**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](http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56). 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](http://apps.leg.wa.gov/rcw/default.aspx?cite=40.14.070) on August 4, 2021.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Signature on File* |  | *Signature on File* |  | *Signature on File* |
| **For the State Auditor: Al Rose** |  | **For the Attorney General: Matt Kernutt** |  | **The State Archivist: Steve Excell** |

**REVISION HISTORY**

| Version | Date of Approval | Extent of Revision |
| --- | --- | --- |
| 1.0 | December 16, 2008 | Consolidation of existing records series common to all local government agencies (from all local government general schedules) into a single records retention schedule. No changes to records series titles, descriptions, retention periods, disposition authority numbers (DANs), or archival designations. EXCEPTION: All duplicate DANs have been assigned new DANs. New series relating to Electronic Imaging Systems (EIS) source documents (DAN GS50-09-14). |
| 2.0 | January 28, 2010 | Complete revision of Information Management function. New Records Conversion activity created. Library records series transferred from *Local Government General Records Retention Schedule (LGGRRS) Version 5.0* and updated. Electronic Information Systems activity completely revised and placed in Asset Management function. New archival designations introduced in all *new and revised* 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 *new and revised* 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. (S*ome* remarks have been added to description as “Notes”.) All records series relating to purchasing have been moved to Financial Management/ Purchasing. The Contracts and Agreements section has been updated/enhanced, and a new Training section has been added to cover agency-provided training. (These and many more changes are detailed in the Revision Guide.) |
| 3.0 | November 29, 2012 | Complete revision of the Asset Management function. 34 new series; 7 series transferred in from LGGRRS Version 5.2; 87 series revised; and 78 series discontinued. Multiple activities restructured and several new activities added including: Elections (Elected Officials, Initiatives and Referenda); Emergency Planning, Response and Recovery; and, Local Government Legislation. (All changes are detailed in the Revision Guide.) |
| 3.1 | December 18, 2014 | Added new series (GS2014-030) to urgently address the payment card Sensitive Authentication Data issue. Three additional series added (GS2014-029, GS2014-031, and GS2014-032); one discontinued (GS2010-085); and 11 revised/updated. Also, corrections made to 11 DAN *revision numbers* (e.g., “Rev. 0”) (All changes are detailed in the Summary of Changes.) |
| 3.2 | August 20, 2015 | One records series modified. GS2014-030 renamed ***Financial Transactions – Sensitive Cardholder Data*** and description modified to include primary account/credit card number (PAN) *as well as* all Sensitive Authentication Data (SAD). Exclusions on p.90 & 91 updated. (**No** Summary of Changes.) |
| 3.3 | October 27, 2016 | Minor revisions to the “Agency Management – Meetings and Hearings” and “Records with Minimal Retention Value (Transitory Records)” sections. |
| 4.0 | May 18, 2017 | Complete revision of **Human Resource Management**, **Legal Affairs** (Agency Management), and **Payroll** (Financial Management). **IMPORTANT:** Disposition authority for legal advice/opinions provided by the agency attorney (or outside counsel) is granted *with the DAN for the records to which the advice relates,* whether specified in each individual records series or not. **EMPLOYEE** refers to any individual who performs tasks or assumes responsibilities *for or on behalf of the agency,* whether paid or unpaid (e.g., appointed, volunteer, contract, temporary, etc.) This definition applies only in relation to legal disposition authority and does not refer to legal employment status. 16 records series added; 63 revised; and 98 discontinued. (All changes are listed in the Summary of Changes.) |
| 4.1 | August 5, 2020 | Minor revisions to the “Asset Management – Security” section. |
| 4.2 | August 4, 2021 | Minor revisions to the “Human Resource Management – Employee Health and Safety” section. |

For assistance and advice in applying this records retention schedule,

please contact Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

or contact your Regional Archivist.

http://www.sos.wa.gov/archives/

**TABLE OF CONTENTS**

[1. AGENCY MANAGEMENT 6](#_Toc76548559)

[1.1 ADMINISTRATION (GENERAL) 6](#_Toc76548560)

[1.2 AUTHORIZATION/CERTIFICATION 10](#_Toc76548561)

[1.3 CHARTER, JURISDICTION AND MISSION 11](#_Toc76548562)

[1.4 COMMUNITY AND EXTERNAL RELATIONS 14](#_Toc76548563)

[1.5 CONTRACTS/AGREEMENTS 17](#_Toc76548564)

[1.6 ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA) 21](#_Toc76548565)

[1.7 EMERGENCY PLANNING, RESPONSE, RECOVERY 25](#_Toc76548566)

[1.8 LEGAL AFFAIRS 27](#_Toc76548567)

[1.9 LOCAL GOVERNMENT LEGISLATION 36](#_Toc76548568)

[1.10 MEETINGS AND HEARINGS 37](#_Toc76548569)

[1.11 PLANNING 44](#_Toc76548570)

[1.12 POLICIES AND PROCEDURES 46](#_Toc76548571)

[1.13 REPORTING 47](#_Toc76548572)

[1.14 RISK MANAGEMENT/INSURANCE 48](#_Toc76548573)

[1.15 TRAINING 52](#_Toc76548574)

[2. ASSET MANAGEMENT 56](#_Toc76548575)

[2.1 ACQUISITION/OWNERSHIP 56](#_Toc76548576)

[2.2 AUTHORIZATION/CERTIFICATION 61](#_Toc76548577)

[2.3 CONSTRUCTION 63](#_Toc76548578)

[2.4 DISPOSAL 69](#_Toc76548579)

[2.5 HAZARDOUS MATERIALS MANAGEMENT 70](#_Toc76548580)

[2.6 INSPECTION/MONITORING 74](#_Toc76548581)

[2.7 INVENTORY 78](#_Toc76548582)

[2.8 MAINTENANCE 80](#_Toc76548583)

[2.9 PLANNING 82](#_Toc76548584)

[2.10 REPORTING 85](#_Toc76548585)

[2.11 SECURITY 86](#_Toc76548586)

[2.12 USAGE AND OPERATIONS 90](#_Toc76548587)

[3. FINANCIAL MANAGEMENT 93](#_Toc76548588)

[3.1 ACCOUNTING 93](#_Toc76548589)

[3.2 AUDITING 102](#_Toc76548590)

[3.3 BANKING 103](#_Toc76548591)

[3.4 BUDGET 104](#_Toc76548592)

[3.5 PAYROLL 105](#_Toc76548593)

[3.6 PLANNING 108](#_Toc76548594)

[3.7 PURCHASING 110](#_Toc76548595)

[3.8 REPORTING 113](#_Toc76548596)

[3.9 TAXES 115](#_Toc76548597)

[4. HUMAN RESOURCE MANAGEMENT 116](#_Toc76548598)

[4.1 AUTHORIZATION/CERTIFICATION 116](#_Toc76548599)

[4.2 EMPLOYEE BENEFITS 118](#_Toc76548600)

[4.3 EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY 126](#_Toc76548601)

[4.4 EMPLOYEE HEALTH AND SAFETY 134](#_Toc76548602)

[4.5 RECRUITMENT/HIRING 141](#_Toc76548603)

[4.6 REPORTING/FILING 143](#_Toc76548604)

[4.7 WORKFORCE PLANNING/STAFF STRUCTURE/POSITION DEVELOPMENT 144](#_Toc76548605)

[5. INFORMATION MANAGEMENT 145](#_Toc76548606)

[5.1 FORMS AND PUBLICATIONS 145](#_Toc76548607)

[5.2 LIBRARY SERVICES 147](#_Toc76548608)

[5.3 MAIL SERVICES 149](#_Toc76548609)

[5.4 PUBLIC DISCLOSURE 150](#_Toc76548610)

[5.5 RECORDS CONVERSION 151](#_Toc76548611)

[5.6 RECORDS MANAGEMENT 154](#_Toc76548612)

[6. RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) 157](#_Toc76548613)

[Glossary 165](#_Toc76548614)

[INDEXES 169](#_Toc76548615)

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. ADMINISTRATION (GENERAL)   The activity associated with the day-to-day operations of the agency. Includes short-term records that can be disposed of as part of normal administrative practice. | | | |
| --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| GS50-01-02  Rev. 0 | ADMINISTRATIVE WORKING FILES  Subject files containing informational copies of various records organized by issue, person, subject, or other areas of interest.  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. | Destroy when obsolete or superseded - elected official, executive and department head files are potentially archival | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OFM |
| GS50-01-36  Rev. 0 | APPOINTMENT CALENDARS  Remarks: Elected officials and department heads may want to retain appointment calendars to document activities and appointments for a longer period of time. | Destroy when obsolete or superseded | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-01-12  Rev. 3 | Communications – Governing/Executive/Advisory  Internal and external communications to, from, and/or on behalf of the agency’s governing bodies, elected official(s)/executive management, and advisory bodies, that are made or received in connection with the transaction of public business, ***and that are not covered by a more specific records series*.**  Includes all communication types, regardless of format:   * Correspondence, email; * Web sites/forms/pages, social networking posts and comments, etc.   Includes, but is not limited to:   * 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.   Excludes:   * 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.   Note: Information/advice published online by the agency continues to be “provided” until the date it is removed/withdrawn. | **Retain** for 2 years after communication received or provided, *whichever is later*  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OFM |
| GS2010-001 Rev. 3 | Communications – Non-Executive  Internal and external communications to or from [employees](#Employee) (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.***  Includes all communication types, regardless of format:   * Correspondence, email; * Web sites/forms/pages, social networking posts and comments, etc.   Includes, but is not limited to:   * Requests for and provision of information/advice; * Agency-initiated information/advice.   Excludes:   * Communications sent or received by support staff **on behalf of** the executive or governing/advisory member, which are covered elsewhere in *CORE* (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.   Note: Information/advice published online by the agency continues to be “provided” until the date it is removed/withdrawn. | **Retain** for 2 years after communication received or provided, *whichever is later*  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-06F-03  Rev. 1 | ***Informational Reports Compiled for Agency Use***  Reports created by agency staff ***where not covered by a more specific records series in CORE or sector schedules***. | **Retain** until no longer needed for agency business  *then*  **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 ***where not covered by a more specific records series in CORE or sector schedules***. | **Retain** for 6 years after completion of project  *then*  **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 ***where not covered by a more specific records series in CORE or sector schedules***.  Excludes reports covered by GS2012-028 and data extracts/printouts covered by GS50-02-04. | **Retain** until no longer needed for agency business  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OFM |

| * 1. 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. 2 | ***Authorizations/Certifications – Agency Management***  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:  Airport operating certificates (United States Federal Aviation Administration, [14 CFR § 139](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr;sid=808cd0089f3b2c95c2224b8e59e89a22;rgn=div5;view=text;node=14%3A3.0.1.1.14;idno=14;cc=ecfr));  Animal control registration (Board of Pharmacy, [RCW 69.50.310](http://apps.leg.wa.gov/rcw/default.aspx?cite=69.50.310));  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, [Title 49 CFR](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?sid=801718c8c2c885b3ecc39c7b30b4ead3&c=ecfr&tpl=/ecfrbrowse/Title49/49tab_02.tpl));  Temporary permits and licenses (food and beverage, public gatherings, etc.);  Workers’ Compensation Self-Insurance Certification ([WAC 296-15-021](http://app.leg.wa.gov/wac/default.aspx?cite=296-15-021)).  Excludes records covered by:  Authorizations/Certifications - Hazardous Materials (DAN GS55-01M-04);  Capital Assets (Real Property) (DAN GS55-05A-06) (land division permits, etc.).  IMPORTANT: Excludes authorizations granted by the local government agency such as permits, certificates, licenses, etc. (which are covered in sector schedules). | **Retain** for 6 years after authorization superseded or terminated  *and*  conditions of authorization satisfied  *and*  violations (if any) corrected  *then*  **Destroy.** | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |

| * 1. CHARTER, JURISDICTION AND MISSION   The activity of establishing, documenting, and determining the local government agency’s charter, jurisdiction, and mission. Excludes records covered in the Meetings and Hearings section. | | | |
| --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| GS2012-015  Rev. 0 | ***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:   * 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.   Excludes the naming of buildings, roads, bridges, and other assets covered by GS2012-032.  Excludes intellectual property ownership records covered by GS2012-030. | **Retain** until no longer needed for agency business  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS50-01-37  Rev. 1 | Census Records from the State Office of Financial Management  Note: This record is retained permanently by the Office of Financial Management in accordance with its records retention schedule. | **Retain** until no longer needed for agency business  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OFM |
| GS50-05A-01  Rev. 1 | ***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). | **Retain** until superseded  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS50-05A-07  Rev. 1 | ***Charter and Bylaws – Development***  Records relating to the development of the agency’s charter and/or by-laws defining the scope of the agency and its rights, responsibilities, and authority, and including written rules for the agency’s decision-making bodies (councils, commissions, committees, etc.). Includes Associated Student Bodies (ASB).  Excludes adopted charters and bylaws covered by GS50-05A-01. | **Retain** until no longer needed for agency business  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OFM |
| GS50-16-09  Rev. 1 | Jurisdictional Boundary – Official  Official documentation of the agency’s legal jurisdictional boundary, changes to its boundary (including annexation or incorporation), and related records documenting locations and physical features within the agency’s jurisdiction.  Records may include, but are not limited to:   * Drawings, maps, photographs (prints, slides, negatives, digital images), aerial photos; * Surveys, land survey field books; * Geological data/geotechnical reports.   Excludes records that are:   * Site-specific to real property assets owned by the agency and covered by GS55-05A-06; * Held by the county engineer and covered by GS2012-031; * Covered in the *County Assessor*, *County Auditor*, & *Land Use Planning and Permitting* sector schedules. | **Retain** until no longer needed for agency business  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS52-03A-05  Rev. 1 | Jurisdictional Boundary – Development  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, *Meetings – Governing/Executive*.  Excludes official boundary documentation covered by GS50-16-09. | **Retain** for no longer needed for agency business  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS50-18-38  Rev. 1 | Jurisdictional Reference – Maps, Drawings, Photographs  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:   * 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 *CORE* or sector schedules such as records that are:   * Related to projects covered in the Land Use Planning sector schedule; * Site-specific to real property assets owned by the agency and covered by GS55-05A-06; * Held by the county engineer and covered by GS2012-031. | **Retain** for no longer needed for agency business  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |

| * 1. COMMUNITY AND EXTERNAL 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 | ***Advertising and Promotion***  Records relating to the planning and/or execution of educational or promotional events, campaigns, and contests conducted by the agency to promote the agency’s mission or business | **Retain** until no longer needed for agency business  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |
| GS2011-166  Rev. 0 | ***Awards and Recognitions***  Records documenting international, national, and other significant awards and recognition received by the agency in relation to its functions and assets.  Includes, but is not limited to:   * 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  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OFM |
| GS2011-167 Rev. 0 | ***Charity Fundraising***  Records documenting the agency’s coordination and support of and/or participation in charity fundraising campaigns, including promotion of employee payroll deductions.  Includes, but is not limited to:   * Decision process for selecting charity campaigns to support; * Communication between the agency and charities; * Dissemination of charity information; * Arrangements and promotion of campaign events.   Excludes authorizations of payroll deductions covered by GS50-03E-01. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-01-09  Rev. 2 | ***Citizen Complaints/Requests***  Communications from citizens making a complaint or request, as well as the associated agency response. Includes community mediation/dispute resolution records relating to routine issues *where not covered by a more specific records series.*  Excludes records covered **more specifically** in *CORE* or sector schedules such as:   * *Claims for Damages (DAN GS50-01-10);* * *Code Enforcement (DAN GS2012-026);* * *Contracts and Agreements (General) (DAN GS50-01-11);* * *Public Disclosure/Records Requests (DAN GS2010-014);* * Social service files covered in the *Social Services Records Retention Schedule*. | **Retain** for 3 years after matter closed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-06F-07  Rev. 1 | ***Media Releases and Coverage***  Records relating to media coverage (television, radio, newspapers, internet, etc.) of the agency’s activities and accomplishments.  Includes, but is not limited to:  Audio/visual recordings/transcripts of press conferences, speeches, etc., by the head of the agency or senior executives;  Copies of guest editorials written by the head of the agency or senior executives;  Copies of news clippings/media coverage;  Interactions *with* the media (press/news releases issued by the agency, etc.).  Excludes information provided on the agency’s own website or social media channels which is retained according to the information’s *function* and *purpose*. | **Retain** for 2 years after end of calendar year  *then*  **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, ***where not included in the minutes or meeting packet of the agency’s governing body.*** | **Retain** for 6 years after issued  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |
| GS2012-016  Rev. 0 | ***Public Notice (Official)***  Records documenting public notices published or posted by the local government agency in order to inform the general public of its actions, decisions, or services. Includes all public notices, whether posted voluntarily or required by statute, ***where not covered by a more specific records series.***  Includes, but is not limited to:  Affidavit of mailing, posting or publishing;  Notices of agency elections, ordinances, auction, public meetings/hearings, etc.  Excludes notices covered more specifically in *CORE* or sector schedules, such as public notices relating to bids and proposals covered by GS50-08A-01 and GS50-08A-11. | **Retain** for 6 years after notice published  *or*  6 years after published event completed, *whichever is later*  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-01-30  Rev. 0 | PUBLIC OPINION POLLS | **Retain** until no longer needed for agency business  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OFM |

| * 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. | | | |
| --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| GS2011-169  Rev. 2 | Contracts and Agreements – Capital Assets (Non-Real Property)  Records relating to agreements between 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 do not establish, alter, or abolish real property ownership***. Includes negotiations, change orders, compliance monitoring, etc.  Includes, but is not limited to:   * 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 granted to (received by) the agency; * Franchises granted to (received by) the agency.   Excludes contracts/agreements covered more specifically in *CORE* or sector schedules such as:   * *Capital Assets (Real Property)* (DAN GS55-05A-06) (for real property agreements, rights-of-way/easements granted by the agency, etc.); * *Financial Transactions - Bond, Grant and Levy Projects* (DAN GS2011-183); * *Franchise Requests – Granted by Agency* (DAN GS50-05A-10).   Note: Bond transactions are completed when the final bond payment is made. | **Retain** for 6 years after completion of transaction  *or*  6 years after termination/ expiration of instrument  *or*  6 years after disposition of asset (if asset owned by agency), *whichever is later*  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
|  |  |  |  |
| GS50-01-11  Rev. 4  *Continued Next Page*  GS50-01-11  *Continued From Previous Page* | Contracts and Agreements – General  Records relating to agreements between the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit, ***and that do not establish, alter, or abolish ownership of capital assets.***  Includes, but is not limited to:  Memoranda of understanding (MOU);  Negotiations, final/initial agreements, change orders, amendments, addenda;  Compliance monitoring;  Legal interpretations, mediation, arbitration, etc.  Contracts/agreements include, but are not limited to:  Bonds (fidelity/surety coverage, performance/vendor, elected & appointed official, etc.);  Customer account authorizations (automatic payments, ongoing discounts, etc.);  Employee use of *personally-owned* items for work-related purposes (weapon, vehicle, ergonomic equipment, Personal Protective Equipment [PPE], cell phone, laptop, etc.);  Human resources (delegation of authority, employee/employment, etc.). Does not include retirement verification records covered by GS2017-009;  Inter-agency, intra-agency, inter-governmental, inter-local agreements;  Labor relations (collective bargaining, Public Employer Relations Commission (PERC) filings, etc.) Does not include employee grievances;  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); *Continued Next Page*  Contracts/agreements include, but are not limited to: *Continued From Previous Page*  Ongoing exemptions/discounts/rate reductions (utilities, property taxes, etc.);  Professional and client services;  Purchase and sales agreements (non-capital asset purchases only);  Retirement investment portfolios (for agencies operating their own pension systems);  Warranties.  Excludes contracts/agreements covered more specifically in *CORE* or sector schedules such as:  Employee Retirement/Pension Verification (DAN GS2017-009);  Financial Transactions - Bond, Grant, and Levy Projects (DAN GS2011-183).  Note: Pursuant to [RCW 4.16.040](http://apps.leg.wa.gov/rcw/default.aspx?cite=4.16.040), the statute of limitations for the commencement of actions upon a contract “…or liability express or implied arising out of a written agreement…” is 6 years. | **Retain** for 6 years after completion of transaction or 6 years after termination/ expiration of instrument/ coverage  *then*  **Destroy**.  *Continued Next Page*  *Continued From Previous Page* | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR  *Continued Next Page*  *Continued From Previous Page* |
| GS2012-017  Rev. 0 | Franchise Requests – Declined  Records relating to franchise request proposals submitted to or requested by the local government agency ***where the request is not granted.*** Includes review, development, negotiations, and related communications.  Excludes franchises granted by the agency, which are covered by GS50-05A-10.  Excludes franchises granted to the agency, which are covered by GS2011-169. | **Retain** for 6 years after request declined  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-05A-10  Rev. 1 | Franchise Requests – Granted by Agency  Records relating to franchise agreements granted by 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 [RCW 35A.47.040](http://apps.leg.wa.gov/rcw/default.aspx?cite=35A.47.040) and/or [RCW 80.32.010](http://apps.leg.wa.gov/rcw/default.aspx?cite=80.32.010). Includes review, development, negotiations, final agreement, and related communications.  Excludes franchises granted to the agency, which are covered by GS2011-169. | **Retain** for 6 years after termination or withdrawal of franchise agreement  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |

| * 1. ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA)   The activity of administering all elections **other than those administered by the County Auditor** (which are covered in the County Auditor Records Retention Schedule). Includes official notifications of election results issued by the agency and/or received from the County Auditor or other regulating authority, and oaths of office taken by elected and appointed officials. | | | |
| --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| GS2012-018  Rev. 1 | ***Certification of Election – By Regulatory Agency***  Agency copy of election certification documentation **issued by a regulatory agency** in accordance with federal, state, or local law. Includes certifications of elected officials (school board, city council, chief of police, judge, prosecuting attorney, etc.), bonds, levies, etc.  Includes, but is not limited to, **certifications of**:   * Regular and special elections held in accordance with [Title 29 RCW](http://apps.leg.wa.gov/rcw/default.aspx?cite=29A) and certified by the County Auditor. (County Auditor certification records are designated “Archival – Permanent Retention” in the *County Auditor Records Retention Schedule*.) * Educational service district board and regional committee member elections held by the Superintendent of Public Instruction (OSPI) in accordance with [RCW 28A.310.080](http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.310.080)). (OSPI’s certification records are designated “Archival” in its records retention schedule.) * Conservation District elections certified by the Washington State Conservation Commission (WSCC) in accordance with [RCW 89.08.110](http://apps.leg.wa.gov/RCW/default.aspx?cite=89.08.110). (WSCC’s certification records are designated “Archival” in its records retention schedule.)   Excludes:  Election administration records covered by GS2012-020;  *Certification* of elections *certified* *by the local government agency*, which are covered by GS2012-019;  County Auditor records covered in the [*County Auditor Records Retention Schedule*](http://www.sos.wa.gov/archives/RecordsManagement/RecordsRetentionSchedulesforCountyAuditors.aspx). | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2012-019  Rev. 1 | ***Elections – Held and Certified by the Local Government Agency (Official Results)***  Core official documentation and certification of elections held and certified by the agency.  Records include, but are not limited to:   * Sample ballots, voters’ pamphlets; * Tabulated votes; * Certification of election.   Elections include, but are not limited to:   * Irrigation District elections held pursuant to [RCW 87.03.075](http://apps.leg.wa.gov/rcw/default.aspx?cite=87.03.075); * Associated Student Body (ASB) officer elections held pursuant to [RCW 28A.325.020](http://apps.leg.wa.gov/RCW/default.aspx?cite=89.08.110); * School Board President elections held pursuant to [RCW 28A.330.010](http://apps.leg.wa.gov/RCW/default.aspx?cite=89.08.110); * Executive Committee elections.   Excludes County Auditor records covered in the *County Auditor Records Retention Schedule.*  Excludes agency-held elections administration records covered by GS2012-020. | **Retain** for 6 years after end of calendar year  *then*  **Contact** Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS2012-020  Rev. 0 | ***Elections – Held by the Local Government Agency (Administration)***  Internal administration of elections held by the local government agency.  May include, but is not limited to:   * Voter eligibility and challenges to voter eligibility; * Voted ballots, tally sheets; * Working files.   Excludes County Auditor records covered in the *County Auditor Records Retention Schedule.*  Excludes official election results documentation covered by GS2012-019. | **Retain** for 1 year after certification of election  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2012-021  Rev. 0 | ***Initiative, Referenda and Recall Measures***  Records relating to the administrative management of initiatives, referenda, and recall measures filed with the agency.  Includes, but is not limited to:   * Petitions signed by citizens; * Outreach, voter pamphlet input; * Planning files, legal opinions; * Related communications.   Includes, but is not limited to, initiative, referenda, and recall measures:   * Passed by voters; * Rejected by voters; * Where requisite number of signatures is not sufficient to place on ballot.   Excludes elections records covered by GS2012-018, GS2012-019, and GS2012-020. | **Retain** for 6 years after certification of election or determination of signature insufficiency  *then*  **Transfer** to Washington State Archives for appraisal and selective retention**.** | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |
| GS50-05A-15  Rev. 1 | | ***Oaths Of Office – Filed or Recorded with County Auditor***  Agency copy of official oaths of office taken by elected and appointed officials ***which have been filed or recorded with the County Auditor.***  Excludes oaths of office covered by GS2012-023.  Note: All documents filed and/or recorded with the County Auditor are designated Archival in the County Auditor Records Retention Schedule. | **Retain** for 6 years after end of term of office or appointment  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2012-023  Rev. 1 | | ***Oaths Of Office – Not Filed or Recorded with County Auditor***  Official oaths of office taken by elected and appointed officials ***which have not been filed or recorded with the County Auditor.*** | **Retain** for 6 years after end of term of office or appointment  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |

| * 1. 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 | Backups for Disaster Preparedness/Recovery  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  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OFM | |
| GS2012-024  Rev. 1 | ***Emergency/Disaster Preparedness – Contact Information***  Personal contact information compiled to facilitate contact in the event of an emergency or natural disaster. Includes employees, students, volunteers, etc.  Includes, but is not limited to:   * Medical information (provider name, blood type, allergies, ADA requirements, etc.); * Personal contact information (cell/home phone, email address, etc.); * Physical pick-up information (for students/minors, etc.). | **Retain** until obsolete or superseded  *then*  **Destroy.** | | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |
| GS50-14-03  Rev. 2 | ***Emergency/Disaster Preparedness and Recovery Plans***  Emergency and disaster preparedness, response, and recovery plans prepared for any aspect of the agency’s operations and assets.  Also includes, but is not limited to:   * Employee emergency plans and fire prevention plans prepared in accordance with   [WAC 296-24-567](http://apps.leg.wa.gov/wac/default.aspx?cite=296-24-567);   * Essential records lists.   Excludes hazardous materials/dangerous waste management plans covered by GS50-19-08. | **Retain** for 6 years after obsolete or superseded  *then*  **Destroy**. | | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS50-18-29  Rev. 1 | ***Emergency/Disaster Response/Recovery – Uncommon or Major***  Records relating to actions taken by the local government agency in response to uncommon or major natural or manmade disasters/emergencies (storms, floods, fires, earthquakes, terrorism, etc.), ***where the agency deploys non-routine procedures, mobilizes special resources, requires significant outside assistance and/or where normal agency operations are suspended or significantly disrupted.***  Includes, but is not limited to:   * 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.   Excludes emergencies/disasters involving hazardous materials/dangerous waste covered by GS2011-177 or GS50-19-15. | **Retain** for 6 years after matter resolved/recovery complete  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |
| GS2012-025  Rev. 0 | ***Emergency/Disaster Response/Recovery – Routine or Minor***  Records relating to actions taken by the local government agency in response to routine or minor natural or manmade disasters/emergencies (leaking pipes/flooding, snow closure, vandalism, etc.) ***where the agency manages the recovery with minimal assistance and/or disruption to normal agency operations.***  Excludes emergencies/disasters covered by GS50-18-29, GS2011-177 or GS50-19-15. | **Retain** for 6 years after matter resolved/recovery complete  *then*  **Destroy**. | | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

| * 1. LEGAL AFFAIRS   The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.  **IMPORTANT:** Criminal and civil cases filed on behalf of “the People of” the cities, counties, or the State of Washington, are covered in the [Prosecuting Attorney Records Retention Schedule](https://www.sos.wa.gov/archives/RecordsManagement/Records-Retention-Schedules-for-Prosecuting-Attorneys.aspx). | | | |
| --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| GS53-02-01  Rev. 2 | ***Attorney General Opinions***  Formal opinions issued by the Washington Attorney General in response to requests by the county prosecuting attorney.  Note: Opinions issued by the Office of the Attorney General are designated Archival in the [Office of the Attorney General Records Retention Schedule](https://www.sos.wa.gov/archives/recordsmanagement/state-agencies-records-retention-schedules.aspx). | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2011-171  Rev. 1 | ***Civil Rights – Compliance***  Records relating to the agency’s efforts to comply with federal, state and local statute governing [employee](#Employee)s’ *and* the general public’s civil rights.  Includes, but is not limited to:   * Agreements, surveys, reports; * Meeting and training materials; * Notifications and communications.   Excludes records covered by:  Civil Rights Compliance (Section 504 Accommodations) (DAN GS50-04C-01);  Civil Rights Violation Complaints (1985 and Earlier)(DAN GS50-04C-04);  Civil Rights Violation Complaints (1986 and Later) (DAN GS2017-002). | **Retain** for 6 years after end of calendar year and no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-04C-01  Rev. 2 | ***Civil Rights – Compliance (Section 504 Accommodations)***  Records relating to the agency’s compliance with Section 504 of the *Rehabilitation Act of 1973* which requires that qualified individuals with disabilities have equal opportunity to benefits and services.  Includes, but is not limited to:   * Agreements, surveys, reports; * Meeting and training materials; * Notifications and communications.   Excludes records covered by:  Civil Rights – Violation Complaints (1985 and earlier) (DAN GS50-04C-04).  Civil Rights – Violation Complaints (1986 and later) (DAN GS2017-002). | **Retain** for 6 years after completion or denial of accommodation(s)  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-04C-04  Rev. 2 | ***Civil Rights – Violation Complaints (1985 and earlier)***  Records relating to civil rights violation complaints within the agency’s jurisdiction, filed by agency [employees](#Employee) or the general public ***in 1985 or earlier***. Includes defending or responding to complaints filed with the United States Equal Employment Opportunity Commission (EEOC) and/or the Washington State Human Rights Commission.  Includes, but is not limited to:   * Complaints, investigations, witness statements, evidentiary documents; * Findings, settlement agreements, post-finding materials; * Litigation case file (*if applicable*); * Notifications, communications, contact logs, notes.   Violation types include, but are not limited to:   * *Civil Rights Act of 1964* (voter registration, facilities, transportation, equal employment opportunity, education, bussing, race, color & national origin [Title VI], etc.); * *Rehabilitation Act of 1973* (Section 504 accommodations, etc.). | **Retain** for 6 years after resolution, completion, closure, or decision not to proceed  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |
| GS2017-002  Rev. 0 | ***Civil Rights – Violation Complaints (1986 and later)***  Records relating to civil rights violation complaints within the agency’s jurisdiction, filed by [employees](#Employee) or the general public ***in 1986 or later***, and ***where civil litigation has not commenced***. Includes defending or responding to complaints filed with the United States Equal Employment Opportunity Commission (EEOC) and/or the Washington State Human Rights Commission.  Includes, but is not limited to:   * Complaints, investigations, witness statements, evidentiary documents; * Findings, settlement agreements, post-finding materials; * Notifications, communications, contact logs, notes.   Violation types include, but are not limited to:   * *Americans with Disabilities Act* (ADA), Title II, etc.; * *Civil Rights Act of 1964* (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); * *Individuals with Disabilities Education Act* (IDEA); * *Rehabilitation Act of 1973* (Section 504 accommodations, etc.).   Note: If litigation commences, these records become part of the litigation case file. | **Retain** for 6 years after resolution, completion, closure, or decision not to proceed  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-01-10  Rev. 2 | Claims for Damages  Records relating to claims for damages filed either *against the agency* by other parties, **or** *by the agency* against other parties  Excludes workers’ compensation claims covered in the Human Resource Management - Employee Benefits section.  Note: If litigation commences, these records become part of the litigation case file. | **Retain** for 6 years after claim closed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2012-026  Rev. 1 | ***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, but is not limited to:   * Complaints, mediation/dispute resolution, investigations, warnings, notices; * Inspections, assessments, citations, statements of required corrective action, resolution; * Related communications.   Code violations may include, but are not limited to:   * Animal control; * Building, development, land use, and fire; * Nuisance (accumulation of junk on private property, etc.); * Parking; * Personal license and business license.   Excludes records covered more specifically in CORE or sector schedules, such as *Appeals Hearings – Local Decision-Making Bodies (General) (DAN GS2011-173).*  Note: If litigation commences, these records become part of the litigation case file. | **Retain** for 6 years after matter resolved or closed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2011-172  Rev. 1 | Compulsory Process Served on the Agency (Not Party to Litigation)  Records relating to court orders, subpoenas and other compulsory legal process served on the agency, ***where the agency is not a party to the litigation***.  Includes, but is not limited to:   * Personnel/staff summonses or notice of deposition; * Subpoenas or court orders for agency records. | **Retain** until no longer needed for agency business  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2017-003  Rev. 0 | Discovery Materials Not Submitted to the Court  Records gathered, received, or produced in relation to discovery requests or civil investigative demands which are not submitted to the court.  Note: Discovery materials submitted to the court become part of the litigation case file. | **Retain** until resolution of case (including appeals)  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS55-05A-09  Rev. 3 | ***Evictions, Liens, Foreclosures, Condemnations***  Records relating to disputes and attempts to collect funds *where* ***real property******ownership*** *is involved* and *where litigation has not commenced*.  Includes, but is not limited to:   * Correspondence, research, invoices/statements, notices, proof of mailing; * Copies of title reports, certificates of delinquency. * Damage and loss claims (purchasing); * Lien filings (and releases) and other actions; * Settlement documentation; * Warrants/checks returned due to non-sufficient funds (NSF).   Includes activities and actions relating to real property ownership (where litigation has not commenced), such as:   * Condemnation/eminent domain; * Debt forgiveness; * Evictions, vacation of premises, etc. * Property liens (and releases), foreclosure of deeds and mortgages, etc.   Excludes records covered by:  Capital Assets (Real Property) (DAN GS55-05A-06) (encroachments);  Financial Disputes and Collections – General (DAN GS50-03B-14);  The [Prosecuting Attorney Records Retention Schedule](https://www.sos.wa.gov/archives/RecordsManagement/Records-Retention-Schedules-for-Prosecuting-Attorneys.aspx).  Note: If litigation commences, these records become part of the litigation case file.  Note: Pursuant to [RCW 4.16.020](http://apps.leg.wa.gov/rcw/default.aspx?cite=4.16.020), the statute of limitations for the commencement of actions for the recovery of real property is 10 years. | **Retain** for 10 years after matter resolved  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS52-07-03  Rev. 1 | ***Legal Advice, Analysis, and Opinions – Development***  Records relating to the development of legal advice and analysis of the law.  Includes, but is not limited to:  Preliminary drafts;  Comments on preliminary drafts;  Related correspondence/communications. | **Retain** until issuance of advice/opinion  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS53-02-03  Rev. 2 | ***Legal Advice, Analysis, and Opinions – Official***  Records relating to the provision of legal advice, opinions, and interpretations in the process of acting as legal counsel for the agency or any of its departments/offices, ***where the advice/analysis/opinions are* *not retained and dispositioned with other agency records to which they relate.***  Excludes records covered by *Legal Advice, Analysis and Opinions – Development (DAN GS52-07-03).* | **Retain** for 10 years after issuance of advice/opinion  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL (Appraisal Required)**  NON-ESSENTIAL  OPR |
| GS53-02-05  Rev. 1 | ***Legal Advice, Analysis, and Opinions – Secondary Copies***  Records relating to the provision of legal advice, opinions, and interpretations in the process of acting as legal counsel for the agency or any of its departments/offices, ***where the advice/analysis/opinions are retained and dispositioned with the agency records to which they relate.***  Excludes records covered by *Legal Advice, Analysis and Opinions – Development (DAN GS52-07-03).* | **Retain** until no longer needed for agency business  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS53-02-04  Rev. 2 | Litigation Case Files  Records relating to cases litigated on behalf of the **local government agency** (as plaintiff or defendant) before a local, state, or federal court or administrative forum.  Excludes records covered by *Litigation Materials – Development (DAN GS2017-004).*  **NOTE:** The provision of legal representation *on behalf of the cities, counties, or State* of Washington (relating to criminal, juvenile offender, or civil matters*)* in family law, juvenile, trial, and appellate courts and/or administrative forums, is covered in the [*Prosecuting Attorney Records Retention Schedule*](https://www.sos.wa.gov/archives/RecordsManagement/Records-Retention-Schedules-for-Prosecuting-Attorneys.aspx). | **Retain** for 10 years after resolution of case (including appeals)  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL (Appraisal Required)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS2017-004  Rev. 0 | ***Litigation Materials – Development***  Records relating to the development of litigation materials (such as pleadings, memoranda, briefs, declarations, discovery materials, reports, etc.) concerning any matter in litigation *or reasonably anticipated to be in litigation* before any judicial or administrative forum.  Includes, but is not limited to:  *Copies* of research materials;  *Copies* of records that are part of the official court record (pleadings, orders, decrees, etc.);  Preliminary drafts;  Comments on preliminary drafts;  Related correspondence (including procedural/scheduling communications, non-substantive transmittal letters, etc.). | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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

| * 1. 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. 2 | ***Appeals Hearings – Local Decision-Making Bodies (General)***  Records documenting the adjudicative proceedings of the local government agency’s decision-making bodies. 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 NO land use decision is being appealed***.  Includes, but is not limited to:   * Agendas, meeting/agenda packets (briefs, reference materials, etc.); * Audio/visual recordings and transcripts of proceedings; * Case files, decisions/orders/rulings, minutes (if taken); * Oral and written testimony, exhibits, etc.; * Indexes and other finding aids.   Hearings and proceedings include, but are not limited to:   * Animal control dispute appeals; * Billing dispute appeals hearings (utilities, etc.); * Civil asset forfeiture hearings; * Civil Service Commission hearings and employee grievance appeals; * County Board of Equalization property tax valuation and/or exemption appeals.   Excludes records covered by:  Meetings – Advisory (DAN GS2012-027);  Meetings – Governing/Executive (DAN GS50-05A-13);  Appeals Hearings – Local Decision-Making Bodies (Land Use) (DAN GS2011-174);  Meetings/Hearings – Arrangements (DAN GS2011-176). | **Retain** for 6 years after final disposition of case  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS2011-174  Rev. 2 | ***Appeals Hearings – Local Decision-Making Bodies (Land Use)***  Records documenting the adjudicative proceedings of the local government agency’s decision-making bodies. Includes hearings and quasi-judicial actions of the legislative body, planning commission, hearing examiner, zoning adjuster, board of adjustment or other bodies which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceeding ***where a land use decision is being appealed.*** Includes land use administrative appeals.  Includes, but is not limited to:   * Agendas, meeting/agenda packets (briefs, reference materials, etc.), etc.; * Audio/visual recordings and transcripts of proceedings; * Case files, decisions/orders/rulings, minutes (if taken); * Oral and written testimony; exhibits, etc.; * Indexes and other finding aids.   Excludes records covered by:  Meetings – Advisory (DAN GS2012-027);  Meetings – Governing/Executive (DAN GS50-05A-13);  Appeals Hearings – Local Decision-Making Bodies (General) (DAN GS2011-173);  *Meetings/Hearings – Arrangements (DAN GS2011-176).* | **Retain** for 6 years after final disposition of case  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS2016-007  Rev. 0 | ***Meeting Materials – Members’ Copies/Notes***  Individual members’ meeting materials from participating in advisory, governing/executive, internal/external committees (including national/external bodies), and staff meetings, provided the Committee’s records are retained by the secretary/responsible agency/member.  Includes, but is not limited to:   * Copies of agendas, meeting packets, minutes, etc.; * Working notes/drafts, etc.; * Related correspondence/communications. | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2012-027  Rev. 0 | ***Meetings – Advisory***  Records documenting all meetings of the local government agency’s advisory bodies.  Includes:   * Meetings regulated by the *Open Public Meetings Act* ([chapter 42.30 RCW](http://apps.leg.wa.gov/rcw/default.aspx?cite=42.30)), such as regular and special meetings, public hearings, etc.; * All other meetings (including executive sessions regulated by [RCW 42.30.110(2))](http://apps.leg.wa.gov/rcw/default.aspx?cite=42.30.110).   Includes, but is not limited to:   * Agendas, meeting/agenda packets (briefs, reference materials, etc.); * Speaker sign-up, written testimony; * Audio/visual recordings and transcripts of proceedings; * Minutes.   Includes indexes and other finding aids.  Excludes records covered by GS2011-173, GS2011-174, GS2011-175, and GS2011-176. | **Retain** for 6 years after end of calendar year  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |
| GS50-05A-13  Rev. 2 | ***Meetings – Governing/Executive***  Records documenting all meetings of the local government agency’s governing bodies and executive management.  Includes:   * Meetings regulated by the *Open Public Meetings Act* ([chapter 42.30 RCW](http://apps.leg.wa.gov/rcw/default.aspx?cite=42.30)), such as regular and special meetings, public hearings, etc.; * All other meetings (including executive sessions regulated by [RCW 42.30.110(2))](http://apps.leg.wa.gov/rcw/default.aspx?cite=42.30.110).   Includes, but is not limited to:   * Agendas, meeting/agenda packets (briefs, reference materials, etc.); * Speaker sign-up, written testimony; * Audio/visual recordings and transcripts of proceedings; * Minutes.   Includes indexes and other finding aids.  Excludes records covered by GS2011-173, GS2011-174, GS2011-175, and GS2011-176. | **Retain** for 6 years after end of calendar year  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS2011-175  Rev. 2 | ***Meetings – Inter-Agency***  Records documenting all meetings held between the local government agency and one or more other public agencies. May include multi-agency staff meetings, committees, task forces that coordinate activities, communications, solutions to problems, etc.  Includes, but is not limited to:  Agendas, meeting packets, sign-in lists, etc.;  Minutes, audio/visual recordings, transcripts, etc.;   * Indexes and other finding aids.   Excludes meetings covered more specifically in CORE or sector schedules such as:  *Meetings – Governing Bodies (DAN GS50-05A-13);*  *Meetings – Advisory (DAN GS2012-027);*  *Occupational Health and Safety Program – Administration (DAN GS2017-016)* (safety committee minutes). | **Retain** for 6 years after end of calendar year  *or*  6 years after completion of project, *whichever is later*  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |
| GS50-01-43  Rev. 2 | ***Meetings – Staff and Internal Committees***  Records documenting meetings of agency staff and those of internal committees, councils, commissions, boards, task forces, etc.  Includes, but is not limited to:  Agendas, meeting/agenda packets (briefs, reference materials, etc.);  Speaker sign-up, written testimony, etc.;  Audio/visual recordings and transcripts of proceedings, etc.;  Minutes.  Excludes meetings covered more specifically in CORE or sector schedules such as:  *Meetings – Governing Bodies (DAN GS50-05A-13);*  *Meetings – Advisory (DAN GS2012-027);*   * *Occupational Health and Safety Program – Administration (DAN GS2017-016)* (safety committee minutes). | **Retain** for 2 years after end of calendar year and no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2011-176  Rev. 1 | ***Meetings/Hearings – Arrangements***  Records relating to the administrative arrangements of meetings held by or on behalf of the local government agency.  Includes, but is not limited to:   * Agenda requests; * Arrangement of catering, facilities, and equipment.   Excludes:   * Records covered by *Scheduling – Appointments/Meetings (DAN GS2016-011);* * Financial records (facilities, catering, travel expense, etc.) covered by *Financial Transactions – General (DAN GS2011-184)*; * *Open Public Meeting Act* notices covered by *Public Notice (Official) (DAN GS2012-016)*. | **Retain** until no longer needed for agency business  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

| * 1. 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 |
| GS50-06F-02  Rev. 1 | ***Establishment/Development History of Agency/Programs***  Records documenting the planning, establishment and significant changes/developments of the agency and its programs, including agency mergers/splits, creation/combination of divisions, major changes of agency functions, etc.  Includes, but is not limited to:   * Biographical files (notable staff and other individuals related to the agency); * Organizational charts and other records documenting *significant* changes/restructures (such as agency mergers/splits, creation/combinations of divisions, major changes of agency functions/roles, etc.); * Scrapbooks, news clippings, web pages/screen grabs, photographs, audio/visual recordings, etc., documenting the history of the agency/programs; * Summaries/histories; * Transitional documentation prepared for incoming officials/agency heads; * Year-end/annual listing of all agency officials/staff (employee directory, roster, etc.). | **Retain** for 6 years after end of calendar year  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |
| 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  *then*  **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  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |
| GS50-01-38  Rev. 2 | 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 records covered by:  *Strategic Plans – Final Version (DAN GS2010-080);*  *Workforce Planning (DAN GS2014-032).* | **Retain** until no longer needed for agency business  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

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

| * 1. 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  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| GS2012-028  Rev. 1 | ***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****.*  Includes, but is not limited to:   * Reports/forms/certificates/lists; * Submission confirmation, correspondence, inquiries, etc.   Includes, but is not limited to:   * Political campaign reports, lobbying reports, personal statements (financial affairs, contact information) etc., filed with the Public Disclosure Commission in accordance with chapters [42.17](http://apps.leg.wa.gov/rcw/default.aspx?cite=42.17) and [42.17A](http://apps.leg.wa.gov/rcw/default.aspx?cite=42.17A) RCW; * Special purpose district reports filed with the County or State Auditor in accordance with [RCW 36.96.090](http://apps.leg.wa.gov/rcw/default.aspx?cite=36.96.090); * [Annual and 5-Year Plans submitted by Public Housing Authorities to the U.S. Department of Housing and Urban Development (HUD) in accordance with Section 511 of the *Quality Housing and Work Responsibility Act* (QHWRA);](http://www.phada.org/hr41945.html) * Prosecuting Attorney reports submitted to the Governor, the state Liquor Control Board, and/or the legislative authority pursuant to [RCW 36.27.020](http://apps.leg.wa.gov/RCW/default.aspx?cite=36.27.020). | **Retain** for 6 years after report or document submitted  *then*  **Contact** Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |

| * 1. 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 | ***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:   * Description of accident/incident, response, and investigation; * Personal exposure information, physical examination reports, etc.; * Analyses of medical or exposure records ([WAC 296-802-20015](http://apps.leg.wa.gov/wac/default.aspx?cite=296-802-20015)); * Toxic and hazardous substances records ([*29 CFR § 1926.1101(n))*](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=677c329655545265e34e48caacb1aa48&rgn=div8&view=text&node=29:8.1.1.1.1.26.25.2&idno=29); * Personal exposure records as defined by American Nuclear Insurers (ANI); * Employment records for persons entering radiologically-controlled areas as defined by American Nuclear Insurers (ANI); * Other records as specified in [WAC 296-802-20010](http://apps.leg.wa.gov/wac/default.aspx?cite=296-802-20010).   Hazardous materials include, but are not limited to:   * Toxic substances or harmful physical agents as defined by [*29 CFR § 1910.1020(c)(13)*](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=10bb7ebd886ee53f10e3432b36d8a858&rgn=div8&view=text&node=29:6.1.1.1.1.1.1.20&idno=29)*;* * Hazardous materials as defined by [RCW 70.136.020](http://apps.leg.wa.gov/rcw/default.aspx?cite=70.136.020); * Dangerous waste, extremely dangerous waste, hazardous substances or hazardous waste as defined by [RCW 70.105.010](http://apps.leg.wa.gov/rcw/default.aspx?cite=70.105.010); * Pesticides as defined by [RCW 15.58.030](http://apps.leg.wa.gov/rcw/default.aspx?cite=15.58.030).   Note: There is no limitation of action on the agency’s liability for the exposure of individuals to hazardous materials. | **Retain** for 100 years after individual’s date of birth  *or*  30 years after individual’s date of death, *whichever is sooner*  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR | |
| GS50-19-03  Rev. 2 | ***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.***  Includes, but is not limited to:   * Description of accident/incident, response, and investigation; * Toxic and hazardous substances records ([*29 CFR § 1926.1101(n))*](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=677c329655545265e34e48caacb1aa48&rgn=div8&view=text&node=29:8.1.1.1.1.26.25.2&idno=29).   Hazardous materials include, but are not limited to:   * Toxic substances or harmful physical agents as defined by [*29 CFR § 1910.1020(c)(13)*](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=10bb7ebd886ee53f10e3432b36d8a858&rgn=div8&view=text&node=29:6.1.1.1.1.1.1.20&idno=29)*;* * Hazardous materials as defined by [RCW 70.136.020](http://apps.leg.wa.gov/rcw/default.aspx?cite=70.136.020); * Dangerous waste, extremely dangerous waste, hazardous substances or hazardous waste as defined by [RCW 70.105.010](http://apps.leg.wa.gov/rcw/default.aspx?cite=70.105.010); * Pesticides as defined by [RCW 15.58.030](http://apps.leg.wa.gov/rcw/default.aspx?cite=15.58.030).   Excludes accidents/incidents involving human exposure covered by GS2011-177. | **Retain** for 50 years after date of accident/incident  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR | |
| GS50-06C-03  Rev. 4 | ***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 not 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 [RCW 41.24.210](http://apps.leg.wa.gov/rcw/default.aspx?cite=41.24.210).  Excludes hazardous materials accidents and incidents covered by GS2011-177 and GS50-19-03. | **Retain** for 3 years after individual reaches age 18  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM | |
| 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 not 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 [RCW 41.24.210](http://apps.leg.wa.gov/rcw/default.aspx?cite=41.24.210).  Excludes hazardous materials accidents and incidents covered by GS2011-177 and GS50-19-03. | **Retain** for 3 years after date of incident  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM | |
| GS50-06C-15  Rev. 0 | INSURANCE AUDITS, SURVEYS, REPORTS  To document and analyze the coverage, premium costs, and self-insurance costs. | 4 years | NON-ARCHIVAL  NON-ESSENTIAL  OFM | |
| GS50-06C-16  Rev. 1 | ***Insurance Policies Purchased***  Includes accident/injury, sickness, automobile, theft, fire liability, life, and all other insurance policies purchased by the agency.  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. | **Retain** for 6 years after termination or expiration of coverage  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR | |
| GS50-06C-04  Rev. 0 | INSURANCE POLICY CERTIFICATES | PERMANENT | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR | |
| GS50-06C-35  Rev. 3 | ***Permission for Minors to Participate***  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.  Includes, but is not limited to:   * 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.   Excludes public school-sponsored events and activities for PreK-12 students covered by DAN SD51-06C-31 in the *Public Schools (K-12) Records Retention Schedule*.  Excludes records covered by PR50-13C-19 in the [*Parks, Recreation and Culture Records Retention Schedule.*](https://www.sos.wa.gov/archives/RecordsManagement/Managing-Park-and-Recreation-District-and-Service-Area-Records.aspx)  Note:  If an accident/incident occurs, these records are covered by GS50-06C-03, GS50-01-10, and/or GS53-02-04. | **Retain** for 3 years after individual reaches age 18  *then*  **Destroy**. | NON-ARCHIVAL NON-ESSENTIAL OPR | |
| GS50-06C-25  Rev. 0 | 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. | 4 years | NON-ARCHIVAL  NON-ESSENTIAL  OFM | |

| * 1. TRAINING   The activity of the local government agency providing training to agency [employees](#Employee), 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 | ***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 *Public Schools (K-12) Records Retention Schedule*. | **Retain** until curriculum no longer provided by agency  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2011-179  Rev. 1 | ***Agency-Provided Training – Arrangements***  Records relating to the administrative arrangements of agency-provided training courses, seminars, and workshops.  Includes, but is not limited to:   * 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 *Public Schools (K-12) Records Retention Schedule*. | **Retain** until no longer needed for agency business  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2011-180  Rev. 1 | ***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:   * 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.   Includes, but is not limited to:   * Curricula, materials presented, tests administered, etc.; * Attendee lists and sign-in sheets, test results, evaluations, etc.; * Certification/hours/credits/points awarded.   Agency-provided training includes, but is not limited to:   * 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.).   Excludes records covered **more specifically** in *CORE* or sector schedules such as:   * Hazardous materials training covered by GS2012-029 or UT2012-005; * In-service education programs (clock hours) covered by SD51-04G-01; * Hazardous materials trained personnel list covered by GS50-19-09; * Apprentice certification files covered by GS50-04B-34; * Employee training certificates/history retained in work history files. | **Retain** for 6 years after training provided  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2012-029  Rev. 0 | ***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 [employee](#Employee)s, **relating to non-radiological hazardous materials/waste handling or exposure** (including communicable infectious disease, toxic substances, harmful physical agents, etc.), where:   * 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.   Includes, but is not limited to:   * Curricula, materials presented, tests administered, etc.; * Attendee lists and sign-in sheets, test results, evaluations, etc.; * Certification/hours/credits/points awarded.   Excludes records covered **more specifically** in *CORE* or sector schedules such as:   * Radiation protection training as defined by [WAC 246-222-030](http://apps.leg.wa.gov/WAC/default.aspx?cite=246-222-030) and American Nuclear Insurers (ANI) and covered in the *Utility Services Records Retention Schedule*. * Employee training certificates/history retained in the employee’s work history file.   Note: There is no limitation of action on the agency’s liability for the exposure of individuals to hazardous materials. | **Retain** for 50 years after training provided  *then*  **Destroy.** | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS2011-181  Rev. 1 | ***Agency-Provided Training – General***  Records documenting training courses, seminars and workshops provided by the local government agency to the public, customers, contractors, or agency employees where:   * 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.   Includes, but is not limited to:   * Curricula, materials presented, tests administered, etc.; * Attendee lists and sign-in sheets, test results, evaluations, etc.   Excludes records covered **more specifically** in *CORE* or sector schedules such as:   * Agency-provided training covered by GS2011-180 and GS2012-029; * Apprentice certification files covered by GS50-04B-34; * Employee training certificates/history retained in the employee’s work history file. | **Retain** for 3 years after training provided  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

1. 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.

| * 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. | | | |
| --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| GS2012-030  Rev. 0 | ***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.).  Non-real property capital assets may include, but are not limited to:   * Vehicles, machinery, computers, equipment, furniture; * Intellectual property (copyrights, patent rights, trademarks, etc.); * Works of art and historical treasures; * Easements, rights-of-way *received by* the agency; * Water and timber rights *received by* the agency.   Includes, but is not limited to:   * 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).   Excludes contracts and agreements covered by GS2011-169 and GS2011-183.  Excludes real property assets covered by GS55-05A-06. | **Retain** for 4 years after disposition of asset  *or*  until disposition of asset *and* completion of State Auditor’s examination report, *whichever is sooner*  *then*  **Destroy.** | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS55-05A-06  Rev. 1  *continued*  *next page*  *continued from previous page*  GS55-05A-06  Rev. 1 | ***Capital Assets (Real Property)***  Records relating to the agency’s capitalized, real property assets that document their acquisition, ownership, division, value, improvements, and sale (or other disposition).  Real property capital assets may include, but are not limited to:   * Land, infrastructure; road establishment; improvements; * Land division (plat, short plat, binding site plans, etc.); * Buildings, leasehold improvements.   Includes, but is not limited to:   * Appraisals (statement of land/facility values); * Contracts and agreements (including bond/grant/levy-funded real property); includes negotiations, compliance monitoring, etc.; * Documentation of legal ownership (deeds, titles, title insurance, etc.); * Easements granted by the agency; * Encroachments (land disputes, water rights and obligations, etc.); * Environmental site assessments (including tests, abatement/enclosure summary, etc.); * Geological data and geotechnical reports; aerial survey photographs/images and maps; * Land information files (acquisition reference files, condemnation proceedings, title information such as location, size, value, etc.); * *National and State Environmental Policy Act (NEPA and SEPA)* applications, checklists, reports; determinations of significance or non-significance; draft, final, supplemental Environmental Impact Statements (EIS), Scoping Notices, etc.; * Rights of way vacated/relinquished by the agency; * Purchase offers for agency assets (whether accepted or declined by agency); * *S*ale/auction/salvage/donation records (where not already included in records of the governing body covered by GS50-05A-13.) *continued next page*   ***Capital Assets (Real Property)*** *continued from previous page*  Excludes records covered **more specifically** in CORE or sector schedules such as:   * Records recorded/filed with the county engineer and covered by GS2012-031; * Rights-of-way and easements received by 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 *Land Use Planning sector schedule*; * Non-site-specific geological data/geotechnical reports.   Note: Bond transactions are completed when the final bond payment is made.  Note: Per [RCW 4.16.020](http://apps.leg.wa.gov/rcw/default.aspx?cite=4.16.020), the statute of limitations for the commencement of actions for the recovery of real property is 10 years. | **Retain** for 10 years after disposition of real property  *and*  10 years after completion of transaction or termination/ expiration of instrument  *then*  **Transfer** to Washington State Archives for appraisal and selective retention.  *continued next page*  *continued from previous page* | **ARCHIVAL**  **(Appraisal Required)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR  *continued next page*  *continued from previous page* |
| GS2012-031  Rev. 0 | ***County Engineer Records***  Records retained by the county engineer in accordance with [RCW 36.80.040](http://apps.leg.wa.gov/rcw/default.aspx?cite=36.80.040). 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. | **Retain** for the life of the agency  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS50-06B-24  Rev. 2 | ***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. | **Retain** until no longer needed for agency business  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OFM |
| GS2017-005  Rev. 0 | ***Lost and Found Property***  Records relating to personal property left behind in/at agency facilities/properties, vehicles and/or events, and the return or disposal of the item.  Includes, but is not limited to:  Records documenting discovery of item(s), attempts to locate the owner, return, retention, donation, or disposal of item(s);  Related correspondence/communications.  Excludes records covered by:  *Unclaimed Property – Funds Remitted to Department of Revenue (DAN GS55-05B-31);*  *Unclaimed Property – Funds Held by Agency (DAN GS55-05B-32)*.  Note: Pursuant to [RCW 4.16.080](http://apps.leg.wa.gov/rcw/default.aspx?cite=4.16.080), the statute of limitations for the commencement of actions for injury to personal property is 3 years. | **Retain** for 3 years after return/disposal of item  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2012-032  Rev. 0 | ***Naming (Assets)***  Records relating to the naming or renaming of roads, streets, parks, buildings, schools, stadiums, bridges, and other assets within the local government’s jurisdiction ***where the naming process is not included in the development application.***  Includes research, community polls, proposals, approvals, correspondence, contracts and agreements, sale of naming rights, etc.  Excludes records covered by GS50-05A-13, *Meetings – Governing/Executive*. | **Retain** until no longer needed for agency business  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OPR |
| GS51-07-21  Rev. 1 | ***Property Purchase Proposals Made by Agency – Unsuccessful***  Records relating to proposals made by the local government agency for the purchase of real property ***where the offer is not accepted or is withdrawn by the agency.***  Includes, but is not limited to, negotiations, purchase offers, title reports, etc.  Excludes successful purchase proposals made by the agency **AND** purchase offers made by other parties for the agency’s real property, which are covered by GS55-05A-06.  Excludes environmental site assessments covered by GS50-06B-24. | **Retain** for 3 years after offer declined or withdrawn  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

| * 1. AUTHORIZATION/CERTIFICATION   The activity of receiving permission or approval in relation to asset management. Excludes authorizations granted by the local government agency. | | | |
| --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| GS2012-033  Rev. 0 | ***Authorizations/Certifications – Assets***  Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations acquired by 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).  Includes, but is not limited to:   * 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.).   Excludes records covered more specifically in *CORE* or sector schedules such as:   * Records filed/recorded with the county engineer and covered by GS2012-031; * Real property ownership (land division permits, SEPA, etc.) covered by GS55-05A-06; * Hazardous materials covered by GS55-01M-04.   Excludes authorizations **granted** by the local government agency (permits, certificates, licenses, SEPA lead agency review, etc.), which are covered in sector schedules. | **Retain** for 6 years after authorization superseded or terminated  *and*  conditions of authorization satisfied  *and*  violations (if any) corrected/ resolved  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2012-034  Rev. 0 | ***Designations (Assets)***  Records relating to designations bestowed on assets **owned or maintained** by the local government agency. Includes applications, correspondence, notifications, etc.  Includes, but is not limited to:   * Heritage or landmark designation, placement on the National Historic Register, etc.; * Critical (Sensitive) Area designation.   Excludes electric utility designations made by federal regulators including NERC, CIP and TSA.  Excludes the **granting of** designations, which is covered in sector schedules. | **Retain** until no longer needed for agency business  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |

| * 1. CONSTRUCTION   The activity of designing, planning and construction of structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), and information systems (IT)(software, networks, etc.) owned, leased, maintained, or occupied by the local government agency. | | | |
| --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| GS2012-035  Rev. 0 | ***As-Built Drawings – Appraised and Not Selected for Archival Preservation***  Final set of drawings (as-builts) produced at the completion of the construction of the local government agency’s structures and infrastructure ***where Washington State Archives has appraised and not 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.  Note: If a final set of as-built drawings is not produced, then the as-designed drawings (with notations) serve as the as-built. | **Retain** until structure no longer owned by agency  *then*  **Transfer** to new owner  *or*  **Destroy.** | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS50-18-06  Rev. 1 | ***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 structures and infrastructure ***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.  Note: If a final set of as-built drawings is not produced, then the as-designed drawings (with notations) serve as the as-built.  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. | **Retain** until completion of project  *then*  **Transfer** originalto Washington State Archives for permanent retention*.* | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS50-18-10  Rev. 1  *continued*  *next page*  *continued from previous page*  GS50-18-10  Rev. 1 | ***Construction Project Files***  Records documenting the planning, design, and construction phases of the local government agency’s structures and infrastructure. Includes redesigns, remodels, renovations, improvements, betterments, and increases in efficiency.  Structures and infrastructure (above or below ground) include, but are not limited to:   * 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.   Includes, but is not limited to:   * 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.).   Excludes records covered more specifically in CORE or sector schedules such as:  *continued next page*  ***Construction Project Files*** *continued from previous page*  Excludes records covered **more specifically** in *CORE* or sector schedules such as:   * As-Designed drawings (serving as As-Built drawings) covered by GS50-18-06 or GS2012-035; * Records filed/recorded with the county engineer covered by GS2012-031; * Construction permits and inspections covered by GS2012-033; * Contracts and agreements covered by GS2011-183, GS55-05A-06, etc.; * Real property ownership records (SEPA, contracts, etc.) covered by GS55-05A-06.   Note: Per [RCW 4.16.310](http://apps.leg.wa.gov/rcw/default.aspx?cite=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. | **Retain** for 6 years after completion of project or terms of grant agreement, *whichever is later*  *then*  **Transfer** to Washington State Archives for appraisal and selective retention.  *continued next page*  *continued from previous page* | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR  *continued next page*  *continued from previous page* |
| GS50-06B-22  Rev. 1 | ***Facility Systems/Equipment***  Documentation of systems and equipment **installed** in facilities owned, leased, or maintained by the local government agency. Includes only systems and equipment that are not integral to the structure of the facility and that may be replaced during the life of the facility, such as:   * Audio/visual; * Fire and life safety (alarms, sprinklers, etc.); * Heating, ventilating and air conditioning (HVAC); * Information technology (IT) wiring; * Security.   Includes, but is not limited to:   * Installation drawings and other documentation integral to the maintenance and operation of the system or equipment; * System layout descriptions, specifications; * Warranties. | **Retain** for 6 years after the system or equipment is replaced or disposed of  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-06A-03  Rev. 3 | IT Applications – Technical Design and Implementation  Records documenting the technical design and implementation of the agency’s computer software applications, databases, and websites (internet and intranet).  Includes, but is not limited to:   * 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. | **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**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |
| GS2010-003  Rev. 1 | IT Audit Trail – Infrastructure  Records documenting authorizations for and modifications to the configurations and settings of the agency’s infrastructure (firewalls, routers, ports, network servers, etc.). | **Retain** for 1 year after date of activity  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2010-006  Rev. 1 | IT Network – Design and Build  Records documenting the design and construction of the agency’s information technology network.  Includes, but is not limited to:   * Network diagrams and build guides; * Master control list of Internet Protocol (IP) address assignments; * Uniform Resource Locator (URL) addresses and passwords. | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |
| GS55-05G-04  Rev. 1 | ***Standards and Specifications Manuals***  Design and development standards and specifications approved by the agency’s governing body for the construction, operation, and maintenance of structures and infrastructure within the agency’s jurisdiction. | **Retain** for 6 years after superseded  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |

| * 1. 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 | ***Disposal of Assets (Non-Real Property)***  Non-financial records relating to the process disposing of all agency non-real property capital assets. Includes sale, auction, salvage, donation, etc.  Includes, but is not limited to:   * Selling equipment, vehicles, machinery, art, etc.; * Copy of vehicle/vessel report of sale, etc.; * Surplus property transfer.   Excludes:   * 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 *declined by the agency* covered by GS2012-030. | **Retain** for 6 years after disposal of asset  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-06B-23  Rev. 0 | ***Waste Materials Analysis***  Records relating to the **analysis** of the agency’s waste materials (such as motor oil) used to determine if the materials should be designated as non-hazardous or hazardous waste. Includes reports. | **Retain** for 6 years after analysis completed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

| * 1. 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 | ***Authorizations/Certifications – Hazardous Materials***  Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations acquired by the local government agency in relation to hazardous materials created, maintained, disposed of, or in any way used by the local government agency, ***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, but is not limited to:   * Radioactive materials licenses and inspections pursuant to [chapter 246-220 through 254 WAC](http://apps.leg.wa.gov/WAC/default.aspx?cite=246-220).   Hazardous materials include, but are not limited to:   * Toxic substances or harmful physical agents as defined by [CFR § 1910.1020](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10027)(c)(13); * Hazardous materials as defined by [RCW 70.136.020](http://apps.leg.wa.gov/rcw/default.aspx?cite=70.136.020); * Dangerous waste, extremely dangerous waste, hazardous substances or hazardous waste as defined by [RCW 70.105.010](http://apps.leg.wa.gov/rcw/default.aspx?cite=70.105.010); * Pesticides as defined by [RCW 15.58.030](http://apps.leg.wa.gov/rcw/default.aspx?cite=15.58.030); * Hazardous chemicals defined by the U.S. Department of Labor, Occupational Safety & Health Administration (OSHA) [Hazard Communication Standards](http://www.osha.gov/dsg/hazcom/standards.html).   Note: There is no limitation of action on the agency’s liability for the exposure of individuals to hazardous materials. | **Retain** for 50 years after authorization superseded or terminated  *and*  conditions of authorization satisfied  *and*  violations (if any) corrected  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
|  |  |  |  |
| GS50-19-15  Rev. 1 | **Hazardous Materials/Dangerous Waste – Abatement and Remediation**  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.  Projects include, but are not limited to:   * 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](http://apps.leg.wa.gov/wac/default.aspx?cite=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.   Includes, but is not limited to:   * 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](http://www.ecy.wa.gov/epcra/section304.html) of an Extremely Hazardous Substance (EHS) in accordance with Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), orasbestos 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](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=39989b736a93f77f27008ac3881d9c1d&rgn=div6&view=text&node=40:8.0.1.1.1.13&idno=40).) * Contracts, abatement permits, consent agreements, record of decision (ROD), administrative orders, plans (project operations, work, community relations, quality assurance, etc.); * Sampling data, chemical analysis services, surveys, applicable or relevant and appropriate requirements (ARARs), enforcement action, operation & maintenance, monitoring & review; * (Potentially) responsible party searches and investigations; consent decrees; * Alert notifications (email, web post, tweet, RSS feed, etc.). | **Retain** for 10 years after completion of project  *or*  10 years after terms of grant agreement, *whichever is later*  *then*  **Transfer** to Washington State Archives for appraisal and selective retention  *and*  **Retain** records not selected for permanent preservation for 50 years pursuant to  [42 USC § 9603 (d)(2)](http://uscode.house.gov/download/pls/42C103.txt). | **ARCHIVAL**  **(Appraisal Required)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS50-19-02  Rev. 1 | ***Hazardous Materials/Dangerous Waste – Control/Inventory/Tracking/Disposal***  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 ***where no accident or incident has occurred.***  Includes, but is not limited to:  Reports and forms required under the[*Resource Conservation and Recovery Act (RCRA)*](http://www.epa.gov/lawsregs/laws/rcra.html);  Dangerous Waste Annual Report filed with the Department of Ecology in accordance with [WAC 173-303-220](http://apps.leg.wa.gov/wac/default.aspx?cite=173-303-220);  Materials Safety Data Sheet (MSDS)([*WAC 296-800-180*](http://apps.leg.wa.gov/wac/default.aspx?cite=296-800-180)), 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 Environmental Protection Agency [*Emergency Planning & Community Right-to-Know Act*](http://www.epa.gov/ceppo/web/content/epcra/epcra_storage.htm)*;*  Toxic Release Inventory (TRI) reporting in accordance with [*40 CFR § Part 372*](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title40/40cfr372_main_02.tpl).  Excludes:   * Abatement/remediation records covered by GS50-19-15; * Pesticide application covered by GS50-18-43; * Hazardous materials/dangerous waste plans covered by GS50-19-08.   Note: There is no limitation of action on the agency’s liability for the exposure of individuals to hazardous materials. | **Retain** for 50 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS50-19-08  Rev. 1 | ***Hazardous Materials/Dangerous Waste – Plans***  Plans and procedures relating to the proper management of hazardous materials/waste used, owned, stored, or created by the local government agency. May include information relating to the collection, analysis, transportation, recordkeeping, and disposal of hazardous waste/materials in an effort to prevent contamination of humans, the environment, etc.  Includes, but is not limited to:   * 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](http://apps.leg.wa.gov/rcw/default.aspx?cite=70.105.220); * Asbestos management plans prepared in accordance with the[*Asbestos Hazard Emergency Response Act* (AHERA)](http://www.epa.gov/region2/ahera/ahera.htm) and the *Asbestos School Hazard Abatement Reauthorization Act* (ASHARA)in accordance with[40 CFR § Part 763](http://www.epa.gov/asbestos/pubs/2003pt763.pdf).   Excludes hazardous materials reports and inventories covered by GS50-19-02and abatement records covered by GS50-19-15.  Note: Local hazardous waste plans ([RCW 70.105.220](http://apps.leg.wa.gov/rcw/default.aspx?cite=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. | **Retain** for 6 years after obsolete or superseded  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS50-18-43  Rev. 1 | ***Pesticide Application***  Records documenting the local government agency’s application of pesticides to agricultural land, roadsides, and/or landscapes as regulated by [RCW 17.21.100](http://apps.leg.wa.gov/rcw/default.aspx?cite=17.21.100) and [WAC 16-228-1320](http://apps.leg.wa.gov/wac/default.aspx?cite=16-228-1320). | **Retain** for 7 years after date of pesticide application  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

| * 1. 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** and covered in Authorizations/Certifications.  **\*Excludes inspections/monitoring completed by the local government agency in its capacity as a regulatory agency**, which is covered in sector schedules. | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | | DESCRIPTION OF RECORDS | | RETENTION AND  DISPOSITION ACTION | | DESIGNATION |
| GS50-18-08  Rev. 1 | ***Inspections – Bridges***  Records relating to the inspection of bridges owned by the agency and performed in accordance with National Bridge Inspection Standards (NBIS) pursuant to [23 CFR § 650(C)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr;sid=79e2e26a6c788886850f5c8d79a040a3;rgn=div5;view=text;node=23%3A1.0.1.7.28;idno=23;cc=ecfr#23:1.0.1.7.28.3) and [23 USC 151](http://us-code.vlex.com/vid/national-bridge-inspection-program-19205074). Includes inspection diaries, field notes, etc.  Excludes records held by the county engineer and covered by GS2012-031.  Excludes reports covered by GS2012-044. | | **Retain** for 6 years after asset no longer owned by agency  *then*  **Destroy**. | | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR | |
| GS2012-037  Rev. 0 | ***Inspections/Monitoring – Non-Regulated***  Records documenting inspections/monitoring of assets owned, used or maintained by the local government agency, ***where not required by regulatory agencies***. Includes inspections/ monitoring completed by agency staff and/or contractors. Includes structures and infrastructure, equipment and systems, vehicles/vessels, IT hardware and systems, etc.  May include, but is not limited to:   * 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 *CORE* or sector schedules such as:   * Regulated and/or environmental inspections/monitoring covered by GS51-07-10, GS50-19-15, GS50-01-42, GS50-18-08, and GS2012-038; * Traffic/light monitoring covered by GS50-18-33 and GS50-18-34; * Inspections/monitoring of assets **not** owned by the agency but *monitored* *by the agency in a regulatory capacity,* which is covered in sector schedules. | | **Retain** until no longer needed for agency business  *then*  **Destroy.** | | NON-ARCHIVAL  NON-ESSENTIAL  OPR | |
| GS51-07-10  Rev. 2 | ***Inspections/Monitoring – Regulated (Environmental)***  Records relating to environmental monitoring of assets owned by the agency where **required by regulatory agencies** and ***where not covered by a more specific records series*.** May include monitoring of soil, air, water (ground, drinking, surface, waste), etc.  Includes, but is not limited to:   * Atmospheric monitoring of confined spaces ([WAC 296-809-50006](http://apps.leg.wa.gov/wac/default.aspx?cite=296-802-20010)).   Excludes records covered more specifically in *CORE* or sector schedules such as:   * *Hazardous materials abatement/remediation (DAN GS50-19-15);* * *Authorizations/Certifications – Agency Management (DAN GS50-01-42);* * Inspections/monitoring of assets **not** owned by the agency but *monitored* *by the agency in a regulatory capacity*, which is covered in sector schedules.   Note: Local government agencies may need to retain these records longer in order to comply with additional federal or state regulatory agency requirements. | | **Retain** for 30 years after end of calendar year  *then*  **Transfer** to Washington State Archives for appraisal and selective retention**.** | | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR | |
| GS2012-038  Rev. 0 | ***Inspections/Monitoring – Regulated (Non-Environmental)***  Records relating to non-environmental monitoring of assets owned by the agency ***where required by regulatory agencies*** and ***where not covered by a more specific records series*.**  Includes, but is not limited to:   * Airport self-inspections ([14 CFR § 139.327](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=fa51a05c4ea32d3bb2f79675b963aae3&rgn=div8&view=text&node=14:3.0.1.1.14.4.3.14&idno=14)); * Underground storage tank (UST) inspections ([40 CFR § 280.45](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=8aee63c92b90608cb13294b42cfc90b4&rgn=div8&view=text&node=40:28.0.1.1.10.4.47.6&idno=40));   Excludes records covered **more specifically** in *CORE* or sector schedules such as:   * Bridge inspections covered by GS2012-031, GS50-18-08, and GS2012-044; * Environmental inspections/monitoring covered by GS51-07-10 and GS2012-037; * Hazardous materials abatement/remediation covered by GS50-19-15; * Inspections/monitoring relating to an authorization/certification and covered by GS50-01-42 or GS2012-033; * Inspections/monitoring of assets **not** owned by the agency but *monitored* *by the agency in a regulatory capacity*, which is covered in sector schedules.   Note: Local government agencies may need to retain these records longer in order to comply with additional federal or state regulatory requirements. | | **Retain** for 6 years after end of calendar year  *and*  violations (if any) corrected  *then*  **Destroy.** | | NON-ARCHIVAL  NON-ESSENTIAL  OPR | |
| GS50-18-34  Rev. 2 | ***Monitoring (Traffic) – Analysis***  Compilations, analyses and reports prepared by the agency (includes contractors) relating to traffic count/volume/flow, traffic lights/signals, traffic accidents/incidents, etc., on streets and roads within the agency’s jurisdiction.  Includes, but is not limited to:   * Data analysis, summary reports and printouts, maps, etc.   Excludes records covered by *Records Documented as Part of More Formalized Records (DAN GS2016-009)* (raw data). | | **Retain** for 6 years after analysis or report completed  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR | |

| * 1. 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 | Inventory – Capital, Expendable and Consumable Assets  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).  Capital assets may include, but are not limited to:   * Land, improvements, infrastructure, easements, rights-of-way; * Buildings, leasehold improvements; * Vehicles, machinery, computers, equipment, furniture; * Works of art and historical treasures.   Expendable assets may include, but are not limited to:   * Computers, smart phones, global positioning system (GPS) devices.   Consumable assets may include, but are not limited to:   * Commodities (food, fuel, etc.); * Supplies (office, forms, printing, mailing, linens, etc.); * Forms, publications; * Parts (for vehicles, printers, machines, etc.); * School stores items (shirts, snacks, annuals, planners, yearbooks, etc.); * Concession supplies, maps, code books; * Grave markers.   Excludes:   * Hazardous materials inventories covered by GS50-19-02; * Tree inventories (GS50-06B-25) and surplus property inventories (GS50-08C-06).   Note: Capital asset tracking information **must** be created in accordance with [RCW 43.09.200](http://apps.leg.wa.gov/rcw/default.aspx?cite=43.09.200), and is covered by GS2011-182. For more information, please contact the Office of the State Auditor. | **Retain** for 4 fiscal years after date of inventory  *or*  until disposition of asset *and* completion of State Auditor’s examination report, *whichever is sooner*  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-06B-05  Rev. 1 | Inventory – Keys/Key Cards/Badges  Records documenting the inventory of security badges or building keys/key cards issued to employees (includes contractors and volunteers) and visitors to gain access to agency facilities and resources. | **Retain** until obsolete or superseded  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |
| GS50-08C-06  Rev. 1 | Inventory – Surplus Property  Records relating to the inventorying of surplus capital and/or expendable (tagged or tracked) assets. | **Retain** for 6 years after inventory record obsolete or superseded  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-06B-25  Rev. 1 | Inventory – Trees  Records relating to the inventorying of trees on agency-owned property completed in accordance with an agency-adopted policy regarding historical or ornamental trees. May include number, type, age, and estimated height. | **Retain** for 3 years after inventory record obsolete or superseded  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |

| * 1. MAINTENANCE   The activity of performing legally required or voluntary actions on assets owned or used by the agency aimed at preventing unsafe conditions, advancing security, reducing equipment decline/failure, and avoiding unnecessary loss. Includes routine, preventive, scheduled, and unscheduled repair, remediation, and abatement.Excludes records documenting financial transactions which are covered in the Financial Management section of CORE. | | | |
| --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| GS2012-039  Rev. 0 | ***Maintenance – Major and/or Regulated***  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.  Includes, but is not limited to:   * Instructions, maintenance manuals, vendor statements; * Maintenance/repair history (logs, summaries, reports, etc., which *may* also include non-regulated minor maintenance); * Original defect and inspection reports; * Service, repair and maintenance records (regulated and/or major); * Work orders; * Related correspondence/communications.   Excludes:   * Maintenance records covered **more specifically** in CORE and sector schedules, such as GS2012-031 and GS2012-044; * Capital improvements (redesigns, remodels, renovations, improvements, betterments, and increases in efficiency) covered by GS50-18-10, *Construction Project Files* * Contracts and agreements covered in the Contracts/Agreements section; * Financial records covered in the Financial Management section.   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. | **Retain** for 6 years after asset no longer owned by agency  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS2012-040  Rev. 0 | ***Maintenance – Minor Non-Regulated***  Records documenting maintenance performed on assets owned, used, or maintained by the agency that is **minor** in nature **and NOT required by a regulatory agency.** Includes minor maintenance on structures and infrastructure (buildings, roads, bridges, equipment, vehicles/vessels/aircraft, IT hardware, etc.). Includes work performed by contractors.  Minor non-regulated maintenance may include, but is not limited to:   * 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.   Includes, but is not limited to:   * Service, repair and maintenance records (minor non-regulated); * Related correspondence/communications, work orders, lists/logs, and reports.   Excludes:   * Maintenance records covered **more specifically** in CORE and sector schedules, such as GS2012-039 and GS2012-031; * Capital improvements (redesigns, remodels, renovations, improvements, betterments, and increases in efficiency) covered by GS50-18-10, *Construction Project Files*; * Pesticide application covered by GS50-18-43; * Contracts and agreements covered in the Contracts/Agreements section; * Financial records covered in the Financial Management section.   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. | **Retain** for 3 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

| * 1. PLANNING   The activity of assessing the need for, and strategizing the acquisition, use, and disposal of, the agency’s physical assets (facilities, land, equipment, vehicles, supplies, hazardous materials, etc.) and intangible assets (copyrights, easements, water and timber rights, etc.). | | | |
| --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| GS2012-041  Rev. 0 | ***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***.  Includes, but is not limited to:   * Preliminary drawings and specifications; * Public meeting materials (handouts, comments, etc.); * Communications between contractors, consultants, public, etc.   Excludes project plans covered by records series in the Acquisition or Construction sections. | **Retain** for 6 years after decision not to proceed  *then*  **Transfer** to Washington State Archives for appraisal and selective retention**.** | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |
| GS50-06A-01  Rev. 3 | 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).  Includes, but is not limited to:   * Requirements and objectives documents/statements; * Feasibility studies; * Charter, cost/benefit analyses, investment plans; * Post-implementation reviews/evaluations/recommendations.   Excludes records covered by *IT Applications – Technical Design and Implementation (DAN GS50-06A-03)*. | **Retain** for 6 years after finalization of project  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2012-042  Rev. 0 | ***Long-Range Asset Plans*** ***(Development)***  Records relating to the development of the agency’s long-range strategic plan(s) for the management of its physical and intangible assets.  Includes, but is not limited to:   * Forecasting, needs assessment, feasibility studies, surveys and reports; * Goals and objectives, long-range vision; * Annual review.   Excludes:   * Final versions of long-range asset plans covered by GS51-07-15; * Preliminary plans for projects covered by GS2012-041 or GS50-18-10;   Excludes financial records relating to successful levy and bond proposals which are covered by *Financial Transactions – Bond, Grant, and Levy Projects*(GS2011-183). | **Retain** for 6 years after final version completed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS51-07-15  Rev. 1 | ***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.  Includes, but is not limited to:   * Capital facilities/improvement plans; * Comprehensive solid waste plans prepared in accordance with [RCW 70.95.080](http://198.239.85.136/ReportServer/Pages/ReportViewer.aspx?%2fLRSReport%2fSchedule&rs%3aCommand=Render); * Environmental and conservation plans; * Transportation plans (such as comprehensive transportation plans approved by the legislative body in accordance with [RCW 35.77.010](http://apps.leg.wa.gov/RCW/default.aspx?cite=35.77.010), Transportation Improvement Plans (TIP) prepared in accordance with [RCW 36.81.121](http://apps.leg.wa.gov/RCW/default.aspx?cite=36.81.121), Annual Construction Program (ACP) prepared in accordance with [RCW 36.81.130](http://apps.leg.wa.gov/RCW/default.aspx?cite=36.81.130), etc.).   Excludes:   * Plans retained as part of the records of the governing body and retained in accordance with GS50-05A-13, *Meetings – Governing/Executive;* * Plans held by the county engineer and covered by GS2012-031; * Agency-wide strategic plans covered by GS2010-080; * Project plans covered in the Construction section. | **Retain** until superseded  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |
| GS2012-043  Rev. 0 | ***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. | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

| * 1. REPORTING   The activity of providing information as required by regulating authorities. Also includes internal agency reporting and voluntary reporting. Excludes published reports covered in the Forms and Publishing section. | | | |
| --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| GS2012-044  Rev. 0 | ***Reporting/Filing (Mandatory) – Assets***  Records which are required to be filed with, or submitted to, an outside agency (including the legislative authority) by federal, state or local law, or by court order/rule, which are related to the agency’s assets, and which are ***not covered by a more specific records series****.*  Includes, but is not limited to:   * 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 [49 CFR § 24.9](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=22f238a8c2f3cd43b764dc0f51f6f6a3&rgn=div8&view=text&node=49:1.0.1.1.18.1.16.9&idno=49) and [WAC 468-100-009](http://apps.leg.wa.gov/wac/default.aspx?cite=468-100-009); * Bridge and road inspection/maintenance reports/plans required to be submitted or filed with a regulatory agency by federal and/or state statute.   Excludes records held by the county engineer and covered by GS2012-031. | **Retain** for 6 years after report or document submitted  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |

| * 1. 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 | Authorization – Employee Access  Records documenting the authorization of employee (includes contractors and volunteers) access to agency structures, infrastructure, equipment, supplies, electronic systems, networks, applications, electronic and physical records/data.  Includes, but is not limited to:   * Requests and approvals for access and permissions; * Assignment of security identification badges, building/card keys, access codes, etc.   Excludes “day only” authorizations (security tag clipped to jacket, etc.) issued to contract and temporary employees, which are covered by GS50-06B-20. | **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** | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS2010-008  Rev. 1 | ***Security Incidents and Investigations***  Records documenting security incidents and investigations relating to agency structures, infrastructure, vehicles, equipment, supplies, electronic systems, networks, applications, electronic and physical records/data.  Incident documentation may include, but is not limited to:   * 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.   Investigation documentation may include, but is not limited to:   * 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.   Excludes accidents/incidents involving injuries to individuals which are covered in the Risk Management or Employee Benefits sections. | **Retain** for 6 years after investigation completed or matter resolved, *whichever is later*  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-06B-20  Rev. 1 | ***Security Monitoring – Employee and Public Access***  Records documenting employee (includes contractors and volunteers) and public access to agency structures, infrastructure, equipment, supplies, electronic systems, networks, applications, electronic and physical records/data.  Includes, but is not limited to:   * Staff and visitor access/entry logs, swipe card data, etc.; * Information system login records (audit logs), etc.   Excludes surveillance recordings covered by GS50-06B-18 and routine security monitoring covered by GS2010-009.  Note: If an incident occurs, records are covered by GS2010-008 or other relevant investigation case file series. | **Retain** for 3 years after date of report or last log entry  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2020-009  Rev. 0 | ***Security Monitoring – Employee and Public Access (COVID-19 Checks/Logs)***  Records documenting COVID-19 related checks/logs of staff and visitors to agency facilities, such as:   * Wellness/temperature checks; * Contact details captured solely for tracing purposes; * Records relating to contact tracing by the agency.   Excludes records covered by *Security Monitoring – Employee and Public Access (DAN GS50-06B-20)*. | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2010-009  Rev. 1 | Security Monitoring – Routine  Records relating to the routine security monitoring of the agency’s buildings, resources, and information systems (network/system/data).  Includes, but is not limited to:   * Intrusion and event logs, intrusion alarm reports, etc. * Security patrol logs.   Excludes records covered by GS50-06B-20 and GS50-06B-18.  Note: If an incident occurs, records are covered by GS2010-008 or other relevant investigation case file series. | **Retain** until determined that no security incident has occurred,  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-06B-18  Rev. 1 | ***Security Monitoring – Oversight/Surveillance Recordings***  Security recordings monitoring the agency’s infrastructure, buildings, vehicles, equipment, etc., ***where not covered by a more specific records series.***  Includes, but is not limited to:   * 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.   Excludes surveillance recordings covered in sector schedules.  Note: If an incident occurs, records are covered by GS2010-008 or other relevant investigation case file series. | **Retain** for 30 days after last recording  *or*  until determined that no security incident has occurred, *whichever is sooner*  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

| * 1. USAGE AND OPERATIONS   The activity of the local government agency (staff, contractors and volunteers) using (or granting temporary authority to use) its assets (buildings, vehicles, equipment, goods, materials, resources, etc.). | | | |
| --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| GS2010-004  Rev. 1 | IT Automated/Scheduled Tasks  Records relating to scheduled, computer-driven tasks including, but not limited to:   * Event logs; * Run reports and requests; * Task schedules; * Successful completion reports. | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2010-005  Rev. 1 | IT Helpdesk Requests  Records relating to employee (includes contractors and volunteers) requests for advice and assistance in using information technology systems and applications.  Note: Maintenance and repair of IT hardware is covered by DAN GS2012-039 or GS2012-040. | **Retain** for 1 year after finalization of request  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-06A-05  Rev. 2 | IT Systems Usage  Records relating to the usage of the agency’s information technology and communication systems to ensure appropriate use.  Includes, but is not limited to:   * Internet activity logs (sites visited, downloads/uploads, video/audio streaming, etc.); * Fax and telephone logs.   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). | **Retain** for 1 year after activity  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-06B-09  Rev. 1 | ***Operating Manuals***  Operating manuals, specifications, vendor statements, and other related documentation for assets owned, used or maintained by the agency ***where not covered by a more specific records series in CORE or sector schedules***. | **Retain** until disposition of asset  *then*  **Destroy**  *or*  **Transfer** to new owner. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |
| GS2014-029  Rev. 0 | Tenant Files (Residential Housing)  Records relating to **residential tenants** in buildings/units owned, used or maintained by *agencies* ***where public housing/low-income housing subsidies are NOT provided pursuant to*** [***Title 24 CFR***](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24tab_02.tpl)***.***  Residential housing may include, but is not limited to:   * Unsubsidized housing;   HCFP Rural Rental Housing, Farm Labor Housing, [Rural Rental Assistance](http://www.rurdev.usda.gov/Rental_Assistance_Program.html), or other housing programs regulated by the United States Department of Agriculture (USDA) pursuant to [7 CFR § XXXV](http://www.ecfr.gov/cgi-bin/text-idx?SID=6decfe179ef956e50c69af173369aa29&c=ecfr&tpl=/ecfrbrowse/Title07/7cfrv15_02.tpl#3500);  [Rural Housing Stability Assistance Program](http://portal.hud.gov/hudportal/HUD?src=/hudprograms/rural-housing) regulated by the U.S. Department of Housing and Urban Development (HUD) pursuant to Subtitle D of Title IV of the McKinney-Vento Homeless Assistance Act ([42 USC § 11408](http://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter119/subchapter4/partD&edition=prelim)).  Includes, but is not limited to:  Application, background check, etc.;  Correspondence with tenants (including notifications, complaints and responses, notices of entry of dwelling unit during tenancy, etc.);  Executed lease/agreement;  Inspections.  Excludes:  Tenant files for housing programs provided pursuant to [Title 24 CFR](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24tab_02.tpl), which are covered in the [*Housing Authorities Records Retention Schedule*](http://www.sos.wa.gov/archives/RecordsManagement/Records-Retention-Schedules-for-Housing-Authorities.aspx).  Damage claims and collections covered by *CORE* series GS50-01-10 and GS50-03B-14.  Note: If litigation commences, these records become part of the litigation case file. | **Retain** for 6 years after termination of lease/agreement  *or*  6 years after conditions of grant satisfied (if applicable), *whichever is later*  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2012-045  Rev. 0 | ***Usage and Dispersal (Assets)***  Records relating to the dispersal and usage of the agency’s assets. Includes all assets owned, rented, leased and/or maintained by the agency.  Includes, but is not limited to:   * Energy usage measurements; * Facility, equipment and vehicle use requests, checkout logs, rental/use schedules, statistical reports; * Fuel/oil usage and dispersal data; pump/tank audit reports; mileage data, etc.; * Materials disbursement, supplies drawn from central stores, stores reports, etc.; * Pit and quarry material control files.   Excludes services (public utilities, transit, housing, etc.) covered in sector schedules.  Excludes authorizations issued by the local government agency (permits, certificates, licenses, etc.), which are covered in sector schedules.  Note: Contracts, agreements and permits authorizing the use of the agency’s assets are covered in the Contracts and Agreements section. | **Retain** for 4 years after end of fiscal year  *or*  until completion of State Auditor’s examination report, *whichever is sooner*  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

1. FINANCIAL MANAGEMENT

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

| * 1. ACCOUNTING   The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the local government agency. | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | | DESCRIPTION OF RECORDS | | RETENTION AND  DISPOSITION ACTION | | DESIGNATION |
| GS51-02-01  Rev. 0 | | ACCOUNTS PAYABLE CONTROL WORKSHEET  Lists invoice totals and taxes. Used to balance against computer generated warrant register. | | 1 month | | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-03B-10  Rev. 0 | | APPLICATION FOR DUPLICATE INSTRUMENT, AFFIDAVIT, AND BOND  Authority to issue duplicated check or warrant in case of loss or destruction. Notarized oath that original was lost or destroyed and request for replacement. | | 6 years | | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2012-046  Rev. 0 | | ***Billing Stubs***  Records accompanying payments submitted by customers to the agency noting the amounts, methods, and/or details of the payments (billing stubs, remittance advices, payment stubs, etc.).  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). | | **Retain** for 4 years after end of fiscal year  *or*  until completion of State Auditor's examination report, *whichever is sooner*  *then*  **Destroy.** | | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2011-182  Rev. 0 | | ***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 [RCW 43.09.200](http://apps.leg.wa.gov/rcw/default.aspx?cite=43.09.200).  Includes information summarizing:   * Acquisition (when & how purchased or constructed, purchase price); * Improvements; * Depreciation; * Deductions; * Disposal (when & how disposed of, expenses related to the sale, etc.). | | **Retain** for 4 years after disposition of asset  *or*  disposition of asset and completion of State Auditor's examination report, *whichever is sooner*  *then*  **Destroy**. | | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-03B-06  Rev. 0 | | CHECK STUBS OR DUPLICATE COPIES | | 3 years | | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2012-047  Rev. 0 | | ***Collection Agency Reports***  Reports received from collection agencies itemizing collections activities performed on behalf of the local government agency. | | **Retain** for 4 fiscal years  *or*  completion of State Auditor's examination report, *whichever is sooner*  *then*  **Destroy**. | | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-03A-10  Rev. 0 | | DISTRIBUTION OF EXPENDITURES | | 3 years | | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-03B-14  Rev. 3 | | ***Financial Disputes and Collections – General***  Records relating to financial disputes and attempts to collect funds, *where not related to* real property*ownership*, and *where litigation has not commenced*.  Includes, but is not limited to:   * Accounts receivable and payable; * Correspondence, research, invoices/statements, notices, proof of mailing, account closure; * Damage and loss claims (purchasing); * Lien filings (and releases) and other actions; * Settlement documentation; * Warrants/checks returned due to non-sufficient funds (NSF).   Excludes records covered by:  A*ppeals Hearings – Local Decision-Making Bodies (General) (DAN GS2011-173)*;  *Evictions, Liens, Foreclosures, Condemnations (DAN GS55-05A-09)*.  Note: If litigation commences, these records become part of the litigation case file. | | **Retain** for 6 years after matter resolved  *then*  **Destroy**. | | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2011-183  Rev. 2 | | ***Financial Transactions – Bond, Grant, and Levy Projects***  Records documenting all resources received and expended by the agency for bond-, levy-, and/or grant-funded projects. Also includes authorized debt financing.  Includes, but is not limited to:   * 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 awarded or received 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.   Excludes:   * Sensitive Cardholder Data covered by GS2014-030; * Contracts and agreements involving the agency’s 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. | | **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.** | | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2011-184  Rev. 3 | | ***Financial Transactions – General***  Records documenting all resources received and expended by the agency ***provided that receipts and expenditures are not for bond, grant or levy projects***.  Includes, but is not limited to:   * Purchase and sales (purchase/field orders, bills of sale, receipts, cash books, remittance advices, vouchers, fiscal purchasing/receiving documents, etc.); donations; * 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; * Documentation of non-monetary gifts/donations *(other than* capital or tracked assets*);* * Petty cash.   Excludes records covered by:   * *Annual Financial Reports (DAN GS50-03D-02);* * *Capital Assets (Other) and Non-Capital Tracked Assets (DAN GS2012-030);* * *Contracts and Agreements – Capital Assets (Non-Real Property) (DAN GS2011-169);* * *Contracts and Agreements – General (DAN GS50-01-11);* * *Financial Transactions – Bond, Grant, and Levy Projects (DAN GS2011-183);* * *Financial Transactions – Sensitive Cardholder Data (DAN GS2014-030);* * *General and Subsidiary Ledgers (DAN GS50-03A-15);* * Utility meter readings covered in the [*Utility Services Records Retention Schedule*](https://www.sos.wa.gov/archives/RecordsManagement/Managing-Public-Utility-District-PUD-Records.aspx). | | **Retain** for 6 years after end of fiscal year  *then*  **Destroy.** | | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2014-030  Rev. 1 | | ***Financial Transactions – Sensitive Cardholder Data***  Specific Sensitive Cardholder Data elements obtained during electronic financial transactions ***where the agency stores, processes, or transmits cardholder data*** ***received via point of sale*** systems, phone, email, internet, paper, etc.  Sensitive Cardholder Data elements include:   * Primary Account Number (PAN) and credit card number, *if different*; * Sensitive Authentication Data (SAD) *as defined by the* [*Payment Card Industry*](https://www.pcisecuritystandards.org/)[*Data Security Standard*](https://www.pcisecuritystandards.org/documents/navigating_dss_v20.pdf) *(*[*PCI DSS*](https://www.pcisecuritystandards.org/documents/navigating_dss_v20.pdf)*)*.Includes full track data, PIN/PIN blocks, and 3- or 4-digit customer identification (CID) number printed on the front or back of payment card such as Card Identification Number (CIN), Card Verification Value (CVV), or Card Validation Code (CVC).   Excludes data elements*other than* PAN andSADthat are received by the agency (such as transaction number, date, amount, etc.), which **must** be retained pursuant to GS2011-183, GS2011-184, or other applicable DAN.  Note: For additional information, please see Washington State Archives’ Records Management Advice, [**Sensitive Cardholder Data Obtained During Payment Card Transactions**](http://www.sos.wa.gov/_assets/archives/RecordsManagement/Sensitive%20Cardholder%20Data.pdf). | | **Retain** until completion of transaction  *then*  **Destroy**. | | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-03A-15  Rev. 1 | | ***General and Subsidiary Ledgers***  General and subsidiary ledgers documenting the agency’s assets, liabilities, revenues, expenditures, gains and losses.  Note: If your agency has ledgers from the 1800’s, please contact Washington State Archives before destroying. | | **Retain** for 6 years after end of fiscal year  *or*  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.** | | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS50-03C-07  Rev. 1 | | ***Grant/Scholarship Applications – Not Approved***  Records relating to unsuccessful grant and scholarship applications received or submitted by the local government agency. Records may include applications, evaluations, denial notifications, etc. | | **Retain** for 1 year after notify-cation of denial received or sent  *then*  **Destroy**. | | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-03A-33  Rev. 1 | | ***Investment Monitoring (Mandatory)***  Records relating to the monitoring of funds held and/or invested by the agency ***where required by regulatory agencies***.  Includes, but is not limited to:  Reports reflecting the monitoring and review of fund(s);  Performance and reports, asset review, etc.;  Related correspondence/communications.  Funds include, but are not limited to:  Self-insured retirement system investment portfolios (domestic and international equities, domestic fixed income, real estate, venture and cash equivalents, etc.);  Health care, industrial insurance, unemployment, group term life, etc.  Excludes records covered by:  *Banking – Accounts and Transactions (GS2011-185).*  *Contracts and Agreements – General (GS50-01-11)* (broker and banking contracts, etc.). | | **Retain** for 6 years after end of fiscal year and no longer needed for agency business  *then*  **Destroy**. | | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-03B-09  Rev. 0 | STATEMENTS OF BOND OR OTHER COLLATERAL SECURITY POSTED BY BANK (or other depository) | | 3 years | | NON-ARCHIVAL  NON-ESSENTIAL  OPR | |
| GS50-03A-28  Rev. 0 | | TRIAL BALANCES | | 3 years | | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS55-05B-32  Rev. 1 | | ***Unclaimed Property – Funds Held by Agency***  Records relating to the return of unclaimed property to its legal owner in accordance with the *Uniform Unclaimed Property Act*, [chapter 63.29 RCW](http://apps.leg.wa.gov/rcw/default.aspx?cite=63.29), *where the funds are not submitted to the Department of Revenue (DOR)* in accordance with [RCW 63.29.190](http://apps.leg.wa.gov/rcw/default.aspx?cite=63.29.190).  Includes, but is not limited to:  Research and investigative records;  Correspondence, registered mail receipts, last known address, etc.;  Transmittal of abandoned intangible property to the agency’s general fund pursuant to [RCW 63.29.135](http://apps.leg.wa.gov/rcw/default.aspx?cite=63.29.135).  Excludes records covered by *Unclaimed Property – Funds Remitted to Department of Revenue (DAN GS55-05B-31).*  Note: Retention based on the requirement that “… the local government shall remain liable to pay the intangible property to a person or entity subsequently establishing its ownership of this intangible property" ([RCW 63.29.135](http://apps.leg.wa.gov/rcw/default.aspx?cite=63.29.135)). | | **Retain** for 6 years after property claimed  *then*  **Destroy**. | | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS55-05B-31  Rev. 1 | | ***Unclaimed Property – Funds Remitted to Department of Revenue***  Records relating to unclaimed property where the funds are submitted to the Department of Revenue (DOR) in accordance with the *Uniform Unclaimed Property Act,* [chapter 63.29 RCW.](http://apps.leg.wa.gov/rcw/default.aspx?cite=63.29)  Includes, but is not limited to:  Research and investigative records;  Correspondence, registered mail receipts, last known address, etc.;  Remittance of funds to Department of Revenue ([RCW 63.29.190](http://apps.leg.wa.gov/rcw/default.aspx?cite=63.29.190)).  Excludes records covered by *Unclaimed Property – Funds Held by Agency (DAN GS55-05B-32).* | | **Retain** for 6 years after report filed and funds remitted to DOR  *then*  **Destroy**. | | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

| * 1. 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  Note: This record is retained permanently by the Office of the State Auditor in accordance with its records retention schedule. | **Retain** until no longer needed for agency business  *then*  **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 |

| * 1. 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 | ***Banking – Accounts and Transactions***  Records relating to the agency’s banking activities and documenting its banking transactions.  Includes, but is not limited to:   * Checks and warrants issued by the agency (*if returned by bank*); * Deposits and withdrawals (including Electronic Funds Transfers (EFT), International Money Transfers (IMT), Automated Clearing House (ACH), etc.); * Records documenting the status of and adjustments to accounts; * Statements (bank, dividend, investment, etc.) and reconciliations; * Stop payment reports/requests (and supporting documentation).   Excludes records covered by:  *Banking – Deposited Items (GS2011-186)*;  *Contracts and Agreements – General (GS50-01-11)* (master depository contract, etc.).   * *Financial Transactions – Bond, Grant, and Levy Projects (DAN GS2011-183)* (cancelled and voided checks for capital assets constructed by the agency, etc.). | **Retain** for 6 years after end of fiscal year  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2011-186  Rev. 0 | ***Banking – Deposited Items***  Negotiable instruments received by the agency and deposited to the bank in a different format.  Includes, but is not limited to:  **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)).  Excludes checks returned to agency due to non-sufficient funds covered by GS50-03B-14. | **Retain** until deposit verified by bank  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

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

| * 1. PAYROLL   The activity relating to the monetary compensation of [employee](#Employee)s on a periodic basis. | | | |
| --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| GS50-03E-01  Rev. 1 | ***Employee Pay – Authorizations and Deductions***  Records relating to authorizations for and reductions to individualemployee salary/wages ***where authorized by the employee or required by court order***.  Includes, but is not limited to:  Court orders (for garnishment or other liens/attachments, child support, etc.);  Direct deposit (authorization, removal, change of banks, etc.);  Voluntary deductions (charitable donations, parking, etc.);  Related correspondence/communications.  Excludes records covered by:  *Employee Retirement/Pension Verification (DAN GS2017-009);*  *Internal Revenue Service (IRS) – Employee Forms (DAN GS2017-006);*  *Reporting/Filing (Mandatory) – Internal Revenue Service (IRS) (DAN GS50-03A-17).* | **Retain** for 6 years after completion of transaction, termination of authorization, or satisfaction of order  *and*  no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-03E-15  Rev. 1 | ***Employee Pay – History***  Records relating to the pay history of **individual** employees.  **IMPORTANT:** Some of these records may be needed for retirement verification purposes.  **Do not destroy before consulting with your agency’s retirement benefits manager**.  Includes, but is not limited to:  Documentation of employee pay status;  Payroll deductions (taxes, insurance, retirement, miscellaneous);  Time cards and time sheets.  Excludes records covered by:  *Employee Pay – Authorizations and Deductions (DAN GS50-03E-01);*  *Employee Retirement/Pension Verification (DAN GS2017-009);*  *Employee Pay – Internal Revenue Service (IRS) Forms (DAN GS2017-006);*  *Reporting/Filing (Mandatory) – Internal Revenue Service (IRS) (DAN GS50-03A-17).* | **Retain** for 4 years after end of fiscal year  *and*  no longer needed for agency business (*including retirement benefit verification*)  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS2017-006  Rev. 0 | ***Employee Pay – Internal Revenue Service (IRS) Forms***  Records relating to the Internal Revenue Service forms **that are held by the agency** and used to request/authorize **employee** tax withholding/exemptions.  Includes, but is not limited to:  W-4 (W-4P, W-4S, W-4V) – Employee/recipient income tax Withholding Allowance Certificates;  W-9 – Request for Taxpayer ID Number and Certification.  Excludes records covered by *Reporting/Filing (Mandatory) – Internal Revenue Service (IRS) (DAN GS50-03A-17)*. | **Retain** for 4 years after obsolete or superseded  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-03E-02  Rev. 1 | ***Payroll Processing, Distribution and Reporting***  Records relating to the processing of payroll. Includes verification of actions, detailing of payroll cost distributions, and ensuring accuracy and accountability.  Includes, but is not limited to:  Detail reports, year-to-date costs and cumulative summary expense reports;  Listings of payroll deductions;  Status of and adjustments to accounts;  Payroll distribution, warrant distribution log/sheet, etc.  Reports *and transmittal of funds* to state agencies (such as Departments of Retirement Systems (DRS), Labor & Industries (L&I), Employment Security (ESD), etc.).  Excludes records covered:  *Employee Pay – Authorizations and Deductions (DAN GS50-03E-01);*  *Employee Pay – History (DAN GS50-03E-15);*  *Employee Retirement/Pension Verification (DAN GS2017-009);*  *Reporting/Filing (Mandatory) – Internal Revenue Service (IRS) (DAN GS50-03A-17)*. | **Retain** for 3 years after end of fiscal year  *and*  completion of State Auditor’s examination report, *whichever is later*  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-03E-22  Rev. 1 | ***Payroll Register***  Officialrecord of the agency’s payroll.  **IMPORTANT:** This record may be needed for retirement verification purposes. **Do not destroy before consulting with your agency’s retirement benefits manager**.  Excludes records covered by *Employee Retirement/Pension Verification (DAN GS2017-009).* | **Retain** for 6 years after end of fiscal year  *and*  no longer needed for agency business (*including retirement benefit verification*)  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |

| * 1. PLANNING   The activity relating to planning financial strategies and processes in regard to revenues and expenditures. Includes levy and bond planning. | | | | |
| --- | --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| GS2012-048  Rev. 0 | ***Impact Fees – Rate Setting***  Records relating to setting impact fee rates for the collection of taxes by regulatory authorities. Includes inquiries, notifications, etc.  Includes, but is not limited to, fees calculated for collection pursuant to:   * [RCW 36.73.120](http://apps.leg.wa.gov/RCW/default.aspx?cite=36.73.120), Transportation improvements; * [RCW 39.92.050](http://apps.leg.wa.gov/RCW/default.aspx?cite=39.92.040), Transportation Impact Fee; * [RCW 82.02.050](http://apps.leg.wa.gov/RCW/default.aspx?cite=82.02.050), Impact fees – Intent – Limitations; * [RCW 36.70A.350](http://apps.leg.wa.gov/rcw/default.aspx?cite=36.70A.350), *Growth Management Act*; * [RCW 43.21C.060](http://apps.leg.wa.gov/RCW/default.aspx?cite=43.21C.060), *State Environmental Policy Act*; * [RCW 58.17.110(2)(b)](http://apps.leg.wa.gov/RCW/default.aspx?cite=58.17.110), *State Subdivision Act*.   Excludes approvals by governing bodies, and capital facilities plans covered elsewhere in *CORE*. | | **Retain** for 6 years after rates superseded  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2011-187  Rev. 0 | ***Internal Service Fund – Rate Setting***  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.  Includes, but is not limited to:   * Cost-allocation basis; * Actual costs separated from estimated costs. | | **Retain** for 4 years after rates superseded  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS53-02-06  Rev. 1 | ***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.  Includes, but is not limited to:   * 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.   Excludes:   * Receipt and expenditure of levy and bond funds covered by GS2011-183, *Financial Transactions – Bond, Grant and Levy Projects*; * Long-range facilities plans covered by GS51-07-15; * Asset-specific records covered in the Acquisition/Ownership and Construction sections (for LID and RID projects, etc.). * Design and construction records for LID and RID projects covered by GS2012-031, GS55-05A-06, GS50-18-10, or sector schedules. | | **Retain** for 6 years after final bond payment *or* completion of levy project  *then*  **Transfer** to Washington State Archives for appraisal and selective retention**.** | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |
| GS2011-188  Rev. 1 | ***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.  Includes, but is not limited to, preliminary studies, proposals, prospectuses, budget requests, decision packages, communications, legal opinions, etc. | | **Retain** for 6 years after levy failure *or* decision to not proceed  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

| * 1. 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 | ***Bids and Proposals – Successful***  Records documenting bids and proposals made by other parties to provide the agency with goods, services, revenue, or other benefits which are accepted by the agency.  Includes, but is not limited to:   * 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.   Excludes contracts and agreements covered in the Contracts/Agreements section.  Excludes unsuccessful bid proposals covered by GS50-08A-11. | **Retain** for 6 years after completion of purchase or fulfillment of contract  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-08A-11  Rev. 1 | ***Bids and Proposals – Unsuccessful***  Records documenting bids and proposals to provide the agency with goods, services, revenue, or other benefits, which are not accepted by the agency. Includes bid proposals, evaluation documents, statements of qualification, applications (rental/lease), etc.  If agency decides not to proceed with purchase or agreement, records also include:   * Request for proposal or bid (RFP), request for qualifications/quotations (RFQQ), specifications, etc.; * Notices (filed with county clerk, newspaper, etc.).   Excludes successful bids and proposals covered by GS50-08A-01.  Excludes executed contracts and agreements covered in the Contracts/Agreements section. | **Retain** for 4 years after end of fiscal year  *then*  **Destroy.** | 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 |
| 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 |
| 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 |

| * 1. 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  *then*  **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 continuing 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  *or*  for period required by grant/ program, *whichever is later*  *then*  **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:   * Progress statements; * Expenditure of funds; * Periodic, annual, special, and final reports.   Excludes continuing grant reports covered by GS50-03C-01. | **Retain** for4 years after submission of final report  *or*  for period required by grant/ program, *whichever is later*  *then*  **Transfer** to Washington State Archives for appraisal and selective retention**.** | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |
| GS2011-189  Rev. 1 | ***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, but is not limited to:   * Reports/forms/certificates/lists; * Submission confirmation, correspondence, inquiries, etc.   Examples include, but are not limited to:   * 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 [RCW 43.09.185](http://apps.leg.wa.gov/rcw/default.aspx?cite=43.09.185). | **Retain** for 4 years after submitted to regulatory agency  *then*  **Transfer** to Washington State Archives for appraisal and selective retention**.** | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |
| GS50-03A-17  Rev. 1 | ***Reporting/Filing (Mandatory) – Internal Revenue Service (IRS)***  Records relating to Internal Revenue Service forms and reports that are ***submitted to the Internal Revenue Servic****e (IRS)* as required by law. Includes records documenting the transmittal of funds.  Includes, but is not limited to:  W-2 – Wage and Tax Statement;  W-3 – Transmittal of Wage and Tax Statements;  940 – Employer’s Annual Federal Unemployment Tax Return (FUTA);  941 – Employer’s Quarterly Federal Tax Return (social security, Medicare, etc.);  1099 – Payments made to non-employees or unincorporated businesses, etc.  Note: The Department of Revenue requires 5 years of tax records pursuant to [RCW 82.32.070](http://apps.leg.wa.gov/rcw/default.aspx?cite=82.32.070). The [Internal Revenue Service](https://www.irs.gov/businesses/small-businesses-self-employed/employment-tax-recordkeeping) requires all records of employment taxes for at least four years after filing the 4th quarter for the year. | **Retain** for 5 years after date form/report submitted  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

| * 1. 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.  Note: Reference [RCW 82.32.070](http://apps.leg.wa.gov/rcw/default.aspx?cite=82.32.070). | Retain for 5 years after date of filing  *then*  Destroy. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

1. HUMAN RESOURCE MANAGEMENT

The function of managing the local government agency’s workforce. Throughout this section, “**employee**” refers to any individual who performs tasks or assumes responsibilities for or on behalf of the agency *regardless of pay status*, and includes paid staff (permanent full- or part-time, short-term/term-limited, contract, temporary, hourly, etc.), volunteers, interns, work-study students, etc.

| * 1. AUTHORIZATION/CERTIFICATION   The activity of agency [**employees**](#Employee) receiving authorization/approval, or fulfilling certification requirements, as required by the agency or regulating authorities for purposes relating to job activities. (**Excludes** the granting of approval by 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. 2 | ***Authorizations/Certifications –*** [***Employees***](#Employee) ***(General)***  Records relating to licenses, permits, accreditations, certifications and other authorizations acquired by agency employees that are either **required by regulating authorities** (such as local, state or federal agencies and/or court order/rule) or **required by the agency** *as a condition of employment* ***where not covered by a more specific records series.***  Includes, but is not limited to:  Application/confirmation, recertification;  Violations/corrections;  Related correspondence/communications, reports, etc.  Examples include, but are not limited to:   * Conflict of interest, outside employment, etc.; * Continuing professional education credits/hours; * Drivers’ licenses (individual or commercial); * Required professional certification (flagger, language interpreter, pesticide applicator, notary, etc.).   Excludes records covered by:  Authorizations/Certifications – Agency Management (DAN GS50-01-42);  Authorizations/Certifications – Employees (Hazardous Materials) (DAN GS50-19-09);  Authorizations/Certifications – Employees (Health Care/Services) (DAN GS2011-191). | **Retain** for 6 years after authorization/certification superseded or terminated  *or*  6 years after separation from agency, *whichever is sooner*  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-19-09  Rev. 2 | ***Authorizations/Certifications –*** [***Employees***](#Employee) ***(Hazardous Materials Handling)***  Records relating to licenses, permits, accreditations, certifications and other authorizations acquired by *employees* that **relate to the handling of hazardous materials** and that are either *required by* or *received from* regulating authorities (local, state, or federal agencies and/or courts). Includes trained personnel lists.  Note: There is no limitation of action on the agency’s liability for the exposure of individuals to hazardous materials. | **Retain** for 50 years after authorization/certification superseded or terminated  *then*  **Destroy.** | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS2011-191  Rev. 2 | ***Authorizations/Certifications – Employees (Health Care/Services)***  Records relating to mandatory **licenses, certifications, and authorizations** received from Washington State Departments of Health or Licensing by *employees* for the provision of health care or related services.  As specified in [RCW 4.16.350](http://apps.leg.wa.gov/rcw/default.aspx?cite=4.16.350), providers include (but are not limited to) physicians, nurses, psychologists, physical therapists, physician’s assistants, pharmacists, etc. *and employees or agents of licensed individuals*(paramedics, EMTs, etc.). | **Retain** for 8 years after authorization superseded or terminated  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

| * 1. EMPLOYEE BENEFITS   The activity of compensating [employees](#Employee) by means **other than** **direct** financial compensation. Benefits include vacation & leave, insurance (medical, life, disability, unemployment, etc.), industrial/workers’ compensation, retirement/pension, non-financial incentives, wellness programs, etc.).  See Financial Management - Payroll for records relating to **direct** financial compensation (wages, salaries, bonuses, etc.). | | | |
| --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| GS2017-007  Rev. 0 | Benefit Programs – Administration  Records relating to the **general** administration of benefit programs, plans and opportunities made available to employees by the agency. Does **not** includeindividual [employee](#employee) participant files and claims.  Includes, but is not limited to:  Benefit studies, surveys and questionnaires (planning, selection, use, improvement, etc.);  Reports, statements, lists and logs used for internal purposes (such as participant, claims costs/logs, quarterly/annual summaries, calculations to determine benefit rates, cumulative leave record, etc.);  Related correspondence/communications.  Programs include, but are not limited to:  Insurance (medical, dental, vision, industrial/worker’s compensation, unemployment, life, long-term care, disability, *Consolidated Omnibus Budget Reconciliation Act* (COBRA), etc.);  Retirement (pension, deferred compensation, 401K, etc.);  Educational (tuition reimbursement, etc.);  Transportation (commute trip reduction, car pool, bus pass, etc.);  Wellness (employee assistance program [EAP]; health and fitness rewards or memberships, smoking cessation, weight loss; event discounts, etc.).  Excludes records covered by:  *Employee Benefits – Enrollment and Participation (DAN GS50-04D-03);*  Contracts and Agreements – General (DAN GS50-01-11);  Employee Retirement/Pension Verification (DAN GS2017-009);  Reporting/Filing (Mandatory) – Human Resources (DAN GS50-04C-05). | **Retain** for 3 years after end of calendar year and no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-04D-03  Rev. 1 | Employee Benefits – Enrollment and Participation  Records relating to individual [employee](#employee) ***enrollment and participation***in benefit programs and plans made available by the agency*.* Does not include retirement/pension verification records.  Includes, but is not limited to:  Notification/determination of eligibility;  Applications for enrollment/participation/elections/extensions;  Contracts and agreements;  Name, address, status and dependent modifications/changes;  Related correspondence/communications.  Excludes records covered by:  Contracts and Agreements (General) (DAN GS50-01-11);  Employee Benefits – Claims and Appeals (DAN GS2017-008);  Employee Retirement/Pension Verification (DAN GS2017-009). | **Retain** for 6 yearsafter **termination** of contract/lapse of coverage or **withdrawal** from participationor**separation from agency**, *whichever is sooner*  *and*  6 years after expiration of appeal period for any/all claims filed  *then*  Destroy. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS2017-008  Rev. 0 | Employee Benefits – Claims and Appeals  Records relating to individual [employee](#employee) benefit program ***claims*** *and* ***appeals****.* Does not include retirement/pension plans.  Includes, but is not limited to:  Claims (approved and denied);  Appeals;  Related correspondence/communications.  Excludes records covered more specifically in *CORE* or sector schedules*.* | **Retain** for 6 years after benefit/beneficiarypayment completed or denied  *and*  6 years after expiration of appeal period  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2017-009  Rev. 0  continued next page  GS2017-009  Rev. 0  continued from previous page | Employee Retirement/Pension Verification  Records relating to individual [employee](#employee) enrollment and participation in retirement/pension plans made available by the agency (including agencies operating their own pension systems*).* Includes *eligibility* and *entitlement* verification documentation.  **IMPORTANT:** Because of the variety of unique records generated by each agency (*and each agency’s filing/electronic information systems)*, this records series **cannot** provide definitive descriptions of which records at *any particular agency* will provide the necessary details.  **Please contact your agency’s retirement benefits manager** to confirm which specific records *your* agency must retain for verification purposes.  **Washington State Department of Retirement Systems (DRS)** requires documentation of all of the following *elements* as retirement benefit eligibility and entitlement verification:  **Employee** **name** (first, middle, last), **date of birth**, and **Social Security number**;  **Service** *and* **break in service dates** (hire, termination, leave, etc.). Includes **type of leave** taken (and) *whether compensated or not;*  **Hours** worked *per* *month*;  **Compensation** earned *per month*. Also includes lump-sum payments such as retroactive cost-of-living adjustment (COLA), contract settlement, missed earnings, etc. (including begin & end dates and type of payment);  **Rate of pay** *specific to employee* (salary, hourly, etc.)**.**  Includes, but is not limited to:  Application for enrollment/participation/elections/extensions;  Determination and notification of eligibility/entitlement or ineligibility;  continued next page  Employee Retirement/Pension Verification continued from previous page  Includes, but is not limited to (continued):  Contract/agreement, policy/plan between employee and benefit provider;  Name, address, status and dependent modifications/changes;  Withdrawal from plan/system.  ***Types*** of documentation that ***commonly*** verify ***some*** of the required elements include:  Appointment letters; salary and employment dates;  Application forms, enrollment records, authorizations, position eligibility worksheets, retirement status forms/reviews, beneficiary information, qualified domestic relations orders (QDRO), etc.;  Calendars/work schedules;  Individual payroll registers/summaries/databases;  Time cards/time sheets.  Each agency should develop policies that define which *specific* records it needs to retain in order to provide all elements necessary to validate or refute retirement benefit eligibility. | **Retain** for 60 years after separation from agency  *or*  100 years after employee’s date of birth  *or*  6 years after benefit/beneficiary payment completed, *whichever is sooner*  *then*  **Destroy**.  continued next page  continued from previous page | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR  continued  next page  continued from previous page |
| GS2017-010  Rev. 0 | Leave/Overtime – Non-Routine  Records relating to the authorization of leave or overtime and the management of individual [employee](#employee) status *where leave is mandated by federal, state, or local statute* or where agency policy/procedure requires *more than direct supervisory approval*.  Includes, but is not limited to:  Requests, eligibility determination, approvals;  Returned/unused leave, etc.  Types of leave include, but are not limited to:  Leave regulated by *The Family Medical Leave Act of 1993 (FMLA)* ([29 CFR § 825](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=d178a2522c85f1f401ed3f3740984fed&rgn=div5&view=text&node=29:3.1.1.3.54&idno=29#sp29.3.825.a))  and/or the *Washington State Family Leave Act of 2006* ([chapter 49.78 RCW](http://apps.leg.wa.gov/RCW/default.aspx?cite=49.78));  Shared/donated leave requests and donations;  Military leave;  Extended leave without pay/leave of absence.  Excludes records covered by**:**  Employee Health Records (Routine) (DAN GS2017-015) (FMLA medical records, etc.);  Employee Medical and Exposure Records (DAN GS50-04B-30);  Employee Retirement/Pension Verification (DAN GS2017-009). | **Retain** for6 years *after* expiration of leave period or denial of request  *and*  no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-04B-09  Rev. 2 | Leave/Overtime – Routine  Records relating to [employee](#employee) requests for and approval or denial of **routine** leave or overtime.  Excludes records covered by:  Employee Health Records (Routine) (DAN GS2017-015;  Employee Retirement/Pension Verification (DAN GS2017-009);  Leave/Overtime – Non-Routine (DAN GS2017-010). | **Retain** for 4 years after end of fiscal year  *or*  until completion of State Auditor’s examination report, *whichever is sooner*  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2010-082  Rev. 0 | ***Law Enforcement Officers and Fire Fighters (LEOFF 1) Injury/Disability Claims***  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 [chapter 41.26 RCW](http://apps.leg.wa.gov/rcw/default.aspx?cite=41.26).  Includes, but is not limited to:   * Medical, dental, vision, long-term care records; * Claim and insurance payment information.   Excludes records covered by *Meetings – Governing/Executive (DAN GS50-05A-13)* (Local Disability Board).  Note: LEOFF Plan 2 injury/disability claims are covered by other records series in this section. | **Retain** for 6 years after death of individual  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2010-083  Rev. 0 | ***Volunteer Fire Fighters’ and Reserve Officers’ Relief Claims***  Records relating to injury and disability relief claims filed by volunteer fire fighters and reserve officers in accordance with [chapter 41.24 RCW](http://apps.leg.wa.gov/rcw/default.aspx?cite=41.24).  Note: Claims filed with the State Board for Volunteer Firefighters and Reserve Officers (SBVFRO) are retained for 50 years in accordance with the SBVFRO’s records retention schedule. | **Retain** for 6 years after claim closed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2010-084  Rev. 0 | ***Workers’ Compensation Claims (Department of Labor and Industries) – Eye Injuries***  Records relating to workers’ compensation claims for injuries to eyes filed by employees of agencies insured by the Department of Labor & Industries (L&I) in accordance with [Title 51 RCW](http://apps.leg.wa.gov/rcw/default.aspx?Cite=51) and [Title 296 WAC](http://apps.leg.wa.gov/wac/default.aspx?cite=296).  Includes, but is not limited to, report of occupational injury.  Note: L&I retains compensable claims for 75 years and non-compensable claims for 40 years in accordance with its records retention schedule. | **Retain** for 10 years after claim closed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-06C-02  Rev. 1 | ***Workers’ Compensation Claims (Department of Labor and Industries) – General***  Records relating to workers’ compensation claims filed by employees of agencies insured by the Department of Labor & Industries (L&I) in accordance with [Title 51 RCW](http://apps.leg.wa.gov/rcw/default.aspx?Cite=51) and [Title 296 WAC](http://apps.leg.wa.gov/wac/default.aspx?cite=296).  Includes, but is not limited to, report of occupational injury or disease.  Excludes claims for eye injuries covered by GS2010-084.  Note: L&I retains compensable claims for 75 years and non-compensable claims for 40 years in accordance with its records retention schedule. | **Retain** for 7 years after claim closed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-06C-27  Rev. 1 | ***Workers’ Compensation Claims (Self-Insured) – Compensable***  Records relating to compensable workers’ compensation claims filed by employees of self-insured agencies in accordance with [Title 51 RCW](http://apps.leg.wa.gov/rcw/default.aspx?Cite=51) and [Title 296 WAC](http://apps.leg.wa.gov/wac/default.aspx?cite=296).  Includes, but is not limited to, Self-Insurance Report of Occupational Injury or Disease.  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. | **Retain** for 75 years after claim closed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-06C-31  Rev. 1 | ***Workers’ Compensation Claims (Self-Insured***) ***– Non-Compensable***  Records relating to non-compensable workers’ compensation claims filed by employees of self-insured agencies in accordance with [Title 51 RCW](http://apps.leg.wa.gov/rcw/default.aspx?Cite=51) and [Title 296 WAC](http://apps.leg.wa.gov/wac/default.aspx?cite=296).  Includes, but is not limited to, Self-Insurance Report of Occupational Injury or Disease.  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. | **Retain** for 40 years after claim closed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

| * 1. EMPLOYEE DEVELOPMENT, PERFORMANCE AND WORK HISTORY   The activity of cultivating [employee](#Employee) potential and performance in the work environment. Includes staff development and recognition (work history, skill/competency enhancement opportunities, achievement programs, etc.); performance management (evaluations, goal-setting, planning, etc.); conflict resolution (employee relations, complaints, grievances, misconduct, disciplinary matters, etc.). | | | |
| --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| GS50-04B-34  Rev. 1 | ***Apprenticeship – Program Administration***  Records relating to the administration of **apprentice training programs** implemented by the agency in accordance with the *Washington State Apprenticeship and Training Act* pursuant to [chapter 49.04 RCW](http://app.leg.wa.gov/RCW/default.aspx?cite=49.04), [chapter 296-05 WAC](http://apps.leg.wa.gov/wac/default.aspx?cite=296-05), and [Title 29 CFR Part 30.](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=926aabb8533befddec96b6c86c5ba6b5&mc=true&n=pt29.1.30&r=PART&ty=HTML#se29.1.30_18)  Includes, but is not limited to:  Program operations documentation ([29 CFR § 30.8](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=926aabb8533befddec96b6c86c5ba6b5&mc=true&n=pt29.1.30&r=PART&ty=HTML#se29.1.30_18));  Affirmative action plans ([29 CFR § 30.4](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=926aabb8533befddec96b6c86c5ba6b5&mc=true&n=pt29.1.30&r=PART&ty=HTML#se29.1.30_14));  Evidence of qualification standards validation ([29 CFR § 30.5](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=926aabb8533befddec96b6c86c5ba6b5&mc=true&n=pt29.1.30&r=PART&ty=HTML#se29.1.30_15));  Related correspondence/communications.  Excludes records covered by *Employee Work History (DAN GS50-04B-06)*. | **Retain** for 6 years after end of calendar year and no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-04B-44  Rev. 1 | ***Award/Recognition Programs***  Records relating to employee award programs such as recognition of outstanding performance, length of service, incentive plans, etc. Includes recommendations, nominations, and additional related information.  Excludes records covered by *Employee Work History (DAN GS50-04B-06).* | **Retain** for 3 years after date of award/recognition  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2014-031  Rev. 1 | ***Disclosure of Former Employee Information to Prospective Employers***  Records relating to the disclosure of information about former employees to prospective employers or employment agencies pursuant to [RCW 4.24.730](http://apps.leg.wa.gov/rcw/default.aspx?cite=4.24.730). Includes hiring recommendations, employment/income verifications, etc.  Includes, but is not limited to:  Written logs, disclosure releases/statements, etc.;  Copies of information provided, etc.  Excludes records covered by:  Employee Work History (DAN GS50-04B-06) (disclosure of current employee information);  Public Disclosure/Records Requests (DAN GS2010-014).  Note: Pursuant to [RCW 4.16.080](http://apps.leg.wa.gov/rcw/default.aspx?cite=4.16.080), the statute of limitations for the commencement of actions for personal injury is 3 years. | **Retain** for 3 years after disclosure of information  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-04E-03  Rev. 2 | ***Employee Complaints and Grievances***  Records relating to complaints and grievances about workplace issues filed with the local government agency by or *on behalf of* its [employee(s)](#employee). Complaints include health and safety, whistleblower, retaliation, etc.  Includes, but is not limited to:  Filed complaints and grievances;  Supporting documentation;  Agency response and decisions;  Legal actions, arbitration or mediation efforts;  Determinations and appeals.  Excludes records covered by:  Civil Rights Violation Complaints (DAN GS50-04C-04);  Contracts and Agreements – General (DAN GS50-01-11) (grievances filed by a union on its own behalf, etc.);  Misconduct investigations – Founded (DAN GS50-04B-46);  Misconduct Investigations – Unfounded (DAN GS50-04B-47). | **Retain** for 6 years after matter resolved/final determination of case and no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-04B-06  Rev. 4 | ***Employee Work History***  Records relating to an individual’s employment history with the agency.  **IMPORTANT**: Some of these records may be needed for retirement verification purposes. **Do not destroy** **before consulting with your agency’s retirement benefits manager**.  Includes, but is not limited to:  Recruitment records for each position held by employee (position description, application, resume, eligibility certifications, transcripts, letters of recommendation);  **Final results** ofbackground checks/investigations, medical, polygraph testing, etc. *(such as “No Record Found”, positive/negative, pass/fail, etc.)*;  Non-disclosure agreements *signed as a condition of employment*;  *Copies of* oaths of office and/or bonds of officials (elected and appointed);  Commendations, recommendations, awards;  Disclosure of information (to prospective employers [[*RCW 4.24.730(2)*](http://app.leg.wa.gov/rcw/default.aspx?cite=4.24.730)*]*,etc.); home address and telephone disclosures, etc.;  Employee Assistance Program (EAP) referral and completion documentation;  Training/staff development history;  Letters/notices of personnel action or employment status changes (hiring/appointment, promotion, transfer, salary history [increases, decreases, exceptions], etc.);  Letters/notices of disciplinary action (demotion, termination, suspension, etc.);  Departure status and eligibility (disability, retirement, death, etc.), exit interview, etc.  Excludes records covered more specifically in CORE or sector schedules, including:  Employee Medical and Exposure Records (DAN GS50-04B-30);  Employee Retirement/Pension Verification (DAN GS2017-009). | **Retain** for 6 years after separation from agency and no longer needed for agency business *(including retirement benefit verification)*  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |
| GS2017-011  Rev. 0 | ***Employees – Routine Administrative Transactions***  Records relating to the agency’s human resources that document routine transactions or tasks but ***do not affect*** employment history, payroll, performance, or retirement status/eligibility.  Includes, but is not limited to:  Changes to work schedules and assignments;  *Certain* employee directories/rosters and organizational charts (***see exclusion****, below*);  Location codes;  Miscellaneous tracking forms;  Name/address/status/contact change documentation.  Excludes records covered by *Establishment/Development History of Agency/Programs (DAN GS50-06F-02)* (annual organizational charts and employee directories/lists). | **Retain** until superseded  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2017-012  Rev. 0 | Employment Eligibility Verification – Labor Condition Application (LCA) Public Access File  Records that relate to Labor Condition Applications filed with the U.S. Department of Labor by the local government agency on behalf of non-immigrant workers in accordance with [20 CFR § 655.760](http://www.ecfr.gov/cgi-bin/text-idx?SID=7369389e4d64df984ae5f4052767d58e&mc=true&node=se20.3.655_1760&rgn=div8).  Includes, but is not limited to:  ETA forms and cover pages;  Wage rate documentation;  Union/employee notification, etc. | **Retain** for 1 year after last date any nonimmigrant is employed under the LCA  *or*  1 year after date LCA expires/is withdrawn, *whichever is later*  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-05A-26  Rev. 2 | ***Employment Eligibility Verification – U.S. Citizenship and Immigration Services (USCIS)***  Documents used to verify identity and employment authorization of individuals hired for employment in the United States in accordance with [8 CFR § 274a.2.](http://www.ecfr.gov/cgi-bin/text-idx?SID=1bfadfd3ccf4d0bb1d8730d58de2ecbf&mc=true&tpl=/ecfrbrowse/Title08/8cfr274a_main_02.tpl)  Includes, but is not limited to:  USCIS form I-9;  *Copies* of other documents (such as passport, permanent resident card, etc.). | **Retain** for 3 years after date of hire  *or*  1 year after separation from agency, *whichever is later*  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-04B-46  Rev. 3 | ***Misconduct Investigation Files – Founded***  Documentation compiled in official investigations of [employee](file:///C:\Users\julie.blecha\Desktop\CURRENT\CURRENT%20HR%20REV%20CORE%204.0.docx#employee) misconduct that result in findings of misconduct by the employee.  Includes, but is not limited to:   * Complaint initiating the investigation; * Investigative reports, statements, recordings (audio/video); * Corrective action (oral reprimand, letter of direction), correspondence, notes, and closing document (summary of findings, after-action report, etc.); * Legal advice/opinions.   Excludes **certain employees** covered in the:   * *Public Schools (K-12) Records Retention Schedule*; and, * [*Law Enforcement Records Retention Schedule*](http://www.sos.wa.gov/archives/RecordsManagement/RecordsRetentionSchedulesforLawEnforcementAgencies.aspx)*.*   NOTE: [RCW 40.14.070](http://apps.leg.wa.gov/rcw/default.aspx?cite=40.14.070) vests the authority to determine the retention period for public records in the [Local Records Committee](http://www.sos.wa.gov/archives/LocalRecordsCommittee.aspx), and not in the parties to a collective bargaining agreement. | **Retain** for 6 years after case closed/matter resolved and no longer needed for agency business  *and*  6 years after corrective action completed, *if imposed*  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-04B-47  Rev. 3 | ***Misconduct Investigation Files – Unfounded***  Documentation compiled in official investigations of [employee](file:///C:\Users\julie.blecha\Desktop\CURRENT\CURRENT%20HR%20REV%20CORE%204.0.docx#employee) misconduct that do not result in findings of misconduct by the employee.  Includes, but is not limited to:   * Complaint initiating the investigation; * Investigative reports, statements, recordings (audio/video); * Corrective action (oral reprimand, letter of direction), correspondence, notes, and closing document (summary of findings, after-action report, etc.); * Legal advice/opinions.   Excludes **certain employees** covered in the:  *Public Schools (K-12) Records Retention Schedule*; and,  [*Law Enforcement Records Retention Schedule*](http://www.sos.wa.gov/archives/RecordsManagement/RecordsRetentionSchedulesforLawEnforcementAgencies.aspx)*.*  NOTE: [RCW 40.14.070](http://apps.leg.wa.gov/rcw/default.aspx?cite=40.14.070) vests the authority to determine the retention period for public records in the [Local Records Committee, and not in the parties to a collective bargaining agreement.](http://www.sos.wa.gov/archives/LocalRecordsCommittee.aspx) | **Retain** for 3 years after case closed andno longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-04A-08  Rev. 2 | Performance Evaluation (Employee)  Records relating to regularly scheduled employee performance evaluations*.*  Records include, but are not limited to, completed/signed evaluations and expectations.  NOTE: [RCW 40.14.070](http://apps.leg.wa.gov/rcw/default.aspx?cite=40.14.070) vests the authority to determine the retention period for public records in the [Local Records Committee, and not in the parties to a collective bargaining agreement.](http://www.sos.wa.gov/archives/LocalRecordsCommittee.aspx) | **Retain** for 3 years after next evaluation and no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-04B-31  Rev. 1 | Performance Evaluation (Supervisor Preparation)  Records gathered by an employee’s supervisor in preparation for regularly scheduled performance evaluations.  Includes, but is not limited to:  Notes of performance, training and development;  Job assignments;  Other related documentation. | **Retain** until completion of evaluation  *and*  resolution of any ongoing performance issues  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

| * 1. EMPLOYEE HEALTH AND SAFETY   The activity of creating and maintaining a safe and healthy work environment for [employees](#Employee). | | | |
| --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| GS2017-013  Rev. 0 | Alcohol Misuse and Controlled Substances Use Prevention Program – Administration  Records relating to administration of the agency’s Alcohol Misuse and Controlled Substances Use Prevention Program for ***drivers of commercial motor vehicles*** in accordance with [49 CFR § 382.401](http://www.ecfr.gov/cgi-bin/text-idx?SID=f959910649a167f0b84f9f7a5482fd92&mc=true&node=pt49.5.382&rgn=div5#se49.5.382_1401).  Includes, but is not limited to:  Administration of the alcohol and controlled substances testing programs;  Calibration documentation;  Annual calendar year summary required by [49 CFR § 382.403](http://www.ecfr.gov/cgi-bin/text-idx?SID=f959910649a167f0b84f9f7a5482fd92&mc=true&node=pt49.5.382&rgn=div5#se49.5.382_1403);  Program summary report. | **Retain** for 6 years after end of calendar year and no longer needed for agency business  then  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2017-014  Rev. 0 | Alcohol Misuse and Controlled Substances Use Prevention Program – Collection Process  Records related to the alcohol and controlled substances **collection process** pursuant to [49 CFR § 382.401(b)(2).](http://www.ecfr.gov/cgi-bin/text-idx?SID=f959910649a167f0b84f9f7a5482fd92&mc=true&node=pt49.5.382&rgn=div5#sp49.5.382.d)  Excludes records covered by Employee Health Records (Routine) (DAN GS2017-015). | **Retain** for 3 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-04B-33  Rev. 1 | Alcohol Misuse/Controlled Substances Use Prevention Program – Test Results (Negative, Not Positive, Cancelled)  Records relating to drug and alcohol testing *where the results are negative, do not meet the threshold for “positive”, or where test is cancelled*, pursuant to [49 CFR § 382.401(b)(3).](http://www.ecfr.gov/cgi-bin/text-idx?SID=f959910649a167f0b84f9f7a5482fd92&mc=true&node=pt49.5.382&rgn=div5#sp49.5.382.d)  Excludes records covered by *Employee Health Record (Routine) (DAN GS2017-015)* (including positive results, refusals, treatment, etc.). | **Retain** for 1 year after negative results posted or test cancelled  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2021-010  Rev. 0 | ***COVID-19 Vaccination Status Verification Records***  Records documenting the agency’s compliance with its process for verifying the COVID-19 vaccination status of its employees in accordance with Department of Labor and Industries’ Division of Occupational Safety and Health (DOSH) Directives 1.70 and 11.80.  Includes, but is not limited to:   * Attestations relating to vaccination status; * Lists/logs of employees documenting the verification of their vaccination status; * Evidence of COVID-19 vaccinations (only if captured/retained by agency).   Excludes records covered by Administrative Procedures and Instructions (DAN GS50-01-01). | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2017-015  Rev. 0 | Employee Health Records (Routine)  Records relating to the health status of employees ***where not related to occupational illness or injury****.*  Includes, but is not limited to:  Documentation relating to off-duty injuries and extended illnesses;  Drug/alcohol testing (positive results, refusals, corrective action, treatment, compliance, etc.) and all other *employee-specific* records listed in [*49 CFR § 382.401(c)(2) & (4)*](http://www.ecfr.gov/cgi-bin/text-idx?SID=b076dcf2c2f27e7719a3fe60b62c596a&mc=true&node=se49.5.382_1401&rgn=div8)*;*  Employee Assistance Program (EAP) documentation (alcohol, drug abuse, or personal counseling programs);  Employee exposure to *certain* toxic substances *that were used in same manner and frequency that a consumer would use them* (pursuant to [WAC 296-802-20010](http://apps.leg.wa.gov/wac/default.aspx?cite=296-802-20010));  [*Family and Medical Leave Act*](http://www.dol.gov/compliance/laws/comp-fmla.htm) (FMLA) (including medical histories, certifications provided by health care professionals such as fitness-for-duty, Family Leave certifications issued pursuant to [RCW 49.78.270](file:///\\archivesstorage\Records%20Management\RM%20Coordination\Disposition%20Authorization\Schedules%20-%20Development\Local\1%23%20CORE\RCW%2049.78.270)), etc.);  First aid treatment *made on-site by a non-physician* ([WAC 296-802-900](http://apps.leg.wa.gov/wac/default.aspx?cite=296-802&full=true));  “Fitness for duty” releases and physical exams, etc., provided by health care professionals *where not related to occupational exposure;*  Information concerning a disabling condition (records relating to medical issues, reasonable accommodation, adjustments to leave policy, etc.).  Excludes records covered by *Employee Medical and Exposure Records (DAN GS50-04B-30).* | **Retain** for 6 years after created or received and no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-04B-30  Rev. 2 | ***Employee Medical and Exposure Records***  Records relating to the health status of employees who in the course of employment areroutinely exposed to toxic substances or harmful physical agents as regulated by [29 CFR § 1910.1020](http://www.ecfr.gov/cgi-bin/text-idx?SID=d88029243ad5d3f57b7bcb570c2da4b5&mc=true&node=se29.6.1910_11020&rgn=div8) and [chapter 296-802 WAC](http://app.leg.wa.gov/WAC/default.aspx?cite=296-802). Includes medical records, exposure records, analyses, and other records as specified in WAC [296](http://app.leg.wa.gov/WAC/default.aspx?cite=296-802-900)-802-900.  Includes, but is not limited to:  Medical and employment questionnaires or histories (including job description and occupational exposures);  Medical examinations and diagnostic results (pre-employment, pre-assignment, periodic, episodic, etc.);  Medical opinions, diagnoses, progress notes and recommendations;  Medical evaluations (including respirator use [[WAC 296-842-14005](http://app.leg.wa.gov/WAC/default.aspx?cite=296-842-14005)], audiometric [[WAC 296-817-400](http://app.leg.wa.gov/wac/default.aspx?dispo=true&cite=296-817&full=true#296-817-400)], etc.);  Descriptions of treatment and prescriptions;  Employee medical complaints;  First aid records;  “Fitness-for-duty” releases provided by health care professionals *where related to toxic substances/harmful physical agents*.  Immunization records *where required or recommended for job performance* (including Human Immunodeficiency Virus (HIV), rabies, Hepatitis B Virus [HBV], etc.).  Excludes records covered by:  Accidents/Incidents (Hazardous Materials) – Human Exposure (DAN GS2011-177);  Employee Health Records (Routine) (DAN GS2017-015). | **Retain** for 30 years after separation from agency  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2011-192  Rev. 1 | ***Employee Medical and Exposure Records – Employed Less Than One Year***  Records documenting the medical condition of employees (includes contractors and volunteers) whose service with the agency is less than one year *and where the medical records* ***are provided to the employee*** in accordance with [29 CFR § 1910.1020(d)(1)(i)(C)](https://www.ecfr.gov/cgi-bin/text-idx?SID=7602a62e2c13e669b5f1e1aa999265c8&mc=true&node=se29.6.1910_11020&rgn=div8) and [WAC 296-802-20005](http://apps.leg.wa.gov/wac/default.aspx?cite=296-802-20005).  Excludes records covered by:  Accidents/Incidents (Hazardous Materials) – Human Exposure (DAN GS2011-177).  Employee Medical and Exposure Records (DAN GS50-04B-30).  Note: The Local Records Committee recommends that agencies retain copies of any medical/exposure records returned to these employees under Employee Medical and Exposure Records (DAN GS50-04B-30). Please consult your agency’s risk management advisor. | **Retain** until separation from agency  *then*  **Provide** to employee upon departure. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-06C-21 Rev. 1 | Occupational Health and Safety – Injuries and Illnesses  Records documenting work-related injuries and illnesses as required by the Department of Labor and Industries, Division of Occupational Safety and Health (DOSH) pursuant to [chapter 296-27 WAC](http://app.leg.wa.gov/WAC/default.aspx?cite=296-27).  Includes, but is not limited to:  Log of Work-Related Injuries and Illnesses (and privacy case list);  Annual Summary;  Injury and Illness Incident Report(s);  Surveys required by regulatory agencies (Occupational Safety Health Administration [OSHA], Bureau of Labor Statistics [BLS], etc.).  Note: Workers’ compensation **claims** are covered in the Employee Benefits section. | **Retain** for 5 years after end of calendar year  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2017-016  Rev. 0 | Occupational Health and Safety Program – Administration  Records relating to the administration of programs implemented by the agency to ensure a safe and healthful workplace for workers. Includes records that document assessments, inspections (including self-issued permits), training, violation citations, analyses, actions, steps followed, measures taken, etc.  *Programs* include, but are not limited to:   * Accident Prevention/Total Safety and Health Plan ([WAC 296-800-140](http://apps.leg.wa.gov/wac/default.aspx?cite=296-800-140)); * Confined Space Program ([WAC 296-809](http://apps.leg.wa.gov/wac/default.aspx?cite=296-809)); * Drug-Free Workplace; * Emergency drills (fire, earthquake, etc.); * Ergonomic furniture and equipment (excluding Section 504 accommodations); * Exposure Control; * Globally Harmonized System for Hazard Communication ([WAC 296-901-14010](http://apps.leg.wa.gov/wac/default.aspx?cite=296-901-14010)); * Hearing Loss Prevention; * Personal Protective Equipment (PPE) ([WAC 296-800-160](http://apps.leg.wa.gov/wac/default.aspx?cite=296-800-160)); * Respiratory Protection ([chapter 296-842 WAC](http://app.leg.wa.gov/WAC/default.aspx?cite=296-842)); * Safety Committee (including meeting records); * *Washington Industrial Safety and Health Act of 1973* (WISHA) inspections and citations issued in accordance with [WAC 296-900-13005](http://apps.leg.wa.gov/wac/default.aspx?cite=296-900-13005)).   Excludes records covered more specifically elsewhere, such as:  Alcohol Misuse and Controlled Substances Use Prevention Program (DAN GS2017-013);  Employee Health Records (Routine) (DAN GS50-04B-30);  Employee Medical and Exposure Records (DAN GS50-04B-30);  Occupational Health and Safety (Work-Related Injuries and Illness) (DAN GS50-06C-21);  Reporting/Filing (Mandatory) – (Human Resources) (DAN GS50-04C-05);  Workplace Monitoring of Toxic Substances/Harmful Physical Agents (DAN GS50-06C-33). | **Retain** for 3 years after end of calendar year and no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS51-05D-07  Rev. 1 | Respirator Fit Tests  Records relating to employee respirator fit tests conducted pursuant to [WAC 296-842-12010](http://app.leg.wa.gov/WAC/default.aspx?cite=296-842&full=true#296-842-12010).  Excludes respiratory protection program records covered by*Occupational Health and Safety Program – Administration (DAN GS2017-016).* | **Retain** until next fit test administered  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-06C-33  Rev. 1 | Workplace Monitoring of Toxic Substances/Harmful Physical Agents  Records relating to monitoring or measuring the amount(s) of toxic substance(s) or harmful physical agent(s) to which an employee is or has been exposed in the workplace in accordance with [29 CFR § 1910 – Occupational Safety and Health Standards](http://www.ecfr.gov/cgi-bin/text-idx?SID=dff0597656bbbc8596357d293e01c64b&node=pt29.5.1910&rgn=div5).  Includes the identification of any toxic substance used in the workplace, including **where and when** the substance was used in accordance with [WAC 296-802-20010](http://apps.leg.wa.gov/wac/default.aspx?cite=296-802-20010).  Note: There is no limitation of action on the agency’s liability for the exposure of individuals to hazardous materials. | **Retain** for 50 years after date of monitoring/measuring  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS2017-017  Rev. 0 | Workplace Monitoring of Toxic Substances/Harmful Physical Agents (Background Data)  Background data compiled while monitoring or measuring the amount(s) of toxic substance(s) or harmful physical agent(s) to which an employee is or has been exposed in the workplace where a summary of the data is prepared and retained pursuant to [WAC 296-802-20010](http://apps.leg.wa.gov/wac/default.aspx?cite=296-802-20010).  Excludes Summary of Data and other records covered by *Workplace Monitoring of Toxic Substances/Harmful Physical Agents (DAN GS50-06C-33).* | **Retain** for 1 year after date of monitoring/measuring and creation of data summary  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

| * 1. RECRUITMENT/HIRING   The activity of screening, selecting and employing of individuals. Includes anyone who perform tasks or assume responsibilities for or on behalf of the agency regardless of pay status, and covers paid staff (permanent full- or part-time, short-term/term-limited, contract, temporary, hourly, etc.), volunteers, interns, work-study students, etc. | | | |
| --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| GS50-04A-05  Rev. 1 | ***Employment Inquiries***  Records relating to persons seeking employment/ job opportunities with the agency ***where not associated with an official agency recruitment***.  Includes, but is not limited to:  Unsolicited applications, resumes, letters of inquiry;  Requests for announcement information (position, test, etc.).  Excludes records covered by *Recruitment (DAN GS50-04B-22).* | **Retain for** 1 year after received or responded to  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-04B-35  Rev. 2 | Civil Service ***System – Program Administration***  Records relating to the administration of the Civil Service System in accordance with chapters [*41.08*](http://app.leg.wa.gov/rcw/default.aspx?cite=41.08)*,* [*41.12*](http://app.leg.wa.gov/RCW/default.aspx?cite=41.12)*, and* [*41.14 RCW*](http://app.leg.wa.gov/RCW/default.aspx?cite=41.14).  Includes, but is not limited to:  Civil Service Commission (CSC) administrative support and communications;  Investigation and other background files;  Cases that are not heard by the CSC (resolved, referred, ineligible, withdrawn, etc.);  Appointment of outside attorneys.  Excludes records covered by:  Appeals Hearings – Local Decision-Making Bodies (General) (DAN GS2011-173);  Employee Work History (DAN GS50-04B-06);  Recruitment (DAN GS50-04B-22). | **Retain** for 6 years after end of calendar year  *and*  6 years after matter resolved/case closed (if applicable)  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-04B-22  Rev. 1 | Recruitment  Records relating to the process of recruiting, interviewing, selecting and hiring of [employees](#Employee).  Includes, but is not limited to:  Employment requisitions (position specifications, needs analyses and authorizations, requests to fill, desired qualifications, etc.);  Personnel Action Request/notice (PAR) *development*;  Job announcements and postings;  Applications, resumes, test results and background checks *of* ***unsuccessful*** *applicants* (including applicants screened but not interviewed);  Applicant lists, eligibility lists, applicant profile data (including Civil Service);  Interview questions and tests;  Screening, scoring, ranking and selection criteria;  Related correspondence/communications.  Excludes records covered by:  *Apprenticeship - Program Administration* *(DAN GS50-04B-34)*;  *Employee Work History* *(DAN GS50-04B-06).*  Note: Pursuant to [RCW 4.16.080](http://apps.leg.wa.gov/rcw/default.aspx?cite=4.16.080), the statute of limitations for the commencement of actions for personal injury is 3 years. | **Retain** for 3 years after position filled/recruitment effort terminated  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

| * 1. REPORTING/FILING   The activity of providing information to or about agency employees as required by regulating authorities. | | | |
| --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| GS50-04C-05  Rev. 3 | ***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, but is not limited to:  Logs, lists, summaries, surveys, forms, reports, statements;  Confirmations of submission, inquiries, related correspondence/communications, etc.  Examples of regulatory reporting include:  Commute trip reduction plans and annual progress reports ([RCW 70.94.527](http://apps.leg.wa.gov/rcw/default.aspx?cite=70.94.527))*;*  Equal Employment Opportunity Commission (EEOC)reports (such asEEO-2-5, etc.);  Federal Contract Compliance Programs (OFCCP) (EEO-1, VETS-4212, etc.);  Health coverage programs/enrollment required by the *Affordable Care Act* *(ACA)*;  New Hire Reports relating to the child support registry filed with the Department of Social and Health Services (DSHS) in accordance with [RCW 26.23.040](http://apps.leg.wa.gov/rcw/default.aspx?cite=26.23.040). | **Retain** for 6 years after prepared/submitted to regulatory agency  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

| * 1. WORKFORCE PLANNING/STAFF STRUCTURE/POSITION DEVELOPMENT   The activity of structuring and organizing [human resources](#employee) to meet the current and future needs of the agency. Includes paid and unpaid staff (permanent full- or part-time, short-term/term-limited, contract staff, temporary, hourly, volunteers, interns, work-study students, etc.). | | | |
| --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| GS50-04B-05  Rev. 1 | ***Position Description and Classification***  Records relating to the description and classification of agency jobs and positions. May include duties and responsibilities, time percentage breakdowns of tasks, required skills and abilities, salary or pay range, and the development, modification or redefinition of each job or position. | **Retain** for 6 years after obsolete or superseded and no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-04B-17  Rev. 1 | ***Staff Planning/Staffing***  Records relating to requests for workforce changes that require formal approval and that result in the beginning of recruitment processes or changes to the employment or payroll status of existing [employees](#employee).  Excludes records covered by *Employee Work History (DAN GS50-04B-06).* | **Retain** for 3 years after request approved or denied  *and*  3 years after conclusion of any pending action (*if applicable)*  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2014-032  Rev. 1 | Workforce Planning  Records relating to planning activities to develop the agency’s workforce, such as skills inventories/assessments, diversity and affirmative action planning, succession planning, recruitment and retention planning, etc.  Includes, but is not limited to:  Final plans;  Records relating to the development of plans (studies, reports, etc.);  Related correspondence/communications.  Excludes records covered by *Establishment/Development History of Agency/Programs (DAN GS60-06F-02).* | **Retain** for 6 years after obsolete or superseded  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

2. 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.

| * 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  *or*  until completion of State Auditor’s examination report, *whichever is sooner*  *then*  **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  *then*  **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:   * 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  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-06F-04  Rev. 4 | Publications – Master Set  Master set of all publications created by the agency and intended for distribution to the agency’s customers, clients, community, or the general public. Also includes source materials (.pdfs, camera-ready copies, original photographs/digital images, etc.).  Publications include, but are not limited to:   * Reports, manuals, brochures; * Newsletters, magazines, journals; * Official/municipal code; * Maps, plans, charts; * Audio/video recordings and films/presentations.   Excludes annual reports covered by GS50-05A-04. | **Retain** until no longer needed for agency business  *then*  **Contact** Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OFM |

| * 1. 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 | ***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](http://apps.leg.wa.gov/rcw/default.aspx?cite=27.12.260).  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. | **Retain** for 3 years after report submitted  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| GS50-12A-01  Rev. 1 | ***Catalog***  Records describing the library information sources owned by the agency. | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |
| GS50-12A-02  Rev. 1 | ***Circulation***  Records relating to the borrowing, lending, and returning of items in the library’s collection.  Includes, but is not limited to:   * Item circulation history; * User/patron records (applications for membership, borrower registration,   parent/guardian permissions).  Excludes interlibrary loans covered by DAN GS50-12A-08. | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-12A-08  Rev. 1 | ***Collection Control – General***  Records documenting the physical control of the library’s collection.  Includes, but is not limited to:   * Accession and deaccession (discard) of items; * Interlibrary loans; * Shelf list/inventory of holdings.   Excludes special collections covered by GS2010-023.  Note: Agreements relating to bequests are covered by GS50-01-11. | **Retain** for 3 fiscal years  *or*  until completion of State Auditor’s examination report, *whichever is sooner*  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS2010-023  Rev. 0 | ***Collection Control – Special Collections***  Records documenting the physical control of the library’s special collections (archival, manuscript, rare books, etc.).  Includes, but is not limited to:   * Accession and deaccession (discard) of items; * Interlibrary loans; * Shelf list/inventory of holdings.   Note: Agreements relating to bequests are covered by GS50-01-11. | **Retain** until special collection items no longer needed for agency business  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS2010-024  Rev. 0 | ***Special Collections***  Items in the library’s special collections, including, but not limited to:   * Archival collections; * Manuscripts; * Rare books. | **Retain** until no longer needed for agency business  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |

| * 1. 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 | Mail Delivery and Receipt  Records documenting the agency’s incoming and outgoing physical mail (letters, packages, etc.).  Includes, but is not limited to:   * 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.).   Note: Contracts/agreements/permits relating to mailing services and equipment are covered by GS50-01-11. | **Retain** for 3 fiscal years  *or*  until completion of State Auditor’s examination report, *whichever is sooner*  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

| * 1. 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](http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56). | | | |
| --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| GS2010-014  Rev. 3 | Public Disclosure/Records Requests  Records relating to requests from the general public for access to the agency’s public records in accordance with [chapter 42.56 RCW](http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56).  Includes, but is not limited to:   * Internal and external correspondence relating to the request; * Legal advice/opinions; * 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; * Tracking logs.   Excludes the records that are the subject of the public records request (which must be retained in accordance with the applicable records series). | **Retain** for 2 years after public records request fulfilled  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

| * 1. 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).*  Pursuant to [WAC 434-662-040](http://apps.leg.wa.gov/WAC/default.aspx?cite=434-662-040), electronic records must be retained in electronic format. For information on scanning requirements and/or microfilm standards, please visit our webpage: https://www.sos.wa.gov/archives/RecordsManagement/How-to-Destroy-Non-Archival-Records.aspx/ | | | |
| --- | --- | --- | --- |
| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND  DISPOSITION ACTION | DESIGNATION |
| GS2010-015  Rev. 0 | ***Conversion Process – Archival Records***  Records documenting the process of converting the agency’s Archival public records from one form to another where not captured in the metadata of the converted records.  Includes, but is not limited to:   * 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.   Note: The source records are covered by GS2010-017 or GS2010-018. | **Retain** until the converted Archival records are transferred to Washington State Archives  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OFM |
| GS2010-016  Rev. 0 | ***Conversion Process – Non-Archival Records***  Records documenting the process of converting the agency’s Non-Archival public records from one form to another where not captured in the metadata of the converted records.  Includes, but is not limited to:   * 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.   Note: The source records are covered by GS50-09-14 or GS2010-018. | **Retain** until the converted Non-Archival records have been destroyed in accordance with a current approved records retention schedule  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2010-017  Rev. 2 | ***Source Records – Imaged (Archival)***  Archival source records which have been imaged using one of the following processes, and*provided that* the converted records are retained in accordance with a current approved records retention schedule:   * Scanned/digitized in accordance with [*Washington State Requirements for the Destruction of Non-Archival Paper Records After Imaging*](http://www.sos.wa.gov/archives/RecordsManagement/Destruction-of-Public-Records.aspx)*,* following all recommendations specific to “long-term records”; * Scanned/digitized in accordance with a valid approval by Washington State Archives’ legacy processes (*Electronic Imaging System* (EIS) or *Early Destruction After Digitization* (DAD) ; or, * Microfilmed in accordance with [*Washington State Standards for the Production and Use of Microfilm*](http://www.sos.wa.gov/archives/pdf/Microfilm%20Standards.pdf).   Excludes records covered in the [*County Clerks and Superior Court Records Retention Schedule*](http://www.sos.wa.gov/archives/RecordsManagement/Records-Retention-Schedule-for-County-Clerks-and-Superior-Courts.aspx). | **Retain** until verification of successful conversion  *then*  **Contact** Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OFM |
| GS50-09-14  Rev. 3 | ***Source Records – Imaged (Non-Archival)***  Non-Archival source records which have been imaged using one of the following processes and*provided that* the converted records are retained in accordance with a current approved records retention schedule: Scanned/digitized in accordance with [*Washington State Requirements for the Destruction of Non-Archival Paper Records After Imaging*](http://www.sos.wa.gov/archives/RecordsManagement/Destruction-of-Public-Records.aspx)   * Scanned/digitized in accordance with a valid approval by Washington State Archives’ legacy processes (Electronic Imaging System (EIS) or Early Destruction After Digitization (DAD); or, * Microfilmed in accordance with [Washington State Standards for the Production and Use of Microfilm](http://www.sos.wa.gov/archives/pdf/Microfilm%20Standards.pdf).   Excludes records covered in the [*County Clerks and Superior Court Records Retention Schedule*](http://www.sos.wa.gov/archives/RecordsManagement/Records-Retention-Schedule-for-County-Clerks-and-Superior-Courts.aspx). | **Retain** until verification of successful conversion  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2010-018  Rev. 0 | Source Records – Migrated  Non-paper-based source records which have been migrated to another non-paper-based format such as:   * 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.   And, provided that the converted records are retained in accordance with a current approved records retention schedule.  Excludes paper- and film-based source records covered by DANs GS2010-017 and GS50-09-14. | **Retain** until verification of successful conversion  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

| * 1. 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  *then*  **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  *then*  **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:   * Destruction logs; * Affidavits; * Agency authorizations; * Certificates/Notices of destruction. | **Retain** for the life of the agency. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| GS2010-007  Rev. 0 | Online Content Management  Records documenting the publishing of the agency’s online (internet and intranet) content.  Includes, but is not limited to:   * Requests/approvals to upload/update/remove content; * Confirmation of content upload/update/removal; * Point-in-time record of webpage/site (screenshot, snapshot, site map).   Note: All published content consists of individual records which have their own separate retention requirements. Each of these records must be retained for the current approved minimum retention period(s) according to their applicable records series. | **Retain** for 1 year after online content removed  *then*  **Destroy.** | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-09-02  Rev. 2 | Records Control  Records relating to the physical and intellectual control of the agency’s records, including, but not limited to:   * 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.   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. | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-09-01  Rev. 1 | Retention and Disposition Authorization  Records relating to the retention of the agency’s records in accordance with chapter 40.14 RCW, including, but not limited to:   * Internal working guides from approved records retention schedules; * Application for Early Destruction of Source Documents after Digitization (DAD) or Electronic Imaging Systems (EIS) application, *provided that* 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 [RCW 40.14.070](http://apps.leg.wa.gov/rcw/default.aspx?cite=40.14.070).   Note: Records Retention Schedules approved by the Local Records Committee are designated Archival – Permanent in the [Secretary of State’s Records Retention Schedule](https://www.sos.wa.gov/_assets/archives/RecordsManagement/Office-of-the-Secretary-of-State-Records-Retention-Schedule-v.1.1-(June-2015).pdf). | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2010-021  Rev. 0 | Transfer of Legal Custody  Records relating to the transfer of the agency’s legal custody of its public records under one of the following circumstances:   * 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 [RCW 40.14.070(3)](http://apps.leg.wa.gov/rcw/default.aspx?cite=40.14.070). | **Retain** for the life of the agency. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |

1. RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS)

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 |
| --- | --- | --- | --- |
| GS50-02-02  Rev. 1 | ***Agency-Generated Forms and Publications – Copies***  Blank forms and duplicate copies of publications, provided the agency retains the primary record in accordance with the current approved minimum retention period and that the forms are not required for audit or accountability purposes.  Includes, but is not limited to:   * Reports, catalogs, brochures, calendars, posters; * Multi-media presentations (videos, CDs, etc.).   Excludes records covered by:   * *Forms – Accountable (DAN GS2010-011)*; * *Forms – Master Set (DAN GS2010-012)*; * *Publications – Master Set (DAN GS50-06F-04)*. | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2016-002  Rev. 0 | ***Brainstorming and Collaborating***  Records generated as part of informal exchanges of ideas/brainstorming/collaboration processes, ***where not covered by a more specific records series***.  Includes, but is not limited to, notes, mind maps, etc., developed as part of brainstorming/collaboration sessions using electronic/virtual collaboration tools (such as OneNote, Popplet, Lync, etc.), as well as those written on whiteboards, flipcharts, large/oversize paper sheets, Post-it/sticky notes, etc.  Excludes records generated during open public meeting brainstorming sessions covered by:   * *Meetings – Advisory (DAN GS2012-027)*; * *Meetings – Governing/Executive (DAN GS50-05A-13)*;   Excludes records covered by:   * *Drafting and Editing (DAN GS2016-004)*; * *Records Documented as Part of More Formalized Records (DAN GS2016-009)*. | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2016-003  Rev. 0 | ***Contact Information***  Records relating to the contact details of external clients/stakeholders the agency has gathered/received and the maintenance of such lists/collections.  Includes, but is not limited to:   * Business cards; * Contact details stored in Microsoft Outlook and other contact databases; * Mailing lists, email distribution lists, listserv/RSS subscriber details, etc.; * Requests to be added/removed from the agency’s contact lists (includes mail/communications returned as undeliverable); * Validation/verification/quality assurance checks of contact lists/collections; * Related correspondence/communications.   Excludes:  Records covered by *Emergency/Disaster Preparedness – Contact Information (DAN GS2012-024);*  Contact information gathered for other, more specific purposes, such as attendee/sign-in lists for meetings and trainings, visitor books/logs, etc. | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2016-004  Rev. 0 | ***Drafting and Editing***  Records relating to the drafting/editing of correspondence, documents, and publications.  Includes, but is not limited to:   * Preliminary drafts not covered by a more specific records series, not needed as evidence of external consultation or as evidence that the agency practiced due diligence in the drafting process; * Edits/suggestions/directions (such as handwritten annotations/notes, track changes information/comments in Microsoft Word, etc.); * Electronic documents created solely for printing (such as signs, mailing labels, etc.); * Related correspondence/communications. | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2016-005  Rev. 0 | ***Electronic Documents Used to Create Signed Paper Records***  Electronic documents created in order to print paper records that get signed, provided the signed paper records (or agency copy of same, if signed original is sent) are retained in accordance with the current approved minimum retention period.  Includes, but is not limited to:   * Microsoft Word versions of minutes/letters/correspondence/etc., used to print the hard copy that gets signed.   *Note: Agencies should still create and retain copies of signed letters as evidence of the business transaction.* | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-02-03  Rev. 0 | ***General Information – External***  Information received from other agencies, commercial firms, or private institutions, which requires no action and is no longer needed for agency business purposes.  Includes, but is not limited to:   * Catalogs, reports, multi-media presentations (videos, CDs, etc.); * Informational copies, notices, bulletins, newsletters, announcements; * Unsolicited information (junk mail, spam, advertisements, etc.). | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-02-05  Rev. 2 | ***Informational Notifications/Communications***  Records communicating basic/routine short-term information (regardless of format or media used) that:   * Do not document agency decisions/actions; * Are not used as the basis of agency decisions/actions; and * Are not covered by a more specific records series.   Includes, but is not limited to:   * Basic messages such as “Come and see me when you’re free,” “Call me back at 555-5555,” etc.; * Internal communications notifying of staff absences or lateness (such as “Bob is out today,” “Mary is running late,” etc.), provided the appropriate attendance and leave records are retained in accordance with *Leave/Overtime – Routine (DAN GS50-04B-09)*; * Internal communications notifying of staff social events/gatherings (such as potlucks, birthdays, fun runs, cookies in the break room, etc.) or of weather/traffic conditions (such as “Avoid I-5, it’s a parking lot,” “Take care – it has started snowing,” etc.); * Email delivery/read receipts, out-of-office notices, etc.   Excludes records covered by:   * *Leave/Overtime – Routine (DAN GS50-04B-09)*. | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2016-006  Rev. 0 | ***Internet Browsing***  Records routinely generated as part of internet browsing.  Includes, but is not limited to:   * Browsing history/saved passwords/web form information, etc.; * Cache/temporary files; * Cookies.   Excludes internet activity log records covered by *IT Systems Usage (DAN GS50-06A-05)*. | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2016-008  Rev. 0 | ***Organizing/Monitoring Work in Progress***  Records relating to the assigning, prioritizing, tracking/monitoring and status of work/tasks/projects in progress, ***where not covered by a more specific records series***.  Includes, but is not limited to:   * Status logs; * To-do lists; * Tasks within Microsoft Outlook, etc.; * Routing slips; * Working/rough notes; * Workflow notifications/escalations. | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2016-009  Rev. 0 | ***Records Documented as Part of More Formalized Records***  Records where the evidence of the business transaction has been documented as part of another more formalized record of the agency which is retained in accordance with the current approved minimum retention period.  Includes, but is not limited to:   * Data entry input records (such as paper forms, handwritten notes, etc.) that have been documented as records within agency information systems (such as databases) **provided the original record/form (including any signatures) is not required as evidence or authorization of the transaction;** * Working/rough notes, voicemail messages, text messages, social media posts, etc., that have been memorialized/captured in another format such as a note-to-file, email confirming the conversation, speech-to-text translations, etc.; * Automatically-generated email notifications sent out by agency information systems, provided the transaction is captured as part of an audit trail; * Raw data/statistics/survey responses that have been consolidated/aggregated into another record.   Excludes:   * Audio/visual recordings of meetings covered by *Meetings – Advisory (DAN GS2012-027),* *Meetings – Governing/Executive (DAN GS50-05A-13)*, *Meetings – Inter-Agency (DAN GS2011-175)* or *Meetings – Staff (DAN GS50-01-43)*; * Electronic records (such as emails) that have been printed to paper.   Note: Electronic records need to be retained in electronic format in accordance with WAC 434-662-040. | **Retain** until verification of successful conversion/keying/ transcription  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2016-010  Rev. 0 | ***Reference Materials***  Materials gathered from outside sources for reference/reading use which are not evidence of the agency’s business transactions.  Includes, but is not limited to:   * Individual participants’ copies of internal and external training materials (such as proceedings, handouts, notes taken, etc.) from conferences/seminars/trainings; * Copies of published articles, reports, etc.; * Internet browser favorites/bookmarks; * Listserv/RSS feeds.   Excludes records covered by *Secondary (Duplicate) Copies (DAN GS50-02-04)*. | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-02-01  Rev. 1 | ***Requests for Basic/Routine Agency Information***  Internal and external requests for, and provision of, routine information about the operations of the agency, such as:   * Business hours, locations/directions, web/email addresses; * Meeting dates/times.   Excludes records covered by *Public Disclosure/Records Requests (DAN GS2010-014)*. | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2016-011  Rev. 0 | ***Scheduling – Appointments/Meetings***  Records relating to the scheduling of appointments/meetings (such as checking participant and room availability, rescheduling, accepting/declining meeting invitations, etc.), provided the calendar record of the appointment/meeting is retained in accordance with *Appointment Calendars (DAN GS50-01-36)*.  Includes, but is not limited to:   * Meeting invitations and accepted/declined notifications in Microsoft Outlook and other calendaring/scheduling software/apps; * Related correspondence/communications. | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS50-02-04  Rev. 2 | ***Secondary (Duplicate) Copies***  Copies of records (created or received), provided the agency retains its primary copy of the record in accordance with the current approved minimum retention period.  Includes, but is not limited to:   * Data extracts and printouts from agency information systems; * Cc’s of emails, provided the agency is retaining its primary copy of the email; * Convenience/reference copies of records; * Duplicate and near-duplicate images/photographs, provided the selected “best” image(s) documenting the occasion/object is retained.   Excludes records which are the agency’s only copy of the record, even if it is held by another agency. | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| GS2016-012  Rev. 0 | ***Unsolicited Additional Materials***  Additional materials received by the agency that are:   * Not requested; and * Not used by the agency in the course of government business.   Includes, but is not limited to:   * Superfluous extra materials provided with applications (including health/medical records); * Information entered through online applications, e-forms, etc., but not completed and not submitted to the agency. | *Upon receipt,*  **Return** to sender  *or*  **Destroy**. | 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.** |
|  |
| ***Employee*** |
| **Any individual who performs tasks or assumes responsibilities for or on behalf of the agency regardless of pay status.**  *Includes the agency’s paid staff (permanent full- or part-time, short-term/term-limited, contract, temporary, hourly, etc.), volunteers, interns, work-study students, etc. This definition applies* ***only*** *in relation to legal disposition authority and does* ***not*** *refer to legal employment status.* |
| ***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*](http://apps.leg.wa.gov/rcw/default.aspx?cite=40.10)*. 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**](http://apps.leg.wa.gov/rcw/default.aspx?cite=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**](http://apps.leg.wa.gov/rcw/default.aspx?cite=40.10)**.** |
| ***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**](http://apps.leg.wa.gov/rcw/default.aspx?cite=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**](http://apps.leg.wa.gov/rcw/default.aspx?cite=40.14.010)**.**  [*RCW 40.14.010*](http://apps.leg.wa.gov/rcw/default.aspx?cite=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](http://apps.leg.wa.gov/rcw/default.aspx?cite=40.14.010)** **[40.14.010](http://apps.leg.wa.gov/rcw/default.aspx?cite=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**](http://apps.leg.wa.gov/rcw/default.aspx?cite=40.10)**.**  *Washington State Archives provides security microfilm storage and inspection services to local government agencies.* |

INDEXES

ARCHIVAL and PERMANENT RECORDS INDEX

AGENCY MANAGEMENT

Administration (General)

Administrative Working Files 6

Communications – Governing/Executive/Advisory 7

Informational Reports Compiled for Agency Use 9

Project Files (Miscellaneous) 9

Research/Program Reports, Studies, Surveys, Models, and Analyses 9

Charter, Jurisdiction and Mission

Agency Identity/Brand 11

Census Records from the State Office of Financial Management 11

Charter and Bylaws – Adopted 11

Charter and Bylaws – Development 12

Jurisdictional Boundary – Development 13

Jurisdictional Boundary – Official 12

Jurisdictional Reference – Maps, Drawings, Photographs 13

Community and External Relations

Advertising and Promotion 14

Awards and Recognition 14

Media Releases and Coverage 15

Proclamations 16

Public Opinion Polls 16

Contracts/Agreements

Franchise Requests – Granted by Agency 20

Elections (Elected Officials, Initiatives and Referenda)

Elections – Held and Certified by Local Government Agency (Official Results) 22

Initiative, Referenda and Recall Measures 23

Oaths of Office – Not Filed or Recorded with County Auditor 24

Emergency Planning, Response, Recovery

Emergency/Disaster Response/Recovery – Uncommon or Major 26

Legal Affairs

Civil Rights – Violation Complaints (1985 and earlier) 29

Legal Advice, Analysis, and Opinions - Official 34

Litigation Case Files 35

Local Government Agency Legislation

Ordinances and Resolutions – Approved 36

Ordinances and Resolutions – Development 36

Meetings and Hearings

Appeals Hearings – Local Decision-Making Bodies (General) 37

Appeals Hearings – Local Decision-Making Bodies (Land Use) 38

Meetings – Advisory 39

Meetings – Governing/Executive 40

Meetings – Inter-Agency 41

Planning

Establishment/Development History of Agency/Programs 44

Strategic Plans – Final Version 44

Policies and Procedures

Official Agency Policy and Procedure Directives, Regulations, and Rules 46

Reporting

Annual Reports – Adopted 47

Reporting/Filing (Mandatory) – Agency Management 47

Risk Management/Insurance

Insurance Policy Certificates 50

ASSET MANAGEMENT

Acquisition/Ownership

Capital Assets (Real Property) 57

County Engineer Records 58

Environmental Site Assessments – Asset Not Acquired 58

Naming (Assets) 59

Authorization/Certification

Designations (Assets) 62

Construction

As-Built Drawings – Appraised and Selected for Archival Preservation 63

Construction Project Files 64

Standards and Specifications Manuals 68

Hazardous Materials Management

Hazardous Materials/Dangerous Waste – Abatement and Remediation 71

Hazardous Materials/Dangerous Waste – Plans 73

Inspection/Monitoring

Inspections/Monitoring – Regulated (Environmental) 75

Monitoring (Traffic) – Analysis 77

Inventory

Inventory – Trees 79

Planning

Capital Construction Projects – Preliminary Plans (Project Not Completed) 82

Long-Range Asset Plans (Final Version) 84

Reporting

Reporting/Filing (Mandatory) – Assets 85

FINANCIAL MANAGEMENT

Auditing

Fiscal and Performance Audit Reports 102

Budget

Final Budget 104

Planning

Levy and Bond Planning – Successful 109

Reporting

Annual Financial Report of Chief Fiscal Officer to Commissioners/Council 113

Bond, Grant and Levy Project Reports 113

Reporting/Filing (Mandatory) – Financial Management 114

INFORMATION MANAGEMENT

Forms and Publications

Publications – Master Set 146

Library Services

Collection Control – Special Collections 148

Special Collections 148

Records Conversion

Conversion Process – Archival Records 151

Source Records – Imaged (Archival) 152

Records Management

Conservation (Archival) 154

Destruction of Public Records 154

Transfer of Legal Custody 156

|  |  |
| --- | --- |
| **INDEX:** | ESSENTIAL RECORDS |

AGENCY MANAGEMENT

Authorization/Certification

Authorizations/Certifications – Agency Management 10

Charter, Jurisdiction and Mission

Agency Identity/Brand 11

Charter and Bylaws – Adopted 11

Jurisdictional Boundary – Development 13

Jurisdictional Boundary – Official 12

Jurisdictional Reference – Maps, Drawings, Photographs 13

Contracts/Agreements

Contracts and Agreements – Capital Assets (Non-Real Property) 17

Contracts and Agreements – General 19

Franchise Requests – Granted by Agency 20

Elections (Elected Officials, Initiatives and Referenda)

Elections – Held and Certified by Local Government Agency (Official Results) 22

Oaths of Office – Not Filed or Recorded with County Auditor 24

Emergency Planning, Response, Recovery

Backups for Disaster Preparedness/Recovery 25

Emergency/Disaster Preparedness and Recovery Plans 25

Legal Affairs

Litigation Case Files 35

Local Government Legislation

Ordinances and Resolutions – Approved 36

Meetings and Hearings

Appeals Hearings – Local Decision-Making Bodies (General) 37

Appeals Hearings – Local Decision-Making Bodies (Land Use) 38

Meetings – Governing/Executive 40

Policies and Procedures

Official Agency Policy and Procedure Directives, Regulations, and Rules 46

Risk Management/Insurance

Accidents/Incidents (Hazardous Materials) – Human Exposure 48

Accidents/Incidents (Hazardous Materials) – No Human Exposure 49

Insurance Policies Purchased 50

Insurance Policy Certificates 50

Training

Agency-Provided Training – Hazardous Materials Handling 54

ASSET MANAGEMENT

Acquisition/Ownership

Capital Assets (Other) and Non-Capital Tracked Assets 56

Capital Assets (Real Property) 57

County Engineer Records 58

Construction

As-Built Drawings – Appraised and Not Selected for Archival Preservation 63

As-Built Drawings – Appraised and Selected for Archival Preservation 63

IT Applications – Technical Design and Implementation 67

IT Network – Design and Build 67

Standards and Specifications Manuals 68

Hazardous Materials Management

Hazardous Matls/Dangerous Waste – Abatement and Remediation 71

Hazardous Matls/Dangerous Waste – Control/Inventory/Tracking/Disposal 72

Hazardous Matls/Dangerous Waste – Plans 73

Inspection/Monitoring

Inspections – Bridges 74

Inventory

Inventory – Keys/Key Cards/Badges 79

Maintenance

Maintenance – Major and/or Regulated 80

Security

Authorization – Employee Access 86

Usage and Operations

Operating Manuals 90

FINANCIAL MANAGEMENT

Accounting

General and Subsidiary Ledgers 99

Payroll

Employee Pay - History 106

Payroll Register 107

HUMAN RESOURCE MANAGEMENT

Authorization/Certification

Authorizations/Certifications – Employees (Hazardous Materials Handling) 117

Employee Benefits

Employee Benefits – Enrollment and Participation 119

Employee Retirement/Pension Verification 120

Employee Development, Performance, and Work History

Employee Work History 129

INFORMATION MANAGEMENT

Library Services

Catalog 146

Collection Control *–* General 147

Collection Control – Special Collections 147

Records Management

Destruction of Public Records 153

Transfer of Legal Custody 155

|  |  |
| --- | --- |
| **INDEX:** | DISPOSITION AUTHORITY NUMBERS (DANs) |

GS2010-001 8

GS2010-002 86

GS2010-003 67

GS2010-004 90

GS2010-005 90

GS2010-006 67

GS2010-007 155

GS2010-008 87

GS2010-009 89

GS2010-011 145

GS2010-012 145

GS2010-013 145

GS2010-014 150

GS2010-015 151

GS2010-016 151

GS2010-017 152

GS2010-018 153

GS2010-019 154

GS2010-020 154

GS2010-021 156

GS2010-023 148

GS2010-024 148

GS2010-079 44

GS2010-080 44

GS2010-081 50

GS2010-082 123

GS2010-083 124

GS2010-084 124

GS2011-165 14

GS2011-166 14

GS2011-167 14

GS2011-168 16

GS2011-169 17

GS2011-171 27

GS2011-172 32

GS2011-173 37

GS2011-174 38

GS2011-175 41

GS2011-176 43

GS2011-177 48

GS2011-178 52

GS2011-179 52

GS2011-180 53

GS2011-181 55

GS2011-182 94

GS2011-183 96

GS2011-184 97

GS2011-185 103

GS2011-186 103

GS2011-187 108

GS2011-188 109

GS2011-189 114

GS2011-190 116

GS2011-191 117

GS2011-192 138

GS2012-015 11

GS2012-016 16

GS2012-017 19

GS2012-018 21

GS2012-019 22

GS2012-020 22

GS2012-021 23

GS2012-023 24

GS2012-024 25

GS2012-025 26

GS2012-026 31

GS2012-027 39

GS2012-028 47

GS2012-029 54

GS2012-030 56

GS2012-031 58

GS2012-032 59

GS2012-033 61

GS2012-034 62

GS2012-035 63

GS2012-037 74

GS2012-038 76

GS2012-039 80

GS2012-040 81

GS2012-041 82

GS2012-042 83

GS2012-043 84

GS2012-044 85

GS2012-045 92

GS2012-046 93

GS2012-047 94

GS2012-048 108

GS2014-029 91

GS2014-030 98

GS2014-031 127

GS2014-032 144

GS2016-002 157

GS2016-003 158

GS2016-004 158

GS2016-005 159

GS2016-006 160

GS2016-007 39

GS2016-008 161

GS2016-009 162

GS2016-010 163

GS2016-011 163

GS2016-012 164

GS2017-002 30

GS2017-003 32

GS2017-004 35

GS2017-005 59

GS2017-006 106

GS2017-007 118

GS2017-008 119

GS2017-009 120

GS2017-010 122

GS2017-011 130

GS2017-012 130

GS2017-013 134

GS2017-014 134

GS2017-015 136

GS2017-016 139

GS2017-017 140

GS2020-009 88

GS2021-010 135

GS50-01-01 46

GS50-01-02 6

GS50-01-09 15

GS50-01-10 31

GS50-01-11 18

GS50-01-12 7

GS50-01-24 46

GS50-01-25 36

GS50-01-30 16

GS50-01-32 9

GS50-01-36 6

GS50-01-37 11

GS50-01-38 45

GS50-01-39 9

GS50-01-42 10

GS50-01-43 42

GS50-02-01 163

GS50-02-02 157

GS50-02-03 159

GS50-02-04 164

GS50-02-05 160

GS50-03A-10 94

GS50-03A-15 99

GS50-03A-17 114

GS50-03A-18 78

GS50-03A-26 102

GS50-03A-28 100

GS50-03A-33 100

GS50-03B-06 94

GS50-03B-09 100

GS50-03B-10 93

GS50-03B-14 95

GS50-03C-01 113

GS50-03C-02 113

GS50-03C-07 99

GS50-03D-01 104

GS50-03D-02 113

GS50-03D-03 104

GS50-03D-04 104

GS50-03D-05 104

GS50-03D-06 104

GS50-03D-07 104

GS50-03D-08 104

GS50-03D-10 104

GS50-03E-01 105

GS50-03E-02 107

GS50-03E-15 106

GS50-03E-22 107

GS50-03F-01 102

GS50-03F-02 102

GS50-03F-03 102

GS50-04A-05 141

GS50-04A-08 132

GS50-04B-05 144

GS50-04B-06 129

GS50-04B-09 123

GS50-04B-17 144

GS50-04B-22 142

GS50-04B-30 137

GS50-04B-31 133

GS50-04B-33 134

GS50-04B-34 126

GS50-04B-35 141

GS50-04B-44 126

GS50-04B-46 131

GS50-04B-47 132

GS50-04C-01 28

GS50-04C-04 29

GS50-04C-05 143

GS50-04D-03 119

GS50-04E-03 128

GS50-05A-01 11

GS50-05A-04 47

GS50-05A-07 12

GS50-05A-10 20

GS50-05A-13 40

GS50-05A-15 23

GS50-05A-16 36

GS50-05A-26 131

GS50-06A-01 82

GS50-06A-02 25

GS50-06A-03 67

GS50-06A-05 90

GS50-06B-05 79

GS50-06B-09 90

GS50-06B-18 89

GS50-06B-20 88

GS50-06B-22 66

GS50-06B-23 69

GS50-06B-24 58

GS50-06B-25 79

GS50-06C-02 124

GS50-06C-03 49

GS50-06C-04 50

GS50-06C-15 50

GS50-06C-16 50

GS50-06C-21 138

GS50-06C-25 51

GS50-06C-27 125

GS50-06C-31 125

GS50-06C-33 140

GS50-06C-35 51

GS50-06D-02 149

GS50-06E-08 69

GS50-06E-21 111

GS50-06F-02 44

GS50-06F-03 9

GS50-06F-04 146

GS50-06F-07 15

GS50-08A-01 110

GS50-08A-02 110

GS50-08A-05 111

GS50-08A-06 112

GS50-08A-07 112

GS50-08A-09 112

GS50-08A-10 112

GS50-08A-11 110

GS50-08A-12 112

GS50-08A-13 112

GS50-08A-14 111

GS50-08B-05 111

GS50-08B-06 111

GS50-08B-07 111

GS50-08B-08 111

GS50-08C-06 79

GS50-09-01 156

GS50-09-02 155

GS50-09-06 154

GS50-09-14 153

GS50-12A-01 147

GS50-12A-02 147

GS50-12A-03 147

GS50-12A-08 148

GS50-12D-01 115

GS50-12D-02 115

GS50-12D-03 115

GS50-12D-04 115

GS50-12D-05 115

GS50-12D-07 115

GS50-12D-08 115

GS50-14-03 25

GS50-16-09 12

GS50-18-06 63

GS50-18-08 74

GS50-18-10 64

GS50-18-29 26

GS50-18-34 77

GS50-18-38 13

GS50-18-43 73

GS50-19-02 72

GS50-19-03 49

GS50-19-08 73

GS50-19-09 117

GS50-19-15 71

GS51-02-01 93

GS51-05D-07 140

GS51-07-10 75

GS51-07-15 84

GS51-07-21 60

GS52-03A-05 13

GS52-07-03 34

GS53-02-01 27

GS53-02-03 34

GS53-02-04 35

GS53-02-05 34

GS53-02-06 109

GS55-01M-04 70

GS55-05A-06 57

GS55-05A-09 33

GS55-05B-31 101

GS55-05B-32 101

GS55-05G-04 68

|  |  |
| --- | --- |
| **INDEX:** | SUBJECTS |

5

504 accommodations 28, 29, 30

A

acceptance testing (computer applications) 67

access

badges/keys (inventory) 79

employee (authorization) 86

facility 88

accession/discard (libraries) 148

accident prevention/total safety plan 139

accidents/incidents *see also* workers’ compensation

claims for damages 31

hazardous materials 48, 49

no claim filed 49, 50

traffic collisions 49, 50

traffic monitoring/analysis 77

accommodations (section 504)

compliance program 28

employee 28

violation complaints (1985 & earlier) 29

violation complaints (1986 & later) 30

accountable forms 145

accreditation *see* authorizations/certifications

acquisitions

bond/levy/grants 96

capital asset record 94

land/property 58

ADA (*Americans with Disabilities Act*) 30

addresses/passwords (URL) 67

adjudicative proceedings 37, 38

adjustments

inventory (assets) 78

to banking accounts 103

to customer accounts 97

administrative

appeals

general 37

land use 38

forum (litigation) 35

procedures 46, 135

working files 6

administrator (retirement/pension plan) 120

advertising/promotion 14

advice

basic/routine (information) 163

governing/executive 7

IT helpdesk 90

legal *see* legal affairs

non-executive 8

advices (remittance) 96, 97

advisory bodies

communications (internal/external) 7

meetings

agenda/packet/minutes/recordings 39

members’ copies/notes 39

aerial photos

jurisdictional boundary 12, 13

real property assets 57

agency

charter/bylaws 11

goals/objectives 44, 45

historical files 44

identity/brand 11

informational reports 9

liability (risk data) 51

photographs 15, 44

policies/procedures 46

press releases 15, 44

public opinion polls 16

publications/forms 157

scrapbooks 44

speeches 15

agency attorney *see* legal affairs

advice/analysis/opinion 34

litigation 35

agency rule/ordinance review (legal affairs) 35

agendas/packets

adjudicative proceedings 37, 38

advisory meetings 39

agenda requests 43

governing/executive meetings 40

individual members’ copies/notes 39

inter-agency meetings 41

safety committee 139

staff meetings 42

agreements *see* contracts and agreements

air quality monitoring 75

airborne pathogen (training) 54

airport

certification 10

self-inspections 76

albums/scrapbooks (agency history) 44

alcohol/drug program

administration 134

collection process 134

test results (not positive) 134

test results (positive & refusals) and actions 136

analyses (research) 9

analysis (legal) 34

animal control

Board of Pharmacy registration 10

code violations 31

animal exhibitor registrations 10

annexation 12, 13

announcements/postings *see* notices

Annual Construction Program (ACP) 83, 84

annual reports 47

chief fiscal officer 113

prosecuting attorney 47, 114

special purpose districts 47, 114

trustees (libraries) 147

appeals *see also* claims and appeals

hearings (adjudicative proceedings) 37, 38

litigation 35

applications

accommodations (Section 504) 28

authorizations (credentials) 116

bids/proposals 110

employee access 86

fire alarms 61

information technology (IT) 67, 90

records within *search by function/content of record*

library patron 147

planning/review 82

rental/lease 110

appointed officials

bonds 129

oaths of office 24

filed/recorded 24

filed/recorded with Co Auditor 23

not filed/recorded with Co Auditor 24

reference copies (HR) 129

appointee *see* employee

appointment

calendars 6

letters 120, 129

appraisal/appraisal required *see* Glossary

appraisals (assets) 56, 57

apprentice certification 126

appropriate use 90

arbitration

contract 18

employee complaints/grievances 128

architectural drawings 63, 64

project not completed 82

secondary/reference copies 164

archival *see* Glossary

as-builts/designed drawings 63

collections (libraries) 148

records (transfer) 156

arrangements

charity fundraising events 14

field trips/transportation (minors) 51

meetings/hearings 43

art

installation/construction 64

inventories 78

owned by agency 56

as-built/designed construction drawings/plans 63, 64

assessments

asset plans 83

environmental site 57, 58

hazardous materials incidents 71

Local Improvement District (LIDs) 115

occupational health & safety programs 139

workforce planning 144

asset management 56

assigned counsel certification 116

Associated Student Body (ASB) *see* Governing Bodies

bylaws 11, 12

certification of election 22

minutes/meetings 40

atmospheric monitoring 75

attachments (payroll) 105

attorney (outside) *see* legal affairs

Attorney General opinions 27

auctions (authorizations/notifications) 69

audio/visual recordings

agency general (photos, etc.) 15, 44

meetings/hearings 37, 38

source records 153

surveillance 89

systems (installed) 66

audiometric evaluations 137

audits 102

fiscal and performance 102

fuel/pump tank 92

insurance 50

internal 102

State Auditor examination reports 102

trails (IT infrastructure) 67

authorizations/certifications

agency assets (general) 61

agency management (general) 10

employee

general (CDL, notary, etc.) 116

hazardous materials handling 117

health care/service providers 117

payroll deductions 105

hazardous materials/dangerous waste 70

automated clearing house (ACH) 103

automated tasks (electronic info systems) 90

automatic deposit (employee pay) 105

AVL tracking data (security monitoring) 89

awards/recognition/commendations

agency 14

employee 126, 129

B

B&O (business and occupation) tax 115

background checks

employee (final results) 129

investigative records *see Law Enforcement Records Retention Schedule*

recruitment (unsuccessful candidates) 142

tenant 91

backups (public records) 25

badges (employee access)

authorization for 86

inventory 79

ballots (elections) 22

banking

activities/transactions 103

contracts and agreements 18

benchmarks (IT system health) 74

benefits (employee)

claims and appeals 119

LEOFF 1 123

volunteer firefighters/reserve officers 124

enrollment agreements 119

program administration (general) 118

retirement

claims/verification 120

general administration 118

bids/proposals 110

billing 97

disputes 95

appeals hearings 37

equipment/vehicle use 97

statements (disputes/collections) 33

stubs 93

utilities 97

bills of sale 96, 97

blog posts *search by function/content of record*

bloodborne pathogen (training) 54

Board of

Equalization/Adjustment (appeals) 38

Pharmacy (registration/animal control) 10

boards/councils/committees

certification of election 21, 22

communications (internal/external) 7

meetings

agenda/packet/minutes/recordings 39, 40

members’ copies/notes 39

oaths of office 23, 24

boilers/hot water tanks (permits/inspections) 61

bond agreements 18

bonds

projects

financial documentation 96

planning 109

reports 113

statement (depository) 100

bonds (revenue) 96

brainstorming (notes/flipcharts/etc.) 157

brand (agency) 11

bridges/roads *see also* County Engineer records

awards/recognition 14

construction/design/planning 64

inspections 74

maintenance 80, 81

traffic monitoring 77

brochures (agency publications) 157

broker agreements (pension investments) 18

browsing history 160

budget

agency 104

levies/bonds 109

build guides (network) 67

building

access 86

code violations 31

construction 64

contracts 17

inventory 78

maintenance 80, 81

permits 61

security 89

business

cards 158

hours/addresses 163

license 10

inspections/code violations 31

taxes (B&O) 115

bylaws (agency & decision-making bodies) 11

C

cache/temporary files 160

calendars

agency publications 157

appointment 6

work schedules (retirement verification) 120

camera-ready artwork 145, 146

campaigns (charity fundraising) 14

cancelled (and voided) checks

for capital assets constructed by the agency 96

for general expenditures 97, 103

NSF (non-sufficient funds) 95

capital assets/projects

contracts/agreements 17

financial documentation (bond, grant, levy projects) 96

improvements 64

inventories 78

plans (not completed) 82

tracking record (for State Auditor) 94

car parts disposal 72

card keys

authorization for 86

inventory 79

cardholder data (sensitive) 98

case files

appeals hearings 37, 38

financial disputes/collections 33, 95

litigation

materials development 35

cash (receipts/reports/summaries/petty) 96, 97

catalogs

agency publications 157

extra copies 157

informational (external) 159

library collections 147

catering arrangements 43, 52

CDL (commercial driver’s license) 116

CDs *search by function/content of record*

cell phone (employee-owned) 18

census records (Office of Financial Management) 11

central stores

rate setting 108

supplies drawn 92

certificates

bond issuance 109

bulk mailing 149

destruction

hazardous materials 72

public records 154

insurance 50

title (vehicle) 56

certification of election 21, 22

certifications *see* authorizations/certifications

certified mail (logs/return receipts) 149

charity fundraising 14

charter

agency/council/committee 11

computer applications 82

checks/warrants

blank/unused 145

numerical listing 96

original paper/imaged 103

registers 96, 97

returned by bank (issued by agency) 103

returned by bank (NSF) 33, 95

stubs 94

chemical hazard communication plan 139

chemicals (inventory sheet) 72

chief fiscal officer (annual report) 113

child support report (DSHS) 143

chronological reference files 164

circulation (libraries) 147

citizen complaints/requests 15

civil asset forfeiture hearings 37, 38

civil rights

compliance 27, 28

violations/complaints

1985 and earlier 29

1986 and later 30

claims and appeals

costs (benefit program administration) 118

damage and loss (purchasing) 95

employee benefits 119, 124

LEOFF 123

FEMA (disaster/emergency) 26

for damages 31

retirement/pension 120

volunteer fire fighter/reserve officers 124

workers’ compensation 124, 125

classifications (employee positions) 144

client service agreements 17, 18

code

access (security) 86

enforcement/violation 31

official/municipal 146

source (applications) 67

collaborating (notes/flipcharts/etc.) 157

collateral security (bonds) 100

collection agency reports 94

collections

libraries 147, 148

non-real property 95

real property-related 33

combined excise tax 115

commendations (employee) 129

comments (preliminary drafts)

legal advice/analysis/opinions 34

litigation materials 35

communicable infectious disease (training) 54

communications (internal/external)

governing/executive/advisory 7

non-executive 8

commute trip reduction program 118

complaints

citizen 15

civil rights violation 29, 30

code violation 31

employee 128

medical and exposure 137

medical/exposure (employee) 137

misconduct 131, 132

tenant 91

union

not related to individual employee 18

related to individual employee(s) 128

compliance (civil rights) 27

compulsory process (served on agency) 32

computer software

design/implementation 67

planning/review 82

computer-driven tasks 90

concession supplies (inventories) 78

condemnation/eminent domain 33

conference materials 163

confined space

atmospheric monitoring 75

program administration 139

conflict of interest (HR) 116

conservation

districts *see also* Governing Bodies

certification of election 21

public records 154

rebates 97

construction/modification

as-built/designed drawings/plans 63, 64

contracts 17

permits 61

projects 64

not completed 82

consultant/contractor rosters 110

consumable assets inventories 78

contact information 158

employee (emergency) 25

employee (personal) 129, 130

external clients/stakeholders 158

filed with Public Disclosure Commission 47

contact tracing logs (COVID-19) 88

contested-case proceeding 37, 38

contests/events (agency-sponsored) 14

continuing education

hours/credits/points 54, 116, 117

training provided by agency 53

contract counsel *see* legal affairs

contractor *see* employee

contracts/agreements

bond/grant/levy projects (non-capital) 96

capital assets

non-real property 17

real property 57

franchise 20

general 18

hazardous materials (abatement/remediation) 71

residential housing 91

retirement/pension plans 120

controlled substances program 134

test results (not positive) 134

test results (positive) 136

conversion (records) 151

cookies 160

copies

informational 159

secondary/duplicate 164

copyrights (owned by agency) 56

corrective action (employee) 131, 132

correspondence *search by function/content of record*

councils/committees/boards

communications (internal/external) 7

elections 21, 22

meetings

agenda/packet/minutes/recordings 40

members’ packet andcopies/notes 39

meetings/minutes 40

oaths of office 23, 24

ordinances/resolutions 36

counsel *see also* agency attorney

appointed/assigned (certification) 116

counsel (outside) *see* employee, *see* legal affairs

County Engineer records 58

court orders served on the agency 32

COVID-19 pandemic

agency response 26

vaccination status verification

compliance records 135

process (administrative procedure) 46

wellness checks/contact tracing logs 88

credit card holder (sensitive data) 98

criminal background checks

employee (final results) 129

investigative records *see Law Enforcement Records Retention Schedule*

recruitment (unsuccessful candidates) 142

tenant 91

critical (sensitive) area designation 62

critical materials list 72

cumulative leave (employee) 164

curriculum development (training) 52, 53, 54

custody (public records) 156

D

DAD (Early Destruction of Source Documents after Digitization) 156

daily cash report 96, 97

damages (claims for) 31

data entry (input records) 162

databases *search by function/content of data*

day files

reference materials 163

secondary/duplicate copies 164

debt forgiveness 33

decision-making bodies (meetings/hearings) 37, 38

deductions

capital asset record 94

employee (payroll) 106

payroll register 107

deeds/titles 57

delegation of authority 18

delivery (mail) 149

dental claims (LEOFF 1) 123

Department of (state agency) *see* Washington State (agency)

deposits/withdrawals (banking) 103

depreciation (capital asset record) 94

design (agency forms/publications) 145

designations (assets) 62

destruction

hazardous materials 72

public records 154, 156

development (computer applications) 67

diagrams (network) 67

digitization of records 151, 153

direct deposit (employee pay) 105

directory/list (employee)

annual/year-end 44

routine/interim 130

disability/injury claims *see* workers’ compensation

LEOFF 1 123

disaster preparedness/recovery 25

damage declaration statements 26

public records (backups) 25

response/recovery 26, 48, 71

disciplinary action (employee) 129, 131, 132

disclosure

employee information 129

public records 150

discovery materials *see* litigation case files

not submitted to court 32

disposal

auctions 69

capital asset record 94

hazardous waste/materials 72

permits (hazardous waste) 70

disposition *see* Glossary

Disposition Authority Number (DAN) *see* Glossary

dispute resolution *see* mediation/dispute resolution

disputes/collections 95

general financial 95

real property 58

real property-related 33

distribution of expenditures 94

ditches/surveys *see also* County Engineer records

maintenance 80, 81

diversity planning 144

domestic

equities monitoring 100

fixed income (pension investments) 18

donated leave 122

donation of public records 156

DOSH *see* occupational health and safety

drafts

legal advice/analysis/opinions 34

litigation materials 35

preliminary 158

drawings

agency jurisdiction 12, 13

as-builts/designed 63

secondary/reference copies 164

drinking water monitoring 75

Drug Enforcement Agency (DEA) license 10

drug/alcohol program

administration 134

collection process 134

not positive 134

test results (positive/refusals) 136

drug-free workplace 139

duplicate (secondary) copies 164

duplicate affifavit/bond 93

duplicating/printing services rate setting 108

DVDs *search by function/content of record*

E

Early Destruction of Source Documents after Digitization (DAD) 152, 153, 156

earthquake drills 139

easements

granted by agency 57

inventory 78

received by agency 17, 56

elected officials

bonds 129

certification of election 21, 22

communications (internal/external) 7

oaths of office

filed/recorded with County Auditor 23

not filed/recorded with County Auditor 24

reference copies (HR) 129

personal financial affairs (PDC reporting) 47

election recall litigation 35

elections

certified by a regulatory agency 21

held and certified by the agency 22

held by the agency 22

initiatives/referenda/recalls 23

electronic funds transfers (EFT) 103

Electronic Imaging System (EIS) 152, 153, 156

electronic information systems

applications

design/implementation 67

planning/review 82

automated/scheduled tasks 90

backups (disaster preparedness/recovery) 25

employee access/authorization 86

helpdesk requests 90

infrastructure (audit trail) 67

IT hardware maintenance *see* Work Orders

network design/build 67

online content 155

real time performance 74

records within *search by function/content of record*

security monitoring 87, 89

electronic records *search by function/content of record*

control 155

conversion 151

destruction 154

disaster preparedness backups 25

forms/publications 157

from external sources 159

migration 153

online 163

online content 155

retention/dispostion 156

source records 152, 153

transfer of legal custody 156

elevator permits 61

eligibility list (employment) 142

emails *search by function/content of record*

addresses 163

unsolicited/spam 159

emblems (agency identity/brand) 11

emergency

contact information

employee 25

minor 51

medical technician (EMT) certification 117

training provided by agency 53

planning

contact information 25

preparedness/recovery plans 25

response plan 73

purchasing authorization 111

response/recovery 26, 48, 71

emergency drills (earthquake, fire, etc.) 139

Emergency Planning/*Community Right-to-Know Act* 71

eminent domain/debt forgiveness 33

employee *see* Glossary

access

facility 88

networks/systems/data 86

accommodations (section 504) 28

alcohol/drug testing

not positive 134

positive, refusals, and corrective actions 136

apprentice certification 126

assistance program (EAP)

general administration 118

health records 136

medical treatment 137

referral/completion documentation 129

authorizations/certifications

general 116

health care/service providers 117

awards/recognition/commendations 126, 129

benefits

claims/appeals 119

LEOFF 1 123

volunteer fire fighters/reserve officers 124

enrollment/participation 119

program administration 118

retirement

claims/verification 120

general administration 118

complaints/grievances

general 128

medical 137

contracts (employment) 18

cumulative leave 164

delegation of authority 18

directory/list 130

disciplinary action 129

disclosure of employee information 127, 129

emergency

contact information 25

drills (fire, earthquake, etc.) 139

plans 25

exposure

control program 139

monitoring 140

first aid records 136, 137

fitness for duty release 136, 137

FMLA

leave records 122

medical records 136, 137

health record (routine) 136

health/safety (industrial hygiene monitoring) 140

hearing tests 137

immigrant

labor condition application (LCA) 130

USCIS documentation 131

immunizations 136, 137

information disclosure 127, 129

injury

L&I claims 124

law enforcement/reserve officers (LEOFF) 123

self-insured claims 125

volunteer fire fighter/reserve officer 124

licenses/certifications 116, 117

medical and exposure records 137

complaints 137

employed less than 1 year 138

hazardous materials 48

misconduct 131, 132

monitoring (exposure) 140

pay

deductions (voluntary) 105

direct deposit agreements 105

history 106

performance evaluations 132, 133

personal contact information 129

change documentation 130

emergency 25

personal equipment (permission to use) 18

recommendations 129

recruitment 142

retirement/pension benefits 120

summons or notice of deposition 32

time cards/time sheets 106

training history 129

work history 129

work schedules/assignments 130

Employee Right to Know Implementation Plan 73

employment inquiries

official recruitment 142

unsolicited 141

encroachments (real property disputes) 58

energy

conservation discounts/grants 96

usage 92

enforcement (code) 31

engineering specifications 63, 64

environmental

chemicals list 72

monitoring 75

pesticide spray application documentation 73

site assessments 57, 58

equal employment opportunity

complaints 29, 30

reporting (EEO) 143

Equalization, Board of (appeals) 38

equipment

auctions (disposal) 69

billing 97

boilers (inspection reports) 61

checkout logs 92

disposal (auction/sale/salvage) 69

installed 66

maintenance (history/reports) 80, 81

safety analysis 74

sale/salvage (disposal) 69

statistical reports 92

surplus/used property 69

use 92

equities

investments (pension) 18

monitoring (mandatory) 100

ergonomic

employee-owned equipment (permission) 18

program administration 139

Section 504 accommodations 28

escrow agreement 17, 18

essential records *see* Glossary

lists 25

evaluations (employee) 132, 133

event logs (electronic info systems) 87, 89, 90

events/contests (agency-sponsored) 14

evictions 33

excise taxes 115

executive *see* *also* Governing/Executive Bodies

proclamations 16

speeches 15

executive management

communications (internal/external) 7

meetings

agenda/packet/minutes/recordings 40

members’ copies/notes 39

expendable assets inventories 78

expenditures

distribution 94

estimates 104

transactions/reports 96, 97

exposure control program (employee) 139

extended leave (LWOP, etc.) 122

external boards/committees (meeting materials) 39, 41

eye injuries (workers’ comp) 124

F

facilities

as-builts (architectural drawings) 63, 64

project not completed 82

boilers (inspection reports) 61

construction 64

engineering specifications 63, 64

fire alarms (applications) 61

installed systems/equipment 66

maintenance 80, 81

plans (long range) 83, 84

rental/use 92

safety inspections 61

*Family Medical Leave Act (FMLA)*

leave records 122

medical records 136

feasibility studies (computer applications) 82

federal contract compliance reporting 143

*Federal Fair Housing Act* 30

fees (impact) – rate setting 108

FEMA

claims 26

flood permits 61

ferry authorizations (USDOT) 10

field books (land survey) 12, 13

field orders 96, 97

files classification 155

final budget 104

finance officer/treasurer reports 96, 97

financial

disputes 33, 95

planning (levy and bonds) 109

reports 113

sensitive cardholder data 98

transactions/statements/reports 96, 97

financial background check (disclosure of employee information) 127, 129

finding aids (public records) 155

fire and life safety

alarms (applications) 61

code violations 31

emergency drills (earthquake, fire, etc.) 139

equipment (maintenance) 80, 81

hydrant 64

permits/extinguishers/inspections 61

prevention plans 25

fire fighters 124

LEOFF 1 123

first aid records (employee) 136, 137

fit tests (respirator) 140

fitness for duty release (employee) 136, 137

fixed asset inventories 78, 79

flagger certification 116

fleet (vehicles)

accidents/incidents 49, 50

billing 97

checkout logs 92

disposal (auction/sale/salvage) 69

maintenance (reports/history) 80, 81

safety analysis 74

statistical reports 92

use 92

floppy disks *search by function/content of record*

food/beverage permits 10

forecasting

assets 83, 84

budget 104

foreclosure

financial disputes 33

forest practices permits 61

forfeiture hearings (assets) 37, 38

formal opinions

agency attorney 34

Attorney General 27

former employee (information disclosure) 127

forms *search by function/content of record*

accountable 145

creation/master set (agency-created) 145

supplies/blank 157

franchises 20

granted by agency 20

proposal declined 19

received by agency 17

fuel/oil storage

inventory 78

maintenance 80, 81

regulatory authorizations 61

usage/dispersal 92

funds (investment) 100

G

garnishments (employee) 105

general information (external) 159

general ledgers 99

geological data/geotechnical reports 12, 13, 57

goals/objectives (working files) 44, 45

governing/executive/advisory bodies

communications (internal/external) 7

elections 22

meetings

agenda/packet/minutes/recordings 40

members’ copies/notes 39

GPS tracking data (security monitoring) 89

grants

applications (approved) 96

applications (not approved) 99

continuing 113

financial documentation 96

project reports 113

grave markers (inventories) 78

grievances (employee) 128

groundwater monitoring 75

H

hardware (information technology) 67

harmful physical agents *see* hazardous materials

hazard assessment (PPE) 139

hazardous materials/waste

accidents/incidents 48, 49

agency-provided training 54

authorizations/certifications

received by agency 70

chemical inventory 72

destruction/disposal 72

emergency response plan 73

human exposure 48

inspection/test reports 72

list 72

management plan 73

pesticide spray 73

right-to-know 73

safety data sheet (MSDS) 72

workplace monitoring 140

health and safety complaints (employee) 128

health care/service providers (employee) 117

health record (employee) 136

hearing

loss prevention program 139

tests (employee) 137

hearings (adjudicative proceedings) 37, 38

arrangements 43

heritage designations 62

HIPAA (*Health Insurance Portability and Accountability Act*) 30

hiring (employee) 142

historic property designations 62

historical files (agency) 44

historical treasures (inventories) 78

history

agency/programs 44

employee pay 106

employee training 129

employee work 129

equipment/maintenance 80

public roads (county engineer) 58

real property (agency) 57

hold harmless agreements 17, 18

housing (residential) 91

housing authority plans/reports (to HUD) 47

HVAC systems

installed 66

permits 61

hydrant (fire) 64

I

I-9 Form (USCIS) 131

IDEA (*Individuals w/ Disabilities Education Act*) 28, 30

imaged cash letter (ICL) 103

images *search by function/content of record*

immigrant (employment) 130, 131

immunizations (employee) 136, 137

impact fees (rate setting) 108

improvements

capital asset record 94

levy projects 64

incidents/accidents 49, 50

hazardous materials 48, 49

income tax withholding (W-4, etc.) 106

incorporation 12, 13

indigent defense certification 116

industrial insurance *see* workers’ compensation

informal opinions (agency attorney) 34

information disclosure

employee 129

former employee 127

information technology (IT)

backups (disaster preparedness/recovery) 25

infrastructure (audit trail) 67

network (design and build) 67

systems (installed) 66

informational

copies 159

reference materials 163

secondary/duplicate 164

reports (agency use) 9

initiatives/referenda/recalls 23

inquiries (employment)

official recruitment 142

unsolicited 141

inspections/monitoring *see also* authorizations

bridges/roads 58, 74

business licence 31

documentation 61

facility safety 61

fire extinguishers/systems 61

hazardous materials/waste 70, 72

HVAC 61

insurance/safety/fire 61

not required 74

required

environmental 75

non-environmental 76

WISHA (including citations) 139

workplace safety 140

insufficient funds collections 95

insurance

audits/surveys 50

employee benefits 118

policies 50

premium costs 50

safety/fire inspections 61

waivers 17, 18

workers’ comp (self-insured certification) 10

intellectual property (owned by agency) 56

inter-agency boards/committees

meeting materials

agenda packets (official) 41

participant copies/notes 39

meetings

members’ copies/notes 39

interlibrary loans 148

interlocal agreements 17, 18

emergency/disaster response/recovery 26

intern *see* employee

internal agency meetings 42

internal agency procedures 46, 135

Internal Revenue Service (IRS)

wage/tax reporting 114

withholding and ID# certificates 106

internal service fund rate setting 108

international

equities monitoring 100

money transfers (IMT) 103

internet/intranet

browsing 160

content management 155

Internet Protocol (IP) addresses 67

web addresses 163

web applications 67, 82

interpreter certification 116

interview questions/tests (recruitment) 142

intrusions (security) 87, 89

inventories

assets 78

capital asset record 94

keys/badges 79

materials/equipment 78

parts 78

public records 155

surplussed property 79

trees 79

year end report 78

investigations

accidents/incidents 49, 50

hazardous materials 48, 71

background checks

final results 129

investigative records *see Law Enforcement Records Retention Schedule*

civil rights violation 29, 30

civil service 141

code enforcement 31

employee misconduct 131, 132

equipment/vehicle safety 74

security incidents 87

investments

banking transactions 103

monitoring 100

retirement/pension portfolio contracts 19

statements 103

invoice totals/taxes 93

Irrigation Districts *see* *also* Governing Bodies

certification of election 22

IT rate setting 108

J

job

descriptions 144

journals

agency publications 146

financial 96, 97

junior taxing districts (annual statement) 47, 114

junk mail/spam 159

jurisdictional boundary 12, 13

reference maps/drawings/photos 13

K

keys/card keys

authorization for 86

inventory 79

L

Labor and Industries (L&I)

boiler vessel report 61

injury claims 124

injury/illness reporting 138

litigation 35

payroll taxes 107

Labor Condition Application (LCA) 130

land

disputes/condemnation 58

survey field books 12, 13

use

code violations 31

permits (from other agencies) 61

values 57

landmark designations 62

language interpreter 116

laptop (employee-owned) 18

law enforcement officers 124

LEOFF 1 123

layoffs (RIF) 144

leaking pipes 26

lease

agreements 17, 18

applications (not accepted) 110

leave

cumulative record 164

non-routine 122

routine 123

ledgers (general and subsidiary) 99

legal affairs (agency attorney/legal counsel)

advice/opinions

development 34

significant 34

Attorney General opinions 27

claims for damages 31

contracts/agreements 17, 18

employee complaints/grievancs 128

initiative, referenda, recall 23

levy/bond planning 109

litigation 35

materials development 35

legal counsel (outside) *see* legal affairs

legal custody (public records) 156

legal education training (CLE) 53

legend drugs (animal control registration) 10

LEOFF Plan 1 (medical/disability) 123

levy projects 64

financial documentation 96

planning 109

reports 113

liability waivers 17, 18, 51

libraries

annual report of trustees 147

catalog/circulation 147, 148

special collections 148

licenses *see also* authorizations/certifications

agency assets 61

agency general 10

agency-provided training 53, 54

code violations 31

employee

general (CDL, notary, etc.) 116

health care/service providers 117

hazardous materials/dangerous waste 70

pre-numbered (accountable) 145

liens/releases

employee pay (garnishments) 105

financial disputes/collections 95

personal property 95

real property-related 33

lights (street or traffic) 64

Liquor Control Board

temporary permit notification

no objection to issuance 159

objection to issuance 7

litigation case files *see* legal affairs, *see also Prosecuting Attorney Records Retention Schedule*

loans (interlibrary) 148

lobbyist reporting 47, 114

Local

Disability Board (LEOFF ) 123

Emergency Planning Committees (LEPC) 72

Improvement Districts (LIDs) 115

Records Committee (LRC) *see* Glossary

local tax returns 115

logos (agency identity/brand) 11

logs *search by function/content of record*

internet/telephone/fax 90

intrusion/event 87, 89

visitor/entry 88

weapons confiscation 87

long-range/term planning

assets 83, 84

strategic (agency-wide) 44

workforce 144

long-term care (LEOFF 1) 123

lost property 59

M

magnetic records (audio/video tapes) 151, 153

mail (delivery and receipt) 149

mailing lists 158

maintenance history/logs/reports 80, 81

mandatory reporting/filing 47, 85, 113, 114, 143

manuals

maintenance 80

operating 90

published by agency 146

standards/specifications 68

manuscript collections (libraries) 148

maps 12, 13

master indexes (public records) 155

master set

forms 145

publications 146

materials

audit (technical reference) 102

disbursement/usage 92

hazardous 70

accidents/incidents 48, 49

authorizations 70

environmental site assessments 58

orders/requisitions/receipts 111

public meeting 64, 82

reference (meetings/hearings) 37, 38

safety data sheet (MSDS) 72

source (forms & publications) 145, 146

training 52, 53, 54, 55

civil rights compliance 27, 28

waste analysis 69

media (press releases/newspaper clippings) 15, 44

mediation/dispute resolution

code-related 31

contracts 17, 18

employee complaints/grievances 128

general issues (not related to code) 15

medical claims (LEOFF 1) 123

medical records (employee) 137, 138

meetings

advisory 39

arrangements 43

dates/times/locations 163

governing/executive 40

inter-agency 41

members’ copies/notes 39

safety committee 139

staff (agency) 42

microfilm

conversion of source records 151, 152

records/standards 151, 153

security *see* Glossary

migration *see* Glossary

conversion process 151

source records 153

military leave 122

minimal retention value (public records) 157

mining 61

minors

accidents/incidents 49

emergency contact information 25

library permissions 147

travel permissions 51

minutes/recordings/transcripts

adjudicative proceedings 37, 38

advisory meetings 39

governing/executive meetings 40

inter-agency meetings 41

safety committee 139

staff meetings 42

misconduct (employee) 131, 132

models (research) 9

monitoring

appropriate use 90

environmental 75

information systems 74

investments 100

traffic 77

motor pool

accidents/incidents 49, 50

billing 97

checkout logs 92

disposal (auction/sale/salvage) 69

maintenance (reports/history) 80, 81

rate setting 108

registration/tabs 61

safety analysis 74

statistical reports 92

use 92

mottos/slogans (agency identity/brand) 11

multi-agency boards/committees

meetings

members’ copies/notes 39

member meeting materials (copies/notes) 41

official meeting records 41

multi-media presentations (videos/CDs/DVDs)

agency publications 157

from external sources 159

municipal code 146

mutual aid agreements (emergency/disaster) 26

N

naming

agency assets 59

programs/mascots/colors 11

national boards/committees (meeting materials/notes) 39

National Bridge Inspection Standards (NBIS) 74

National Historic Register 62

networks

access authorization 86

audit trail 67

design/build 67

new hire report (DSHS) 143

news clippings/releases

agency history 44

concerning agency 15

external reference material 163

newsletters

agency 146

from external sources 159

nine one one (911) tax 115

non-archival *see* Glossary

non-disclosure agreements 129

non-essential *see* Glossary

non-paper-based records 153

notary certification 116

notes (rough/working)

brainstorming/collaborating 157

drafting/editing 158

individual board/committee members 39

memorialized in another format 162

notices

B&O tax notices 115

destruction of public records 154

financial disputes/collections 33, 95

informational 159

minor participation 51

public (official) 16

published (requests for bids/proposals) 110

staff meetings 42

NPDES permits 61

nuisance code violations 31

numbered forms (accountable) 145

O

oaths of office

filed/recorded with Co Auditor 23

not filed/recorded with Co Auditor 24

reference copies (HR) 129

obsolete *see* Glossary

occupational health and safety

complaints 128

employee health records (routine) 136

employee medical & exposure records 137

injury/illness claims 124, 125

L&I reporting 138

program administration 139

workplace monitoring 140

Office of Financial Management census records 11

Office of Record *see* Glossary

Office of the State Auditor

capital asset record 94

examination report 102

official code 146

official public notices 16

OFM (Office Files and Memoranda) *see* Glossary

oil/fuel

inventory 78

storage 61, 80, 81

usage/dispersal 92

used (analysis) 69

online

communications/advice 7, 8

content management 155

routine agency information 163

open public meetings 39, 40

operating

manuals (facility equipment) 90

permits (boilers/elevators) 61

opinion polls 16

opinions (legal) *see* legal affairs

Attorney General 27

OPR (Official Public Record) *see* Glossary

orders

adjudicative proceedings 37, 38

court

agency not party (summons, etc.) 32

employee pay (garnishment, lien, etc.) 105

purchasing requisitions 111, 112

ordinances 36

organizational charts

annual/year-end 44

routine/interim 130

OSHA *see* occupational health and safety

out of office notices 160

outside counsel *see* legal affairs

overtime

non-routine 122

routine 123

P

packing slips 111

pandemic (COVID-19)

agency response 26

vaccination status verification

compliance records 135

process (administrative procedure) 46

wellness checks/contact tracing logs 88

paramedic certification 117

parent/legal guardian permission

library use 147

travel 51

park benches 64

parking

code violations/tickets 31

lots (construction) 64

meters (construction) 64

parts

inventories 78

orders 111

patent rights (owned by agency) 56

patron/users (libraries) 147

payment card/sensitive data 98

payment stubs (billing) 93

payroll

garnishments, liens, attachments 105

individual pay history 106

processing, distribution & reporting 107

register 107

retirement/pension verification 120

taxes

remitted to ESD, DRS, L&I 107

voluntary employee deductions 105

pension *see* retirement/pension

investment portfolio 18

performance

audit 102

evaluations 132, 133

monitoring/audits (IT)) 74

outstanding (employee) 126

permanent retention *see* Glossary

permission

agency

networks/systems/data 86

personal equipment (employee use) 18

parent/legal guardian

library use 147

travel 51

permits *see also* authorizations/certifications

construction/modification 61

hazardous materials/dangerous waste 70

operating (boilers/elevators) 61

surface mining 61

temporary 10

vehicles/vessels 61

water 61

personal contact information 129

change documentation 130

emergency 25

personal exposure *see also* employee

hazardous materials accidents/incidents 48

personal financial affairs (PDC reporting) 47

personal license

code violations 31

employees 116, 117

personal property (lost and found) 59

personal protective equipment (PPE) 137

employee-owned (permission) 18

hazard assessment 139

personal service contracts 17, 18

personnel action request/notice (PAR)

development 142

final 129

personnel file *search by function/content of record*

pesticide spray application 73

petitions signed by citizens 23

petty cash 96, 97

photo ID 86

photographs

agency forms/publications 145, 146

agency history 44

jurisdictional boundary 12, 13

media coverage 15

physical examination reports (employee) 48

pipes (leaking) 26

pit/quarry

material control 92

permits 61

planning

commission hearings 38

construction 64

project not completed 82

emergency/disaster 25, 26

events/contests 14

hazardous materials 72, 73

information systems 82

initiative/referenda/recall measures 23

levy/bond (financial) 109

long-range (assets) 83

rate setting 108

short-term (assets) 84

staff/staffing 144

strategic 44

workforce 144

plans

as-built/designed construction plans 63, 64

secondary/reference copies 164

assets 84

assets (long-range) 83, 84

emergency preparedness/recovery 25

hazardous materials 73

point-in-time (webpage/site) 155

policies

insurance 50

official agency 46

polls (public opinion) 16

polygraph (employee)

final results (pass/fail) 129

testing records *see Law Enforcement Records Retention Schedule*

portfolio

investment monitoring 100

pension investment 18

positions (classifications/development) 144

posters (agency publications) 157

posts (social networking) 7, 8

potentially archival *see* Glossary

preliminary drafts

legal advice/analysis/opinions 34

litigation materials 35

other 158

premium costs 50

presentations *search by function/content of record*

press releases/clippings 15, 44

price checks 112

primary record *see* Glossary

private vehicle (minor permission) 51

procedures (administrative/directives) 46, 135

proclamations 16

professional certifications (employee) 116, 117

project files

construction (facilities) 64

miscellaneous 9

organizing/monitoring work in progress 161

project reports (bond/grant/levy) 113

promotional events/campaigns 14

property

encroachments 58

history 58

lost and found 59

purchases (real property) 57, 60

surplus/used 69

tax exemption/valuation appeals 38

unclaimed 101

funds held by agency 101

funds remitted to Dept Revenue 101

proposals/bids (requests for) 110

prosecuting attorney reports 47, 114

prospective employer (disclosure of employee information) 127, 129

public

gatherings (permits) 10

hearings/meetings 37, 38

notices (official) 16

opinions

citizen complaints/requests 15

polls 16

public disclosure

commission 47

commission (reporting) 47

lobbyist reporting 47, 114

records requests 150

public records *see* Glossary

backups (disaster preparedness) 25

conservation 154

conversion/digitization/migration 151, 153

destruction 154

finding aids 155

legal custody 156

litigation 35

magnetic 153

minimal retention value 157

records center transmittals/receivals 155

requests (disclosure) 150

retention schedules/disposition authorization 156

transfer/donation 156

publications

agency supplies 157

creation/master set (agency-created) 145

from outside sources 159

master set (agency-created) 146

pumps/tanks (fuel/oil storage) 92

purchase offers

non-real property (declined by agency) 56

real property

accepted or declined by agency 57

made by agency 60

purchasing

agreements 17, 18

emergency exception 111

financial transactions 97

purchase orders/requisitions/bid logs 112

receiving 96, 97, 111, 112

Q

quarry

material control 92

permits 61

quasi-judicial actions (hearings) 37, 38

R

radiation

exposure 48

protection training *see the Utility Services Records Retention Schedule*

radioactive materials/facilities licensing 70

rare book collections (libraries) 148

rate setting

impact fees 108

internal service fund 108

raw data (after aggregation) 162

reading files

reference materials 163

secondary/duplicate copies 164

real estate (pension investments) 18

real property 57

disputes/collections 33

environmental site assessments 57, 58

relocation assistance 96

unsuccessful purchase proposals 60

rebates (customer) 97

recall

election litigation 35

measures 23

receipts 96, 97, 111

delivery (internal) 111

recognition/awards 14

recommendations (employee) 129

recordings

adjudicative proceedings 37, 38

advisory meetings 39

governing/executive meetings 40

inter-agency meetings 41

security/surveillance 89

staff meetings 42

records series *see* Glossary

recreational courses 53

recruitment

planning 144

successful candidates 129

unsuccessful candidates 142

reduction in force (RIF) 144

reference materials

outside sources 163

secondary/duplicate copies (internal records) 164

referenda/initiatives/recalls 23

registered mail (logs/return receipts) 149

registers *search by function/content of record*

financial 96, 97

payroll 107

regulations/rules 46

*Rehabilitation Act of 1973* 28, 29, 30

relocation assistance

real property acquisition/grants 96, 99

reporting 85

remittance advices 93, 96, 97

remote deposit capture (RDC) 103

rental

agreements

capital assets 17

general 18

applications

bids and proposals 110

residential housing 91

reporting

equal employment opportunity (EEO) 143

federal contract compliance 143

new hire report (DSHS) 143

reports

accidents/incidents *see also* workers’ compensation

claim filed 31

hazardous materials 48

no claim filed 49, 50

annual (chief fiscal officer) 113

boiler vessel 61

bond/grant/levy 96, 113

budget 104

collection agency 94

communte trip reduction (annual progress) 143

elementary/secondary staff info (EEO-5) 143

emergency response plan 73

employee exposure 48

energy usage 92

environmental monitoring 75

equal employment opportunity 143

equipment/vehicle 92

filed/submitted to outside agency 85

fiscal and performance audit 102

from external sources 159

fuel/oil/pump tank 92

grants/scholarships 96, 113

hazardous materials 72

hazardous materials (inspection and test) 72

insurance 50

internal informational use 9

library statistics 147

lobbyist (to PDC) 47, 114

maintenance 80, 81

maintenance (equipment/vehicles) 80, 81

new hire (DSHS) 143

parts (master listing) 78

physical examination 48

program 9

receiving 112

research 9

safety and fire inspection 61

state auditor’s examination 102

stop-payment 103

successful completion (elec info systems) 90

tire maintenance 81

treasurer/finance officer 96, 97

vandalism 87

waste materials analysis 69

request for proposal or bid (RFP)(RFQQ) 110

requisitions 112

resale items (inventories) 78

research/program reports 9

residential housing (tenant files) 91

resolutions 36

boards/councils/committees 36

development files 36

respiratory protection

program administration 139

respirator fit tests 140

respirator use evaluations 137

retaliation complaints (employee) 128

retention planning (workforce) 144

retirement/pension

investment portfolio 18

program administration (general) 118

verification documentation 120

employee pay history 106

payroll register 107

work history 129

retrievals (records centers) 155

revenue bonds/coupons 96

revenue estimates 104

rights-of-way

granted by agency 57

received by agency 17, 56

risk data 51

roads/bridges *see also* County Engineer records

awards/recognition 14

construction 64

inspection 74

maintenance 80, 81

reports/plans 85

traffic monitoring 77

rosters (consultants/contractors) 110

rough/working notes

brainstorming/collaborating 157

drafting/editing 158

individual board/committee members 39

memorialized in another format 162

routine information (agency operations) 163

routing slips 161

rules /regulations 46

run reports (electronic info systems) 90

running late messages 160

S

safety

analysis (equipment/vehicles) 74

committee (including minutes) 139

inspections (facilities) 61

workplace (complaints) 128

salary schedule (agency) 144

sale/salvage (equipment/vehicles) 69

scheduled tasks (electronic info systems) 90

schedules

facility rental/use 92

records retention 156

tasks (electronic info systems) 90

scholarships

applications (not approved) 99

awarded or received 96

school *see also School Districts and ESDs Records Retention Schedule*

bus authorizations (USDOT) 10

colors/mascots/program names 11

stores (inventories) 78

scrapbooks 44

screenshot/snapshot 155

secondary (duplicate) copies 164

secondary records *see* Glossary

Section 313 SARA Title III 71

Section 504 compliance 28

SECTOR citations *see also Law Enforcement Records Retention Schedule*

printouts for general info 159

security

badges/swipes/codes 86

incidents/investigations 87

logs (staff/visitor entry) 88

microfilm *see* Glossary

monitoring

oversight/surveillance recordings 89

routine 89

systems (installed) 66

selection process (recruitment) 142

self-insured

certification (workers’ compensation) 10

costs 50

portfolio monitoring 100

workers’ compensation 125

sensitive cardholder/authentication data 98

shared leave 122

sharepoint sites *search by function/content of record*

shelf list (libraries) 148

shipping (mail) 149

signatures (delegation of authority) 18

site assessments 58

slogans/mottos (agency identity/brand) 11

small and attractive assets 56

snow closure 26

social networking 7, 8

software (computer) 67, 82

soil monitoring 75

source records

converted 151, 152, 153

migrated 153

spam (unsolicited email) 159

special collections (libraries) 148

special purpose district (annual statement) 47, 114

specifications/standards manuals 68

speeches/writings (media coverage) 15

staff *see* employee

meetings 42

staffing 144

standards

microfilm 151, 152, 153

National Bridge Inspection (NBIS) 74

specifications manuals 68

state and local tax returns 115

State Emergency Response Commission (SERC) 72

State of Emergency declaration 26

statements

banking 103

bond 100

disaster damage declaration 26

financial 96, 97

investments 103

statistical reports

agency assets 92

agency informational 9

libraries 147

statistics

raw data (after consolidation) 162

status logs 161

stop-payment reports/requests 103

strategic plans 44

streets

lighting systems 64

naming of 59

planning 83

traffic monitoring 77

stubs (billing/payment) 93

student

emergency contact information 25

parent/legal guardian permission 51

work study *see* employee

studies (research) 9

subject files

administrative working 6

audit 102

reference materials 163

secondary/duplicate copies 164

subpoena/summons 32, *see also* litigation case files

subsidiary ledgers 99

succession planning 144

summons (served on agency) 32

superfund release files 71

supplies (inventories) 78

surface mining 61

surface water monitoring 75

surplussed property inventory 79

surveillance recordings 89

surveys *see also* County Engineer records

civil rights 27, 28

County Engineer 58

hazardous materials/waste 71

insurance 50

land/field books 12, 13

long-range asset planning 83

research 9

swipes (staff access) 79

systems

electronic information

design (computer applications) 67

records within applications *search by function/content of record*

installed in agency facilities 66

T

tally sheets (elections) 22

tanks/pumps (fuel/oil storage) 92

task forces (meetings) 41

tasks (Microsoft Outlook) 161

taxes

business/occupation 115

combined excise 115

local improvement districts 115

payroll 107

state/local returns 115

technical design (computer applications) 67

temperature checks (COVID-19) 88

temporary permits 10

tenant files (residential) 91

text messages *search by function/content of record*

timber/water rights (received by agency) 56

time cards/time sheets

employee pay 106

used for retirement/pension verification 120

tire maintenance 81

to do lists 161

tort actions (legal affairs) 35

toxic substances (workplace) 137

track changes (Microsoft Word) 158

tracked assets 56, 78, 79

tracking data (GPS, AVL) 89

trademarks (owned by agency) 56

traffic

accidents/incidents 49, 50

lights/signs/signals 64

monitoring 77

street planning 83

train/light rail authorizations (USDOT) 10

training *see also* Employee Work History

agency provided 52

certificated or hours/credits earned 53

general 55

hazardous materials handling 54

mandatory 53, 54

apprenticeship program 126

civil rights 27

civil rights (Section 504) 28

history (employee) 129

transcripts

adjudicative proceedings 37, 38

advisory meetings 39

governing/executive meetings 40

inter-agency meetings 41

staff meetings 42

transfers

funds (EFT, IMT, ACH) 103

magnetic records (conversion) 151

materials/equipment 78

public records (legal custody) 156

surplus property 69

transit stops/pads/shelters 64

transmittals

business taxes 115

cash receipts 96, 97

IRS 114

payroll taxes 107

records centers 155

unclaimed property 101

transportation

authorizations (USDOT) 10

impact fees 108

Transportation Improvement Program (TIP) 84

development 83

travel permission (minors) 51

treasurer/finance officer reports 96, 97

trees (inventory) 79

trial balances 100

trust indenture 96

trustees, annual report (libraries) 147

tuition reimbursement (employee) 118

tweets *search by function/content of record*

U

U.S. Citizenship and Immigration Services (USCIS) 131

unclaimed property

funds held by agency 101

funds remitted to Department of Revenue 101

underground storage tank (UST) inspections 76

unemployment insurance

employee claims 119

federal taxes 114

payroll taxes 107

program administration 118

union complaints

not related to individual employee(s) 18

related to individual employee(s) 128

United States (agency)

Bureau of Labor Statistics (BLS) 138

Citizenship & Immigration Svs (USCIS) 131

Department of Labor 130

Department of Transporation (USDOT) 10

Dept. of Fish and Wildlife (USDFW) 10

Drug Enforcement Agency (DEA) 10

Environmental Protection Agency (EPA) 72

Federal Aviation Administration (FAA) 10

Housing & Urban Development (HUD) 47, 91

Internal Revenue Service (IRS) 106, 114

Labor, Occupational Safety & Health (OSHA) 70

unsolicited

employment inquiries 141

mail/email (general info) 159

materials (miscl) 164

use

appropriate (computer/fax/phone) 90

equipment/vehicles 92

used oil 69

utility

billing 97

disputes 95

land use permits 61

rates (legal affairs) 35

rebates 97

tax (state) 115

V

vacation of premises/evictions 33

vaccination status verification (COVID-19)

compliance records 135

process (administrative procedure) 46

values (asset appraisal) 56, 57

vandalism 26, 87

vehicles

accidents/incidents 31, 49, 50

billing 97

checkout logs 92

disposal (auction/sale/salvage) 69

employee-owned 18

maintenance (history/reports) 80, 81

minor travel permission 51

parts in stock 78

registrations/tabs 61

safety analysis 74

title 56

tracking data (GPS, AVL) 89

useage 92

vendor compliance reports 112

vendor contracts 18

venture investments (pension) 18

vessel registrations/tabs 61

video/audio recordings (surveillance) 89

videos/CDs/DVDs *also search by function/content of record*

agency publications

extra copies 157

master set 146

external/reference materials 163

violation complaints

civil rights 29, 30

code enforcement 31

violations/corrections

agency authorizations/certifications 10, 61

employee certifications 116

hazardous materials 70

inspections/monitoring (agency assets) 76

occupational health and safety 139

vision claims (LEOFF 1) 123

visitor logs 88

voicemails *search by function/content of record*

volunteer *see* employee

fire fighters/reserve officers relief claims 124

voter

eligibility/challenges 22

pamphlets 22

vouchers 96, 97

W

wage/tax reporting (IRS) 106, 114

waivers (liability, insurance, hold harmless) 17, 18

permission for minor to participate 51

warrantees 17, 18

*Washington Industrial Safety and Health Act (WISHA)* inspections/citations 139

Washington State (agency)

Archives

microfilm standards 153

records transfer 156

*scan and toss* requirements 153

Board of Adjustment 38

Division of Occupational Safety and Health (DOSH/L&I) 138

Employment Security (payroll taxes) 107

Labor and Industries (L&I)

boiler vessel report 61

injury/illness reporting 138

litigation 35

payroll taxes 107

workers’ compensation 124

Librarian 147

Retirement Systems

employee benefit verification 120

payroll 107

Revenue

tax recordkeeping requirements 114

tax records 114

unclaimed property 101

Social and Health Services (DSHS) 143

State Auditor 102

water boiler/hot water tank 61

water monitoring 75

water rights disputes 58

water/timber rights (received by agency) 56

weapons

employee-owned 18

security incident 87

webpage/site *search by function/content of record*

agency address 163

applications 67, 82

online content management 7, 8, 155

wellness checks (COVID-19) 88

wellness program (employee) 118

whistleblower complaints 128

Women/Minority Bus. Enterprise (WMBE) 112

work

assignments 46

orders 80, 81

plans 45

work history (employee) 129

retirement/pension verification 120

work schedules (employee) 130

retirement/pension verification 120

workers’ compensation

eye injury (L&I) claims 124

L&I claims 124

LEOFF claims 123

self-insured claims 125

taxes (payroll) 107

volunteer firefighter/reserve officer claims 124

workflow notifications/escalations 161

workforce planning 144

working files 6

working/rough notes

brainstorming/collaborating 157

drafting/editing 158

individual board/committee members 39

memorialized in another format 162

workplace safety complaints 128

work-related injuries/illnesses (reporting) 138

works of art 56

X

x-ray registrations 61

Z

zoning adjusters 38

For assistance and advice in applying this records retention schedule,

please contact Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

or contact your Regional Archivist.