

# **REVISION GUIDE**

#### **SUMMARY OF CHANGES**

- Records common to all local government agencies have been removed from this schedule and now appear in the Local Government Common Records Retention Schedule (CORE).
- Four detailed indexes have been added:
  - o Archival/Potentially Archival/Permanent Records
  - Essential Records
  - Disposition Authority Numbers (DANs)
  - o Subjects
- Series duplicated in more than one category now appear in only one category.
- Erroneous revision notes relating to duplicate DAN corrections in 03/07 have been removed.
- Discontinued series have been removed.
- Election Records have been removed. All records series relating to elections can be found in the County Auditor schedule.

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| DUPLICATED SERIES REMOVED FROM LGGRRS - COVERED IN CORE                                     |   |
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| NEW SERIES / DISPOSITION AUTHORITY NUMBER (DAN) |  |   |            |  |  |  |  |
|---|--|---|------------|--|--|--|--|
| Function/Activity                               | Title  | Description   | DAN        | Retention                              |  |  |  |
| Information Management/<br>Records Management   | SOURCE DOCUMENTS DIGITIZED BY APPROVED EIS APPLICATION | Source documents that have been digitized in accordance with a valid Electronic Imaging System (EIS) application approved by Washington State Archives in accordance with WAC 434-663, where the digitized images will be retained for the minimum retention period in accordance with the relevant DAN for that record series. | GS50-09-14 | Retain until<br>imaged and<br>verified |  |  |  |

| DISCONTINUED SERIES / DISPOSITION AUTHORITY NUMBER (DAN) |   |  |   |  |  |  |
|--|---|--|---|--|--|--|
| Discontinued DAN   | Category Discontinued Title Justification |  |   |  |  |  |
| GS51-07-08   | Facility and Property<br>Management       | DEMOGRAPHIC AND ENROLLMENT PROJECTIONS | GS51-07-08 description specified "For school districts only". This records series already appears in the School District and ESD schedule under DAN SD51-07-08. |  |  |  |

## **DUPLICATE DAN CORRECTIONS – CORE SERIES**

The series listed below were erroneously assigned disposition authority numbers (DANs) that had already been assigned to other records series.

The new DANs are listed, and the location of the series in the new CORE schedule are noted.

| Series Title  | Former DAN  | NEW DAN     | Function:<br>Activity                                      | Schedule |
|---|-------------|-------------|--|----------|
| AFFIRMATIVE ACTION STUDIES AND REPORTS  | GS50-01-32  | GS50-01-54  | Human Resource Management:<br>Equity                       | CORE     |
| COLLECTIVE BARGAINING AGREEMENTS  | GS50-01-11  | GS50-01-50  | Human Resource Management:<br>Labor Relations              | CORE     |
| CONFINED SPACE PERMIT FILES   | GS50-06B-23 | GS50-06B-26 | Asset Management: Authorization                            | CORE     |
| CORRESPONDENCE ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS                   | GS50-01-12  | GS50-01-53  | Agency Management: Boards, Councils and Committees         | CORE     |
| EMPLOYMENT ELIGIBILITY DOCUMENTS IMMIGRATION AND NATURALIZATION SERVICES (INS) FORM I-9 | GS50-05A-22 | GS50-05A-26 | Human Resource Management:<br>Recruitment/Hiring           | CORE     |
| FINAL AGREEMENT   | GS50-01-11  | GS50-01-51  | Human Resource Management: Misconduct/Discipline/Grievance | CORE     |
| INITIAL AGREEMENT   | GS50-01-11  | GS50-01-52  | Human Resource Management: Misconduct/Discipline/Grievance | CORE     |
| INSPECTION DOCUMENTATION  | GS50-06B-23 | GS50-06B-27 | Asset Management: Maintenance                              | CORE     |
| RECEIPTS FOR CASH RECEIVED OFFICE REFERENCE COPIES                                      | GS50-03A-21 | GS50-03A-34 | Financial Management: Accounting                           | CORE     |
| SPECIAL PURPOSE DISTRICT INFORMATION STATEMENT – ANNUAL                                 | GS50-05A-23 | GS50-05A-25 | Agency Management: Boards, Councils and Committees         | CORE     |
| SUPERVISOR'S EMPLOYEE PERFORMANCE BACKGROUND FILES                                      | GS50-04B-30 | GS50-04B-50 | Human Resource Management:<br>Performance Management       | CORE     |

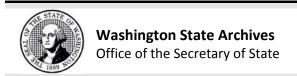


# **DUPLICATE DAN CORRECTIONS – LGGRRS SERIES**

The series listed below were erroneously assigned disposition authority numbers (DANs) that had already been assigned to other records series.

The new DANs are listed, and the location of the series in the LGGRRS are noted.

| Series Title   | Former DAN  | New DAN     | Category                                | Schedule |
|--|-------------|-------------|---|----------|
| ACCIDENT / INCIDENT REPORTS - VOLUNTEER FIREFIGHTER  | GS50-06C-02 | GS50-06C-36 | Fire and Emergency Medical              | LGGRRS   |
| AGREEMENTS WITH LANDOWNERS IN WHICH THE CONSERVATION DISTRICT IS NOT A SIGNING PARTY OFFICE REFERENCE COPIES | GS50-01-11  | GS50-01-55  | Conservation Districts                  | LGGRRS   |
| AGREEMENTS WITH LANDOWNERS IN WHICH THE CONSERVATION DISTRICT IS A SIGNING PARTY                             | GS50-01-11  | GS50-01-56  | Conservation Districts                  | LGGRRS   |
| CIVIL LITIGATION FILES   | GS53-02-04  | GS52-07-15  | Prosecuting Attorney                    | LGGRRS   |
| DAILY MAINTENANCE ACTIVITY RECORD/CREW SHEETS - PUBLIC WORKS-ENGINEERING                                     | GS50-04B-29 | GS50-04B-51 | Public Works Engineering                | LGGRRS   |
| DEFECTIVE SIDE SEWER NOTICE  | GS55-06A-26 | GS55-06A-35 | Sewer and Water Systems                 | LGGRRS   |
| DEPOSIT REGISTER – UTILITIES ACCOUNTING  | GS50-03B-02 | GS50-03B-15 | Utilities Accounting                    | LGGRRS   |
| DRINKING WATER SYSTEM PERMIT FILES   | GS50-12D-21 | GS50-12D-27 | Licenses, Permits, Fees and Taxes       | LGGRRS   |
| HISTORIC SITE FILES – DESIGNATED   | GS50-11-24  | GS50-11-29  | Land Use Planning, Permits, and Appeals | LGGRRS   |
| HISTORIC SITE FILES - NOMINATION DENIED  | GS50-11-25  | GS50-11-30  | Land Use Planning, Permits, and Appeals | LGGRRS   |
| HISTORIC SITE SPECIAL VALUATION TAX FILES  | GS50-11-26  | GS50-11-31  | Land Use Planning, Permits, and Appeals | LGGRRS   |
| INDIVIDUAL FIRE ALARM BOX HISTORY  | GS53-04-17  | GS53-04-26  | Fire and Emergency Medical              | LGGRRS   |
| INJURY AND DISABILITY CLAIM INVOICES - VOLUNTEER FIREFIGHTER   | GS50-03A-30 | GS50-03A-35 | Fire and Emergency Medical              | LGGRRS   |
| PLANNING REPORTS, STUDIES, MODELS AND ANALYSIS SURFACE WATER, DRAINAGE, AND FLOOD CONTROL                    | GS50-01-32  | GS50-01-57  | Surface Water Drainage                  | LGGRRS   |

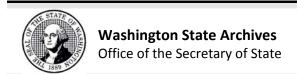


## **DUPLICATE DAN CORRECTIONS – LGGRRS SERIES**

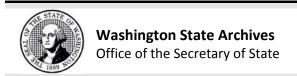
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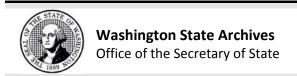
| Series Title   | Former DAN  | New DAN     | Category                                | Schedule |
|--|-------------|-------------|---|----------|
| REMITTANCE FILES VOLUNTEER FIREFIGHTER                           | GS50-03A-24 | GS50-03A-37 | Fire and Emergency Medical              | LGGRRS   |
| TRANSMITTAL OF FEES VOLUNTEER FIREFIGHTER                        | GS50-03A-07 | GS50-03A-36 | Fire and Emergency Medical              | LGGRRS   |
| WATER AVAILABILITY VERIFICATION                                  | GS50-11-21  | GS50-11-27  | Land Use Planning, Permits, and Appeals | LGGRRS   |
| WATER AVAILABILITY/SEWER SYSTEM HOOKUP REQUEST FORMS             | GS50-11-21  | GS55-06A-36 | Sewer and Water Systems                 | LGGRRS   |
| WORK ORDERS - ELECTRIC POWER SYSTEM ENGINEERING AND CONSTRUCTION | GS50-06B-13 | GS50-06B-28 | Electric Utilities                      | LGGRRS   |



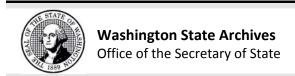
| FORMER<br>Category  | FORMER Title and Retention P= Primary S=Secondary   | DAN<br>(unchanged) | Function:<br>Activity                                    | Title and Retention P= Primary S=Secondary  |
|---|---|--------------------|--|---|
| Administrative<br>Records<br>Common To All<br>Work Agency<br>Work Units | ANNUAL REPORTS OFFICE REFERENCE COPIES  P: Clerk of governing council, commission, or board keeps primary copy PERMANENT - 1 copy archival S: Office references copies - Destroy when obsolete or superseded  | GS50-05A-04        | Agency Management:<br>Boards, Councils and<br>Committees | ANNUAL REPORTS ADOPTED  P: PERMANENT as adopted — 1 copy archival  S: Destroy when obsolete or superseded                   |
| Administrative<br>Records<br>Common To All<br>Work Agency<br>Work Units | APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED – OFFICE REFERENCE COPIES P: Personnel keeps primary copy 3 years. S: Office reference copies - Destroy when obsolete or superseded  | GS50-04B-01        | Human Resource<br>Management:<br>Personnel               | APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED P: 3 Years S: Destroy when obsolete or superseded                    |
| Administrative<br>Records<br>Common To All<br>Work Agency<br>Work Units | BIOGRAPHICAL FILES ON AGENCY OFFICIALS AND STAFF – OFFICE REFERENCE COPIES P: Destroy when obsolete or superseded – Potential Archival Value S: Office references copies - Destroy when obsolete or superseded  | GS50-06F-01        | Agency Management:<br>Community Relations                | BIOGRAPHICAL FILES P: Destroy when obsolete or superseded – Potential Archival Value S: Destroy when obsolete or superseded |
| Administrative<br>Records<br>Common To All<br>Work Agency<br>Work Units | BUDGET AND BUDGET DEVELOPMENT FILES — OFFICE REFERENCE COPIES  P: Final budget is kept by clerk of governing council, commission, or board - PERMANENT. Budget development and request files are retained 2 years by the finance or budget office.  S: Office references copies - Destroy when obsolete or superseded | GS50-03D-03        | Financial Management:<br>Budget                          | BUDGET DEVELOPMENT OR WORKING FILES P: Destroy when obsolete or superseded S: Destroy when obsolete or superseded           |



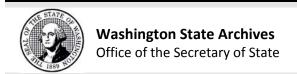
| FORMER<br>Category  | FORMER Title and Retention P= Primary S=Secondary   | DAN<br>(unchanged) | Function:<br>Activity                                    | Title and Retention P= Primary S=Secondary  |
|---|---|--------------------|--|---|
| Administrative<br>Records<br>Common To All<br>Work Agency<br>Work Units | FINANCIAL REPORTS – OFFICE REFERENCE COPIES  P: 3 years or until completion of State Auditor's examination report  S: Office reference copies - Destroy when obsolete or superseded   | GS50-03D-06        | Financial Management:<br>Budget                          | BUDGET STATUS REPORT P: 3 years or until completion of State Auditor's examination report S: Destroy when obsolete or superseded            |
| Administrative<br>Records<br>Common To All<br>Work Agency<br>Work Units | GOVERNING COUNCIL, COMMISSION, AND BOARD MEETING AGENDAS/PACKETS – OFFICE REFERENCE COPIES P: Clerk of governing council, commission or board keeps primary copy 3 years. S: Office references copies - Destroy when obsolete or superseded | GS50-05A-03        | Agency Management:<br>Boards, Councils and<br>Committees | AGENDAS/BRIEFS/PACKETS P: 3 years – potential archival value S: Destroy when obsolete or superseded   |
| Administrative<br>Records<br>Common To All<br>Work Agency<br>Work Units | GOVERNING COUNCIL, COMMISSION, COMMITTEE, AND BOARD MINUTES OFFICE REFERENCE COPIES P: Clerk of governing council, commission, or board keeps primary copy PERMANENT S: Office references copies - Destroy when obsolete or superseded      | GS50-05A-13        | Agency Management:<br>Boards, Councils and<br>Committees | MINUTES OF OFFICIAL PROCEEDINGS APPROVED<br>AND SIGNED<br>P: PERMANENT - Potential archival value<br>S: Destroy when obsolete or superseded |
| Administrative<br>Records<br>Common To All<br>Work Agency<br>Work Units | HISTORICAL FILES OF THE AGENCY – OFFICE REFERENCE COPIES P: Destroy when obsolete or superseded – Potential Archival Value S: Office references copies - Destroy when obsolete or superseded  | GS50-06F-02        | Agency Management:<br>Community Relations                | BIOGRAPHICAL FILES P: Destroy when obsolete or superseded – Potential Archival Value S: Destroy when obsolete or superseded                 |



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|---|---|--------------------|---|---|
| Administrative<br>Records<br>Common To All<br>Work Agency<br>Work Units | LEGAL OPINIONS – OFFICE REFERENCE COPIES  P: Agency attorney keeps primary copy PERMANENT  S: Office references copies - Destroy when obsolete or superseded  | GS53-02-03         | Agency Management:<br>Legal               | LEGAL OPINIONS  P: PERMANENT - Potential archival value  S: Destroy when obsolete or superseded   |
| Administrative<br>Records<br>Common To All<br>Work Agency<br>Work Units | LITIGATION FILES OFFICE REFERENCE COPIES  P: Legal office or executive administration keeps until case closed plus 10 years — Potential archival value  S: Office references copies - Destroy when obsolete or superseded | GS53-02-04         | Agency Management:<br>Legal               | LITIGATION CASE FILES P: Agency record copy - Case closed plus 10 years S: Destroy when obsolete or superseded— Potential archival value    |
| Administrative<br>Records<br>Common To All<br>Work Agency<br>Work Units | MASTER FILE OF AGENCY PUBLICATIONS – OFFICE REFERENCE COPIES P: Destroy when obsolete or superseded – Potential Archival Value S: Office references copies - Destroy when obsolete or superseded                          | GS50-06F-04        | Information Management:<br>Publications   | MASTER FILE OF AGENCY PUBLICATIONS P: Destroy when obsolete or superseded – Potential Archival Value S: Destroy when obsolete or superseded |
| Administrative<br>Records<br>Common To All<br>Work Agency<br>Work Units | NEWSPAPER CLIPPINGS – OFFICE REFERENCE COPIES  P: Destroy when obsolete or superseded – Potential  Archival Value  S: Office references copies - Destroy when obsolete or  superseded                                     | GS50-06F-05        | Agency Management:<br>Community Relations | NEWSPAPER CLIPPINGS  P: Destroy when obsolete or superseded –  Potential Archival Value  S: Destroy when obsolete or superseded             |



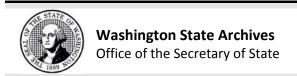
|   | <b>.</b>   |                    | ~  |   |
|---|--|--------------------|--|---|
| FORMER<br>Category  | FORMER Title and Retention P= Primary S=Secondary  | DAN<br>(unchanged) | Function:<br>Activity                                    | Title and Retention P= Primary S=Secondary  |
| Administrative<br>Records<br>Common To All<br>Work Agency<br>Work Units | ORDINANCES AND RESOLUTIONS — OFFICE REFERENCE COPIES P: Clerk of the governing council, commission, committee, or board keeps primary copy PERMANENT S: Office references copies - Destroy when obsolete or superseded | GS50-05A-16        | Agency Management:<br>Boards, Councils and<br>Committees | ORDINANCES AND RESOLUTIONS P: PERMANENT - Potential archival value S: Destroy when obsolete or superseded                                   |
| Administrative<br>Records<br>Common To All<br>Work Agency<br>Work Units | PAYROLL REPORTS – OFFICE REFERENCE COPIES  P: Payroll office keeps primary copy – 3 years, OR 60 years if needed for retirement audit  S: Office references copies - Destroy when obsolete or superseded               | GS50-03E-25        | Human Resource<br>Management:<br>Payroll                 | SUPPORTING DOCUMENTS AND REPORTS – PAYROLL P: 3 years or until completion of audit S: Destroy when obsolete or superseded                   |
| Administrative<br>Records<br>Common To All<br>Work Agency<br>Work Units | PERSONNEL FILES – OFFICE REFERENCE COPIES  P: Personnel office keeps primary copy until termination of employment plus 6 years  S: Office references copies - Destroy when obsolete or superseded                      | GS50-04B-06        | Human Resource<br>Management:<br>Personnel               | PERSONNEL FILE P: Termination plus 6 years S: Destroy when obsolete or superseded   |
| Administrative<br>Records<br>Common To All<br>Work Agency<br>Work Units | PHOTOGRAPHS AND OTHER AUDIO VISUAL MATERIAL  - OFFICE REFERENCE COPIES  P: Destroy when obsolete or superseded - Potential  Archival Value  S: Office references copies - Destroy when obsolete or  superseded         | GS50-06F-06        | Agency Management:<br>Community Relations                | PHOTOGRAPHS, AUDIO/VISUAL MATERIAL P: Destroy when obsolete or superseded – Potential Archival Value S: Destroy when obsolete or superseded |



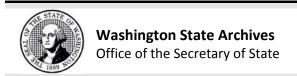
| FORMER<br>Category  | FORMER Title and Retention P= Primary S=Secondary   | DAN<br>(unchanged) | Function:<br>Activity                                    | Title and Retention P= Primary S=Secondary  |
|---|---|--------------------|--|---|
| Administrative<br>Records<br>Common To All<br>Work Agency<br>Work Units | PRESS RELEASE — OFFICE REFERENCE COPIES  P: Destroy when obsolete or superseded — Potential Archival Value  S: Office references copies - Destroy when obsolete or superseded   | GS50-06F-07        | Agency Management:<br>Community Relations                | PRESS RELEASE P: Destroy when obsolete or superseded – Potential Archival Value S: Destroy when obsolete or superseded  |
| Administrative<br>Records<br>Common To All<br>Work Agency<br>Work Units | SCRAPBOOKS AND ALBUMS P: Destroy when obsolete or superseded – Potential Archival Value S: Destroy when obsolete or superseded  | GS50-06F-08        | Agency Management:<br>Community Relations                | SCRAPBOOKS AND ALBUMS P: Destroy when obsolete or superseded – Potential Archival Value S: Destroy when obsolete or superseded  |
| Administrative<br>Records<br>Common To All<br>Work Agency<br>Work Units | SPEECHES BY OFFICIALS AND STAFF REPRESENTING THE AGENCY – OFFICE REFERENCE COPIES P: Destroy when obsolete or superseded – Potential Archival Value S: Office references copies - Destroy when obsolete or superseded | GS50-06F-09        | Agency Management:<br>Community Relations                | SPEECHES P: Destroy when obsolete or superseded – Potential Archival Value S: Destroy when obsolete or superseded   |
| Dispute<br>Resolution/<br>Mediation                                     | WORKING FILES  P: Destroy after agreement is reached or withdrawal is executed  S: Destroy when obsolete or superseded  | GS50-01-02         | Agency Management:<br>Administration (General)           | ADMINISTRATIVE WORKING FILES  P: Destroy when obsolete or superseded - elected official, executive and department head files are potentially archival - See remarks  S: Destroy when obsolete or superseded |
| Fire And<br>Emergency<br>Medical<br>Services                            | ANNUAL REPORT ADOPTED FIRE FIGHTER BOARD OF TRUSTEES  P: PERMANENT — Potential archival value  S: Destroy when obsolete or superseded   | GS50-05A-04        | Agency Management:<br>Boards, Councils and<br>Committees | ANNUAL REPORTS ADOPTED  P: PERMANENT as adopted – 1 copy archival  S: Destroy when obsolete or superseded   |



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|--------------------|---|--------------------|--------------------------|--|
| Fire and           | FIRE ORDINANCES   | GS50-05A-16        | Agency Management:       | ORDINANCES AND RESOLUTIONS                 |
| Emergency          | P: Clerk of the governing council, commission, or         |                    | Boards, Councils and     | P: PERMANENT - Potential archival value    |
| Medical            | board keeps PERMANENT                                     |                    | Committees               | S: Destroy when obsolete or superseded     |
| Services           | S: Destroy when obsolete or superseded                    |                    |                          |  |
| Fire and           | MINUTES OF FIRE FIGHTER BOARD OF TRUSTEES                 | GS50-05A-13        | Agency Management:       | MINUTES OF OFFICIAL PROCEEDINGS APPROVED   |
| Emergency          | PROCEEDINGS APPROVED AND SIGNED                           |                    | Boards, Councils and     | AND SIGNED                                 |
| Medical            | P: PERMANENT – Potential archival value                   |                    | Committees               | P: PERMANENT - Potential archival value    |
| Services           | S: Destroy when obsolete or superseded                    |                    |                          | S: Destroy when obsolete or superseded     |
| Hazardous          | HAZARDOUS WASTE DISPOSAL PERMITS                          | GS55-01M-04        | Asset Management:        | HAZARDOUS WASTE DISPOSAL PERMITS           |
| Materials          | P: 30 years   |                    | Environmental Management | P: 30 years                                |
| Administration     | S: Destroy when obsolete or superseded                    |                    |                          | S: Destroy when obsolete or superseded     |
| Land Use           | HAZARDOUS WASTE DISPOSAL PERMITS                          | GS55-01M-04        | Asset Management:        | HAZARDOUS WASTE DISPOSAL PERMITS           |
| Planning,          | P: 30 years   |                    | Environmental Management | P: 30 years                                |
| Permits, And       | S: Destroy when obsolete or superseded                    |                    |                          | S: Destroy when obsolete or superseded     |
| Appeals            |   |                    |                          |  |
| Licenses,          | COMBINED EXCISE TAX RETURNS                               | GS50-12D-04        | Financial Management:    | STATE AND LOCAL TAX RETURNS                |
| Permits, Fees      | P: Filing plus 5 years                                    |                    | Taxes                    | P: Filing plus 5 years                     |
| and Taxes          | S: Destroy when obsolete or superseded                    |                    |                          | S: Destroy when obsolete or superseded     |
| Motor Pool,        | EQUIPMENT/VEHICLE PARTS ORDERS                            | GS50-06E-21        | Financial Management:    | EQUIPMENT/VEHICLE PARTS ORDERS             |
| Vehicle and        | P: 3 years  |                    | Purchasing/              | P: 3 years                                 |
| Purchasing         | S: Destroy when obsolete or superseded                    |                    | Acquisitions             | S: Destroy when obsolete or superseded     |
| Personnel          | AUDIO/VIDEO TAPE RECORDSINGS OF COMMISSION                | GS50-05A-13        | Agency Management:       | AUDIO/VIDEO RECORDINGS OF OFFICIAL         |
|                    | MEETINGS  |                    | Boards, Councils and     | PROCEEDINGS                                |
|                    | P: 6 years or 1 year if transcribed, and transcription is |                    | Committees               | P: 6 years or 1 year if transcribed, and   |
|                    | approved by Commission                                    |                    |                          | transcription is approved by Commission    |
|                    | S: Destroy when obsolete or superseded                    |                    |                          | S: Destroy when obsolete or superseded     |



| FORMER<br>Category            | FORMER Title and Retention P= Primary S=Secondary   | DAN<br>(unchanged) | Function:<br>Activity                                    | Title and Retention P= Primary S=Secondary   |
|-------------------------------|---|--------------------|--|--|
| Personnel                     | TRANSCRIPTIONS OF AUDIO/VIDEO TAPES OF CIVIL SERVICE COMMISSION OFFICIAL PROCEEDINGS P: 6 years after minutes approved by commission Remarks: Contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives. S: Destroy when obsolete or superseded | GS50-05A-21        | Agency Management:<br>Boards, Councils and<br>Committees | TRANSCRIPTIONS OF AUDIO/VIDEO TAPES OF OFFICIAL PROCEEDINGS  P: 6 years Potential archival value  S: Destroy when obsolete or superseded   |
| Personnel                     | MINUTES OF CIVIL SERVICE COMMISSION PROCEEDINGS, APPROVED AND SIGNED P: PERMANENT – Potential archival value S: Destroy when obsolete or superseded   | GS50-05A-13        | Agency Management:<br>Boards, Councils and<br>Committees | MINUTES OF OFFICIAL PROCEEDINGS APPROVED AND SIGNED P: PERMANENT - Potential archival value S: Destroy when obsolete or superseded   |
| Prosecuting<br>Attorney       | DAMAGE AND LOSS CLAIMS PROSECUTING ATTORNEY P: County fiscal agent until completion of State Auditor's examination, plus 6 years if there is a monetary settlement S: Prosecutor - destroy when obsolete or superseded  | GS50-08A-03        | Financial Management:<br>Accounting                      | DAMAGE AND LOSS CLAIMS PURCHASING P: Keep until completion of State Auditor's examination, plus 6 years if there is a monetary settlement S: Destroy when obsolete or superseded |
| Prosecuting<br>Attorney       | LEGAL OPINIONS PROSECUTING ATTORNEY P: PERMANENT - Potential archival value S: Destroy when obsolete or superseded  | GS53-02-03         | Agency Management:<br>Legal                              | LEGAL OPINIONS  P: PERMANENT - Potential archival value  S: Destroy when obsolete or superseded  |
| Public Works –<br>Engineering | CONSTRUCTION PROJECT FILES  P: Completion of project plus 6 years  S: Destroy when obsolete or superseded   | GS50-18-10         | Asset Management:<br>Design and Construction             | CONSTRUCTION PROJECT FILES  P: Completion of project plus 6 years  S: Destroy when obsolete or superseded  |



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|--------------------|---|--------------------|--------------------------|---|
| Public Works –     | PESTICIDE SPRAY APPLICATION DOCUMENTATION         | GS50-18-43         | Asset Management:        | PESTICIDE SPRAY APPLICATION                       |
| Engineering        | P: 7 years  |                    | Environmental Management | DOCUMENTATION                                     |
|                    | S: Destroy when obsolete or superseded            |                    |                          | P: 7 years  |
|                    |   |                    |                          | S: Destroy when obsolete or superseded            |
| Transit            | BUS (COACH) MAINTENANCE HISTORY FILES             | GS50-06E-06        | Asset Management:        | EQUIPMENT AND VEHICLE MAINTENANCE AND             |
| Authorities        | P: Until sale or disposal of vehicle              |                    | Maintenance              | HISTORY FILES                                     |
|                    | S: Destroy when obsolete or superseded            |                    |                          | P: Until sale or disposal of equipment or vehicle |
|                    |   |                    |                          | S: Destroy when obsolete or superseded            |