeYoung v. Providence Medical Center has voided limitations of action and discovery previously provided by RCW 4.16.350. Contact your legal counsel and insurance provider for guidance on minimum retention policy for Client/Patient Health Care Information Records. The Washington State Medical Association is recommending 10 years after last visit, 20 years after last treatment of pregnant women and infants, or 5 years after patient's death, whichever is longest.</i></p> <p><i>Note: Patient medical records are retained by public hospitals in accordance with the Public Hospital Districts Records Retention Schedule as follows: Adults - 10 years after provision of services; Minors - 10 years after provision of services and minor reaches age 21.</i></p>	<p>Retain for 8 years after provision of health care/services <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
FM53-04-23 Rev. 0	<p>RADIO LOGS</p>	90 days	NON-ARCHIVAL NON-ESSENTIAL OFM



2.2 INSPECTIONS AND PERMITTING

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM53-04-01 Rev. 0	ALARM INSPECTION LOG	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
FM53-04-02 Rev. 0	ALARM LOCATION RECORD	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
FM53-04-03 Rev. 0	ALARM SYSTEMS TEST AND MAINTENANCE RECORD	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
FM53-04-04 Rev. 0	BUILDING INFORMATION HISTORY CARD	Life of building	ARCHIVAL (Appraisal Required) ESSENTIAL OFM
FM53-04-05 Rev. 0	BUILDING INSPECTION REPORTS May include records pertaining to the decommissioning of underground fuel tanks.	6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
FM53-04-06 Rev. 0	BURNING PERMITS A record of temporary permits authorizing the recipient to burn on a specific site for a specific period.	3 years	NON-ARCHIVAL NON-ESSENTIAL OPR
FM53-04-07 Rev. 0	BURNING REQUEST LOG Listings of burning permit applications.	3 years	NON-ARCHIVAL NON-ESSENTIAL OPR

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2.2 INSPECTIONS AND PERMITTING

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM53-04-11 Rev. 0	FIRE AND LIFE SAFETY SYSTEMS DRAWINGS Includes all fire and life safety systems (alarm, sprinkler, hood/fire suppression, etc.).	Retain until system/equipment is replaced or disposed of or building is demolished <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
FM53-04-21 Rev. 0	FIRE CODE VIOLATION NOTIFICATION Official notice of violation and statement of required corrective action.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
FM53-04-24 Rev. 0	TAPE RECORDS OF FIRE ALARM CIRCUITS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM



3. HUMAN RESOURCE MANAGEMENT

The function of managing the local government agency's workforce, *where not covered by CORE.*

3.1 BENEFITS

The activity of compensating employees via means other than salaries and wages, where not covered by CORE.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM50-03A-37 Rev. 0	REMITTANCE FILES – VOLUNTEER FIREFIGHTER	Retain for 6 years after retirement of last item <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



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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.



This schedule applies to: Public Housing Authorities

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records of all agencies relating to function of providing low-income housing in accordance with [chapter 35.82 RCW](#). 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 November 29, 2012.

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Washington State Archives
Office of the Secretary of State

Housing Authorities Records Retention Schedule (HOUSING)
DRAFT Version 1.0 (November 2012)

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 (LGRRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "HA" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .

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Housing Authorities Records Retention Schedule (HOUSING)
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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. HOUSING AUTHORITIES

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA60-01-01 Rev. 0	ACCESS CARD CARDEX Record of entry cards issued. Includes completed access forms and shows level of access issued.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-02 Rev. 0	ALLOCATIONS Allocation plans for each fiscal year, overhead and distributed costs for funds.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-03 Rev. 0	APARTMENT INVENTORY AND INSPECTION REPORT	3 years after vacation	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-08 Rev. 0	COMMUNITY FILES Correspondence, resident organization by-laws, invoices, records of payment, and legal classification folders. Accounting has original invoices and payments.	3 years	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
HA60-01-09 Rev. 0	DETAILED CONSTRUCTION ANALYSIS FILES	Completion of project plus 10 years	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
HA60-01-10 Rev. 0	DEVELOPMENT CONTRACT REGISTER	2 years after audit of development costs	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-11 Rev. 0	DISPOSITION RECORDS OF PERSONAL PROPERTY	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR

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Housing Authorities Records Retention Schedule (HOUSING)
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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA60-01-13 Rev. 0	EQUIPMENT LOAN AGREEMENTS Traces location of loaned equipment within the agency. Includes types of equipment, serial number, dates loaned, and dates returned.	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-14 Rev. 0	HOUSING GRIEVANCE HEARING COORDINATOR ARBITRATION FILES Arbitration files/grievance hearings.	Termination of lease agreement plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-27 Rev. 0	HUD 50058 PUBLIC HOUSING REPORTS Tenant status records that are electronically sent to HUD monthly.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-28 Rev. 0	HUD 50059 SECTION 8 REPORTS Tenant status records that are electronically sent to HUD monthly.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-31 Rev. 0	HUD 51245 REPORT Regular reexamination of families in low-income public housing.	4 years after completion of audit	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-15 Rev. 0	HUD 52267 Computation of payments in lieu of taxes.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-16 Rev. 0	HUD 52295 Delinquency report statement of tenants accounts receivable.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-17 Rev. 0	HUD 52598 Analysis of non-routine expenditures.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-18 Rev. 0	HUD 52599 Statement of operating receipts and expenditures (SORE).	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR

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HA60-01-19 Rev. 0	HUD 52601 Balance sheet preliminary loan period.	10 years after completion of audit	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-20 Rev. 0	HUD 52602 Statement of preliminary planning cost.	10 years after completion of audit	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-21 Rev. 0	HUD 52603 Statement of initial operating income and expenses.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-22 Rev. 0	HUD 52681 Voucher for payment of annual contributions for HAP (Housing Assistance Program).	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-23 Rev. 0	HUD 52682 Operating statement - Housing assistance payments program.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-24 Rev. 0	HUD 52981 Statement and voucher for basic annual contributions.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-25 Rev. 0	HUD 52982 Statement and voucher for contributions for special subsidy families leased housing.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-26 Rev. 0	HUD 52993 Statement of modernization cost.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-60 Rev. 0	HUD 53001 Actual modernization cost certificate.	End of fiscal year plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR

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HA60-01-29 Rev. 0	HUD COMPLAINT LOG	6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-30 Rev. 0	HUD SUBSIDIES LOG & SPREADSHEETS Cash worksheets, master control worksheets, and supporting documents.	10 years after expiration of grant	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-32 Rev. 0	MASTER PLANNING FILES FOR REDEVELOPMENT Annual plan concept documents, materials work-up, financial reports, and working papers.	Destroy when obsolete or superseded Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
HA60-01-34 Rev. 0	PFS OPERATING SUBSIDY REQUEST Revisions and HUD approval request for operating funds for the Public Housing Program, mid-year revisions, HUD approval. Includes HUD forms 52723, 52721, 52722-A, etc.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-35 Rev. 0	POLICE REPORTS Police department incident reports, evidence for evictions.	Law enforcement agency keeps primary copy 6 years past statute of limitations period	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-36 Rev. 0	POPULATION REPORT STATISTICS	PERMANENT. 1 copy archival	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
HA60-01-37 Rev. 0	PRELIMINARY LOAN NOTES Modern Rehabilitation Loans, preliminary loan notes, including related documents and correspondence, and preliminary planning cost ledger.	6 years after audit and payment of note	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-38 Rev. 0	PROGRAMS NOT APPROVED OR NON-GRANT PROGRAMS DEVELOPED BY THE DEPARTMENT	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA60-01-39 Rev. 0	<p>PROPERTY HISTORY FILES Includes:</p> <ol style="list-style-type: none"> 1. Miscellaneous information that includes site maps; racial composition maps. 2. Acquisition documents, appraisal, declaration of trust, residential purchase and sale agreement, HUD approval of purchase, warranty deed, HUD settlement statements. 3. Property use documents, including preliminary title, supplementary title reports, easement and other legal descriptions. 4. CDBG (funding of purchase documents). 5. Survey information. Note these files are transferred to legal counsel. 6. Real property file containing copy of warranty deed, copy of title reports, site maps and related documents and correspondence. 7. Survey files containing copy of survey and related information. 8. Risk assessment and lead file containing copy of original lead-based paint test results and copy of abatement and enclosure summary, and related correspondence. 9. Needs assessment files, continuing needs assessment surveys and related information. <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>	Sale of property plus 10 years	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>
HA60-01-40 Rev. 0	<p>PUBLIC HOUSING ASSESSMENT PROGRAMS Includes but is not limited to Public Housing Management Assessment Program (PHMAP), Public Housing Assessment (PHA), Section 8 Assessment.</p>	6 years. Potential archival value	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
HA60-01-41 Rev. 0	<p>PUBLIC HOUSING REDEVELOPMENT FILES Working files for redevelopment projects.</p>	10 years. Potential archival value	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

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HA60-01-43 Rev. 0	RELOCATION CHECK REQUEST COPIES	10 years after grant expiration	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-44 Rev. 0	RENT ROLL CONTROL AND ANALYSIS FILE Rent roll control and analysis of dwelling rent charges (filed in tenant files).	6 years after completion of audit.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
HA60-01-45 Rev. 0	REQUEST FOR REFUND OF SECURITY DEPOSIT AND UNEARNED RENT Filed with tenant files.	6 years after vacation. If delinquent, 7 years after vacation.	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-46 Rev. 0	SALE OF PROPERTY DOCUMENTS Bid and contract forms, bills of sale, and other documents evidencing sale. Transactions; 1) \$1,000 or less, 2) \$1,001 to \$25,000, 3) \$25,000 plus; includes surplus property inventory.	6 years after final payment	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-47 Rev. 0	SCHEDULES OF MAXIMUM INCOME LIMITS Includes related materials (filed in tenant files).	1 year after schedule suspended.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
HA60-09-49 Rev. 0	TENANT APPLICATION CRIMINAL RECORD CHECKS Includes criminal conviction records removed from approved file. <i>Remarks: 24 CFR 5.903(g) The criminal record check should be 'Destroyed, once the purpose(s) for which the record was requested has been accomplished, including expiration of the period for filing a challenge to the PHA action without institution of a challenge or final disposition of any such litigation'.</i>	Destroy upon completion of background check, challenge, or resulting litigation, whichever is longest	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-50 Rev. 0	TENANT APPLICATION FILES (ELIGIBLE) Remarks: Reference 24 CFR 982.158(f)(1-8), 24 CFR 84.53(b), and 24 CFR 901.155.	Termination of lease plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA60-01-51 Rev. 0	TENANT APPLICATION FILES (INELIGIBLE OR WITHDRAWN) <i>Remarks: Reference 24 CFR 982.158(f)(1-8), 24 CFR 84.53(b), and 24 CFR 901.155.</i>	Application withdrawn or determined ineligible plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-52 Rev. 0	TENANT FILES <i>Remarks: Reference 24 CFR 982.158(f)(1-8), 24 CFR 84.53(b), and 24 CFR 901.155.</i>	Termination of lease plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-53 Rev. 0	TENANT FILES SECTION 8 Damage claim files, money owing, no money owing.	Termination of lease plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-54 Rev. 0	TENANT GRIEVANCE FILES	Termination of lease agreement plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-55 Rev. 0	TENANT HOUSING SURVEYS AND CENSUS TABULATIONS	Destroy when obsolete or superseded. Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
HA60-01-56 Rev. 0	TENANT LEASED HOUSING OWNER'S RECORDS Includes leases, amendments and renewals, notices, correspondence, property change form (owner's folder copy and ED copy)	Termination of lease plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-61 Rev. 0	TENANT WAITING LIST PUBLIC HOUSING	Fiscal year plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-62 Rev. 0	TENANT WAITING LIST SECTION 8 HOUSING	Fiscal year plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

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HA60-01-57 Rev. 0	UTILITIES REVIEW FILES	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-58 Rev. 0	UTILIZATION REPORTS	3 years. Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
HA60-01-59 Rev. 0	VAN LOADERS MANIFESTS HOUSING AUTHORITIES Van loaders manifest for material taken from inventory to sites for repairs/maintenance, including adjustment sheets.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM



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This schedule applies to: Juvenile Courts and Juvenile Service Providers

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of juvenile courts and juvenile service providers relating to the function of juvenile justice pursuant to [Title 13 RCW](#). 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 November 29, 2012.

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Juvenile Courts and Services Records Retention Schedule
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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 (LGRRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "JS" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .



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 please contact Washington State Archives at:
recordsmanagement@sos.wa.gov
 or contact your Regional Archivist.



1. JUVENILE COURT AND SERVICES

1.1 JUVENILE COURT PROCEEDINGS

Records relating to juvenile court proceedings held pursuant to [RCW 13.04.030](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
JS50-28-01	AUDIO AND VIDEO RECORDINGS OF JUVENILE COURT PROCEEDINGS <i>Reference RCW 13.50.050(22)(b).</i>	Retain until expiration of appeal period then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
JS50-28-03	DAILY RECORDINGS OF JUVENILE COURT DOCUMENTS Microfilm copies of individual documents filed in Juvenile Court proceedings. <i>Reference RCW 13.50.050.</i>	PERMANENT, or may be sealed, expunged or destroyed at the request of subjects who have cleared diversion requirements.	NON-ARCHIVAL ESSENTIAL OPR
JS50-28-06	DOCKETS JUVENILE COURT <i>Reference RCW 13.50.050.</i>	PERMANENT, or may be sealed, expunged or destroyed at the request of subjects who have cleared diversion requirements.	NON-ARCHIVAL ESSENTIAL OPR
JS50-28-09	JUVENILE COURT CASE FILE INDEXES <i>Reference RCW 13.50.050.</i>	PERMANENT, or entries may be expunged at the request of subjects who have cleared diversion requirements.	NON-ARCHIVAL ESSENTIAL OFM
JS50-28-10	JUVENILE COURT CASE FILES Official documentation of Juvenile Court hearings and actions. <i>Reference RCW 13.50.050.</i>	PERMANENT, or may be sealed, expunged or destroyed at the request of subjects who have cleared diversion requirements.	NON-ARCHIVAL ESSENTIAL OPR



1.2 JUVENILE SERVICES

Records relating to juvenile services provided by the local government agency. Includes contractors.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
JS50-28-02	CUSTODY INVESTIGATIONS Department working files containing copies of marriage and dissolution orders, custody orders, petition and show cause orders, reports of custody investigations, together with medical psychological reports, probation officer's working papers includes investigations for other states.	Retain for 5 years after individual reaches age 18 <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
JS50-28-04	DETENTION LOG	6 years	NON-ARCHIVAL ESSENTIAL OPR
JS50-28-05	DETENTION ROSTER	1 year	NON-ARCHIVAL ESSENTIAL OPR
JS50-28-07	FOSTER CARE FILES <i>Reference RCW 13.34.136.</i>	Retain for 8 years after case closed or 3 years after individual reaches age 18, <i>whichever is later</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



1.2 JUVENILE SERVICES

Records relating to juvenile services provided by the local government agency. Includes contractors.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
JS50-28-08	GUARDIAN AD-LITUM REPORTS <i>Reference RCW 13.34.105 and 26.09.220.</i>	Retain for 8 years after case closed <i>or</i> 3 years after individual reaches age 18, <i>whichever is later</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
JS50-28-11	MARRIAGE WAIVER Petition to waiver of law prohibiting marriage before age of 18. May contain probation officer's investigation and recommendations. <i>Reference RCW 26.04.010.</i>	Retain for 5 years after individual reaches age 18 <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
JS50-28-12	MEDICAL HISTORY FILES <i>Reference RCW 13.50.050.</i>	Retain for 5 years after individual reaches age 18 <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



1.2 JUVENILE SERVICES

Records relating to juvenile services provided by the local government agency. Includes contractors.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
JS50-28-13	<p>SOCIAL FILES Department working files containing copies of court orders, medical/psychological reports, pre-sentence reports, probation officers working reports, diversion files, and dependency documentation.</p> <p><i>Reference chapter 13.34 RCW, RCW 13.50.050(22) and 13.50.100.</i></p> <p><i>Regarding Juvenile Diversion Files: RCW 13.50.050(22)(a) "Records may be routinely destroyed only when the person the subject of the information or complaint has attained twenty-three years of age or older, or is eighteen years of age or older and his or her criminal history consists entirely of one diversion agreement and two years have passed since completion of the agreement."</i></p>	<p>Retain for 5 years after individual reaches age 18 <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>

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Land Use Planning and Permitting Records Retention Schedule
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This schedule applies to: Land Use Planning and Permitting

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records relating to the function of planning and development of land use and growth, and the authorization, development and regulating of building and construction projects. 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 **November 29, 2012**.

For the State Auditor: Cindy Evans

For the Attorney General: Sharon Payant

The State Archivist: Jerry Handfield

LRC DRAFT



Washington State Archives
Office of the Secretary of State

Land Use Planning and Permitting Records Retention Schedule
DRAFT Version 1.0 (November 2012)

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 (LGRRS)</i> , which has been dismantled. A series has been added to cover SEPA applications that are lapsed/withdrawn (LU-SEPA), and another to cover the assignment of street addresses (LU-STREET). All disposition authority numbers (DANs) have been assigned a prefix of "LU" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .

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*Land Use Planning and Permitting Records Retention Schedule
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For assistance and advice in applying this records retention schedule,
 please contact Washington State Archives at:
recordsmanagement@sos.wa.gov
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DRAFT Version 1.0 (November 2012)

1. PERMITTING

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-11-01 Rev. 0	APPLICATIONS AND APPROVAL DOCUMENTATION FOR BUILDING CONSTRUCTION AND MODIFICATION PERMITS	Retain until completion of project and/or certificate of occupancy <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LU50-11-03 Rev. 0	APPROVED CONSTRUCTION DRAWINGS, PLANS, AND SPECIFICATIONS	Retain for 90 days after completion of project <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
LU50-11-02 Rev. 0	APPROVED CONSTRUCTION SITE PLANS Show "footprint" of development site.	Retain for 6 years after life of building <i>or</i> until subsequent permits changing the site plan are issued <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
LU50-11-08 Rev. 0	BUILDING CONSTRUCTION AND MODIFICATION PERMIT FILES (INVALID) Permits issued in error in relation to code or jurisdiction.	Retain for 3 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-11-05 Rev. 0	BUILDING CONSTRUCTION AND MODIFICATION PERMIT FILES (VALID) Long term official documentation for all permitted projects, including permit, project inspection records, certificate of occupancy, administrative decisions, legal actions, statements of alternate methods of construction, variances, and special conditions.	Retain for 6 years after life of building <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
LU50-11-06 Rev. 0	BUILDING CONSTRUCTION AND MODIFICATION PERMIT INDEXES	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OFM
LU50-16B-04 Rev. 0	CONDITIONAL USE PERMITS Includes special use permits or equivalent.	Retain for the life of the agency.	NON-ARCHIVAL ESSENTIAL OPR
LU50-11-26 Rev. 0	FOREST PRACTICE PERMIT FILES Documentation of review, approval, and land inspections related to development applications that require forest practice permits.	Retain for 6 years after termination of permit <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-11-24 Rev. 0	LAND DIVISION AND DEVELOPMENT BACKGROUND/REFERENCE FILES Includes <u>all records</u> leading to final determination. For example, for a subdivision these records would include preliminary plat records. Includes land use developments such as subdivisions (plat, short plats), planned unit developments, planned development districts, binding site plans, master planned resorts, major industrial developments, and new fully-contained communities. Records to include any critical (sensitive) area designations and plat review working files.	Retain for 10 years after final determination <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
LU50-11-11 Rev. 0	LAND DIVISION AND DEVELOPMENT FINAL DETERMINATION FILES Documents of final official action determining land division and development conditions. Includes land use developments such as subdivisions (plats, short plats), planned unit developments, planned development districts, binding site plans, master planned resorts, major industrial developments, and new fully contained communities.	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
LU50-11-22 Rev. 0	LONG TERM RIGHT-OF-WAY USE PERMITS	Retain for 6 years after termination of permit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LU50-16-04 Rev. 0	REFERRED PROJECT FILES Project plans and statements referred from other agencies for land use planning review, including any agency response.	Retain for 3 years after conclusion of review <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LU-SEPA Rev. 0	SEPA (State Environmental Policy Act) Applications – Withdrawn/Lapsed Applications and associated submitted to the local government agency for SEPA review, where the agency serves as lead agency.	Retain for 6 years after associated application withdrawn or lapsed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-11-13 Rev. 0	SEPA (STATE ENVIRONMENTAL POLICY ACT) DETERMINATION OF SIGNIFICANCE OR NONSIGNIFICANCE Includes Mitigated Determinations of Nonsignificance (MDNS).	Retain for the life of the agency.	NON-ARCHIVAL ESSENTIAL OPR
LU50-11-14 Rev. 0	SEPA (STATE ENVIRONMENTAL POLICY ACT) ENVIRONMENTAL CHECKLIST	Retain for life of approved activity <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
LU50-11-17 Rev. 0	SEPA (STATE ENVIRONMENTAL POLICY ACT) ENVIRONMENTAL IMPACT STATEMENTS Submitted to and accepted by the agency as part of its building code enforcement duties.	Retain for life of approved activity <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
LU50-11-15 Rev. 0	SHORELINE SUBSTANTIAL DEVELOPMENT PERMITS	Retain for life of approved activity <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU-STREET Rev. 0	<p>Street Address Assignment Records relating to the assignment of street addresses to parcels within the agency's jurisdiction.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests for new addresses; • Requests for name modifications; • Documentation of street/number assignments. 	<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>
LU50-11-18 Rev. 0	<p>TEMPORARY PERMITS Moving, log hauling, demolition, blasting, right of way use, et al.</p>	<p>Retain for 3 years after conclusion of permit activity <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
LU50-11-19 Rev. 0	<p>TRANSITORY BUILDING CONSTRUCTION AND MODIFICATION PERMIT PROCESSING RECORDS Does not include permit application records.</p>	<p>Retain until permit issued <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
LU50-16B-19 Rev. 0	<p>UTILITY PERMIT FILES Records document the issuance for the installation, modification, and removal of utility support in the public right-of-way. Records may include permit application, copies of the permit, plans, and inspection reports.</p>	<p>Retain for 6 years after termination of permit <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
LU50-11-27 Rev. 0	<p>WATER AVAILABILITY VERIFICATION</p>	<p>Retain for 2 years after date of verification <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-11-23 Rev. 0	WITHDRAWN OR ABANDONED LAND USE, BUILDING CONSTRUCTION AND MODIFICATION PERMIT APPLICATIONS, APPEALS, LAND USE DEVELOPMENT, LAND DIVISION, AND SUPPORT DOCUMENTATION May include permits issued but work not started within 180 days.	Retain until permit abandoned or withdrawn <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LU50-11-21 Rev. 0	ZONING AND LAND USE EXCEPTIONS/WAIVERS May include permits issued but work not started within 180 days.	Retain for the life of the agency.	NON-ARCHIVAL ESSENTIAL OPR



2. PLANNING

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-16-01 Rev. 0	COMPREHENSIVE LAND USE PLAN AND AMENDMENTS Includes amendments, and Growth Management Act appeal determinations that amend the Comprehensive Plan. Includes all land use and zoning regulations for Growth Management Act and non-Growth Management Act planning entities.	Retain until repealed or superseded <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL OFM
LU50-16-08 Rev. 0	COMPREHENSIVE LAND USE PLAN HISTORY FILES Statutory or locally required record of agency action leading to adoption of plan.	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
LU50-11-25 Rev. 0	CRITICAL (SENSITIVE) AREA DESIGNATION Documentation of designation of individual parcels of real property as critical areas. Excludes designations of the local government agency's assets covered by <i>CORE</i> series GS-DESIG.	Retain for 6 years after termination of designation <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LU50-11-29 Rev. 0	<i>Historic Site Files – Designation Granted</i> Files track, monitor and document all designated historic buildings, landmarks and districts. Provides a history of building/landmark/district including nomination packet, criteria, and certificate of approval. May also include request from owners to change/renovate parts of landmark which includes photos, public hearings, agenda, violations, and site visits.	Retain for 6 years after termination of designation <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-11-30 Rev. 0	HISTORIC SITE FILES – NOMINATION DENIED Nominations for landmark designation, which have been denied by the Landmarks Board.	Retain for 6 years after denial of nomination <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LU50-16-05 Rev. 0	SHORELINE MANAGEMENT MASTER PLAN AND AMENDMENTS	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR



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This schedule applies to: Licensing, Permitting and Tax Compliance Agencies

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records of all local government agencies relating to functions including the issuing of permits and licenses and/or tax compliance in a regulatory capacity. 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 November 29, 2012.

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Washington State Archives
Office of the Secretary of State

Licensing, Permitting and Taxation Records Retention Schedule
DRAFT Version 1.0 (November 2012)

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 (LGRRS)</i> , which has been dismantled, plus one new series, <i>Boiler/Conveyance Regulation</i> (LP-BOILER). All disposition authority numbers (DANs) have been assigned a prefix of "LP" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .

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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. LICENSING AND PERMITTING

The function of the local government agency **granting authorization or approval** in a regulatory capacity, **pursuant to** federal, state or local law. Includes compliance monitoring.

Excludes authorizations received by the local government agency from regulatory agencies, which are covered in CORE.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LP-BOILER Rev. 0	<p><i>Boiler/Conveyance Regulation</i></p> <p>Records relating to the permitting and regulating of boilers in accordance with RCW 70.79.290 and of conveyances in accordance with chapter 70.87 RCW by certain municipalities pursuant to WAC 296-104-130 and RCW 70.87.200(2). Includes installation, inspection, corrective action, and removal of boilers, unfired pressure vessels, and conveyances (elevators, escalators, moving walks, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Permit applications and permits; • Plans and specifications; • Variances/code exceptions; • Notices of violations and corrective actions; • Equipment data sheets; • Safety inspections, tests, and reports; • Photographs; • Correspondence. <p>Excludes elevator/conveyance and boiler/pressure vessel permits received from a regulatory agency, which are covered in CORE.</p>	<p>Retain for 6 years after boiler or conveyance no longer in service <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR
LP50-12D-24 Rev. 0	<p>BUSINESS LICENSE ENFORCEMENT INSPECTIONS</p> <p>Inspections of businesses licensed in an agency's jurisdiction to ensure compliance with Municipal Code and licensing regulations. Information is input into database to create notices to comply and fix violations. Re-inspection is only done if violations are found. Includes inspection notes, notices to comply, etc.</p>	<p>Retain until completion of inspection and resolution of violation (if any) <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LP50-12D-06 Rev. 0	BUSINESS LICENSES Application to run businesses within an agency's jurisdiction. Includes original application to start business and any relevant correspondence.	Retain for 6 years after expiration of license <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
LP50-12D-12 Rev. 0	BUSINESS LICENSES - REGULATORY AND PERSONAL Applications for businesses operating within the agency's jurisdiction that need to be regulated (i.e. occupations, professional or personal licenses) . Files may include applications, background checks, appeals, hearings, suspensions and photographs.	Retain for 6 years after expiration of license <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LP50-12D-23 Rev. 0	BUSINESS LICENSES RENEWALS Forms document businesses that are renewing their license to operate within an agency's jurisdiction. Includes correspondence from business for changes to business, renewal form, notice of closure, etc.	Retain for 6 years after end of license year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LP50-01-40 Rev. 0	DOMESTIC PARTNERSHIP REGISTRATION DOCUMENTATION Notarized application signed by both applicants that wish to register a domestic partnership, accompanied by a registration fee. May include certificate and termination form.	Retain for 3 years after end of calendar year <i>and</i> completion of State Auditor's examination report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LP50-12D-27 Rev. 0	DRINKING WATER SYSTEM PERMIT FILES Permit and monitoring report for drinking water, required for continuous system operation. Monitoring requirements of water systems are to ensure safe drinking water standards which are set by Washington State Department of Health.	Retain for 6 years after termination of permit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LP50-12D-10 Rev. 0	NON-BUSINESS LICENSES AND PERMITS Application form, stub, or copy of licenses and permits for pet and bicycle owners, parades or public gatherings, temporary use of public facilities, displays, and other non-business or occupation activities within the agency's jurisdiction.	Retain for 3 years after expiration of license/permit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LP50-12D-22 Rev. 0	<i>Passport Application Transmittals – Separate Receipt Not Issued</i> Records relating to the transmittal of passport applications to the United States Department of State's Passport Services by local government agencies designated as passport acceptance facilities, where a separate receipt is not issued for the execution fee.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LP2010-022 Rev. 0	<i>Passport Application Transmittals – Separate Receipt Issued</i> Records relating to the transmittal of passport applications to the United States Department of State's Passport Services by local government agencies designated as passport acceptance facilities, <i>provided that</i> a separate receipt <u>is</u> issued for the execution fee. <i>Note: Use GS50-12A-22 if a separate receipt is <u>not</u> issued.</i> <i>Note: Receipts are covered by GS2011-184, Financial Transactions – General.</i>	Retain for 2 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LP50-12D-17 Rev. 0	PERSONAL LICENSE VIOLATIONS Files document the investigation into violations of the business code by individuals holding a personal license. Includes incident report, correspondence, hearing examiner information, final decisions, monitoring information, etc.	Retain for 6 years after completion of suspension <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LP50-12D-13 Rev. 0	REGISTERS OF LICENSES OR PERMITS ISSUED	Retain for 6 years after expiration of last entry <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LP50-12D-25 Rev. 0	TAXICAB AND FOR-HIRE VEHICLE LICENSE FILES Taxicab license application package for annual renewal, change of owner, change of equipment, change of association, and change of number. Includes taxicab license files for King County as provided by a 1995 cooperative agreement. Application packet includes: license application, vehicle registration, for-hire certificate, safety inspection report issued by ASE-certified mechanic, and evidence of insurance (policy declarations, endorsement, binders). May also include: taxicab license, release of interest, power of attorney authorization, license action forms (suspension, revocation, denial). Records may be contained in database or hard copy.	Retain for 6 years after expiration of license/permit <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
LP50-12D-26 Rev. 0	TAXICAB INDUSTRY ENFORCEMENT RECORDS Taxicab inspection records including: taxicab safety inspections and taximeter tests. Records include taxicab field enforcement logs, notice of violation forms (association, owner, driver), summary suspension forms, license action forms, passenger complaints and decisions on appeal.	Retain for 6 years after completion of suspension <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LP50-12D-19 Rev. 0	WEIGHING AND MEASURING DEVICE INSPECTIONS Inspection and testing of retail motor-fuel dispensers, scales, vehicle-tank meters, taxi meters, mass flow meters, length-measuring devices, timing devices, and other weighing and measuring devices used commercially. Inspections are performed at the Test Station or on location in order to verify compliance with allowable tolerances and other technical standards. Inspection reports include description of inspection, results, and corrective actions required. Also includes inspection reports for price scanning systems and checking net contents of packaged goods.	Retain for 6 years after completion of inspection <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LP50-12D-21 Rev. 0	WEIGHTS AND MEASURES – ENFORCEMENT FILES Criminal complaints (for misdemeanor violations), off-sale orders, out-of-service orders and correspondence. Includes consumer complaints.	Retain for 6 years after case closed/matter resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LP50-12D-20 Rev. 0	WEIGHTS AND MEASURES – CALIBRATION OF FIELD TEST STANDARDS Documents issued by State of WA metrology lab certifying field test weights and measures used by inspectors.	Retain for 6 years after completion of testing <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



2. TAXATION

The function of the local government agency levying taxes, pursuant to federal, state or local law. Includes compliance monitoring. *Excludes taxes and fees paid by the local government agency to regulatory agencies, which is covered in CORE, Financial Management.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LP50-12D-14 Rev. 0	AUDIT FILES Audits of businesses completed to ensure compliance with tax regulations. Files include correspondence, working papers, history of business, narrative of audit, gross income of business, deductions and business finance summary.	Retain for 10 years after completion of audit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LP50-12D-16 Rev. 0	AUDIT STATISTIC LOG Statistics on completed audits per year. Used to evaluate audit selection methodology for 2 audit cycles (each audit cycle is a five year period). Includes time spent on audit, audit results, date completed, who completed audit.	Retain for 10 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LP50-12D-18 Rev. 0	BUSINESS TAX REFUND FILES Requests for refund of overpayment on quarterly or annual business taxes. Files may include request, copy of tax forms, supporting documents, review, justification for refund, approval, and signatures.	Retain for 6 years after refund issued or denied <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LP50-12D-15 Rev. 0	FINAL AUDIT REPORTS Final report of completed audits. Reports describe all findings and audit results and recommendations.	Retain for 10 years after completion of audit <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR
LP50-11-31 Rev. 0	HISTORIC SITE SPECIAL VALUATION – TAX FILES Files track and monitor landmarks, which are part of Special Valuation Tax program per chapter 84.26 RCW . Includes assessment of taxes, agreements, financial information, and application.	Retain for 10 years after termination of special valuation <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LP50-12D-09 Rev. 0	MONTHLY REPORT OF FEE AND TAX COLLECTIONS	Retain for 3 years after date of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



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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.



This schedule applies to: Parks, Recreation and Culture Providers

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records of agencies relating to the functions of providing recreational, cultural and/or leisure facilities and activities to the public, such as parks, campgrounds, golf courses, stadiums, hunting and fishing areas, senior citizen/community centers, museums, zoos, fairs, and agricultural & arts exhibitions. 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 November 29, 2012.

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Parks, Recreation and Culture Records Retention Schedule
DRAFT Version 1.0 (November 2012)

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 (LGRRS)</i> , which has been dismantled. 6 new series covering Zoo Management created. All disposition authority numbers (DANs) have been assigned a prefix of "PR" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .

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. FAIRS

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
PR57-01-01 Rev. 0	EXHIBITOR LISTS Concise lists of all exhibitors at a fair, showing name, category, dates, etc. Generated annually.	Retain for 2 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
PR57-01-02 Rev. 0	EXHIBITOR'S ENTRY FORM/SHOW SHEETS Information on each exhibitor and animal exhibited, showing name, type of entry, address, vet check verification, etc. Generated annually.	Retain for 2 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
PR57-01-03 Rev. 0	RIBBON WINNERS LIST Concise lists of winners of events, shows name of winner, category, and placement. Generated annually. Data is sent to local newspapers for publication.	Retain for 2 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
PR57-01-04 Rev. 0	TICKET SUMMARY RECORD A record of season passes; gate receipts, commercial passes, complementary passes, and voided tickets. Generated annually.	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



2. PARKS AND RECREATION

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
PR50-13C-05 Rev. 0	GIFTS AND DONATIONS INFORMATION FILES	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 OPR
PR50-13C-06 Rev. 0	HORTICULTURE ACTIVITY AND PROJECT FILE	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 OFM
PR50-13C-09 Rev. 0	PROGRAM SCHEDULES	Retain until no longer needed for agency business <u>and</u> completion of State Auditor's examination report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
PR50-13C-19 Rev. 0	RECREATION CLASS ATTENDANCE RECORDS May include class rosters, original sign-up sheets, registration forms, worksheets, reports, emergency information, waiver of liability, etc. Used for attendance and refund purposes.	Retain for 6 years after class completion <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
PR50-13C-13 Rev. 0	RECREATION PROGRAM FILES	Retain until obsolete or superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
PR50-13C-16 Rev. 0	SPORTS LEAGUES PERMITS	Retain for 6 years after expiration of permit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3. ZOO MANAGEMENT

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
PR-ZOOA Rev. 0	<i>Animal Collection</i> Records relating to acquisitions, deacquisitions, births and deaths of animals in the agency's collection.	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 OPR
PR-ZOO1 Rev. 0	<i>Animal Health Files</i> Records relating to tracking and monitoring the health of animals or animal groups (snakes, frogs, etc.) owned by the zoo or on loan to the zoo. May include preventative medicine, critical care, emergency care or elective medicine. Includes, but is not limited to: <ul style="list-style-type: none"> • Medical history, nursery records (feeding, growth, etc.), visits/check-ups, treatment (medication, x-rays), etc.; • Reports (lab, immobility, necropsy, histopathology), etc.; • American Association of Zoo Veterinarians (AAZV) health certificate, shipping information, post-entry quarantine inspection, etc. 	Retain for 6 years after animal is no longer in collection <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
PR-ZOO2 Rev. 0	<i>Drug Disposal Files</i> Files record the disposal of outdated drugs for the Drug Enforcement Agency. Includes DEA forms documenting disposal of medication, by whom, when and how.	Retain for 6 years after disposal of drug(s) <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
PR-ZOO3 Rev. 0	<i>Drug Purchase Files</i> Drug Enforcement Agency form used to purchase/acquire narcotics for use in Animal Health Unit.	Retain for 6 years after last drug acquisition/log entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
PR-ZOO4 Rev. 0	Drug Use Log Log tracks the daily use of narcotics by Animal Health staff. Includes amount used, when, by whom, how used, on what animal, disposal of excess amount, etc.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
PR-ZOO5 Rev. 0	Lab Reports Reports for various tests conducted by lab technicians – parasitology, serology, pathology, cultures and bloodwork.	Retain for 1 year after entry to animal health record <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
PR-ZOO6 Rev. 0	Necropsy Reports Log of necropsy reports and results indicating reason of death for animal. May be used to create annual reports for Association of Zoos and Aquariums (AZA).	Retain for 3 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



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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.



This schedule applies to: Prosecuting Attorneys and Assigned Counsel

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of local government agencies (including contractors) relating to the functions of prosecuting attorneys pursuant to [chapter 36.27 RCW](#) and assigned counsel (public defender) services pursuant to [chapter 36.26 RCW](#). 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 November 29, 2012.

For the State Auditor: Cindy Evans

For the Attorney General: Sharon Payant

The State Archivist: Jerry Handfield



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 (LGRRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "AT" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .



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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. PROSECUTING ATTORNEYS

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT52-07-15 Rev. 0	<p>CIVIL LITIGATION FILES</p> <p>Working copies or court documents and police records, plus notes, correspondence, and other items related to processing civil cases as a defendant or plaintiff.</p> <p><i>Limitation of Action RCW 4.16.020(2).</i></p> <p><i>Note: Official court of record: PERMANENT</i></p>	<p>Retain 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>
AT52-07-04E Rev. 0	<p>CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY</p> <p>Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases.</p> <p>E. CASES DECLINED</p>	3 years	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
AT52-07-04A Rev. 0	<p>CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY</p> <p>Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases.</p> <p>A. CLASS 'A' FELONIES / MAJOR CASES-CONVICTIONS - Adult murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases.</p> <p><i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i></p> <p><i>NOTE: Sex offender and other 'special cases' may be designated by the prosecutor for longer retention. Please reference RCW 40.14.070.2.</i></p>	20 years after sentencing	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

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Prosecuting Attorneys and Assigned Counsel Records Retention Schedule
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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT52-07-04B Rev. 0	<p>CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY</p> <p>Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases.</p> <p>B. CLASS 'B' FELONY CONVICTIONS</p> <p><i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i></p> <p><i>*NOTE: Sex offender and other "special cases" may be designated by the prosecutor for longer retention. Please reference RCE 40.14.070.2.</i></p>	10 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-04C Rev. 0	<p>CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY</p> <p>Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases.</p> <p>C. CLASS 'C' FELONIES AND DUI CONVICTIONS</p> <p><i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i></p>	5 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-04D Rev. 0	<p>CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY</p> <p>Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases.</p> <p>D. CASES DISMISSED AND ACQUITTALS</p> <p><i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i></p>	3 years after case dismissed or acquittal	NON-ARCHIVAL NON-ESSENTIAL OFM

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AT52-07-04F Rev. 0	<p>CRIMINAL CASE FILES - ADULTS - PROSECUTING ATTORNEY</p> <p>Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases.</p> <p>F. MISDEMEANORS AND GROSS MISDEMEANORS</p> <p><i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i></p>	3 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-05E Rev. 0	<p>CRIMINAL CASE FILES – JUVENILES</p> <p>Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases.</p> <p>E. CASES DECLINED</p>	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-05A Rev. 0	<p>CRIMINAL CASE FILES – JUVENILES</p> <p>Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases.</p> <p>A. CLASS 'A' FELONIES / MAJOR CASES-CONVICTIONS - Murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases.</p> <p><i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i></p>	20 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-05B Rev. 0	<p>CRIMINAL CASE FILES – JUVENILES</p> <p>Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases.</p> <p>B. CLASS 'B' FELONY CONVICTIONS</p> <p><i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i></p>	10 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT52-07-05C Rev. 0	<p>CRIMINAL CASE FILES – JUVENILES</p> <p>Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases.</p> <p>C. CLASS 'C' FELONY AND DUI CONVICTIONS</p> <p><i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i></p>	5 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-05D Rev. 0	<p>CRIMINAL CASE FILES – JUVENILES</p> <p>Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases.</p> <p>D. CASES DISMISSED AND ACQUITTALS</p> <p><i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i></p>	3 years after case dismissed or acquittal	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-05F Rev. 0	<p>CRIMINAL CASE FILES – JUVENILES</p> <p>Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases.</p> <p>F. MISDEMEANORS AND GROSS MISDEMEANORS</p> <p><i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i></p>	3 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-07B Rev. 0	<p>DISTRICT COURT CASE FILES</p> <p>B. DUI</p> <p><i>District court/DISCIS: PERMANENT</i></p>	5 years	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-07D Rev. 0	<p>DISTRICT COURT CASE FILES</p> <p>D. INFRACTIONS AND MISDEMEANORS</p> <p><i>District court/DISCIS: 3 years after final disposition</i></p>	30 days after case sentencing, dismissed, or declined	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT52-07-07A Rev. 0	DISTRICT COURT CASE FILES A. CRIMINAL CASES FOR WHICH PERMANENT ORDERS HAVE BEEN GRANTED - Physical control deferred prosecution, assault, anti-harassment, domestic violence <i>District court/DISCIS: PERMANENT</i>	3 years after case sentencing, dismissed, or declined	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-07C Rev. 0	DISTRICT COURT CASE FILES C. CRIMINAL CASES FOR WHICH PERMANENT ORDERS HAVE NOT BEEN GRANTED - Physical control deferred prosecution, assault, anti-harassment, domestic violence <i>District court/DISCIS - PERMANENT</i>	30 days after case sentencing, dismissed, or declined	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-07E Rev. 0	DISTRICT COURT CASE FILES E. CIVIL CASE FILES <i>District court/DISCIS: 10 years after date of Unsatisfied Judgment; 3 years for case dismissed or judgment satisfied</i>	30 days after case sentencing, dismissed, or declined	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-08 Rev. 0	EXTRADITIONS	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-09A Rev. 0	FAMILY LAW FILES A. PATERNITY CASE FILES <i>Superior Court Clerk: PERMANENT</i>	Until child is age 19	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-09B Rev. 0	FAMILY LAW FILES B. IV-D PROGRAM FILES <i>Washington State Department of Social and Health Services LESLIE</i>	6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-09C Rev. 0	FAMILY LAW FILES C. SUPPORT ENFORCEMENT FILES <i>Superior Court Clerk - PERMANENT</i>	3 years after entry of last order, or until youngest child is 18	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT52-07-09E Rev. 0	FAMILY LAW FILES E. DEPENDENCY CASE FILES <i>Superior Court Clerk: PERMANENT</i>	6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-09D Rev. 0	FAMILY LAW FILES D. SUPPORT MODIFICATION, CONTEMPT, AND DISSOLUTION RESPONSE FILES <i>Superior Court Clerk: PERMANENT</i>	3 years after entry of last order, or until youngest child is 18	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-10 Rev. 0	INVOLUNTARY COMMITMENT CASE FILES Includes commitment orders, psychiatrist reports, etc. <i>Superior Court Clerk: PERMANENT</i>	3 years after case closed	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-06C-09 Rev. 0	INVOLUNTARY COMMITMENT ORDERS (a.k.a. 72 HOUR HOLDS) Orders to hold a person for possible substance abuse or mental health problems. If charges are filed, the order becomes part of the case file.	3 years after release from hold	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-13 Rev. 0	PRE-PROSECUTION DIVERSION BILLING AND SUPPORT FILES	6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-12 Rev. 0	PRE-PROSECUTION DIVERSION CASE FILES <i>State Office of the Administrator for the Courts</i>	1 year after completion of diversion contract	NON-ARCHIVAL NON-ESSENTIAL OFM
AT52-07-14 Rev. 0	VICTIM / WITNESS CASE FILES Includes interview notes and case-related documents used for client reference and statistical reports.	6 years	NON-ARCHIVAL NON-ESSENTIAL OFM



2. ASSIGNED COUNSEL

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT50-30-01 Rev. 0	DEFENDANT INTERVIEW CARDS & SHEETS Information provided by defendant, re: Financial details pertinent to determination of indigence. Personal details concerning employment, residence, references pertinent to bail/personal recognizance.	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
AT50-30-02A Rev. 0	INDIGENT CLIENT DEFENSE FILES – ADULTS Attorney's legal documents, financial screening, police reports, and case work-up. A. CLASS 'A' FELONIES / MAJOR CASES-CONVICTIONS - Adult murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases. <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i>	20 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT50-30-02B Rev. 0	INDIGENT CLIENT DEFENSE FILES– ADULTS Attorney's legal documents, financial screening, police reports, and case work-up. B. CLASS 'B' FELONIES- <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i>	10 years after case dismissed or acquittal	NON-ARCHIVAL NON-ESSENTIAL OFM
AT50-30-02D Rev. 0	INDIGENT CLIENT DEFENSE FILES – ADULTS Attorney's legal documents, financial screening, police reports, and case work-up. D. CASES DISMISSED AND ACQUITTALS <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i>	3 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT50-30-03B Rev. 0	INDIGENT CLIENT DEFENSE FILES - JUVENILE Attorney's legal documents, financial screening, police reports, and case work-up. B. CLASS 'B' FELONIES <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i>	10 years after case dismissed or acquittal	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT50-30-03C Rev. 0	INDIGENT CLIENT DEFENSE FILES – JUVENILE Attorney's legal documents, financial screening, police reports, and case work-up. C. CLASS 'C' FELONIES AND DUI <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i>	5 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT50-30-03D Rev. 0	INDIGENT CLIENT DEFENSE FILES – JUVENILE Attorney's legal documents, financial screening, police reports, and case work-up. D. CASES DISMISSED AND ACQUITTALS <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i>	3 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT50-30-03A Rev. 0	INDIGENT CLIENT DEFENSE FILES – JUVENILE Attorney's legal documents, financial screening, police reports, and case work-up. A. CLASS 'A' FELONIES / MAJOR CASES-CONVICTIONS - Murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases. <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i>	20 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT50-30-02C Rev. 0	INDIGENT CLIENT DEFENSE FILES – ADULTS Attorney's legal documents, financial screening, police reports, and case work-up. C. CLASS 'C' FELONIES AND DUI <i>Official court of record: PERMANENT. (Police reports held by law enforcement agency)</i>	5 years after sentencing	NON-ARCHIVAL NON-ESSENTIAL OFM
AT50-30-04 Rev. 0	PROMISSORY NOTES PUBLIC DEFENDER Agreements by defendants to reimburse county for cost of appointed counsel.	Payment in full or breach plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
AT50-30-05 Rev. 0	PROMISSORY NOTES CASH TRANSMITTALS AND RECORDS PUBLIC DEFENDER	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR



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There are no records series designated as “Essential” in the *Prosecuting Attorneys and Assigned Counsel Records Retention Schedule*.

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*Prosecuting Attorneys and Assigned Counsel Records Retention Schedule
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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.



This schedule applies to: Social Services Providers

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records of all local government agencies relating to the function of providing social services. 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 November 29, 2012.

For the State Auditor: Cindy Evans

For the Attorney General: Sharon Payant

The State Archivist: Jerry Handfield

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Social Services Records Retention Schedule
DRAFT Version 1.0 (November 2012)

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 (LGRRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "SS" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .



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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. Social Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SS50-25-08 Rev. 0	CLIENT CASE FILES (SUPPORT SERVICES) Support services that do not include health care screening or provision of health care treatment. Examples include support service programs for financial assistance, employment, child care, aging, youth & family, women's, veterans and housing. Case files document the support services provided and participation in the program.	Retain for 6 years after case closed then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SS50-25-02 Rev. 0	CLIENT CASE FILES (TREATMENT COMPLETED AND CASE CLOSED) <i>Note: Reference RCW 4.16.350.</i>	Retain for 8 years after case closed <i>and</i> 3 years after individual reaches age 18 <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
SS50-25-03 Rev. 0	CLIENT SCREENING AND REFERRAL FILES (COMPLETED AND CLOSED) <i>Note: Reference RCW 4.16.350.</i>	Retain for 10 years after case closed then Destroy.	NON-ARCHIVAL ESSENTIAL OPR
SS50-25-04 Rev. 0	FACILITIES INSPECTIONS AND CERTIFICATIONS	Retain for 6 years after superseded or terminated then Destroy.	NON-ARCHIVAL ESSENTIAL OPR
SS50-25-05 Rev. 0	INVOLUNTARY COMMITMENT CASE FILES (PROCEEDINGS COMPLETED AND CASE CLOSED) <i>Note: Reference RCW 4.16.350.</i> <i>Note: The official court record is retained permanently by the Superior Court in accordance with the County Clerk and Clerk of the Superior Court Records Retention Schedule.</i>	Retain for 10 years after case closed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SS50-25-07 Rev. 0	STATISTICAL REPORTS TO DEPARTMENT OF SOCIAL AND HEALTH SERVICES OR OTHER SUCH AGENCIES SOCIAL SERVICES	Retain for 2 years after report submitted <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



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This schedule applies to: Transit Districts and Authorities

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records of all local transit districts and authorities relating to functions including identification and implementation of high capacity transportation systems in accordance with [chapter 81.104 RCW](#). 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 November 29, 2012.

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*Transit Records Retention Schedule
DRAFT Version 1.0 (November 2012)*

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 (LGRRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "TR" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .



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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. FINANCIAL MANAGEMENT

The function of managing the local government agency's financial resources, *where not covered by CORE*.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
TR50-31-15 Rev. 0	FARE INFORMATION REFERENCE AND BACKGROUND FILES	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-35 Rev. 0	SALES REPORTS Periodic (daily, weekly, etc) reports of tickets, passes and other items sold.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-39 Rev. 0	TAXI SCRIP RECEIPTS Verifies receipt of taxi scrip for sales to public.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR



2. HUMAN RESOURCES MANAGEMENT

The function of managing the local government agency's workforce, *where not covered by CORE*.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
TR50-31-22 Rev. 0	OPERATOR ASSIGNMENT AND SHAKE-UP RECORDS Documentation of assignment of individual operators to routes and shifts.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-23 Rev. 0	OPERATOR INCIDENT REPORTS	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
TR50-31-14 Rev. 0	EMPLOYEE WORK SCHEDULES	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM



3. TRANSPORTATION SYSTEMS MANAGEMENT

The function relating to the identification and implementation of high capacity transportation systems.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
TR50-31-01 Rev. 0	ACCESSIBLE BOARDINGS REPORTS	5 years	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-02 Rev. 0	AMERICANS WITH DISABILITIES ACT (ADA) CUSTOMER ELIGIBILITY FILES	6 years after termination of service or participation by customer	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-03 Rev. 0	BUS (COACH) ASSIGNMENT SHEETS	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-04 Rev. 0	BUS (COACH) CHANGE SHEETS	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-05 Rev. 0	BUS (COACH) CLEANER CHECK SHEETS	30 days	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-07 Rev. 0	BUS ROUTE SCHEDULES/TIMETABLES	Until superseded plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-08 Rev. 0	BUS SHELTER HISTORY FILES Correspondence with Public Works and contractors about new shelter locations. Includes site permission for rights of way and easements.	Keep until site vacation	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-09 Rev. 0	BUS SHELTER LISTINGS Listing of shelter sights. Adopt a shelter program.	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
TR50-31-10 Rev. 0	CUSTOMER COMMENT FILES	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
TR50-31-12 Rev. 0	DISPATCH CHANGE SHEETS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-11 Rev. 0	DISPATCH FILES Boarding and alighting, extra board weekly projections and assignments, daily work schedules extra board, bid mark-ups.	6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-13 Rev. 0	DISPATCH LOGS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-17 Rev. 0	LOST AND FOUND REPORTS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-18 Rev. 0	MARKETING AND PROMOTION PROJECT FILES Reference materials relating to transit promotion.	Completion of project plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-19 Rev. 0	MISSED TRIP LOGS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-20 Rev. 0	ON-TIME PERFORMANCE REPORTS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-21 Rev. 0	OPERATIONS REPORTS Daily, weekly or other periodic reports summarizing transit system operations.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
TR50-31-24 Rev. 0	OPERATOR PRE/POST-SHIFT INSPECTION REPORTS Reports of operators' inspections of buses at the beginning and end of their shifts.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-25 Rev. 0	PARATRANSIT MANIFESTS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-26 Rev. 0	PARATRANSIT SERVICE HISTORY FILES OR DATABASE MANIFESTS	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-27 Rev. 0	PROPERTY APPRAISAL MANIFESTS FILES	Destroy when obsolete or superseded plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
TR50-31-43 Rev. 0	RADIO DISPATCH RECORDINGS Recordings of dispatch radio messages to and from transit operators.	90 days	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-28 Rev. 0	RADIO LOGS MANIFESTS	90 days	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-29 Rev. 0	RIDEMATCHING PARTICIPANT INFORMATION Information maintained for each participant.	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-30 Rev. 0	RIDERSHIP REPORTS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
TR50-31-31 Rev. 0	ROAD CALL REPORTS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-32 Rev. 0	ROUTE CHANGE FILES Correspondence and working papers regarding route changes.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-33 Rev. 0	ROUTE HISTORY DOCUMENTATION	Life of the route	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-34 Rev. 0	ROUTE MAINTENANCE FILES Check sheets used to record needed improvements in the route (actual physical improvements).	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-36 Rev. 0	SERVICE AREA ANNEXATION PLANS	6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-37 Rev. 0	SERVICE PERFORMANCE EVALUATIONS	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-38 Rev. 0	SERVICE PLANNING AND DEVELOPMENT FILES	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
TR50-31-40 Rev. 0	TRANSIT PLANNING REFERENCE FILES Files containing surveys, statistics, and correspondence used for future planning in transit.	Destroy when obsolete or superseded	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
TR50-31-41 Rev. 0	TRIENNIAL REVIEW AUDITS	3 years after submittal of quarterly, annual or final expenditure report	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
TR50-31-42 Rev. 0	VANPOOL MONTHLY REPORTS	Termination of pool plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR



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This schedule applies to: Weed and Pest Control Districts

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records of all weed and pest control districts relating to functions including the control and/or eradication of noxious weeds and pests (rodents, mosquitoes, etc.) in accordance with [Title 17 RCW](#). 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 November 29, 2012.

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Weed and Pest Control Districts Records Retention Schedule
DRAFT Version 1.0 (November 2012)

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 (LGRRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "WP" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .

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Weed and Pest Control Districts Records Retention Schedule
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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. Noxious Weed Control

The function relating to the control and/or eradication of noxious weeds in accordance with [Title 17 RCW](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
WP58-05-01 Rev. 0	<p>APPEAL OF ENFORCEMENT ACTION</p> <p><i>Reference RCW 17.10.180.</i></p> <p><i>Note: Civil case files are retained permanently by the Superior Court Clerk in accordance with the County Clerk and Clerk of the Superior Court Records Retention Schedule.</i></p>	<p>Retain for 3 years after case closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
WP58-05-02 Rev. 0	<p>APPEAL OF INFRACTION PENALTY</p> <p><i>Note: Civil case files are retained permanently by the Superior Court Clerk in accordance with the County Clerk and Clerk of the Superior Court Records Retention Schedule.</i></p>	<p>Retain for 3 years after case closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
WP58-05-03 Rev. 0	<p>CONTROL ACTIONS</p> <p>Includes Numeric Log, Affidavit of Control, and Request for Hearing, Authorization for Representation, Notice of Hearing, Hearing Determination Conclusions, Certified and Return Receipt Slips, Liens, Lien Release-Partial, Lien Release-Unconditional, Landowner Payment Receipts, and back-up documentation.</p> <p><i>Reference RCW 17.10.170.</i></p>	<p>Retain for 6 years after date of latest action <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
WP58-05-04 Rev. 0	<p>FIELD INSPECTION RECORDS</p> <p>Includes Numeric Log, Public Complaints of Weeds, Field Inspection Notice, Entry Notification Forms, Infestation Location Maps, and Dominance Rating Form, Control Postcards returned, and back-up documentation.</p> <p><i>Reference RCW 17.10.160 and 17.10.170.</i></p>	<p>Retain for 6 years after matter resolved <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
WP58-05-05 Rev. 0	INFRACTION REPORTS - ASSESSMENT OF PENALTY <i>Reference RCW 17.10.350.</i> <i>Note: Civil case files are retained by the District Court for 10 years (if judgment is not satisfied) or for 3 years (if judgment is satisfied or case is dismissed) in accordance with the District and Municipal Court Records Retention Schedule.</i>	Retain for 3 years after matter resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
WP58-05-06 Rev. 0	INFRACTION REPORTS - DETERMINATION HEARING	Retain for 6 years after matter resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
WP58-05-07 Rev. 0	INFRACTION REPORTS - NOTICE OF INFRACTION <i>Reference RCW 17.10.310 and</i> <i>Note: District Court has primary copy</i>	Retain for 6 years after matter resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
WP58-05-08 Rev. 0	LANDOWNER PAYMENT RECEIPTS <i>Reference RCW 17.10.170.</i> <i>Note: County Treasurer has primary copy.??</i>	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
WP58-05-09 Rev. 0	SEARCH WARRANTS Includes Numeric Log, Affidavit of Warrant to Enter, Warrant to Enter, Report of Agency and Inspection Result, Physical Evidence Collection Form, and Physical Evidence in Custody. <i>Reference RCW 17.10.160.</i>	Retain for 6 years after case closed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

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Washington State Archives
Office of the Secretary of State

Weed and Pest Control Districts Records Retention Schedule
DRAFT Version 1.0 (November 2012)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
WP58-05-10 Rev. 0	WEED CONTROL NOTIFICATION Includes Numeric Log, Field Inspection, Weed Control Notice, Affidavit of Mailing, Certified and Return Receipt Slips, Infestation Location Maps, Dominance Rating Forms, Entry Notification Forms, Public Complaints of Weeds, Control Postcards returned, and back-up documentation. <i>Reference RCW 17.10.170.</i>	Retain for 6 years after date of latest action <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

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Weed and Pest Control Districts Records Retention Schedule
DRAFT Version 1.0 (November 2012)

INDEX: ARCHIVAL / PERMANENT RECORDS

Field Inspection Records 4

INDEX: ESSENTIAL RECORDS

There are no records series designated as “Essential” in the *Weed and Pest Control Districts Records Retention Schedule*.

INDEX: DISPOSITION AUTHORITY NUMBERS (DANs)

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

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 noxious weed enforcement actions/penalties 4
asset management..... *see CORE*

B

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boards/councils/committees..... *see CORE*

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staff records *see CORE*

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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.



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 November 29, 2012.



Revision History

Version	Date of Approval	Extent of Revision
1.0	1976	Initial version.
2.0	1980	
2.1	1982-1983	
3.0	January 1, 1986	Major revision. Major revision and multiple updates.
4.0	March 31, 1994	
5.0	March, 1999	
5.1	July, 2001	
5.2	December, 2001	
6.0	March 27, 2003	
6.1	May, 2007	Online version; updated electronic records information.
7.0	July 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	July 30, 2009	Changes to structure/format only; no changes to records series. Indexes added.
7.2	September 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	November 29, 2012	Major revision. Health Services section updated. Reformatted entire schedule. 15 series modified for state audit requirements. Archival designations changed. Removed series covered in <i>CORE</i> . (All changes are detailed in the Revision Guide.)



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1. AGENCY MANAGEMENT

This section covers records relating to agency management which 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> 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><i>Excludes graduate lists covered by SD51-20-10.</i></p> <p><i>Excludes interscholastic awards covered by SD51-20-02.</i></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
SD-OPT-OUT 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. <i>Excludes public disclosure requests covered by CORE DAN GS50-09-04.</i> <i>Excludes records relating to release of student records, which are covered by SD-CONSENT or SD51-05F-02.</i>	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><i>Excludes public disclosure requests covered by CORE DAN GS50-09-04.</i></p> <p><i>Excludes recording relating to release of student records, which are covered by SD-CONSENT or SD51-05F-02.</i></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	<i>Demographic and Enrollment Projections</i>	Retain for 3 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD2011-153 Rev. 0	<i>School Safety Plans</i> 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. 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> Transfer to 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 <u>34 CFR §222.35</u>, where the children are determined to be <u>not</u> eligible.</p> <p><i>Excludes surveys documenting children who <u>are</u> eligible for federal impact aid, which are covered by CORE series GS2011-183, 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>



1.3. 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</p> <p>Records relating to reports required to be submitted to the Office of the Superintendent of Public Instruction (OSPI) in accordance with <u>Title 28A RCW</u> and <u>Title 392 WAC</u>, 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 (<u>WAC 392-121-182</u>); • Apportionment, enrollment count, P-223, attendance/absence report, etc.; • Essential Academic Learning Requirements (EALR) implementation verification reports (<u>RCW 28A-230-095</u>); • Ethnicity and race data (<u>RCW 28A.300.505</u>); • Graduation and dropout data; • School safety plan <u>summary</u> (<u>RCW 28A.300.285</u>); • <u>Transportation-related forms and reports</u> (fuel, mileage, McKinney-Vento, Student Transportation Allocation Reporting System (STARS), etc.); • Truancy report; • Weapons and student behavior data. <p><i>Excludes school safety <u>plans</u> covered by SD2011-153.</i></p> <p><i>Excludes reports to federal and other regulatory agencies.</i></p>	<p>Retain for 4 years after submission of report</p> <p style="text-align: center;"><i>or</i></p> <p>until completion of State Auditor’s examination report, <i>whichever is sooner</i></p> <p style="text-align: center;"><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.3. 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
SD-REPORT	<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 <u>WAC 246-101-420</u>; • Annual immunization status report submitted to the Department of Health in accordance with <u>RCW 28A.210.110(3)</u>. 	<p>Retain for 4 years after submission of report <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
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 <u>RCW 26.44.030</u>. 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>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.4. 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><i>Excludes records relating to Basic Education Act compliance covered by SD51-05-10.</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 style="text-align: center;">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 <u>WAC 180-16-195</u>. 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 style="text-align: center;">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 style="text-align: center;">ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>



1.4. 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 <u>RCW 28A.400.030</u> , 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> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



1.5. 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</p> <p>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 <u>WAC 181-85-205</u>.</p> <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; • All other records required by <u>WAC 181-85-205</u>. <p><i>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.</i></p> <p><i>Excludes employee training certificates/history retained in the employee’s personnel file.</i></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 <u>RCW 39.35D.040</u>.</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</i> <i>then</i> 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	<i>Bus Condition Checklist</i> 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	<i>Bus Operations Daily Log</i> 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	<i>Bus Schedule for All Schools</i> 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
SD51-05G-12 Rev. 1	<i>Fuel/Oil Records for Individual Buses and Other Vehicles</i> May list vehicle number, amount of fuel pumped, odometer reading, etc. Records for individual buses and other vehicles	Retain for 3 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	<i>Certificate Information Summary</i> 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	<i>Professional Education Permits – Temporary</i>	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 <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
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 <i>then</i> 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 which are not covered by the *Local Government Common Records Retention Schedule (CORE)*.

5.1. 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
SD51-01-46 Rev. 1	<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.	Retain for 1 year after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



5.2. STAFF DEVELOPMENT

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

See CORE – Human Resource Management for other records relating to the 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 <u>RCW 70.24.290</u> & <u>chapter 392-198 WAC</u>, and other blood borne pathogens pursuant to <i>Washington Industrial Safety and health Act</i> (WISHA) standards, <u>chapter 296-823 WAC</u> .</p> <p><i>Reference: <u>WAC 296-802-20010</u>.</i></p> <p><i>Note: Individual employee training records are covered by CORE series GS50-04G-01, Employee Training History File.</i></p>	<p>Retain for 30 years after end of school year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



6. STUDENT LEARNING

6.1. CURRICULUM

The activity of defining and describing courses of studies offered by a school/district.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-02 Rev. 1	<i>Categorical Program Files</i> 1. State categorical programs: Student lists, test scores, inventory of equipment, legal reports, evaluations and assurances to be maintained for monitoring and auditing purposes. 2. Federal categorical programs: Student eligibility lists, comparability reports, pre- and post-test data, evaluations, inventory of equipment, parent advisory committee (Title I).	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.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-06A-04 Rev. 1	<i>Course Additions, Deletions, and Changes</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
SD51-06A-19 Rev. 1	<i>Course Description Catalog</i>	Retain for the life of the agency.	NON-ARCHIVAL NON-ESSENTIAL OPR



6.1. CURRICULUM

The activity of defining and describing courses of studies offered by a school/district.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-05 Rev. 1	<i>Curriculum Summaries and Guides</i>	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
SD51-06A-11 Rev. 1	<i>Curriculum Waiver Requests</i> Records relating to parents/legal guardian requests for curriculum requirement waivers for their student. Includes communications to and from parent/legal guardian, denial or approval of request, etc. Examples of curriculum waivers include, but are not limited to: <ul style="list-style-type: none"> • Physical education waivers for health reasons; • HIV/AIDS and/or sex education waivers due to personal beliefs; • State assessment waivers; • Washington state history or math waivers in accordance with WAC 180-51-066. 	Retain for 5 years after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-06A-06 Rev. 1	<i>Essential Academic Learning Requirements (EALR) – Program Files</i> 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. <i>Excludes information verification reports submitted to the Office of the Superintendent of Public Instruction (OSPI), which are covered by SD51-01-37.</i>	Retain until superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



6.1. CURRICULUM

The activity of defining and describing courses of studies offered by a school/district.

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 <u>RCW 28A.230-097</u> , and alternative high school graduation requirements adopted in accordance with <u>WAC 180-18-055</u> .	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 included in advisory board agenda packets (covered by CORE series GS-ADVISORY)</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> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



6.1. CURRICULUM

The activity of defining and describing courses of studies offered by a school/district.

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> Transfer to 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> Transfer to 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 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 <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>
SD51-10-03 Rev. 1	<p>Skills Center Student Time Log/Sheet Log/sheet recording a student's presence/absence in a skills center course. Reference <u>WAC 392-117-050</u>.</p>	<p>Retain for 5 years after end of fiscal year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



6.4. SPECIAL EDUCATION PROGRAM

The activity of providing a free and appropriate education to children with disabling conditions pursuant to RCW 28A.155.090 & chapter 392-172A WAC.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-051-02 Rev. 1	<p><i>Special Education Program – Student History File</i> 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><i>Note: Pursuant to <u>WAC 392-172A-05235</u>, a notice MUST be sent to last known address of parent/legal guardian/adult student before destruction.</i></p>	<p>Retain for 6 years after separation from program <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-051-03 Rev. 1	<p><i>Special Education Program – Student History File Disposition Notice</i> Record/log of notices sent to the last known address of parents, legal guardians, and/or adult students, advising them of the opportunity to take possession of the file or any of its contents pending disposition by the district.</p> <p><i>Note: Pursuant to <u>WAC 392-172A-05235</u>, a notice MUST be sent to last known address of parent/legal guardian/adult student before destruction.</i></p> <p><i>Reference <u>34 CFR § 300.624</u> and <u>Family Educational Rights and Privacy Act (FERPA)</u>.</i></p>	<p>Retain for 6 years after final notice sent <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-051-04 Rev. 1	<p><i>Special Education Program – Student Not Eligible</i> Referrals, evaluations, evaluation reports, and notices for students determined not to be eligible for the special education program.</p> <p><i>Reference <u>chapter 392-172A WAC</u>.</i></p>	<p>Retain for 5 years after student determined to be ineligible <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
SD-ALE Rev. 0	<p>Alternative Learning Experience (ALE) – Student Learning Plan Records documenting student participation in an alternative learning experience program pursuant to <u>WAC 392-121-182(4)</u>. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Written student learning plan (including instructional materials needed, timelines and methods for evaluating student progress, specific learning goals/objectives/requirements, whether ALE meets the state’s learning requirements, etc.); • Student/teacher contacts; • Progress evaluations and subsequent communications with student (and parent/legal guardian for student grades K-8). <p><i>Excludes attendance records covered by SD51-04-05.</i></p>	<p>Retain for 4 years after end of calendar 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 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: <u>WAC 180-51-061</u>.</i></p>	<p>Retain for 5 years after end of school year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
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 <u>WAC 392-172A-02100</u>.</p>	<p>Retain for 6 years after application received or services provided, <i>whichever is later</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



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
SD51-06E-03 Rev. 1	Lesson Plans	Retain for 1 year after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



7. STUDENT ADMINISTRATION

7.1. STUDENT ASSESSMENT

The activity of measuring student knowledge through standardized student assessments/tests.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-13 Rev. 1	<i>Student Assessment and Placement Program Case Files</i>	Retain for 1 year after placement determined <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-06A-16 Rev. 1	<i>Standardized Tests – Group Reports</i> Summary of standardized test scores by class, grade, program, sex, ethnic group, building, district, etc. <i>Note: Test results are designated as Archival in accordance with the Office of the Superintendent of Public Instruction’s records retention schedule.</i>	Retain for 5 years after date of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-06A-17 Rev. 1	<i>Standardized Tests – Individual Student Reports</i> Individual student results of standardized tests. <i>Note: Test results are designated as Archival in accordance with the Office of the Superintendent of Public Instruction’s records retention schedule.</i>	Retain for 3 years after student graduates or withdraws from district <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-06A-18 Rev. 1	<i>Standardized Tests – Student Records</i> Records documenting standardized tests given to individual students. Includes all test questions and all answers, regardless of medium or format. Includes, but is not limited to: <ul style="list-style-type: none"> • Test booklets, including records documenting their destruction or return to vendor; • Answer sheets (paper or electronic), bubble sheets. 	Retain for 90 days after scores/results released to students or parents <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



7.2. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district's boundaries, assigning students to the appropriate school/grade level, and ensuring that legalities have been met (age, immunizations, etc.). Excludes standardized student assessments.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD-HOME Rev. 0	<p><i>Homeless Child and Youth Identification/Eligibility Determination</i> 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 <u><i>McKinney-Vento Homeless Education Assistance Improvements Act of 2001</i></u>.</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><i>Excludes official agency policies and procedures covered by CORE series GS50-01-24.</i></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. 1	<p><i>Immunization Status</i> Records documenting a student's immunization status, including proof of immunization pursuant to <u>RCW 28A.210.080</u>, or certification of exemption pursuant to <u>RCW 28A.210.90</u>. Includes Department of Health <u>Certificate of Immunization Status</u> form #348-013.</p>	<p>Retain until student graduates or withdraws <i>then</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 students to the appropriate school/grade level, and ensuring that legalities have been met (age, immunizations, etc.). Excludes standardized student assessments.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD-COMPLY Rev. 0	<p>Immunization/Exemption Reporting Compliance</p> <p>Records documenting the school/district's efforts to achieve student compliance with immunization requirements pursuant to <u>RCW 28A.210.080</u> and <u>chapter 246-105 WAC</u>. 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><i>Excludes proof of immunization or certification of exemption covered by SD51-09-02.</i></p>	<p>Retain until compliance is achieved or student withdraws/graduates, <i>whichever is sooner then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD-EXCLUDE	<p>Immunization-Related Exclusions</p> <p>Records relating to the exclusion of students from school due to failure to provide proof of immunization or certification of exemption pursuant to <u>RCW 28A.210.120</u> and <u>chapter 392-380 WAC</u>. Also includes exclusions due to communicable disease outbreaks.</p>	<p>Retain for 3 years after date student excluded from school <i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-05J-06 Rev. 1	<p>Student Assignment</p> <p>Records relating to the assignment of a specific student to a school or program.</p> <p><i>Excludes records relating to student transfers covered by SD51-05J-02 and SD-DENY.</i></p>	<p>Retain for 6 years after end of school year <i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-05J-05 Rev. 1	<p>School Assignment Procedures</p> <p>Records documenting school assignment procedures where not incorporated in School Board Minutes and/or Resolutions.</p> <p><i>Excludes school board minutes covered by CORE DAN GS50-05A-13.</i></p>	<p>Retain for 6 years after superseded <i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



7.2. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district's boundaries, assigning students to the appropriate school/grade level, and ensuring that legalities have been met (age, immunizations, etc.). Excludes standardized student assessments.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05J-02 Rev. 2	<i>Student Assignment/Transfer Requests – Granted</i> 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 <u>RCW 28A.225.220</u> , or for an intra-district school transfer in accordance with <u>RCW 28A.225.270</u> , where the request <i>is granted</i> .	Retain for 6 years after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD-DENY	<i>Student Assignment/Transfer Requests – Not Granted</i> 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 <u>RCW 28A.225.220</u> , or for an intra-district school transfer in accordance with <u>RCW 28A.225.270</u> , where the request is not granted. <i>Note: School district decisions may be appealed to the Superintendent of Public Instruction (OSPI) in accordance with <u>RCW 28A.225.230</u>.</i>	Retain for 3 years after denial of request <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-05J-04 Rev. 2	<i>Student Registration</i> Records documenting student entry into and/or withdrawal from the school/district, including students who register but do not attend. Includes, but is not limited to: <ul style="list-style-type: none"> • Applications and registration forms or cards; • Annual printouts verified and signed by parent/legal guardian. <i>Excludes records relating to student transfers, which are covered by SD51-05J-02.</i>	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.	NON-ARCHIVAL NON-ESSENTIAL OPR



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. 1	<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 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><i>Excludes grant-funded programs (Head Start, etc.) which are covered by records series in the Financial Management section of the 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>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



7.3. STUDENT ATTENDANCE/ABSENCE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06C-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>	NON-ARCHIVAL NON-ESSENTIAL OPR
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><i>Excludes admit slips and hall passes, which are covered by CORE series GS50-02-05.</i></p>	<p>Retain until 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
SD51-04-10 Rev. 1	<p><i>Truancy Case Files</i> Records relating to student absence where a truancy petition <u>has</u> been filed against the parent/legal guardian in accordance <u>RCW 28A.225.035</u>.</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><i>Truancy Petition/Disposition Log</i> 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 <u>180-96 WAC</u> in order to receive a Certificate of Educational Competence pursuant to chapter <u>131-48 WAC</u>.</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>	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-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 <u>34 CFR § 99.31</u>, <u>34 CFR §99.32(d)</u>, and <u>WAC 392-172A-05195</u>, 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 <u>34 CFR §99.31(a)(1)</u>; • Certain parties seeking directory information under <u>34 CFR § 99.37</u>; • A judicial order or subpoena under <u>34 CFR §99.31(a)(9)(ii)(A), (B) & (C)</u>. <p><i>Excludes disclosure to state and local educational authorities and federal officials and agencies listed in <u>34 CFR § 99.31(a)(3)</u>, which are covered by SD-CONSENT.</i></p> <p><i>Excludes requests where prior consent is required, which are covered by SD-CONSENT.</i></p> <p><i>Reference: <u>Family Educational Rights and Privacy Act (FERPA)</u>.</i></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
SD-CONSENT 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 <u>34 CFR § 99.30</u>, and/or where disclosure records are required to be retained in accordance with <u>34 CFR § 99.32</u>.</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 <u>34 CFR § 99.31(a)(3)</u> pursuant to <u>34 CFR § 99.32</u>; • 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><i>Excludes records covered by SD51-05F-02.</i> <i>Reference: <u>Family Educational Rights and Privacy Act (FERPA)</u>.</i></p>	<p>Retain until the education records of the student are no longer retained <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
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><i>Remarks: These records should be separated from the cumulative folder with access limited in accordance with the <u>Family Educational Rights and Privacy Act (FERPA)</u>.</i></p>	<p>Retain for 3 years after student graduates or withdraws <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
SD51-20-10 Rev. 0	Graduate List Annual list of graduates. <i>Use DAN GS51-05F-10 for Official Student Records and Transcripts.</i>	Retain for 6 years after current school year <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM
SD51-05F-10 Rev. 2	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. Includes, but not limited to: <ul style="list-style-type: none"> • High school transcripts prepared in accordance with chapter 392-415 WAC; • 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. <i>Note: All other records pertaining to each student belong in the cumulative folder, or are covered by other series.</i>	Retain for 100 years after student graduates or withdraws <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD-CHANGE Rev. 0	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. <i>Excludes changes that are made to official student records covered by SD51-05F-10.</i>	Retain for 6 years after request denied <i>then</i> Destroy.	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-11 Rev. 1	<p>School Registers</p> <p><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> Transfer to 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. 2	<p><i>Student Cumulative Folder (Student File Folder)</i> 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; • 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 <u>WAC 434-615-020</u>. 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 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><i>Student Disciplinary Action Report</i></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. 1	Student Discipline Files Includes student expulsion records.	Retain for 3 years after matter resolved or student graduates or withdraws, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD-PHOTO 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</i> <i>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 unpackageged 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 <u>National School Lunch Program</u> . <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 <u>7 CFR § 245.6a.</u>	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 <u>9 CFR § 417</u> and <u>21 CFR § 123.6</u> . 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 <u>7 CFR § 210.</u></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><i>Stock Inventory Report Summary</i> 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
SD-HEALTH	<p><i>Health Care/Services Provided to Students</i> 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>	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
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. <i>Excludes records of services/care provided, which are covered by SD-HEALTH.</i> <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. <i>Excludes student-based health records covered by SD-HEALTH.</i></p>	Retain for 8 years after last entry/dose administered <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD-ERROR	<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
SD-MEDS	<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 SD-HEALTH. Excludes instances of suspected theft covered by SD-ERROR.</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> 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"> • <u>Office of the Superintendent of Public Instruction</u>: Distributive Education Clubs of America (DECA), Future Farmers of America (FFA), Future Business Leaders of America (FBLA), etc.; • <u>Association of Washington School Principals</u>: Student Council, National Honor Society, Senate Youth Program, etc.; • <u>Washington Interscholastic Activities Association (WIAA)</u>: Drama, forensics, music, spirit, athletics; • <u>Independent sponsors</u>: 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> Transfer to 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><i>Interscholastic Activities – Eligibility</i> 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><i>Excludes parent/legal guardian consent forms which are covered by SD51-06C-31.</i> <i>Excludes records covered by SD-HEALTH.</i></p>	<p>Retain for 3 years after end of school year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-03-15 Rev. 1	<p><i>Interscholastic Activities – Self-Evaluation Surveys</i> Records relating to the school/district’s compliance with <u>Title IX of the Educational Amendments Act of 1972</u> and <u>34 CFR §106.41</u>.</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 <u>34 CFR 106.3(c)</u>.</p>	<p>Retain for 6 years after end of school year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



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	<i>Application for Special Transportation – Accepted</i> 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	<i>Application for Special Transportation – Denied</i>	Retain for 1 calendar year after application denied <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-05G-13 Rev. 2	<i>Improper Student Conduct on the Bus</i> 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



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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.



REVISION GUIDE

SUMMARY OF CHANGES

- Minimum retention changed from 3 years to *4 years or audit* for 15 records series at request of Office of the State Auditor.
- 9 records series have been designated as “Archival (Permanent Retention)” by the State Archivist. All 9 series previously had a minimum retention requirement of “PERMANENT”.
- 44 records series covered elsewhere in this schedule or in the *Local Government Common Records Retention Schedule (CORE)* have been discontinued.
- 51 records series have been revised to provide better clarity and make easier for the end-user to apply.
- New standard formatting applied, including:
 - ✓ Archival and Essential designations provided.
 - ✓ Cut-off language refined and aligned with CORE standards.

NOTE: If the minimum retention period has increased or decreased, the change is listed in one of the “REVISED RECORDS SERIES” tables, below. If the improved language does NOT cause a change in the retention period, the series are not listed in the table(s).



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Abbreviations Used in this Guide:

WSA = Washington State Archives
SAO = Office of the State Auditor
OSPI = Office of the Superintendent of Public Instruction



REVISED RECORDS SERIES – STATE AUDITOR REQUEST

At the request of the State Auditor, the minimum retention period for the following records series has been increased to:

“Retain for 4 years after end of fiscal year or until completion of State Auditor’s examination report, whichever is sooner, then Destroy”.

DAN	Page # Ver 7.2 / Ver 8.0	Title	Version 7.2 Retention and Disposition Action
SD51-05G-07	p. 16/18	<i>Bus Schedule For All Schools</i>	3 years or until completion of SAO examination report.
SD51-05G-12	p. 16/18	<i>Fuel/Oil Records for Individual Buses and Other Vehicles</i>	3 years.
SD51-03E-28	p. 25/23	<i>Payroll Status Sheets For Districts Not Using Personnel Action Request Forms</i>	3 years after completion of grant.
SD51-06A-02	p. 29/26	<i>Categorical Program Files</i>	3 years.
SD51-06A-04	p. 29/26	<i>Course Additions, Deletions, And Changes</i>	3 years.
SD51-06A-10	p. 31/28	<i>Instructional Materials Subject File</i>	3 years.
SD51-09A-05	p. 33/30	<i>Parent/Legal Guardian Declaration Of Intent</i>	3 years or until completion of SAO examination report.
SD51-05F-09	p. 39/49	<i>Student Locator Cards/Class Schedules</i>	3 years or until completion of SAO examination report.
SD51-08-01	p. 48/50	<i>Catering Requests</i>	3 years or until completion of SAO examination report.
SD51-08-03	p. 48/50	<i>Food Service Orders</i>	3 years or until completion of SAO examination report.
SD51-08-05	p. 49/51	<i>Meal And Milk Count Reports And Documentation</i>	3 years or until completion of SAO examination report.
SD51-08-06	p. 49/52	<i>Meal Ticket/Credit Log</i>	3 years or until completion of SAO examination report.
SD51-08-07	p. 49/52	<i>Meal Tickets</i>	3 years or until completion of SAO examination report.
SD51-08-11	p. 50/53	<i>Stock Control Records</i>	3 years or until completion of SAO examination report.
SD51-08-12	p. 50/54	<i>Stock Inventory Report Summary</i>	3 years or until completion of SAO examination report.



REVISED RECORDS SERIES – STATE ARCHIVIST REQUEST					
At the request of the State Archivist, the following records have been designated as “Archival (Permanent Retention)”.					
DAN & Page #	Title	Version 7.2 Retention & Designation	Version 8.0 Title (if different)	Version 8.0 Minimum Retention (if different)	Additional Changes
SD51-05-05 Ver. 7.2 p. 6 Ver. 8.0 p. 5	<i>Descriptive Guide to School District Administration and Buildings</i>	PERMANENT (Archival – Appraisal Required)	No change.	Retain for 6 years after superseded then transfer to WSA for permanent retention.	
SD51-01-52 Ver. 7.2 p. 7 Ver. 8.0 p. 6	<i>Historical Records, Materials & Artifacts that should be Retained for Commemorative Events and Displays.</i>	PERMANENT (Archival – Appraisal Required)	No change.	Retain until no longer needed for agency business then Transfer to WSA for permanent retention.	Now includes student newspapers; excludes interscholastic awards covered by SD51-20-02.
SD51-11-02 Ver. 7.2 p. 17 Ver. 8.0 p. 19	<i>Boundary Records</i>	PERMANENT (Archival – Appraisal Required)	<i>Educational Service District Boundary Records</i>	Retain for 6 years after superseded then Transfer to WSA for permanent retention.	
SD51-06A-05 Ver. 7.2 p. 30 Ver. 8.0 p. 27	<i>Curriculum Summaries and Guides</i>	PERMANENT (Archival – Appraisal Required)	No change.	Retain until no longer needed for agency business then Transfer to WSA for permanent retention.	
SD51-06A-08 Ver. 7.2 p. 30 Ver. 8.0 p. 28	<i>Graduation Requirements Statements</i>	PERMANENT (Archival – Appraisal Required)	<i>Graduation Requirements</i>	Retain until no longer needed for agency business then Transfer to WSA for permanent retention.	Description enhanced; title shortened.
SD51-05-02 Ver. 7.2 p. 56 Ver. 8.0 p. 14	<i>Boundary Records</i>	PERMANENT (Archival – Appraisal Required)	<i>School Service Boundary Records</i>	Retain for 6 years after end of calendar year then Transfer to WSA for permanent retention.	
SD51-05-10 Ver. 7.2 p. 56 Ver. 8.0 p. 13	<i>Annual High School Report for Standards and Accreditation</i>	PERMANENT 1 copy potential archival value	<i>Basic Education Act Compliance</i>	Retain for 6 years after end of calendar year then Transfer to WSA for permanent retention.	Title & description enhanced to clarify this covers school “approval”, which is mandatory. (Records relating to voluntary “accreditation” are covered by SD51-05-11.)
SD51-05-06 Ver. 7.2 p. 57 Ver. 8.0 p. 13	<i>Official District Negotiated School Calendars</i>	PERMANENT (Archival – Appraisal Required)	No change.	Retain for 6 years after end of calendar year then Transfer to WSA for permanent retention.	Changed designation to Archival – Permanent Retention to relieve school of burden of retaining permanently.



REVISED RECORDS SERIES – STATE ARCHIVIST REQUEST

At the request of the State Archivist, the following records have been designated as “Archival (Permanent Retention)”.

DAN & Page #	Title	Version 7.2 Retention & Designation	Version 8.0 Title (if different)	Version 8.0 Minimum Retention (if different)	Additional Changes
SD51-05-11 Ver. 7.2 p. 57 Ver. 8.0 p. 13	Report of Evaluation of Accreditation	PERMANENT – 1 copy potential archival value	Accreditation	Retain for 6 years after end of calendar year then Transfer to WSA for permanent retention.	Consolidation of all records relating to accreditation, which is voluntary (vs. “approval”, which is mandatory, and covered by SD51-05-10). (Covers records from discontinued series SD51-06A-01



NEW RECORDS SERIES

Function: Activity	Title and Description	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
Agency Mgmt: Community Relations	Photo/Medial Release – Denial of Permission	SD-OPT-OUT p. 8	Retain until end of school year or until superseded, whichever is later, then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Denial of permission does not have the legal value of granted permission. School year is a more appropriate retention.
Agency Mgmt: Reporting - Student Health and Safety	Reporting – Student Health and Safety	SD-REPORT p. 13	Retain for 4 years after submission of report then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Previously uncovered records.
Student Admin: Assignment	Homeless Child and Youth Identification/ Eligibility Determination	SD-HOME p. 36	Retain for 6 years after end of school year then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Previously uncovered records.
Student Admin: Assignment	Immunization/ Exemption Reporting Compliance	SD-COMPLY p. 37	Retain for 6 years after end of school year then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Previously uncovered records.
Student Admin: Assignment	Immunization-Related Exclusions	SD-EXCLUDE p. 38	Retain for 3 years after date student excluded from school then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Previously uncovered records regulated by RCW 28A.210.120 .
Student Admin: Assignment	Student Transfer/ Assignment Requests – Not Granted	SD-DENY p. 39	Retain for 3 years after denial of request then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Denied requests for inter-district transfers (to or from) may be appealed to the Superintendent of Public Instruction (OSPI) in accordance with RCW 28A.225.230 . OSPI retains appeals records for 10 years.
Student Admin: Student Records	Authorization For/Release of Student Records – Prior Consent or Documentation Required	SD-CONSENT p. 45	Retain until the education records of the student are no longer retained then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Created new series to cover FERPA requirement to retain disclosure records where prior consent is required (and in some cases where prior consent is not required) as long as the education records are retained.
Student Admin: Student Records	Official Student Record – Change Request Denied	SD-CHANGE p. 45	Retain for 6 years after request denied then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM	Previously uncovered records. If change is approved, records are retained with Official Student Record, which is covered by SD51-05F-10.



NEW RECORDS SERIES

Function: Activity	Title and Description	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
Student Admin: Student Records	<i>Student Identification Photos</i>	SD-PHOTO p. 49	Retain until no longer needed for agency business then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM	Previously uncovered records.
Student Mgmt: Health Services	<i>Health Care/Services Provided to Students</i>	SD-HEALTH p. 55	Retain for 8 years after last provision of health-related services then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Created new series to consolidate and clarify several existing series, which are now discontinued (SD51-20-05, SD51-20-06, SD51-09-07 and SD51-09-09). Minimum retention reflects RCW 4.16.350 .
Student Mgmt: Health Services	<i>Medication Errors</i>	SD-ERROR p. 56	Retain for 8 years after end of school year or 8 years after investigation completed/matter resolved, whichever is later then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Previously uncovered records. 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.
Student Mgmt: Health Services	<i>Medication Inventory</i>	SD-MEDS p. 57	Retain for 1 year after medications returned/ destroyed/delivered to law enforcement agency then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Previously uncovered records.



REVISED RECORDS SERIES - GENERAL

The records series listed below have been revised; changes and rationale are provided. (List is in *SCHOOLS Ver. 7.2* page order.)

Version 7.2 DAN	Version 7.2 Title	Version 7.2 Retention	Version 8.0 Title (if different)	Version 8.0 Retention (if different)	Change and/or rationale
SD51-20-08 Ver 7.2 p.8 Ver 8.0 p. 7	Photo/Media Release Form – External	3 years	Photo/Media Release – External Usage	Retain for 6 years after end of school year <i>then</i> Destroy.	Clarified title and description. Removed “denial of permission” from description, which is covered by new series SD-OPT-OUT. Increased retention to substantiate district’s legal right to allow external parties to record student image(s). (Signed release should be retained for period of agency’s liability. Statute of limitations for written contract is 6 years. RCW 4.16.040.)
SD51-20-09 Ver 7.2 p.8 Ver 8.0 p. 7	Photo/Media Release Form – Internal	Retain for current school year.	Photo/Media Release – School/District Usage	Retain for 6 years after image/recording no longer being used <i>then</i> Destroy.	Clarified title and description. Removed “denial of permission” from description, which is covered by new series SD-OPT-OUT. Increased retention to substantiate district’s legal right to use student image(s). (Signed release should be retained for period of agency’s liability. Statute of limitations for written contract is 6 years. RCW 4.16.040.)
SD51-01-35 Ver 7.2 p.8 Ver 8.0 p. 7	Public Research Access Request	Resolution of request plus 3 years	No change.	Retain for 3 years after resolution of request then Destroy.	Exclusion added for student records research covered by SD-CONSENT or SD51-05F-02.
SD51-01-39 Ver 7.2 p.8 Ver 8.0 p. 8	Public Research Access Request Log	Last entry in log plus 3 years		Retain for 3 years after last entry in log then Destroy.	
SD51-07-08 Ver 7.2 p. 11 Ver 8.0 p. 9	Demographic and Enrollment Projections	3 years	N/A	Retain for 3 years after end of fiscal year <i>then</i> Destroy.	Provided cutoff.
SD51-01-37 Ver 7.2 p. 12 Ver 8.0 p. 11	Reporting – Office of the Superintendent of Public Instruction (OSPI) – General	Retain for 4 years after submission of report or completion of SAO examination report, whichever is sooner then Destroy.	Reporting – Required by Regulatory Agencies	No change.	Added “supporting documentation” to the description. Revised bulleted item “Absence report” for clarity, as follows: <ul style="list-style-type: none"> • Apportionment, enrollment count, P-223, attendance/absence report, etc.;



REVISED RECORDS SERIES - GENERAL

The records series listed below have been revised; changes and rationale are provided. (List is in *SCHOOLS Ver. 7.2* page order.)

Version 7.2 DAN	Version 7.2 Title	Version 7.2 Retention	Version 8.0 Title (if different)	Version 8.0 Retention (if different)	Change and/or rationale
SD51-05G-04 Ver 7.2 p. 15 Ver 8.0 p. 17	Bus Conditions Checklist	1 year	N/A	Retain for 1 year after end of school year <i>then</i> Destroy.	Provided cutoff.
SD51-05G-06 Ver 7.2 p. 16 Ver 8.0 p. 18	Bus Operations Daily Log	6 years	N/A	Retain for 6 years after end of school year <i>then</i> Destroy.	Provided cutoff.
SD51-12-05 Ver 7.2 p. 18 Ver 8.0 p. 10	Regional Drug and Alcohol Surveys	6 years after close of fiscal year – Potential Archival Value	Healthy Youth Survey Results	Retain for 6 years after end of fiscal year then Transfer to WSA for appraisal and selective retention.	Updated title (to match current program), provided description, and updated retention language.
SD51-02A-04 Ver 7.2 p. 22 Ver 8.0 p. 22	Budget Revision Requests	6 years	N/A	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	Provided cutoff.
SD51-03C-17 Ver 7.2 p. 24 Ver 8.0 p. 10	Survey of Parents or Legal Guardians Living or Working on Federal Property (Public Law 81-874 – Not Eligible)	Retain until submittal of the application	Impact Aid Programs – Child Not Eligible	Retain until submittal of the application for federal impact aid then Destroy.	Refined title to match federal statute and provided description. Series excludes surveys where children <u>are</u> eligible, which are covered by GS2011-183, Financial Transactions – Bond, Grant and Levy Projects . (Grant applications...for grant funds ... received by the local government agency.)
SD51-01-46 Ver 7.2 p. 27 Ver 8.0 p. 24	Signature of Receipt Record	1 year	N/A	Retain for 1 year after end of school year <i>then</i> Destroy.	Provided cutoff.
SD51-04G-01 Ver 7.2 p. 28 Ver 8.0 p. 15	Approved In-Service Education	7 years	Agency-Provided Training – In-Service Education	Retain for 7 years after in-service program completed then Destroy.	Moved to “Training” section. Title and description enhanced to align with CORE series for other types of agency-provided training. Statute referenced; description and cut-off reflect WAC requirements.
SD51-04G-03 Ver 7.2 p. 28 Ver 8.0 p. 25	List of HIV and HBV Trained Employees	30 years	List of HIV/AIDS and HBV Trained Employees	Retain for 30 years after end of school year then Destroy.	Title, description and cut-off enhanced; references added.



REVISED RECORDS SERIES - GENERAL

The records series listed below have been revised; changes and rationale are provided. (List is in *SCHOOLS Ver. 7.2* page order.)

Version 7.2 DAN	Version 7.2 Title	Version 7.2 Retention	Version 8.0 Title (if different)	Version 8.0 Retention (if different)	Change and/or rationale
SD51-06A-02 Ver 7.2 p. 29 Ver 8.0 p. 26	Categorical Program Files	3 years after completion of grant audit or for period required by grant or program	No change.	Retain until completion of State Auditor's examination report and retain for period required by grant or program, whichever is later then Destroy.	Cut-off clarified. Note removed. (ALL records which become involved in an audit or litigation must be retained until audit or litigation is resolved, as stated on the front page of the records retention schedule.)
SD51-06A-03 Ver 7.2 p. 29 Ver 8.0 p. 5	Community Challenges of Instructional Materials	5 years	No change.	Retain for 5 years after end of school year then Destroy.	Moved to "Community Relations" section. Cut-off provided.
SD51-06A-05 Ver 7.2 p. 30 Ver 8.0 p. 27	Curriculum Summaries and Guides	PERMANENT – 1 copy potential archival value	No change.	Retain until no longer needed for agency business then Transfer to WSA for permanent retention.	Changed designation to Archival – Permanent Retention to relieve school of burden of retaining permanently.
SD51-06A-11 Ver 7.2 p. 30 Ver 8.0 p. 27	Curriculum Waiver Requests	5 years	No change.	Retain for 5 years after end of school year then Destroy.	Description enhanced. Cut-off provided. (This record supports grade documentation.)
SD51-06A-06 Ver 7.2 p. 30 Ver 8.0 p. 27	Essential Academic Learning Requirements (EALR) Program Files	Destroy when superseded	Essential Academic Learning Requirements (EALR) – Program Files	Retain until superseded then Destroy.	Title slightly modified for conformity with companion series. SD51-06A-06 excludes EALR information verification reports submitted to OSPI, which are covered by SD51-01-37.
SD51-06A-07 Ver 7.2 p. 30 Ver 8.0 p. 28	Essential Academic Learning Requirements (EALR) Program Files Results	Destroy after compilation and issuance of test data.	Essential Academic Learning Requirements (EALR) – Program Results	Retain until test data compiled and issued then Destroy.	
SD51-06A-09 Ver 7.2 p. 30 Ver 8.0 p. 28	Individual Essential Academic Learning Reports	Destroy after compilation and issuance of test data	Essential Academic Learning Requirements (EALR) – Individual Reports	Retain until test data compiled and issued then Destroy.	



REVISED RECORDS SERIES - GENERAL

The records series listed below have been revised; changes and rationale are provided. (List is in *SCHOOLS* Ver. 7.2 page order.)

Version 7.2 DAN	Version 7.2 Title	Version 7.2 Retention	Version 8.0 Title (if different)	Version 8.0 Retention (if different)	Change and/or rationale
SD51-06A-13 Ver 7.2 p. 31 Ver 8.0 p. 35	Student Assessment and Placement Program Case Files	1 year after screening	N/A	Retain for 1 year after placement determined then Destroy.	Cut-off clarified.
SD51-06A-10 Ver 7.2 p. 31 Ver 8.0 p. 28	Instructional Materials Subject File	3 years	N/A	N/A	Updated DAN reference in description. (Also changed retention to uniform SAO language.)
SD51-06A-16 Ver 7.2 p. 32 Ver 8.0 p. 35	Student Testing – Group Reports	5 years	Standardized Tests – Group Reports	Retain for 5 years after date of report <i>then</i> Destroy.	Titles and descriptions modified for clarification. These series cover only <i>standardized tests</i> . Retention cut-offs and notes also provided/enhanced. Increased retention of individual student results from 2 to 3 years to align with cumulative folder. Clarified cut-off to specify graduation or withdrawal from district (not <i>school</i>).
SD51-06A-17 Ver 7.2 p. 32 Ver 8.0 p. 35	Student Testing – Individual Student Report	2 years	Standardized Tests – Individual Student Reports	Retain for 3 years after student graduates or withdraws from district <i>then</i> Destroy.	
SD51-06A-18 Ver 7.2 p. 32 Ver 8.0 p. 35	Student Testing – Primary Record	90 days	Standardized Tests – Student Records	Retain for 90 days after scores/results released to students or parents <i>then</i> Destroy.	
SD51-09A-02 Ver 7.2 p. 33 Ver 8.0 p. 30	List of Students Participating in Home-Based Instruction	6 years	N/A	Retain for 6 years after end of school year then Destroy.	Cut-off clarified.
SD51-09A-03 Ver 7.2 p. 33 Ver 8.0 p. 30	Notice of Transfer of Home-Based Student to School/District	Retain for 2 years after student graduates or withdraws then destroy.	Transfer of Home-Based Student to School/District	Retain for 3 years after student graduates or withdraws from district then Destroy.	Title modified to encompass all records documenting home-based student transfer to school/district. Now covers placement/evaluation test results from discontinued series SD51-09A-06. Increased retention from 2 to 3 to align with cumulative folder. Clarified cut-off language to “graduates or withdraws from district ” (not “school”).



REVISED RECORDS SERIES - GENERAL

The records series listed below have been revised; changes and rationale are provided. (List is in *SCHOOLS Ver. 7.2* page order.)

Version 7.2 DAN	Version 7.2 Title	Version 7.2 Retention	Version 8.0 Title (if different)	Version 8.0 Retention (if different)	Change and/or rationale
SD51-10-02 Ver 7.2 p. 34 Ver 8.0 p. 31	Patient Case Files	10 years after last visit of patient; written confirmation received from a patient's health care professional that "forwarded" records have been received; or patient reaches 21 years of age, whichever is longer.	Skills Center Patient Case Files	Retain for 8 years after last provision of health-related services then Destroy.	Modified title for clarity and changed cut-off to accommodate RCW 4.16.350 (statute of limitations for the commencement of actions for injuries resulting from health care or related services is 8 years).
SD51-10-03 Ver 7.2 p. 34 Ver 8.0 p. 31	Skills Center Student Time Log/Sheet	3 Years or until completion of SAO examination report.	N/A	Retain for 5 years after end of fiscal year then Destroy.	Minimum retention increased to 5 years because this record supports grade documentation pursuant to WAC 180-51-061 .
SD51-05I-04 Ver 7.2 p. 35 Ver 8.0 p. 32	Report for Student Not Assigned to the Special Education Program	Determined ineligible plus 5 years	Special Education Program – Student Not Eligible	Retain for 5 years after student determined to be ineligible then Destroy.	Modified titles to align with each other and updated retention language, notes and references.
SD51-05I-02 Ver 7.2 p. 35 Ver 8.0 p. 32	Special Education Student History File	Separation from program plus 6 years	Special Education Program – Student History File	Retain for 6 years after separation from program then Destroy.	
SD51-05I-03 Ver 7.2 p. 35 Ver 8.0 p. 32	Special Education Student History File Disposition Notice Record	6 years – see remarks	Special Education Program – Student History File Disposition Notice	Retain for 6 years after final notice sent then Destroy.	



REVISED RECORDS SERIES - GENERAL

The records series listed below have been revised; changes and rationale are provided. (List is in *SCHOOLS Ver. 7.2* page order.)

Version 7.2 DAN	Version 7.2 Title	Version 7.2 Retention	Version 8.0 Title (if different)	Version 8.0 Retention (if different)	Change and/or rationale
SD51-05F-02 Ver 7.2 p. 36 Ver 8.0 p. 44	Authorization for Release of Student Records	3 years after records released	Authorization For/Release of Student Records – Prior Consent Not Required	Retain for 3 years after request received or records released, whichever is later, then Destroy.	Title modified; description provided; cut-off clarified. This is a companion series to new series SD-CONSENT, Authorization For/Release of Student Records –Prior Consent or Documentation Required , which covers disclosure of records where prior consent is required and/or where state or federal law requires retention of records documenting requests – <i>even when consent is not required.</i>
SD51-05F-03 Ver 7.2 p. 36 Ver 8.0 p. 45	Confidential Reports (A.K.A. Guidance Reports or Supplementary Reports)	2 years after student graduates or withdraws	N/A	Retain for 3 years after student graduates or withdraws from district then Destroy.	Increased retention of reports from 2 to 3 years to align with cumulative folder and to better enable schools to provide records until (most) students reach age 21. Provides (more) assurance that returning students' records are still in-district. (Many students leave district between elementary and high school.) Clarified cut-off to specify graduation or withdrawal from district (not <i>school</i>).
SD51-05F-05 Ver 7.2 p. 37 Ver 8.0 p. 43	Request for Approval to Test for Certificate of Educational Competence (GED)	Destroy when obsolete or superseded	No change.	General Educational Development (GED) Test – Eligibility	Updated title and description to provide better guidance. Now includes records from discontinued series SD51-05F-01 and SD51-05F-04.
SD51-05F-10 Ver 7.2 p. 37 Ver 8.0 p. 46	Official Student Record	Retain for 100 years after student graduates or withdraws then Destroy.	No change.	No change.	Description enhanced to provide better guidance to agencies.



REVISED RECORDS SERIES - GENERAL

The records series listed below have been revised; changes and rationale are provided. (List is in *SCHOOLS Ver. 7.2* page order.)

Version 7.2 DAN	Version 7.2 Title	Version 7.2 Retention	Version 8.0 Title (if different)	Version 8.0 Retention (if different)	Change and/or rationale
SD51-05F-07 Ver 7.2 p. 38 Ver 8.0 p. 48	Student Cumulative Folder (A.K.A. Student File Folder)	2 years after student graduates or withdraws	Student Cumulative Folder (Student File Folder)	Retain for 3 years after student graduates or withdraws from district then Destroy.	Retention increased to better enable schools to provide records until (most) students reach age 21 and to provide (more) assurance that returning students' cumulative folders are still in-district. (Many students leave district between elementary and high school.) Provides convenient place to retain test scores and other assessment data for placement of returning students – and for sending (copies) to other district(s). Enhanced description for clarity.
SD51-06E-02 Ver 7.2 p. 40 Ver 8.0 p. 33	Grade Documentation – Secondary	5 years	N/A	Retain for 5 years after end of school year then Destroy.	Added “senior projects” to description.
SD51-20-02 Ver 7.2 p. 41 Ver 8.0 p. 58	Athlete/Team Achievement Records – WIAA	6 years	Interscholastic Activities - Achievements	Retain for 6 years after end of school year then Transfer to WSA for appraisal and selective retention.	Title and description enhanced to include all interscholastic activity achievements, including athletics, arts, science, debate, DECA, FFA, etc. (Previously uncovered records.)
SD51-03-15 Ver 7.2 p. 41 Ver 8.0 p. 59	Athletic and Activity Surveys	5 years	Interscholastic Activities – Self-Evaluation Surveys	Retain for 6 years after end of school year then Destroy.	Title and description enhances; retention increased to synchronize retention requirements.
SD51-03-04 Ver 7.2 p. 41 Ver 8.0 p. 59	Athletic Eligibility Records	3 years	Interscholastic Activities - Eligibility	Retain for 3 years after end of school year then Destroy.	Enhanced title to include eligibility records for any/all interscholastic activities. (Includes records from discontinued series SD51-03-10, League Registration Forms.)
SD51-20-04 Ver 7.2 p. 48 Ver 8.0 p. 51	HACCP Plan(Hazard Analysis of Critical Control Points Plan)	6 years	HACCP (Hazard Analysis & Critical Control Points) Plan	Retain for 6 years after obsolete or superseded then Destroy.	Modified title and description. Provided federal statute references.
SD51-09-01 Ver 7.2 p. 51 Ver 8.0 p. 33	Application for Home/Hospital Tutoring	6 years	Home/Hospital Tutoring	Retain for 6 years after application received or service provided, whichever is later then Destroy.	Title, description and cut-off enhanced. Series moved to Teaching activity.



REVISED RECORDS SERIES - GENERAL

The records series listed below have been revised; changes and rationale are provided. (List is in *SCHOOLS Ver. 7.2* page order.)

Version 7.2 DAN	Version 7.2 Title	Version 7.2 Retention	Version 8.0 Title (if different)	Version 8.0 Retention (if different)	Change and/or rationale
SD51-09-02 Ver 7.2 p. 51 Ver 8.0 p. 36	Certificate of Immunization Status (CIS)	Destroy after termination of enrollment	Immunization Status	Retain until student graduates or withdraws then Destroy.	Title, definition and cut-off enhanced for clarity. Scope broadened to reflect updates to state statute.
SD51-09-03 Ver 7.2 p. 51 Ver 8.0 p. 12	Child Abuse Reports	6 years	Reporting – Suspected Child Abuse	Retain for 6 years after submission of report then Destroy.	Moved to “Reporting – Student Health and Safety” section. Title, description, and cut-off enhanced to better align with CORE series for other types of reporting.
SD51-05J-02 Ver 7.2 p. 53 Ver 8.0 p. 38	Boundary Exceptions	Current school year plus 6 years	Student Assignment /Transfer Requests – Granted	Retain for 6 years after end of school year then Destroy.	Title and description updated and enhanced to reflect 1990’s Learning by Choice requirements pursuant to chapter 28A.225 RCW .
SD51-05J-04 Ver 7.2 p. 53 Ver 8.0 p. 38	Enrollment	Retain for 2 years after student leaves/withdraws from school/district & completion of SAO report then Destroy.	Student Registration	Retain for 3 years after superseded or 3 years after student graduates or withdraws from school/district, whichever is sooner, then Destroy.	Enhanced title and description to provide more clarity, including reference to students who register but never actually attend. Modified retention to allow destruction of superseded registration forms, since they are updated annually, and increased to 3 years to align with new cumulative folder retention requirement.
SD51-05J-06 Ver 7.2 p. 54 Ver 8.0 p. 37	Student Assignment Case Files	3 years	Student Assignment	Retain for 6 years after end of school year then Destroy.	Modified title and increased retention. Per RCW 4.16.40 , the statute of limitations for the commencement of actions upon a contract in writing, or liability express or implied arising out of a written agreements is 6 years. (Claims relating to school or program assignment are not uncommon.) Exclusion for records relating to student transfers covered by SD51-05J-02 and SD-DENY.
SD51-05G-13 Ver 7.2 p. 55 Ver 8.0 p. 60	Improper Conduct on the Bus Notice	1 year	Improper Student Conduct on the Bus	Retain for 1 year after incident then Destroy.	Title and description enhanced; “student” added for clarity.



REVISED RECORDS SERIES - GENERAL

The records series listed below have been revised; changes and rationale are provided. (List is in *SCHOOLS Ver. 7.2* page order.)

Version 7.2 DAN	Version 7.2 Title	Version 7.2 Retention	Version 8.0 Title (if different)	Version 8.0 Retention (if different)	Change and/or rationale
SD51-05-13 Ver. 7.2 p. 57 Ver. 8.0 p. 14	Statements of Graduation Requirements	PERMANENT (Archival – Appraisal Required)	Superintendent of Schools (General)	Retain for 6 years after end of calendar year then Transfer to WSA for appraisal and selective retention.	Statement of graduation requirements is covered by SD51-06A-08. This series has been revised to cover the Superintendent’s official statement of/to the graduating class <i>as well as any/all</i> other records of the Superintendent that are not covered by other records series.



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

Version 7.2 records series listed on the left have been discontinued. DANs that cover the records are listed on the right.

Discontinued DAN Ver 7.2	Ver. 7.2 Function: Activity	Version 7.2 Title	Version 7.2 Retention	Schedule Function: Activity	Use:	Title	Retention	Rationale
SD51-20-01 p. 5	Agency Mgmt: Boards, Councils and Committees	Associated Student Body (ASB) – Minutes	PERMANENT	CORE Agency Mgmt. Meetings and Hearings	GS50-05A-13 p. 37	Meetings – Governing/ Executive	Retain for 6 years after end of calendar year then transfer to WSA for permanent retention.	Minutes covered in CORE. Reduction in duplication.
SD51-01-08 p. 5	Agency Mgmt: Boards, Councils and Committees	Associated Student Body (ASB) – Bylaws	PERMANENT (Archival – Appraisal Required)	CORE Agency Mgmt. Planning, Mission and Charter	GS50-05A-01 p. 10	Charter and Bylaws – Adopted	Retain until superseded then transfer to WSA for permanent retention.	
SD51-06F-03 p. 9	Agency Mgmt: Community Relations	School Bulletins and Newspapers	Retain until appraised by WSA	CORE Agency Mgmt.: Community Relations	GS50-06F-04 p. 138	Publications – Master Set	Retain until no longer needed for agency business then arrange for appraisal by WSA.	Bulletins, newspapers, handbooks, calendars are all publications – which are covered in CORE. Reduction in duplication.
SD51-06F-04 p. 9		Student Handbook/Calendar	Retain until appraised by WSA					
SD51-02-30 p. 10	Agency Mgmt: Contracts/ Agreements	Vendor Files	3 years or until completion of State Auditor’s examination report.	CORE Financial Mgmt.: Purchasing	GS50-08A-02 p. 105	Consultant and Contractor Rosters	Destroy when superseded plus 6 years	Vendor files are covered in CORE. Reduction in duplication.
					GS50-08A-01 p. 105	Bids and Proposals - Successful	Retain for 6 years after completion of purchase or fulfillment of contract then Destroy.	
					GS50-08A-11 p. 105	Bids and Proposals - Unsuccessful	Retain for 4 years after end of fiscal year then Destroy.	



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

Version 7.2 records series listed on the left have been discontinued. DANs that cover the records are listed on the right.

Discontinued DAN Ver 7.2	Ver. 7.2 Function: Activity	Version 7.2 Title	Version 7.2 Retention	Schedule Function: Activity	Use:	Title	Retention	Rationale
SD51-01-51 p. 13	Agency Mgmt: Risk Mgmt. /Insurance	Emergency Information Form for Students and Staff	Retain for current school year.	CORE: Agency Mgmt: Emergency Planning, Response and Recovery	GS-CONTACT p. 25	Emergency/Disaster Preparedness – Contact Information	Retain until obsolete or superseded then Destroy.	Record common to many local government agencies.
SD51-05C-32 p. 13	Agency Mgmt: Risk Mgmt. /Insurance	Insurance Certificates	Expiration of certificate plus 3 years	CORE Agency Mgmt. Contracts/ Agreements	GS50-01-11 p. 19	Contracts and Agreements – General	Retain for 6 years after completion of transaction or termination/expiration of instrument then Destroy.	Insurance certificates covered in CORE. Reduction in duplication.
SD51-11-01 p. 17	ESD: Administration	Board and Regional Committee Election Certificates	Retain for the life of the agency	CORE Agency Mgmt: Elections (Elected Officials, Initiatives and Referenda)	GS-CERT p. 21	Elections – Certified by Regulatory Agency	Retain until no longer needed for agency business then Destroy.	Elections certified by regulatory agencies, such as OSPI.
					GS-INTERNAL p. 22	Elections – Certified by Agency	Retain for 6 years after end of calendar year then Transfer to WSA for permanent retention.	Internal elections.
SD51-11-03 p. 17	ESD: Administration	County Superintendent of Schools Records	These records are archival and should be transferred to the nearest Regional Archives Branch.	CORE Agency Mgmt. Meetings and Hearings	GS50-05A-13 p. 37	Meetings – Governing/ Executive	Retain for 6 years after end of calendar year then transfer to WSA for permanent retention.	Minutes covered in CORE. Reduction in duplication.
					GS50-01-12 p. 6	Communications – Governing/ Executive	Retain for 2 years after communication received or provided, whichever is later then Transfer to WSA for appraisal and selective retention.	Executive communications covered in CORE. Reduction in duplication.



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

Version 7.2 records series listed on the left have been discontinued. DANs that cover the records are listed on the right.

Discontinued DAN Ver 7.2	Ver. 7.2 Function: Activity	Version 7.2 Title	Version 7.2 Retention	Schedule Function: Activity	Use:	Title	Retention	Rationale
SD51-13-01 p. 18	ESD: Instructor/Teacher Curriculum and Instruction	Class/Workshop Records	6 years after close of fiscal year.	CORE Agency Mgmt: Training	GS2011-180 p. 48	Agency-Provided Training – In-Service Education Programs	Retain for 7 years after training provided then Destroy.	Consolidation of all “in-service education” training provided by the agency. WAC 181-85-205.
SD51-12-01 p. 18		Clock Hour Records	7 years					
SD51-12-02 p. 18		In-Service Attendance Reports	6 years after close of fiscal year					
SD51-12-04 p. 18		Program Applications	6 years after close of fiscal year					
Sd51-14-01 p. 20	ESD: Teacher Certification	Certificate Application Fees Receipt Book	6 years after close of fiscal year	CORE Financial Mgmt: Financial Transactions - General	GS2011-184 p. 92	Financial Transactions – General	Retain for 6 years after end of fiscal year then Destroy.	Consolidation of all financial transaction records into this CORE series. (Bond, grant and levy-funded transactions are covered by GS2011-183.)
SD51-14-03 p. 20		Certification Fee Report – Quarterly/Annual	6 years after close of fiscal year					
SD51-02-27 p. 21		Student Fee and Fine Statements	3 years					
SD51-03C-14 p. 23	Financial Mgmt: Grants	Non-Federal and/or Non-State Grants Issued – Successful Application Administration Files	3 years after completion of grant.	CORE Financial Mgmt: Accounting	GS2011-183 p. 91 OR	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.	All grant records have been consolidated in CORE to reduce duplication. (Note: Impact aid program surveys where the child is not eligible, are covered by SD51-03C-17.)
SD51-03C-15 p. 23		State Grants Issued – Successful Application	6 years after completion of	CORE Financial Mgmt: Reporting	GS50-03C-01 p. 108 OR	Continuing Grants – Annual Financial Status Reports	Retain for 4 years after submission of report or for period required by grant/ program, whichever is later then Destroy.	



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

Version 7.2 records series listed on the left have been discontinued. DANs that cover the records are listed on the right.

Discontinued DAN Ver 7.2	Ver. 7.2 Function: Activity	Version 7.2 Title	Version 7.2 Retention	Schedule Function: Activity	Use:	Title	Retention	Rationale
		Administration	grant audit or retain for period required by grant program.		GS50-03C-02 p. 108	Bond, Grant and Levy Project Reports	Retain for 4 years after submission of final report <i>or</i> for period required by grant/ program, <i>whichever is later then</i> Transfer to WSA for appraisal and selective retention.	
SD51-03C-16 p. 23	Financial Mgmt: Grants	Survey of Parents or Legal Guardians Living or Working on Federal Property (Public Law 81-874 – Eligible)	Retain for 4 years after submission of report then Destroy.	CORE Financial Mgmt: Reporting	GS2011-183 p. 91	Financial Transactions – Bond, Grant and Levy Projects	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.	Covered by CORE series. Consolidation.
SD51-04C-02 p. 26	HR Mgmt: Equity	Equal Employment Opportunity Inquiry (EEO)	3 years	CORE HR Mgmt: Recruitment/ Hiring	GS50-04B-01 p. 133 OR GS50-04B-06 p. 131 OR	Application for Employment When Applicant is Not Hired Personnel File	3 years Retain for 6 years after termination of employment then Destroy.	May be obsolete record. These CORE series cover equal employment application surveys, reporting, violation complaints, and requests for information.
				CORE HR Mgmt: Reporting	GS50-04C-05 p. 135 OR	Reporting – Human Resources	Retain for 4 years after submitted to regulatory agency then Destroy.	
				CORE Agency Mgmt: Legal Affairs	GS50-04C-04 p. 27 OR	Civil Rights Violation Complaints	Retain for 6 years after resolution, completion, closure, or decision not to proceed then Transfer to WSA for appraisal and selective retention.	



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

Version 7.2 records series listed on the left have been discontinued. DANs that cover the records are listed on the right.

Discontinued DAN Ver 7.2	Ver. 7.2 Function: Activity	Version 7.2 Title	Version 7.2 Retention	Schedule Function: Activity	Use:	Title	Retention	Rationale
				CORE: Info. Mgmt: Public Disclosure	GS2010-014 p. 142	Public Disclosure/Records Requests	Retain for 2 years after public records request fulfilled then Destroy.	
SD51-01-22 p. 28	HR Mgmt: Staff Development	First Aid/CPR Training Documentation	Destroy when superseded plus 6 years	CORE Agency Mgmt: Training	GS2011-180 p. 48	Agency-Provided Training – Certificated, Hours/Credits Earned, or Mandatory	Retain for 6 years after training provided then Destroy.	Agency-provided training covered in CORE. (Except for In-service clock hours, SD 51-04G01). Reduction in duplication.
SD51-04G-05 p. 28	HR Mgmt: Staff Development	Staff Training, Assistance, and Review Program Case Files (Union Sponsored)	Retain for 5 years after exit from program then Destroy.	CORE: HR Mgmt: Misconduct/ Discipline/ Grievance	GS50-04B-46 p. 123	Employee Misconduct Investigation Files – Sustained	Retain for 3 years after case closed then Destroy.	Agency intervention case files are covered by this CORE series. (Union-sponsored mentoring program records are not the records of the agency.)
					GS50-04B-47 p. 124	Employee Misconduct Investigation Files – Unfounded	Retain until case closed then Destroy.	
SD51-06A-01 p. 29	Student Learning: Curriculum/ Instruction	Accreditation Reports and Evaluation Reports	Destroy when superseded plus 6 years – potential archival value	Agency Mgmt: Superintendent	SD51-05-11 p. 13	Accreditation	Retain for 6 years after end of calendar year then Transfer to WSA for permanent retention.	Consolidation of all records relating to accreditation, which is voluntary (vs. “approval”, which is mandatory, and covered by SD51-05-10).
SD51-05F-01 p. 36	Student Learning:	Application for Certificate of Educational Competence	Retain until no longer needed for agency business then Destroy.	Student Administration: Student Records	SD51-05F-05 p. 43	General Educational Development (GED) Test – Eligibility	Retain until no longer needed for agency business then Destroy.	Consolidation of 3 records series. GED and Certificate of Educational Competence records are retained by SBCTC.
SD51-05F-04 p. 36	Student Records	GED Permanent Transcript (GED Test Scores)						



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

Version 7.2 records series listed on the left have been discontinued. DANs that cover the records are listed on the right.

Discontinued DAN Ver 7.2	Ver. 7.2 Function: Activity	Version 7.2 Title	Version 7.2 Retention	Schedule Function: Activity	Use:	Title	Retention	Rationale
SD51-06E-04 p. 40	Student Learning: Teaching Records	Statement of Requirements and Expectations, Signed and Returned by Parent/Guardian	Retain until end of school year then Destroy.	Student Learning: Curriculum	SD51-01-49 p. 29	Statement of Requirements and Expectations, Signed and Returned by Parent/Guardian	Retain until end of school year then Destroy.	Duplication of records series. Consolidation.
SD51-09A-06 p. 33	Home-Based Instruction	Placement/Evaluation Test Results for Students Entering District from Home-Based Instruction	2 years after graduation or withdrawal	Home-Based Instruction	SD51-09A-03 p. 30	Transfer of Home-Based Student to School/District	Retain for 3 years after student graduates or withdraws from district then destroy.	Consolidation of related records/series.
SD51-03-10 p. 41	Student Mgmt and Services: Athletics	League Registration Forms	3 years	Student Mgmt and Services: Interscholastic Activities	SD51-03-04 p. 59	Interscholastic Eligibility	Retain for 3 years after end of school year then Destroy.	Consolidation.
SD51-03-03 p. 41	Student Mgmt and Services: Athletics	Athlete/Team Achievement Records – Non-WIAA	PERMANENT	Student Mgmt and Services: Interscholastic Activities	SD51-20-02 p. 58	Interscholastic Activities - Achievements	Retain for 6 years after end of school year then transfer to WSA for appraisal and selective retention.	Consolidation of many records/series documenting interscholastic achievements.
SD51-03-11 p. 42		Schedules - Athletics	3 years					
SD51-03-12 p. 42		School Protests of Games	1 year					
SD51-03-13 p. 42		Scorebook/Score Sheets	1 year					
SD51-03-14 p. 42		Team Rosters	3 years					



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

Version 7.2 records series listed on the left have been discontinued. DANs that cover the records are listed on the right.

Discontinued DAN Ver 7.2	Ver. 7.2 Function: Activity	Version 7.2 Title	Version 7.2 Retention	Schedule Function: Activity	Use:	Title	Retention	Rationale
SD51-09-04 p. 51	Student Mgmt and Services: Health Services	Communicable Disease Report	Destroy after summary report is submitted to local Health Department.	Student Mgmt & Services: Reporting – Student Health and Safety	SD-REPORT p. 12	Reporting – Student Health and Safety	Retain for 4 years after submission of report then Destroy.	Consolidation of reporting records; retention increased for accountability/compliance.
SD51-20-05 p. 51	Student Mgmt and Services: Health Services	Health Room/Nurse Encounter Data (NED)	8 years after last interaction	Student Management and Services: Health Services	SD-HEALTH p. 55	Health Care/Services Provided to Students	Retain for 8 years after last provision of health-related services then Destroy.	Clarify and consolidate all health care/services.
SD51-09-06 p. 51		Health Screening Results	Destroy after data is transferred to Student Health Card of Folder					
SD51-20-06 p. 52		Individual Health Plan (IHP)	8 years after last interaction					
SD51-09-07 p. 52		Medication/Health Procedures Administration Case Files	8 years after last dose/procedure administered					
SD51-09-09 p. 52		Student Health Card or Folder	2 years after graduation or withdrawal					
SD51-05J-03 p. 53	Student Enrollment/Assignment	Parent/Legal Guardian Assignment Request Forms	3 years	Student Assignment	SD51-05J-06 p. 37	Student Assignment	Retain for 4 years after end of fiscal year or until completion of State Auditor’s examination report, whichever is sooner, then Destroy.	Consolidation.



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

Version 7.2 records series listed on the left have been discontinued. DANs that cover the records are listed on the right.

Discontinued DAN Ver 7.2	Ver. 7.2 Function: Activity	Version 7.2 Title	Version 7.2 Retention	Schedule Function: Activity	Use:	Title	Retention	Rationale
SD51-05J-01 p. 53	Student Enrollment/ Assignment	Boundary Exception Appeals – Non-Resident Student	Retain for 10 years after final disposition of appeal then Destroy.	Student Assignment	SD51-05J-02 p. 38 OR	Student Assignment/ Transfer Requests – Granted	Retain for 6 years after end of school year then Destroy.	Denied requests for inter-district transfers must be appealed to OSPI in accordance with RCW 28A.225.230. (OSPI retains case files for 10 years.)
SD51-05J-07 p. 53		Boundary Exception Appeals – Resident Student	Retain for 3 years after final disposition of appeal then Destroy.		SD-DENY p. 38	Student Assignment/ Transfer Requests – Not Granted	Retain for 3 years after denial of request then Destroy.	
SD51-05-04 p. 57	Superintendent	Certification of School District Elections	6 years Archival	CORE Boards, Councils and Committees	GS-CERT p. 21	Certification of Elections – by Regulatory Agency	Retain until no longer needed for agency business then Destroy.	Elections certified by County Auditor, OSPI, or other regulatory agency.
SD51-05-03 p. 57	Superintendent	Certification of Election of School Board President	6 years Archival	CORE Boards, Councils and Committees	GS-INTERNAL p. 22	Elections (Official Results) – Held and Certified by the Local Government Agency	Retain for 6 years after end of calendar year then Transfer to WSA for appraisal and selective retention.	Internal elections.



Records Management Committee

Local Records Committee
Cindy Evans, Chair
Jerry Handfield
Sharon Payant

10/29/2012

Dear Committee Members,

Thank you for your consideration of the proposed changes to the *School Districts and Education Service Districts Records Retention Schedule (Version 8.0)*. As Chair of the Washington Association of School Business Officials (WASBO) Records Management Committee, I write to express our full support of the proposed changes and encourage you to approve Version 8.0 as submitted.

The Records Management Committee and staff from the Secretary of State's and State Auditor's office have worked together over the last year to address two main issues that needed updating in our retention schedule:

1. Student health; and,
2. Federal Educational Rights and Privacy Act (FERPA) security and retention.

Records series covering student health records, considered educational records under FERPA, were revised to better define the types of records that make up clinical records and need to be retained for eight years. Also, *requests* for educational records (and changes to the educational records over time) were more clearly defined as records that must be retained along with the educational records.

We are requesting that the minimum retention of ***Student Cumulative Folders*** (SD51-05F-07) be increased from two to three years so that ***schools*** retain these important ***records until students reach age 21***. It also provides assurance that returning students' cumulative folders are still in-district if/when students leave and return (which happens frequently between elementary and high school).

Requests for changes to some retention periods requested by State Auditor's Office are reflected in the draft – and itemized in the Revision Guide prepared by Washington State Archives staff. And finally, formatting changes bring the document into alignment with other retention schedules.

The Committee believes that the changes are achievable records management improvements for school district and educational service district users, and we look forward to developing training to help them.

Sincerely,

A handwritten signature in black ink, appearing to read "Aaren Purcell", is written over a white background.

Aaren Purcell

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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 **November 29, 2012**.



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: <i>Financial Transactions – General</i> , and <i>Financial Transactions – Bond, Grant and Levy Projects</i> . 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. (<i>Some</i> 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. 35 new series, 7 series transferred in from LGRRS Version 5.2, 86 revised series, and 78 discontinued series. Multiple activities restructured and several new activities added, such as: Elections (Elected Officials, Initiatives and Referenda); Emergency Planning, Response and Recovery; and, Local Government Legislation. (All changes are detailed in the Revision Guide.)



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LRC DRAFT



Washington State Archives
Office of the Secretary of State

*Local Government Common Records Retention Schedule (CORE)
DRAFT Version 3.0 (November 2012)*

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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	<p>ADMINISTRATIVE WORKING FILES</p> <p>Subject files containing informational copies of various records organized by issue, person, subject, or other areas of interest.</p> <p><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></p>	Destroy when obsolete or superseded - elected official, executive and department head files are potentially archival	<p>ARCHIVAL</p> <p>(Appraisal Required)</p> <p>NON-ESSENTIAL</p> <p>OFM</p>
GS50-01-36 Rev. 0	<p>APPOINTMENT CALENDARS</p> <p><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></p>	Destroy when obsolete or superseded	<p>NON-ARCHIVAL</p> <p>NON-ESSENTIAL</p> <p>OFM</p>
GS50-01-08 Rev. 0	<p>CHRONOLOGICAL REFERENCE FILE</p> <p>Also known as reading or day file. Used as a chronological reference source supplemental to correspondence and subject reference files.</p>	Destroy when obsolete or superseded	<p>NON-ARCHIVAL</p> <p>NON-ESSENTIAL</p> <p>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
GS50-01-12 Rev. 3	<p><i>Communications – Governing/Executive/Advisory</i> 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></p> <p>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 GS-REP-EX 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</p> <p><i>and</i></p> <p>conditions of authorization satisfied</p> <p><i>and</i></p> <p>violations (if any) corrected</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL</p> <p>ESSENTIAL</p> <p>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
GS-BRAND 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, which is covered by GS-NAME. Excludes intellectual property ownership records covered by GS-OWN.</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><i>Charter and Bylaws - Development</i> 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. 0	<p><i>Jurisdictional Boundary – Official</i> 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 GS-CO.ENG; • 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
GS-52-03A-05 Rev. 0	<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. 0	<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 <i>Land Use Planning</i> 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 GS-CO.ENG. 	<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	<i>Advertising and Promotion</i> 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.	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 OPR
GS2011-166 Rev. 0	<i>Awards and Recognitions</i> Records documenting international, national, and other significant awards and recognition <u>received by</u> the agency 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.).	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-01 Rev. 0	BIOGRAPHICAL FILES	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 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
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.</p> <p>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>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-01-09 Rev. 1	<p>Citizen Complaints/Requests Communications from citizens making a complaint or request, as well as the associated agency response.</p> <p>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 GS-CODE; • Claims for damages covered by GS50-01-10. 	<p>Retain for 3 years after matter closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06F-02 Rev. 0	HISTORICAL FILES OF THE AGENCY	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention. value - See remarks</p>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



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
GS-NOTICE 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.</p> <p>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 <i>or</i> 6 years after published event completed, <i>whichever is later then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
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>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
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>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



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><i>Contracts and Agreements – Capital Assets (Non-Real Property)</i></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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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><i>Contracts and Agreements - General</i></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, <i>and that do not establish, alter, or abolish ownership of capital assets.</i> 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 NON-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
GS-FRAN Rev. 0	<p>Franchise Requests – Declined</p> <p>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.</p> <p>Excludes franchises granted <u>by</u> the agency, which are covered by GS50-05A-10.</p> <p>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</p> <p>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.</p> <p>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
GS-CERT Rev. 0	<p><i>Certification of Election – By Regulatory Agency</i> 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 boards, city councils, chiefs of police, judges, prosecuting attorney, etc.), bonds, levies, etc.</p> <p>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.) <p>Excludes elections <i>certified by the local government agency</i>, which are covered by GS-INTERNAL. Excludes County Auditor records covered in the <i>County Auditor Records Retention Schedule</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



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
GS-INTERNAL Rev. 0	<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"> • Conservation District elections held pursuant to <u>RCW 89.08.110</u>; • 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 GS-ELECT.</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) ESSENTIAL OPR</p>
GS-ELECT 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 GS-INTERNAL.</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
GS-INIT Rev. 0	<p><i>Initiative, Referenda and Recall Measures – Passed by Voters</i></p> <p>Records relating to the administrative management of initiatives, referenda, and recall measures filed with the agency and passed by voters.</p> <p>Includes, but is 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 GS-CERT, GS-ELECT, and GS-INTERNAL.</p>	<p>Retain for 6 years after certification of election <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p style="text-align: center;">ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
GS-FAIL Rev. 0	<p><i>Initiative, Referenda and Recall Measures – Rejected by Voters or Insufficient Signatures</i></p> <p>Records relating to the administrative management of initiatives, referenda, and recall measures filed with the agency where rejected by the voters or where the requisite number of signatures is not sufficient to place it on the ballot.</p> <p>Includes, but is 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 GS-CERT, GS-ELECT, and GS-INTERNAL.</p>	<p>Retain for 6 years after certification of election or determination of signature insufficiency <i>then</i> Destroy.</p>	<p style="text-align: center;">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
GS50-05A-15 Rev. 1	<p><i>Oaths Of Office – Filed or Recorded with County Auditor</i> Agency copy of official oaths of office taken by elected and appointed officials <i>which have been filed or recorded with the County Auditor.</i></p> <p>Excludes oaths of office covered by GS-OATH.</p> <p>Note: All documents filed and/or recorded with the County Auditor are designated Archival in the <i>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>
GS-OATH Rev. 0	<p><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></p>	<p>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.</p>	<p>ARCHIVAL (Appraisal Required) 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
GS50-06A-02 Rev. 1	<p><i>Backups for Disaster Preparedness/Recovery</i> 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>
GS-CONTACT Rev. 0	<p><i>Emergency/Disaster Preparedness – Contact Information</i> 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><i>Emergency/Disaster Preparedness and Recovery Plans</i> 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><i>Emergency/Disaster Response/Recovery – Uncommon or Major</i> 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.), <i>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.</i></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>
GS-DISASTER Rev. 0	<p><i>Emergency/Disaster Response/Recovery – Routine or Minor</i> 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.) <i>where the agency manages the recovery with minimal assistance and/or disruption to normal agency operations.</i></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>	NON-ARCHIVAL NON-ESSENTIAL OFM
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>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



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 <i>or</i> conditions of grant satisfied, <i>whichever is later</i> <i>then</i> 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) <i>then</i> 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 all records covered in the <i>Prosecuting Attorney and Assigned Counsel 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>	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.</p> <p>Excludes workers' compensation claims, which are covered by records series in the Industrial Insurance section.</p> <p>Excludes litigation case files covered by GS53-02-04.</p>	<p>Retain for 6 years after claim closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS-CODE 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.</p> <p>Code violations <u>may</u> include, but are not limited to:</p> <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. <p>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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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><i>Court Orders – Served on the Agency</i> 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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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><i>Evictions, Liens, Foreclosures, Condemnations</i> 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).</p> <p>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 <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>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	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. <i>Excludes legal opinions covered by GS53-02-06, Levy and Bond Planning – Successful.</i>	PERMANENT	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
GS53-02-04 Rev. 0	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>	Retain for 10 years after case closed <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



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><i>Ordinances and Resolutions – Approved</i> 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 style="text-align: center;">ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p>
GS50-01-25 Rev. 1	<p><i>Ordinances and Resolutions - Development</i> 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 style="text-align: center;">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)</p> <p>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 or valuation 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 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 GS-ADVISORY.</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/Valuation)</p> <p>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 or valuation decision <u>is</u> being appealed</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • County Board of Equalization valuation appeals; • 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.</p> <p>Excludes records covered by GS2011-173, GS50-05A-13, GS2011-176 and GS-ADVISORY.</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
GS-ADVISORY 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 RCW 42.30.110(2)). <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. 3	<p>Meetings – Governing/Executive</p> <p>Records documenting all meetings of the local government agency’s governing bodies and executive management.</p> <p>Includes:</p> <ul style="list-style-type: none"> • 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>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 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</p> <p>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> (chapter 42.30 RCW), which are covered by GS50-05A-13; also excludes records covered by GS2011-173, -174, -176 and GS-ADVISORY.</p>	<p>Retain for 6 years after end of calendar year</p> <p style="text-align: center;"><i>or</i></p> <p>6 years after completion of project, <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 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
GS50-01-43 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 and GS-ADVISORY.</p>	<p>Retain for 2 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
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.</p> <p>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>	NON-ARCHIVAL NON-ESSENTIAL OFM



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	<i>Official Agency Policy And Procedure Directives, Regulations and Rules</i> 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	Annual Reports – Adopted May also include annual messages of chief executive officer.	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
GS-REP-EX Rev. 0	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. Records include, but are not limited to: <ul style="list-style-type: none"> • Reports/forms/certificates/lists; • Submission confirmation, correspondence, inquiries, etc. Includes, but is not limited to: <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 42.17 and 42.17A RCW; • Special purpose district reports filed with the County or State Auditor in accordance with RCW 36.96.090; • Prosecuting Attorney reports submitted to the Governor, the state Liquor Control Board, and/or the legislative authority pursuant to RCW 36.27.020. 	Retain for 6 years after report or document submitted <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-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
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 <i>or</i> 30 years after individual’s date of death, <i>whichever is sooner then</i> Destroy.</p>	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
GS50-19-03 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. 3	<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. 0	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. 2	<p><i>Permission for Minors to Participate</i> 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><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>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06C-25 Rev. 0	<p>RISK DATA 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>	4 years	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
GS2011-178 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>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><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 GS-HAZ-TR 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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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
GS-HAZ-TR 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 GS-HAZ-TR; • 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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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
GS-OWN 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.</p> <p>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>	NON-ARCHIVAL ESSENTIAL OPR



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>governing body covered by GS50-05A-13.) <i>continued next page</i></p> <ul style="list-style-type: none"> • continued from previous page <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 GS-CO.ENG; • 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 from previous page</i></p>	<p><i>continued from previous page</i></p>
<p>GS-CO.ENG Rev. 0</p>	<p>County Engineer Records 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. 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 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
GS-NAME 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.</p> <p>Includes research, community polls, proposals, approvals, correspondence, contracts and agreements, sale of naming rights, etc.</p> <p>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 style="text-align: center;">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.</p> <p>Includes, but is not limited to, negotiations, purchase offers, title reports, etc.</p> <p>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.</p> <p>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 style="text-align: center;">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
GS-ASSETS 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 GS-CO.ENG₂ • Real property ownership (land division permits, SEPA, etc.) covered by GS55-05A-06; • Hazardous materials covered by GS55-01M-04. <p>Excludes authorizations <u>granted</u> 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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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
	Excludes authorizations granted by the local government agency (permits, certificates, licenses, SEPA lead agency review, etc.), which are covered in sector schedules.		
GS-DESIG 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.</p> <p>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.</p> <p>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
GS-ASBUILT 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.</p> <p><i>Note: If a final set of as-built drawings is <u>not</u> produced, then the as-designed drawings (with notations) serves as the as-built.</i></p>	<p>Retain until structure no longer owned by agency <i>then</i> Transfer to new owner <i>or</i> 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.</p> <p><i>Note: If a final set of as-built drawings is <u>not</u> produced, then the as-designed drawings (with notations) serves as the as-built.</i></p> <p><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 <i>then</i> 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	<p>Construction Project Files</p> <p>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 CORE 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> then</p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p> <p style="text-align: right;"><i>continued next page</i></p>	<p style="text-align: center;">ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p> <p style="text-align: right;"><i>continued next page</i></p>

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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 style="text-align: center;"><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"> • As-Designed drawings (serving as As-Built drawings) covered by GS50-18-06 or GS-ASBUILT; • Records filed/recorded with the county engineer (GS-CO.ENG); • Construction permits and inspections covered by GS-ASSET; • 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 style="text-align: center;"><i>continued from previous page</i></p>	<p style="text-align: center;"><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</p> <p>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</p> <p style="text-align: center;"><i>then</i></p> <p>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
GS-NOTE Rev. 0	<p><i>IT Applications – Noteworthy</i> 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.) 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.); • Award recipients (local, state, national, international). <p>Includes contracts and agreements. <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 <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> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p style="text-align: center;">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><i>IT Applications – Technical Design and Implementation</i> Records documenting the technical design and implementation 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"> • 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 GS-NOTE.</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><i>IT Audit Trail – Infrastructure</i> 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><i>IT Network – Design and Build</i> 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><i>Standards and Specifications Manuals</i> 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><i>Disposal of Assets (Non-Real Property)</i> Non-financial records relating to the process disposing of all agency <u>non</u>-real property capital assets. Includes sale, auction, salvage, donation, etc.</p> <p>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> which are covered by GS-OWN. 	<p>Retain for 6 years after disposal of asset <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06B-23 Rev. 0	<p><i>Waste Materials Analysis</i> 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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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</p> <p><u>and</u></p> <p>conditions of authorization satisfied</p> <p><u>and</u></p> <p>violations (if any) corrected</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



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><i>Hazardous Materials/Dangerous Waste – Abatement and Remediation</i></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 & 	<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>
	<p>rev 2. ASSET MANAGEMENT</p> <ul style="list-style-type: none"> • (P... party searches and investigations; consent decrees; • Alert notifications (email, web post, tweet, RSS feed, etc.). 		Page 66 of 178



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 <i>Resource Conservation and Recovery Act (RCRA)</i>; • 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 <i>Emergency Planning & Community Right-to-Know Act</i>; • 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.</p> <p>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 RCW 70.105.220; • Asbestos management plans prepared in accordance with the Asbestos Hazard Emergency Response Act (AHERA) and the Asbestos School Hazard Abatement Reauthorization Act (ASHARA) in accordance with 40 CFR § Part 763. <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 style="text-align: center;">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 RCW 17.21.100 and WAC 16-228-1320.</p>	<p>Retain for 7 years after date of pesticide application <i>then</i> Destroy.</p>	<p style="text-align: center;">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. 0	<p><i>Inspections – Bridges</i> 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.</p> <p>Excludes records held by the county engineer and covered by GS-CO.ENG. Excludes reports covered by GS-REP-AS.</p>	<p>Retain for 6 years after asset no longer owned by agency <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>
GS-INS/MON Rev. 0	<p><i>Inspections/Monitoring – Non-Regulated</i> 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.</p> <p>May include, but is not limited to:</p> <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.). <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <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 GS-MON-NON; • 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>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.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Atmospheric monitoring of confined spaces (<u>WAC 296-809-50006</u>). <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
GS-MON-NON Rev. 0	<p><i>Inspections/Monitoring – Regulated (Non-Environmental)</i> Records relating to non-environmental monitoring of assets owned by the agency <i>where required by regulatory agencies and where not covered by a more specific records series.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Airport self-inspections (<u>14 CFR § 139.327</u>); • Underground storage tank (UST) inspections (<u>40 CFR § 280.45</u>); <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 GS-CO.ENG, GS50-18-08, and GS-REP-AS; • Environmental inspections/monitoring covered by GS51-07-10 and GS-INS/MON; • Hazardous materials abatement/remediation covered by GS50-19-15; • Inspections/monitoring relating to an authorization/certification and covered by GS50-01-42 or GS-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 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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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
GS50-18-34 Rev. 0	<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.</p> <p>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>
GS50-18-33 Rev. 0	<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, 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 <u>RCW 43.09.200</u>, 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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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	<i>Inventory – Keys/Key Cards/Badges</i> 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	<i>Inventory – Surplus Property</i> 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	<i>Inventory – Trees</i> 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
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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
GS-MAINT 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 <i>may</i> 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 GS-CO.ENG and GS-REP-AS; • 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
GS-MINOR Rev. 0	<p>Maintenance – Minor Non-Regulated</p> <p>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 GS-MAINT and GS-CO.ENG; • 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 <u>and</u> 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
GS-NOT 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 GS-NOTE.</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
GS-LONG Rev. 0	<p><i>Long-Range Asset Plans (Development)</i> 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 GS-NOT or GS50-18-10; <p>Excludes financial records relating to successful levy and bond proposals which are covered by <i>Financial Transactions – Bond, Grant and Levy Projects</i> (GS2011-183).</p>	<p>Retain for 6 years after final version completed <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
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 GS-CO.ENG; • 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>
GS-SHORT 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. 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
GS-REP-AS 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.</p> <p>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 GS-CO.ENG.</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 style="text-align: center;">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</p> <p>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</p> <p style="text-align: center;"><i>or</i></p> <p>6 years after system or asset no longer in use, <i>whichever is sooner</i></p> <p style="text-align: center;"><i>then</i></p> <p>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> then 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</p> <p>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>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-009 Rev. 1	<p>Security Monitoring – Routine</p> <p>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>	NON-ARCHIVAL NON-ESSENTIAL OFM



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><i>Security Monitoring – Oversight/Surveillance Recordings</i> Security recordings monitoring the agency's infrastructure, buildings, vehicles, equipment, etc., <i>where not covered by a more specific records series.</i></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	<i>IT Automated/Scheduled Tasks</i> 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	<i>IT Helpdesk Requests</i> 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 GS-MAJOR or GS-MINOR.</i>	Retain for 1 year after finalization of request <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06A-05 Rev. 2	<i>IT Systems Usage</i> 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	<i>Operating Manuals</i> Operating manuals, specifications, vendor statements, and other related documentation for assets owned, used or maintained by the agency <i>where not covered by a more specific records series in CORE or sector schedules.</i>	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
GS-USAGE 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"> • 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.; • Energy usage measurements. <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</i> <i>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
GS55-05B-02 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, whichever is sooner <i>then</i> 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>.</p> <p>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 <i>or</i> disposition of asset and completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03B-06 Rev. 0	CHECK STUBS OR DUPLICATE COPIES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS55-05B-04 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 <i>or</i> completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> 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. 1	<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.</p> <p>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>	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
GS2011-183 Rev. 1	<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.</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"> • 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. 1	<p><i>Financial Transactions – General</i> Records documenting all resources received and expended by the agency <i>provided that receipts and expenditures are not for bond, grant or levy projects.</i></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 Utility Services Records Retention Schedule; • 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>	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
GS50-03A-15 Rev. 1	<p>General and Subsidiary Ledgers</p> <p>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>	NON-ARCHIVAL ESSENTIAL OPR
GS50-03C-07 Rev. 1	<p>Grant/Scholarship Applications – Not Approved</p> <p>Records relating to unsuccessful grant and scholarship applications received or submitted by the local government agency. Records may include applications, evaluations, denial notifications, etc.</p>	<p>Retain for 1 year after notification of denial received or sent <i>then</i> Destroy.</p>	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



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
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	DELEGATION OF AUTHORITY AND SIGNATURE RECORDS 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.	Destroy when superseded plus 6 years.	NON-ARCHIVAL NON-ESSENTIAL OPR



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><i>Banking – Accounts and Transactions</i> 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, <i>Financial Transactions – Bond, Grant and Levy Projects</i>. • Deposited items covered by GS2011-186. 	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2011-186 Rev. 0	<p><i>Banking – Deposited Items</i> 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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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 -1 copy archival	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
GS-IMPACT Rev. 0	<p><i>Impact Fees - Rate Setting</i> 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"> • <u>RCW 36.70A.350</u>, Growth Management Act; • <u>RCW 36.73.120</u>, Transportation improvements; • <u>RCW 39.92.050</u>, Transportation Impact Fee; • <u>RCW 43.21C.060</u>, <i>State Environmental Policy Act</i>; • <u>RCW 58.17.110(2)(b)</u>, <i>State Subdivision Act</i>; • <u>RCW 82.02.050</u>, Impact fees – Intent – Limitations. <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 <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2011-187 Rev. 0	<p><i>Internal Service Fund – Rate Setting</i> 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 <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-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
GS53-02-06 Rev. 1	<p>Levy and Bond Planning – Successful 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 GS-CO.ENG, 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 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.</p> <p>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.</p> <p>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>	NON-ARCHIVAL NON-ESSENTIAL OPR
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.</p> <p>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</p> <p>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>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-08A-02 Rev. 0	CONSULTANT AND CONTRACTOR ROSTERS	Destroy when superseded plus 6 years	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-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	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.	Retain until obsolete or superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
GS50-03C-01 Rev. 1	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.	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.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-03C-02 Rev. 1	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.	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.	ARCHIVAL (Appraisal Required) 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
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.</p> <p>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 <u>RCW 82.32.070</u> and <u>Department of Revenue Advisory No. 3131.2009</u>.</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 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 <u>#25700-A-1004</u>; • 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 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 RCW 4.16.350.</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><i>Self-Insured Employer Certification</i></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>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-083 Rev. 0	<p><i>Volunteer Fire Fighters' and Reserve Officers' Relief Claims</i></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>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2010-084 Rev. 0	<p><i>Workers' Compensation Claims (Department of Labor and Industries) – Eye Injuries</i></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>	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-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.</p> <p>Excludes claims for eye injuries covered by GS2010-084.</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 7 years after claim closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
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.</p> <p><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>	NON-ARCHIVAL NON-ESSENTIAL OPR
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.</p> <p><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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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	CIVIL SERVICE CASE FILES - NOT HEARD Cases may not be heard for the following reasons: unprepared, resolved, referred to another jurisdiction, ineligible employees or withdrawn. Excludes the records of Civil Service Commissions covered by GS2011-173 (hearings), GS50-5A-13 (meetings), and GS50-01-12 (communications).	Administrative Closure plus 3 years.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-35 Rev. 1	CIVIL SERVICE COMMISSION CASE FILE Documentation of cases of violations or disciplinary actions submitted to the Civil Service Commission. Excludes the records of Civil Service Commissions covered by GS2011-173 (hearings), GS50-5A-13 (meetings), and GS50-01-12 (communications).	Case resolved or closed plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-37 Rev. 1	CIVIL SERVICE COMMISSION EXHIBITS - PETITION FOR REVIEW FILED Exhibits from Civil Service Commission hearings for which petitions for review and/or petitions for reconsideration have been filed, including documents, affidavits and depositions. Excludes the records of Civil Service Commissions covered by GS2011-173 (hearings), GS50-5A-13 (meetings), and GS50-01-12 (communications).	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	CIVIL SERVICE COMMISSION EXHIBITS - PETITION FOR REVIEW NOT FILED 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. Excludes the records of Civil Service Commissions covered by GS2011-173 (hearings), GS50-5A-13 (meetings), and GS50-01-12 (communications).	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. 1	<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 investigative summary report covered by GS50-04B-06, Personnel File.</p> <p>Excludes workplace violence case files covered by GS50-05A-24.</p> <p><i>Note: Collective bargaining agreements and civil service rules & regulations may require a <u>longer</u> 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. 1	<p><i>Employee Misconduct Investigation Files – Unfounded</i> 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><i>Note: Collective bargaining agreements and civil service rules & regulations may require a <u>longer</u> minimum retention period.</i></p>	<p>Retain until case closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-01-51 Rev. 0	<p>FINAL AGREEMENT 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>	Termination or withdrawal plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-01-52 Rev. 0	<p>INITIAL AGREEMENT 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>	Termination or withdrawal plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-25 Rev. 0	<p>WHISTLEBLOWER INVESTIGATION REPORTS 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>	Case closed plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR



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</p> <p>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	AUDIOMETRIC TEST RECORDS – INDIVIDUAL EMPLOYEE <i>Note: Reference <u>WAC 296-817-400</u>.</i>	Retain for the duration of the affected employee’s employment	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06B-26 Rev. 1	<i>Confined Space Permit Files</i> 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. Excludes atmospheric monitoring records covered by GS51-07-10. <i>Note: Reference <u>WAC 296-809-50006</u>.</i>	Retain for 1 year after obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-30 Rev. 1	<i>Employee Medical Records - General</i> 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. Excludes hazardous materials exposure records covered by GS2011-177, <i>Accidents/Incidents (Hazardous Materials) – Human Exposure</i> . <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>	Retain for 30 years after termination of employment <i>then</i> Destroy.	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
GS2011-192 Rev. 0	<i>Employee Medical Records – Employed Less Than One Year</i> 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 <u>WAC 296-802-20005</u>.</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 <u>29 CFR § 1910.1020</u>.</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 <u>WAC 296-842-12010</u>.</i>	Destroy after next test administered	NON-ARCHIVAL NON-ESSENTIAL OFM
GS51-05D-08 Rev. 0	RESPIRATOR PROGRAM FILES <i>Note: Reference <u>WAC 296-842-12010</u>.</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 <u>WAC 296-800-16010</u>.</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
GS50-04B-27 Rev. 0	<p>DRUG/ALCOHOL TEST RESULTS – POSITIVE RESULTS OR REFUSAL TO TEST (AGENCY EMPLOYEES)</p> <p>Files document drug/alcohol testing for cases with reasonable suspicion of abuse/use of substance. Includes drug/ alcohol test results, corrective action, treatment, etc.</p> <p><i>Note: Reference <u>49 CFR § 382.401</u>.</i></p>	Date of results plus 5 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-33 Rev. 0	<p>DRUG/ALCOHOL TEST RESULTS – NEGATIVE RESULTS OR CANCELED TESTS (AGENCY EMPLOYEES)</p> <p><i>Note: Reference <u>49 CFR § 382.401</u>.</i></p>	Results posted or test canceled plus 1 year	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-44 Rev. 0	<p>EMPLOYEE AWARD FILES</p> <p>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.</p>	Date of award plus 2 years.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS50-04B-13 Rev. 0	<p>EMPLOYEE CONTRACTS – SUPERSEDED</p> <p>Contracts superseded within fiscal year.</p>	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-14 Rev. 0	<p>EMPLOYEE DIRECTORY/ROSTER</p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	ARCHIVAL (Appraisal Required) 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-06 Rev. 2	<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; • Employment status, position descriptions and job classifications, personal history cards, raises, etc.; • Evaluation of applications of recognition or 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 GS-OATH and the <i>County Auditor Records Retention Schedule</i>. <i>Note: Collective bargaining agreements and civil service rules & regulations may require a <u>longer</u> minimum retention period.</i></p>	<p>Retain for 6 years after termination of employment <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OFM
GS50-04B-23 Rev. 0	<p>TEMPORARY AGENCY WORKER ACCOUNTS Tracks temporary agency workers hired using original request forms moved to individual departments.</p>	Termination of employment plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-04B-10 Rev. 0	<p>VOLUNTEER FILES Documents work service of individual volunteer. Includes application.</p>	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.

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
GS-ORG 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



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 Documents – Immigration And Naturalization Services (INS) 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. 1	<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.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Employer Information Report EEO-1 filed with the Equal Employment Opportunity Commission in accordance with <u>29 CFR § 1602.7</u>; • Elementary-Secondary Staff Information Report EEO-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></p> <p>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	<i>Continuing Professional Education Records</i> 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. 2	<p><i>Publications – Master Set</i> Master set of all publications created by the agency. 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>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>



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 RCW 27.12.260.</p> <p><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>	NON-ARCHIVAL NON-ESSENTIAL OPR
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>	NON-ARCHIVAL ESSENTIAL OFM
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:</p> <ul style="list-style-type: none"> • Item circulation history; • User/patron records (applications for membership, borrower registration, parent/guardian permissions). <p>Excludes interlibrary loans covered by DAN GS50-12A-08.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



5.2 LIBRARY SERVICES

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

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.</p> <p>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.</p> <p><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.).</p> <p>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><i>Mail Delivery and Receipt</i> 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>.</p> <p><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>	NON-ARCHIVAL NON-ESSENTIAL OFM
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>.</p> <p>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>	NON-ARCHIVAL NON-ESSENTIAL OPR



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

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-017 Rev. 1	<p>Source Records – Imaged (Archival) Archival source records which have been imaged using either of the following processes:</p> <ul style="list-style-type: none"> • 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 <u>Washington State Standards for the Production and Use of Microfilm</u>. <p>And, provided that the converted records are retained in accordance with a current approved records retention schedule.</p> <p>Excludes Superior Court source records covered by GS2010-085.</p>	<p>Retain until verification of successful conversion <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
GS50-09-14 Rev. 2	<p>Source Records – Imaged (Non-Archival) Non-Archival source records which have been imaged using any of the following processes:</p> <ul style="list-style-type: none"> • Scanned/digitized in accordance with <u>Washington State Requirements for the Destruction of Non-Archival Paper Records After Imaging</u>; • 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>And, provided that the converted records are retained in accordance with a current approved 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 microfilm standards or obtaining approval for early destruction of source documents after imaging, please contact Washington State Archives.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-018 Rev. 0	<p>Source Records – Migrated 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
GS2010-085 Rev. 0	<p>Source Records – Reproduced (Superior Court Records) Superior Court records which have been reproduced in accordance with RCW 36.23.065, and, provided that the converted records are retained in accordance with a current approved records retention schedule.</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	Conservation (Archival) Conservation treatment records documenting repair to public records designated as Archival.	Retain until the Archival records are transferred to Washington State Archives <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
GS2010-020 Rev. 0	Conservation (Non-Archival) Conservation treatment records documenting repair to public records designated as Non-Archival.	Retain until the Non-Archival records have been destroyed in accordance with a current approved records retention schedule <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-09-06 Rev. 1	Destruction of Public Records Records relating to the destruction of the agency's public records. Includes, but is not limited to: <ul style="list-style-type: none"> • Destruction logs; • Affidavits; • Agency authorizations; • Certificates/Notices of destruction. 	Retain for the life of the agency.	NON-ARCHIVAL ESSENTIAL OPR



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 <u>records</u> 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>	NON-ARCHIVAL NON-ESSENTIAL OFM
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>	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
GS50-09-01 Rev. 1	<p><i>Retention and Disposition Authorization</i> 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>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-021 Rev. 0	<p><i>Transfer of Legal Custody</i> 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>	NON-ARCHIVAL ESSENTIAL OFM



6. RECORDS WITH MINIMAL RETENTION VALUE

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-02-01 Rev. 0	<p><i>Agency Information – Routine</i> 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><i>Agency-Generated Forms and Publications – Copies</i> 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. 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><i>General Information – External</i> Information received from other agencies, commercial firms, or private institutions, which requires no action and is no longer needed for agency business purposes. Includes, but is not limited to:</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

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Washington State Archives
Office of the Secretary of State

*Local Government Common Records Retention Schedule (CORE)
DRAFT Version 3.0 (November 2012)*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-02-04 Rev. 1	<p><i>Secondary (Duplicate) Copies</i> Copies of records (created or received), provided that the agency retains the primary record in accordance with the current approved minimum retention period.</p> <p>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>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-02-05 Rev. 1	<p><i>Transitory Records</i> 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>	NON-ARCHIVAL NON-ESSENTIAL OFM



GLOSSARY

Appraisal

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

Archival – 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.



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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

- New section for solid waste management added; records series imported from *Local Government General Records Retention Schedule (LGRRS) Version 5.2* (final version).
- 11 records series previously covered in the Utilities Accounting section are now covered by *Local Government Common Records Retention Schedule (CORE) Version 3.0* and have been discontinued.
- Meter readings are now covered by one of two series, depending on what the data is used for:
 - **Utility Meter Readings/Usage – For Billing** (UT55-05B-18, revised series)
 - **Utility Meter Readings/Usage – For Energy Planning and/or Conservation Education** (UT-METER, new series)

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Note: The following abbreviations are used throughout this guide:

WSA = Washington State Archives

SAO = Office of the State Auditor

CORE = *Local Government Common Records Retention Schedule*

DWOS = *Destroy when obsolete or superseded.*



NEW RECORDS SERIES

Function: Activity	Title and Description	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
Utilities Accounting	<i>Utility Meter Readings – For Energy Planning and/or Conservation Education</i>	UT-METER Rev. 0	Retain until no longer needed for agency business then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM	Series provides disposition authority for huge amounts of data generated for planning and conservation education purposes – where NOT used to substantiate (variable-rate) billing.

REVISED RECORDS SERIES

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

RRS DAN	Title	Retention	Title (If different)	Retention (If Different)	Change and/or rationale
UT55-05B-18 p. 51	<i>Utility Meter Reading/ Usage Documentation</i>	3 years	<i>Utility Meter Readings – For Billing</i>	Retain for 3 years after end of fiscal year then Destroy.	Title changed to align with companion series UT-METER (<i>Utility Meter Readings – For Energy Planning and/or Conservation Education</i>). Cut-off and retention language clarified.



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS)

Version 1.1 records series listed on the left have been discontinued. DANs that cover the affected records are listed on the right.

Discontinued DAN Ver 1.1	Ver. 1.1 Activity	Version 1.1 Title	Version 1.1 Retention	Retention Schedule: Function: Activity	DAN	Title	Retention and Disposition	Rationale
UT55-05B-01 p. 48	Utilities Accounting	Billing Statements (Cards)	6 years	CORE: Financial Mgmt: Accounting	GS2011-184	Financial Transactions - General	Retain for 6 years after end of fiscal year then Destroy.	Moved series to CORE for common use by all local government agencies. Consolidated series into "big bucket" for user ease.
UT55-05B-03 p. 48		Billing Summaries (Registers)	3 years					
UT55-05B-08 p. 49		Delinquent Account Lists	3 years					
UT55-05B-02 p. 48	Utilities Accounting	Billing Stubs	3 years or audit	CORE: Financial Mgmt: Accounting	GS55-05B-02	Billing Stubs	Retain for 4 yrs or completion of SAO report, whichever is sooner then Destroy.	Moved series to CORE for common use by all local government agencies. Modified retention per SAO request.
UT55-05B-05 p. 48	Utilities Accounting	Customer Account Adjustment Files	3 years	CORE: Financial Mgmt: Accounting	GS2011-184	Financial Transactions - General	Retain for 6 years after end of fiscal year then Destroy.	<ol style="list-style-type: none"> 1. One-time adjustments (including conservation rebates, etc.) are covered by GS2011-184 or GS2011-183, depending if they are part of an official grant program. 2. Ongoing discounts/exemptions are covered by <i>Contracts and Agreements – General (GS50-01-11)</i>. 3. Applications for discounts/credits that are not approved by the agency are either covered by GS2011-183 or GS2011-184, depending if they are part of an official grant program.
					OR		GS2011-183	
UT55-05B-27 p. 50	Utilities Accounting	Low Income/Senior Citizen Discount/Tax Exemption Applications	Termination plus 6 years	CORE: Agency Mgmt: Contracts and Agreements	GS50-01-11	Contracts and Agreements - General	Retain for 6 years after completion of transaction or termination/expiration of instrument then Destroy.	
				CORE: Financial Mgmt: Accounting	OR		GS50-03C-07	



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS)

Version 1.1 records series listed on the left have been discontinued. DANs that cover the affected records are listed on the right.

Discontinued DAN Ver 1.1	Ver. 1.1 Activity	Version 1.1 Title	Version 1.1 Retention	Retention Schedule: Function: Activity	DAN	Title	Retention and Disposition	Rationale
UT55-05B-04 p. 48	Utilities Accounting	Collection Agency Reports	3 years	CORE: Financial Mgmt: Accounting	GS55-05B-04 p. 86	Collection Agency Reports	Retain for 4 years after end of fiscal year <i>or</i> until completion of SAO report, <i>whichever is sooner then</i> Destroy.	Moved series to CORE for common use by all local government agencies.
UT55-05B-26 p. 51	Utilities Accounting	Uncollectable Account Lists	3 years	CORE: Financial Mgmt: Accounting	GS50-03B-14	Financial Disputes and Collections - General	Retain for 6 years after matter resolved then Destroy.	Consolidation of all financial disputes/collections records.
UT55-05B-09 p. 49	Utilities Accounting	Deposit Receipts	6 years	CORE: Financial Mgmt: Banking	GS2011-185	Banking – Accounts and Transactions	Retain for 6 years after end of fiscal year then Destroy.	Consolidation of all banking records.
UT50-03B-15 p. 49		Deposit Register	6 years					

