
This schedule applies to: Military Department

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of the Military Department relating to the unique functions of preparedness and response to emergencies and disasters, provides trained and ready forces for state and federal missions, and educational opportunities for at-risk youth. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGRRS)*, which authorizes the destruction/transfer of public records common to all state agencies.

Disposition of public records

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

Public records designated as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation and 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 and must be managed in accordance with the agency’s policies and procedures for public records requests.

Revocation of previously issued records retention schedules

All previously issued records retention schedules to the Military Department are revoked. The Military Department must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

Authority

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on June 3, 2015.

Signature on File

**For the State Auditor:
Cindy Evans**

Signature on File

**For the Attorney General:
Isaac Williamson**

Signature on File

**For the Office of Financial Management:
Kathy Cody**

Signature on File

**The State Archivist:
Steve Excell**

REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	June 6, 2012	Consolidation of all existing disposition authorities (with some minor revisions).
1.1	December 5, 2012	Minor change to retention of “Youth Challenge Cadet Records – Student (Cumulative Files) (DAN 10-08-62302).
1.2	June 5, 2013	Addition of new series “Administration of Military Justice Records” and minor change to the retention of “Search and Rescue Incident Records (DAN 89-06-44471).
1.3	June 3, 2015	Revisions to the Emergency Management and National and State Guard sections.

For assistance and advice in applying this records retention schedule,
please contact the Military Department’s Records Officer
or Washington State Archives at:
recordsmanagement@sos.wa.gov

TABLE OF CONTENTS

1.	ASSET MANAGEMENT	4
2.	EMERGENCY MANAGEMENT	7
3.	NATIONAL AND STATE GUARD.....	11
4.	YOUTH ACADEMY.....	14
	GLOSSARY	17
	INDEXES	20

1. ASSET MANAGEMENT

This section covers records relating to the management of the agency's physical and intellectual property assets which are not covered by the *State Government General Records Retention Schedule*.

See *State Government General Records Retention Schedule* for additional records relating to asset management.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-12-62351 Rev. 1	<p><i>Building Check Sheet</i> Records documenting procedural security checks of building and grounds. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Date, status and time of check; • Name or initials of employee conducting checks; • Remarks or notes. 	<p>Retain for 1 year after date of document <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-12-62350 Rev. 1	<p>Camp Murray Security Incident Reports</p> <p>Records of pertinent facts surrounding significant events or emergencies involving any property or individuals. Type of incidents may include:</p> <ul style="list-style-type: none"> • Fire, medical aid, or law enforcement responses; • Aggressive behavior or endangering /threatening others; • Self-abusive or unusual problematic behavior; • Property destruction, natural or unnatural; • Theft of property; vehicle accidents; • Any type of outside government agency notification. <p>Pertinent facts may include, but is not limited to:</p> <ul style="list-style-type: none"> • Field Information report (Mil Form 405); • Incident type, case number, location and date; field interviews (Mil Form 396); • Statement of Suspect/Witness/Complainant (Mil Form 391); • Name and personal information of persons related to incident and any interviews. 	<p>Retain for 6 years after close of incident <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
10-12-62352 Rev. 1	<p>Camp Murray Vehicle/Equipment/Building Violation Notice</p> <p>Notice recording vehicle, equipment or building violations of Camp Murray policies and regulations issued. Type of incidents may include unsecured buildings and equipment and parking violations.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Date, time, and location of violation; • Description and nature of violation (Mil Form 406). 	<p>Retain for 1 year after date of violation <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
78-10-21248 Rev. 1	<p><i>Federal Surplus Property Program</i> Records concerning purchase of federal property available, including but not limited to:</p> <ul style="list-style-type: none"> • Correspondence and purchase agreements; • Approval to dispose of or transfer titles of property; • Warehouse issue sheets. 	<p>Retain for 7 years after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
07-04-61450 Rev. 1	<p><i>Public Works Construction Contracts and Agreements – Military Department Facilities</i> Agency copies of public works contracts and agreements for new federally funded (in part or in full) construction or modifications of existing facilities such as readiness centers and traditional armories. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence, project meeting minutes; • Approval, proposal review and/or comments; • Plans, drawings, diagrams, schematics, specifications, permits; • Environmental impact statements (EIS), contracts and amendments; • Test results, reports, modification proposals, change orders, allotment, executed forms from Employment Security, Labor and Industries; • Financial requirements such as escrow, retain-age compliance, and lien mitigation, and payment records and supporting documentation. 	<p>Retain for 15 years after project completed and accepted <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>

2. EMERGENCY MANAGEMENT

This section covers records relating to the management of the response and recovery efforts for emergencies and disasters.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-09-62118 Rev. 1	<i>Emergency Operations Center Audio Recordings</i> Audio recordings related to missions authorized and created by the Division of Emergency Management resulting in Emergency Operations Center Phase III Activations.	Retain for 90 days after date of recording <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM
77-01-17827 Rev. 1	<i>Emergency Worker Program Requirements</i> Records documenting the requirements for specially trained personnel providing search and rescue and other emergency services for the public. Includes, but is not limited to: <ul style="list-style-type: none"> • Requirements for participation; • Correspondence. 	Retain for 5 years after end of calendar year <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR
79-09-23463 Rev. 1	<i>Federal Project File</i> Project applications for Federal matching funds to be used for maintenance of training, warning and communication equipment. These may also be used to purchase equipment.	Retain for 7 years after federal funds received <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68752 Rev. 0	<p>Local Emergency Plan and Program Reviews</p> <p>Records relating to the review and provision of feedback on local emergency plans and programs submitted to the Emergency Management Division in accordance with RCW 38.52.070 and chapter 118-30 WAC.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Emergency plans and program papers received; • Records documenting the review; • Response provided to submitting agency; • Related correspondence/communications. 	<p>Retain until superseded by subsequent report <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
77-01-17823 Rev. 2	<p>Mutual Aid Agreements</p> <p>Records relating to the in-state and out-of-state assistance beyond scope of normal departmental needs during an emergency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agreements and contracts; • Memorandums of Understanding (MOU's); • Intergovernmental Agreements (IGA's). 	<p>Retain for 6 years after termination of contract <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR
89-06-44471 Rev. 3	<p>Search and Rescue Incident Records</p> <p>Records documenting search and rescue incidents authorized by the Emergency Management Division.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Form EMD-077 Search and Rescue Mission Data Sheet with attachments. 	<p>Retain for 10 years after closure of incident <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-02-33390 Rev. 2	<p><i>State Emergency Management Training, Exercises and Education Records</i> Records of emergency preparedness training and public education courses, exercises and seminars applicable to emergency workers, disaster response personnel, emergency manager, public safety and first responders.</p>	<p>Retain for 6 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
09-09-62116 Rev. 2	<p><i>State Emergency Operations Center Phase I and II Activation Alert and Warning Center Activities</i> Emergency Management Alert and Warning Center documents and files generated during State Emergency Operations Center Phase I and II – Routine Operations. These activities do not lead to an activation of a state emergency. Includes, but not limited to:</p> <ul style="list-style-type: none"> • Incidents, missions and exercises; • Reports and tests not covered by other records series. <p>Excludes records covered by Search and Rescue Incident Records (DAN 89-06-44471). <i>Note: These activities do not lead to an activation of a state emergency.</i></p>	<p>Retain for 7 years after date mission is closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-09-62117 Rev. 1	<p><i>State Emergency Operations Center Phase III or Higher Level Activation</i> Emergency Management Operations Center documents and records generated during a Phase III – Enhanced Operations or higher level activation of the State Emergency Operations Center.</p> <p>Includes, but is not limited to incidents involving:</p> <ul style="list-style-type: none"> • Nuclear facilities; • Chemical and other hazardous materials facilities and storage; • Natural disasters (earthquakes, tornados, volcanic eruptions, floods, fire, windstorms); • Man-made disasters (acts of terrorism, arson, high-level security breaches); • Any other incidents which prompt an activation of a state emergency. <p>Excludes audio recordings covered by Emergency Operations Center Audio Recordings (DAN 09-09-62118).</p> <p><i>Note: These activities occur prior to and during state emergency activations.</i></p>	<p>Retain for 7 years after date mission is closed <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM</p>
12-06-68278 Rev. 1	<p><i>Washington State Emergency Plans</i> Documents related to emergency planning for preparation/recovery to statewide emergencies and disasters.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • State Comprehensive Emergency Management Plan and supporting plans; • Emergency preparedness for nuclear facilities, chemical, and other hazardous materials facilities and storage; • Hazard Mitigation Plan; • Memorandums of Understanding (MOU's) and Memorandums of Agreement (MOA's) that directly support emergency plans. 	<p>Retain for 6 years after superseded <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL OFM</p>

3. NATIONAL AND STATE GUARD

This section covers records relating to guard personnel.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
13-06-68445 Rev. 0	<p><i>Administration of Military Justice Records</i></p> <p>Records documenting the administration of justice in the Washington National Guard.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Non-judicial punishments; • Courts-martial. 	<p>Retain for 1 year after discharge date of National Guard service</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM</p>
15-06-68749 Rev. 0	<p><i>Air National Guard Personnel Records – Federal Orders</i></p> <p>Federally-issued components of Air National Guard personnel records.</p> <p><i>Note: These records are stored within the Master Personnel Record Group (MPRGp).</i></p>	<p>Retain until end of federal fiscal year</p> <p><i>then</i></p> <p>Transfer to National Personnel Records Center for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-06-68750 Rev. 0	<p><i>Air National Guard Personnel Records – State Orders</i> State-issued (by the order of the Governor) components of Air National Guard personnel records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Enlistment, appointments, promotions, demotions, discharges; • Separations/transfers; • Death announcements; • State awards and decorations; • Activation, inactivation/deactivations; • Assignments, attachments, redesignations, reorganization; • Movement orders; • Unit Training Assembly (UTA) Schedule; • Assumption of Command. 	<p>Retain for until end of federal fiscal year <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM</p>
15-06-68751 Rev. 0	<p><i>Army National Guard Personnel Records – Discharged 2005 Onwards</i> Army National Guard personnel records (both Federal and State components) for those discharged in 2005 and later.</p> <p><i>Note: These records are stored within the interactive Personnel Electronic Records Management System (iPERMS).</i></p> <p><i>Note: All Army National Guard personnel records for those discharged prior to 2005 have been transferred to Washington State Archives for permanent retention.</i></p>	<p>Retain until end of federal fiscal year <i>then</i> Transfer to National Personnel Records Center for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM</p>
04-07-60725 Rev. 0	<p><i>State Active Duty Medical Claims Files</i> Provides a unit record of records pertaining to the processing and adjudication of an individual’s state active duty claim under the rules of RCW 38.40.030.</p>	<p>Retain for 75 years after close of claim <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
77-02-18522 Rev. 2	<p>Washington National Guard State-Issued Orders</p> <p>Orders issued under the authority of the Washington State Adjutant General pertaining to units of the Washington National Guard.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Designations; • Activations, inactivation, etc. 	<p>Retain for 5 years after end of calendar year <i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM</p>
11-04-62442 Rev. 0	<p>Washington State Guard Personnel Files</p> <p>Service record of individual members of the Washington State Guard. Files contain all personnel matters pertaining to the member.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications and training; • Officer liaison qualifications and orders; • Promotions and awards. 	<p>Retain for 6 years after end of State Guard service <i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM</p>

4. YOUTH ACADEMY

This section covers records relating to the educational opportunities for at-risk youth provided by the Military Department.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-08-62304 Rev. 1	<p>Child Abuse Reports</p> <p>Reports compiled by agency personnel regarding students who indicate they may be victims of abuse and are reported within 24 hours to Child Protective Services (CPS) for investigating.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Communications regarding abuse; • Personnel/student conversations; • Reports to CPS. 	<p>Retain for 3 years after individual reaches age 18 <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
10-08-62308 Rev. 0	<p>Communicable Disease Report</p> <p>Includes data collected from schools and summary reports that detect, prevent and control communicable diseases.</p> <p><i>Note: Health Department retains the report in accordance to their retention schedule.</i></p>	<p>Retain until summary report is submitted to the local health department <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
10-08-62307 Rev. 1	<p>Health Room Registry</p> <p>Log of students reporting to health office because of illness or injury. All individual records go into the student's file. Records with multiple names remain in a specific file in the dispensary for required retention.</p>	<p>Retain for 8 years after last entry <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-08-62306 Rev. 1	<p>Medication Administration Case File Records documenting the administration of medication to students. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Licensed Health Provider/parent/guardian authorization and account number and dosages of medication administered; • Chronological listing of the medication dosages administered to each cadet on a daily basis; • A current and unexpired Authorization of Medication Administration "Parent/Guardian Permission and Physician Order for Medication at School" form; • Name of the student, a signed health professional order, and signed permission from a parent/guardian or other persons having legal control over the cadet. <p><i>Note: Reference RCW 28A.210.260[4].</i></p>	<p>Retain for 8 years after last dose administered <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
10-08-62311 Rev. 1	<p>Medication Temperature Records Refrigerator temperature logs of medication/vaccines. Medication refrigerator temperatures are recorded twice daily, standard temperature ranges for medication 35-46 degrees F. Logs include step-by-step documentation of events for out-of-range temperature.</p>	<p>Retain for 3 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
10-08-62303 Rev. 1	<p>Official Student Record Official student records for all grades and all schools. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Standardized high school transcripts; • Middle/junior high school transcripts; • Other academic history showing courses and grades earned; • Elementary enrollment history and grade progression; permanent record cards. 	<p>Retain for 100 years after date of document <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-08-62305 Rev. 1	<p><i>Special Education Student History File</i> Records documenting special education students. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Psychological and IQ test results; • Eligibility decision documentation, evaluation and other reports; • Individualized Education Programs (IEPs); • Other information concerning students with curtailed/specialized learning disabilities. 	<p>Retain for 6 years after separation from program <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
10-08-62309 Rev. 1	<p><i>Student Health Card or Folder</i> Records documenting student health. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Screening results; • Information submitted by parents/guardians/Licensed Health Provider's; • Record of notification to parents/guardians. 	<p>Retain for 2 years after graduation or withdrawal <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
10-08-62302 Rev. 2	<p><i>Youth Challenge Cadet Records – Student (Cumulative File)</i> Information collected on each student in addition to Official Student Record. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Admission application and parental signed releases; • Academic records, case notes, mentor's notes; • Correspondence, assessment summaries; • ASVAB military test, immunization certificates, etc. 	<p>Retain for 3 years after completion of program or withdrawal <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 (Appraisal Required)

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

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

Archival (Permanent Retention)

Public records which possess enduring legal and/or historic value and must not be destroyed. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period.

WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as “Archival (Permanent Retention)” other than the removal of duplicates.

Disposition

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

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

Disposition Authority Number (DAN)

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

Essential Records

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

Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with Chapter 40.10 RCW.

Non-Archival

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

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

Non-Essential Records

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

OFM (Office Files and Memoranda)

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

RCW 40.14.010 – Definition and classification of public records.

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

OPR (Official Public Records)

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

RCW 40.14.010 – Definition and classification of public records.

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

Public Records

RCW 40.14.010 – Definition and classification of public records.

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

Records Series

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

State Records Committee

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

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

INDEXES ARCHIVAL RECORDS

See the State Government General Records Retention Schedule for additional "Archival" records.

ASSET MANAGEMENT	Washington State Emergency Plans	10
Public Works Construction Contracts and Agreements – Military Department		
Facilities.....		6
EMERGENCY MANAGEMENT	NATIONAL AND STATE GUARD	
Emergency Operations Center Audio Recordings	Administration of Military Justice Records.....	11
Emergency Worker Program Requirements.....	Air National Guard Personnel Records – Federal Orders	11
Mutual Aid Agreements	Air National Guard Personnel Records – State Orders	12
Search and Rescue Incident Reports	Army National Guard Personnel Records – Discharged 2005 Onwards	12
State Emergency Operations Center Phase III or Higher Level Activation	Washington National Guard State Issued Orders.....	13
	Washington State Guard Personnel Files	13

INDEX: ESSENTIAL RECORDS

See the State Government General Records Retention Schedule for additional "Essential" records.

EMERGENCY MANAGEMENT		
Washington State Emergency Plans		10

INDEX: DISPOSITION AUTHORITY NUMBERS (DAN'S)

04-07-60725.....	12	10-08-62305.....	16	10-12-62352.....	5	77-01-17823.....	8
07-04-61450.....	6	10-08-62306.....	15	11-04-62442.....	13	77-01-17827.....	7
09-09-62116.....	9	10-08-62307.....	14	12-06-68278.....	10	77-02-18522.....	13
09-09-62117.....	10	10-08-62308.....	14	13-06-68445.....	11	78-10-21248.....	6
09-09-62118.....	7	10-08-62309.....	16	15-06-68749.....	11	79-09-23463.....	7
10-08-62302.....	16	10-08-62311.....	15	15-06-68750.....	12	84-02-33390.....	9
10-08-62303.....	15	10-12-62350.....	5	15-06-68751.....	12	89-06-44471.....	8
10-08-62304.....	14	10-12-62351.....	4	15-06-68752.....	8		

INDEX: SUBJECTS

Note: The use in this index of SGGRRS refers to the State Government General Records Retention Schedule.

A

agreements <i>see also SGGRRS</i>	
construction/public works (facilities)	6
mutual aid.....	8
Air National Guard (personnel records)	
federal orders	11
state orders	12
armories (construction/public works)	6
Army National Guard (personnel records).....	12
asset management..... <i>see SGGRRS</i>	
audio recordings (emergency operations center)	7
audits	<i>see SGGRRS</i>

B

buildings..... <i>see also SGGRRS</i>	
construction/public works.....	6
security checks	4
violation notices	5

C

Camp Murray	
building check sheets (security)	4
security incident reports	5
vehicle/equipment/building violation notices	5
chemical incidents (state emergency activations) ..	10
child abuse (reports).....	14

communicable diseases (reports)	14
communication equipment (federal matching funds).....	7
complaints..... <i>see also SGGRRS</i>	
construction..... <i>see also SGGRRS</i>	
contracts/agreements (facilities).....	6
contracts	<i>see also SGGRRS</i>
construction/public works (facilities)	6
mutual aid.....	8
correspondence	<i>see also SGGRRS</i>
courts-martial (National Guard).....	11
cumulative files (Youth Academy students)	16

E

emergency operations center (audio recordings)	7
emergency plans	10
local plans (reviews)	8
emergency preparedness training	9
emergency workers (training).....	9
requirements	7
equipment (violation notices).....	5
executive level records	<i>see SGGRRS</i>

F

facilities..... <i>see also SGGRRS</i>	
construction/public works.....	6
security checks	4

violation notices	5
federal matching funds (equipment)	7
federal surplus property	6
financial records..... <i>see SGGRRS</i>	

G

general office operations..... <i>see SGGRRS</i>	
grants management..... <i>see SGGRRS</i>	
grievances	<i>see SGGRRS</i>

H

hazardous materials incidents (state emergency activations)	10
health cards/folders (Youth Academy students)	16
health room registry	14
human resources management	<i>see SGGRRS</i>

I

incidents	
search and rescue.....	8
security (Camp Murray).....	5
state emergency activations.....	10
information systems	<i>see SGGRRS</i>
intergovernmental agreements..... <i>see also SGGRRS</i>	
mutual aid.....	8
iPERMS (Army National Guard Personnel Records) 12	

L

leave..... *see SGGRRS*
 legal files *see SGGRRS*
 local emergency plans/programs (reviews) 8

M

mail services..... *see SGGRRS*
 maintenance
 equipment (federal matching funds)..... 7
 Master Personnel Record Group (MPRGp) 11
 medical claims (active duty)..... 12
 medications (Youth Academy students) 15
 meetings *see SGGRRS*
 memorandums of agreement *see also SGGRRS*
 emergency plans..... 10
 memorandums of understanding *see also SGGRRS*
 emergency plans..... 10
 mutual aid..... 8
 military justice (National Guard)..... 11
 mutual aid (agreements) 8

N

National Guard
 military justice 11
 personnel records
 air (federal orders) 11
 air (state orders)..... 12
 army 12
 state issued orders 13

National Personnel Records Center
 Air National Guard 11
 Army National Guard 12
 natural disasters (state emergency activations) 10
 nuclear facility incidents (state emergency activations) 10

O

official student records (Youth Academy) 15
 orders (National Guard) 13

P

parking violations..... 5
 payroll *see SGGRRS*
 personnel records
 Air National Guard
 federal orders..... 11
 state orders 12
 Army National Guard 12
 Military Department staff..... *see SGGRRS*
 State Guard..... 13
 phase I and II activations 9
 phase III or higher activations 10
 audio recordings (emergency operations center) 7
 planning *see also SGGRRS*
 state emergency plans..... 10
 policies/procedures *see SGGRRS*
 public disclosure *see SGGRRS*
 public records requests..... *see SGGRRS*
 public works *see also SGGRRS*
 contracts/agreements (facilities)..... 6

publications..... *see SGGRRS*
 purchasing..... *see also SGGRRS*
 equipment (federal matching funds)..... 7
 federal surplus property 6

R

readiness centers (construction/public works) 6
 records management..... *see SGGRRS*
 reviews (local emergency plans/programs) 8
 risk management *see SGGRRS*

S

search and rescue incidents..... 8
 emergency worker training requirements 7
 security..... *see SGGRRS*
 checks (buildings/grounds)..... 4
 incident reports 5
 special education (student history files) 16
 state active duty (medical claims)..... 12
 state emergency activations 10
 audio recordings (emergency operations center) 7
 State Guard (personnel records)..... 13
 state issued orders (National Guard) 13
 student records (Youth Academy)
 cumulative files..... 16
 health cards/folders 16
 official student records..... 15
 special education..... 16

T

telecommunications *see SGGRRS*
 timesheets *see SGGRRS*
 training *see also SGGRRS*
 emergency preparedness 9
 emergency workers (requirements) 7
 equipment (federal matching funds) 7
 transitory records *see SGGRRS*
 travel *see SGGRRS*

V

vehicles *see also SGGRRS*
 violation notices 5

W

warning equipment (federal matching funds) 7

Y

Youth Academy (student records)
 cumulative files 16
 health cards/folders 16
 official student records 15
 special education 16
 youth challenge cadet records 16