REVISION GUIDE SUMMARY OF CHANGES

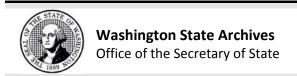
- Library section: Removed and placed in the Local Government Common Records Retention Schedule (CORE Version 2.0).
- Passport Application Transmittals (GS50-12D-22) has been revised and Passport Application Transmittals Separate Receipt Issued (GS2010-022) has been added.
- **Formatting** of new sections has been changed as follows:
 - ✓ **Disposition Authority Number (DAN)** formatting has changed. <u>Newly assigned numbers</u> will adhere to the following format: "GS2010-001." This format is comprised of three parts:
 - 1. Retention schedule prefix (GS stands for the "General Series" found in CORE and LGGRRS, AU for County Auditor series, etc.).
 - 2. Year (2010).
 - 3. Sequential three-digit number (001, 002, 003, etc.).
 - ✓ **Revision numbers** have been added. All DANs for records series which did not change from *LGGRRS Version 5.0* and new series have been assigned a revision number of "0". Records series which have been altered in any way (name, description, retention, etc.) have been assigned a revision number of "1".

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New Records Series							
Activity	Title	Minimum Retention	Disposition Authority Number				
Licenses, Permits and Fees	Passport Application Transmittals – Separate Receipt Issued	1 year	GS2010-022				

Revisions to Records Series This table contains records series whose title, retention period and/or description have been modified.							
Version 5.0 Version 5.1							
Activity	Title	DAN	Activity	Title	Changes:		
Licenses, Permits and Fees	Passport Application Transmittals	GS50-12D-22 Ver. 1	Licenses, Permits and Fees	Passport Application Transmittals – Separate Receipt Not Issued	Title and description.		



Records Series Removed from the Local Government General Records Retention Schedule (LGGRRS Version 5.0) and added to CORE Version 2.0

This table contains records series removed from *LGGRRS*, AND whose titles, retention periods and/or descriptions may have been modified, as indicated.

	Version 1.0	Version 2.0				
LGGRRS Activity	Title	DAN	Function: Activity	Title	Changes:	
Library	Catalog – Library	GS50-12A-01 Rev. 1	Information Management: Library Services	Catalog	Title, description, retention (wording only).	
Library	Circulation Documentation - Library	GS50-12A-02 Rev. 1	Information Management: Library Services	Circulation	Title, description, retention (wording only).	
Library	Circulation Statistical Reports – Library	GS50-12A-03 Rev. 1	Information Management: Library Services	Annual Report of Trustees	Title, description, retention (reduced).	
Library	Shelf List/Inventory of Holdings	GS50-12A-08 Rev. 1 OR:	Information Management: Library Services	Collection Control – General	Title, description, retention (wording only).	
		GS2010-023 Rev. 0	Information Management: Library Services	Collection Control – Special Collections	NEW SERIES.	

Discontinued Records Series

This table contains records series that have been discontinued and shows the current Disposition Authority Number for the records.

Please read carefully; some minimum retention periods have increased or decreased.

	LGGR	RS Version 5.0			CORE Version 2.0				
Discontinued DAN	Function: Activity	Title	Retention	DAN	Function: Activity	Title	Retention	Rationale	
LGGRRS GS50-12A-06	Library	INTERLIBRARY LOAN DOCUMENTATION	Return of loaned material plus 6 years	CORE GS50-12A-08 OR:	Information Management: Library Services	Collection Control - General	Retain for 3 years or until completion of State Auditor's report, whichever is sooner.	If materials are not returned, then the borrowing library is billed well before the 3 year period. Billing invoice will provide 6-year record.	
				CORE GS2010-023	Information Management: Library Services	Collection Control - Special Collections	Retain until special collection items no longer needed for agency business then arrange for appraisal by Washington State Archives.	If materials are not returned, then the borrowing library is billed well before the 3 year period. Billing invoice will provide 6-year record.	
LGGRRS GS50-12A-04	Library	COMPLAINTS ABOUT OR REQUESTS FOR LIBRARY SERVICE	Action taken plus 1 year	CORE GS50-01-09	Agency Management: Community Relations	Citizen Complaints/ Requests	Matter closed plus 3 years.	Records covered by existing CORE series.	
LGGRRS GS50-12A-05	Library	FINE AND LOST BOOK REIMBURSEMENT ACCOUNTS	6 years	CORE GS50-03A-30	Financial Management: Accounting	Vouchers	6 years	Records covered by existing CORE series.	
LGGRRS GS50-12A-07	Library	PETTY CASH RECORD – LIBRARY	6 years	CORE GS50-03A-20	Financial Management: Accounting	Petty Cash Record	6 years	Records covered by existing CORE series.	