



RECORDS MANAGEMENT HANDBOOK NO. 7

GENERAL

RECORDS

RETENTION

SCHEDULES

SUPERSEDED

OFFICE OF SECRETARY OF STATE

Ralph Munro

State Archivist

Sid McAlplin

State Records Management

Eva Hartley

November 1991

Approved & Issued
by the
WASHINGTON STATE
RECORDS COMMITTEE
RCW 40.14

Guidelines to the General Schedules governing the retention and disposition of records used commonly by agencies of Washington State Government.

FOREWORD

Records Management is concerned with the management of information. Public records are recorded information, regardless of physical form or characteristic, ~~and includes copies of~~ that have been made by or received by any agency of the State of Washington in connection with the transaction of public business. (RCW 40.14.010) All public records are property of the State and are required to be maintained and disposed of by state agencies in accord with provisions of title 40.RCW.

AAE
CMAA

The State Records Committee is comprised of a representative of the Office of Attorney General; a representative of the Office of Financial Management; the Chief Examiner of the Division of Departmental Audits of the Office of State Auditor; and the State Archivist. This Committee is the body authorized by RCW 40.14 to generally oversee a state wide records management program and to approve the retention and disposition of public records of all state agencies and higher education institutions.

SUPERSEDED

Archives and Records Management, a division of the Office of the Secretary of State; in conjunction with the State Records Committee, sets guidelines and procedures, provides training and consultative services for the Washington State Records Management Program, for use by all state agencies, and ~~higher education institutions.~~

INTRODUCTION TO THE GENERAL RECORDS RETENTION SCHEDULES

General Records Retention Schedules (GS) are issued by the Washington State Records Committee (SRC) to provide retention and disposition authorization for records common to ~~several or all~~ agencies of WA State Government, (including Institutions of Higher Education, Commissions, etc.)

*FUNCTION
NOT FORM
SPECIFIC
GROUP*

Records that are UNIQUE to your agency are not listed in the GS. For more information on scheduling unique records, see your agency Records Officer. Agency Records Officers should adopt or include GS series used by an office as an appendix to or 2nd half of the Records Retention Schedule.

In 1991, use of the GS was made mandatory. The retention and disposition authorizations must be used by an agency to the greatest extent possible. These schedules are designed to cover records common to most agencies. The descriptions are not form number, name specific. An agency's unique version of forms still perform the same functions and are covered in the schedules.

SUPERSEDED

The retention and disposition authorizations in the GS are to be implemented without further approval from the SRC, with the exception that records created before 1921 must be offered to the State Archivist. Retention periods stated are considered to be the minimum, ~~maximum~~ necessary under normal conditions. If an agency wishes to apply a different retention period for any series of records included in the GS, the Records Officer must submit a Records Retention Schedule, form SSA-53b, and provide justification for the deviation.

The GS are issued in a looseleaf format for ease of updating subsequent additions and revisions. The National; Archives estimate the GS comprise an estimated one-third of the total volume of records maintained by agencies. By following the retention and disposition instructions in the GS, your agency can realize significant savings in space and labor; while ensuring preservation and security of valuable records.

THE REVISIONS MADE TO THIS EDITION

The current edition's instructions to destroy records are applicable to include all media forms, i.e., hard copy, microform, electronic record, magnetic media, etc.

A disposition authority number and a cut-off have been added for each agency/office having a copy of the record.

Records have been grouped together by function. Previously the GS listed and indexed form numbers and titles. Many of the forms/reports in the previous GS are now combined by function.

Official Public Records recognized as voluminous have been authorized to be retained less than six (6) years.

GS 1-4, (Community Colleges) Financial Management Systems Reports series, has been omitted from the GS and included in the CC records manual.

GS 3 now contains common records of the Combined Fund Drive.

GS 3-2, Personnel/Payroll "P" series; GS 3, Personnel Forms and GS 1-1, Principal Federal Tax Returns series are combined as GS 3, Personnel/Payroll/Position records.

GS 3-3, State Employees Retirement Systems series and GS 3-5, State Group Insurance Forms are combined with Industrial Insurance (L&I forms) records as GS 3-3, Insurance Records.

GS 4, Non-Records, has been combined with GS 9, Records Common to Offices.

GS 4, Investigative and Audit Reports series is added by the Office of the State Auditor.

GS 9, item #3, General Correspondence is rescinded. Records falling into this series must be submitted on the Records Retention schedule, form SSA53b, and approved by the State Records Committee.

GS 10, Directive and Administrative Papers series is rescinded. Records falling into this series must be submitted on the Records Retention schedule, form SSA53b, and approved by the State Records Committee.

GS 11, Records Management Records, includes Public Disclosure Request series.

GS 14-1, Information Technology Services and GS 14-2, Electronic Records, has been added by Department of Information Services.

GS 17, Electronic Mail has been added by the State Archivist.

GS 18, Attorney General Issued Records series is added by the Office of the Attorney General.

For the Record is a new guideline for the disposition of private and public papers; added by the State Archivist.

GLOSSARY

ACTIVE RECORDS: Records maintained in the office of an agency for current daily operations and are referenced at least once a month.

ARCHIVAL: Noncurrent (inactive) records preserved because they possess information of historical value. These records having archival value include records which show an agency's origin, administrative development, present organizational structure, policy decisions, and documentation of functions. The office of the State Archivist is authorized by RCW40.14 to have reasonable access to all public records, wherever kept, for the purpose of performing statutory duties.

ARCHIVAL APPRAISAL: Archival appraisal of state records is a multiple step process made by the State Archivist and appraisal committee in conjunction with the State Records Committee and the agency of origin to identify records that have actual or potential archival value. This is accomplished as part of the records retention scheduling process required by state law.

COMPUTER: an electronic device designed to accept data (input), perform prescribed mathematical and logical operations at high speed, and supply the results of these operations (output).

COMPUTER OUTPUT MICROFILM (COM): microfilm containing data converted and recorded directly from a computer. Generally used instead of hard copy printouts.

CUT-OFF: an event or a date when the retention period begins. example: Contract records become inactive when the Fiscal or Business Office receives the final payment on contract (FPOC). Contract records become inactive in offices having only reference copies of contracts at the termination of contract (TOC).

DISPOSITION: the action to be taken during or at the end of the life cycle of a record. DESTROY means after the records are retained in the office for the retention given, the records are destroyed by the agency. The instructions to destroy records in the GS are applicable to include all media forms, i.e., hard copy, microform, electronic record, magnetic media, etc. RECORDS CENTER STORAGE means after the records are retained in the office until reference is less frequent than once a month, the records may be transferred to the Records Center to be stored for the remainder of the retention. TRANSFER TO ARCHIVES means at the end of the retention the records are transferred to the State Archives as historically significant documents.

DISPOSITION AUTHORITY NUMBER (DAN): the General Records Retention Schedule has assigned a disposition authority number for each distribution copy of a record series. This number is to be used (in whole) when preparing transmittals (for transfer to the Records Center or State Archives) on box labels, etc.

DISTRIBUTION: the agency or office responsible for the most important copy of a record is identified and given the longest retention; also the Official Public Records classification if appropriate. Determining the office or agency with the most important copy is critical to setting the minimum/maximum retention periods for the other distribution copies.

ELECTRONIC MAIL (E-MAIL): the process or result of sending and receiving messages in electronic form via remote computer terminals.

ELECTRONIC RECORDS: records stored in a form that only a computer can process. Data is accepted (input), stored on magnetic media while prescribed mathematical and logical operations at high speed are performed, and the results of these operations are supplied (output).

ESSENTIAL RECORDS: records that are essential for the operation & function, or reconstruction of a state agency. These are records which require security storage or some means of protection.

FILE: (1) an accumulation or collection of related data (organized records) arranged into logical records that are stored together and treated as a unit. (2) a unit, such as a folder, microform, or electronic file, containing records.

FUNCTION/PURPOSE: the description of the Record Series. It is an understandable, effective statement of the function/purpose these records provide and the information the records contain. The description should be understandable to those who have no knowledge regarding the record or government function.

GENERAL RECORDS RETENTION SCHEDULES: schedules which set forth retention periods for records common to many or all office in state government. To use an item from the General Schedule, the title, description, retention, etc, must be used as approved by the State Records Committee.

INFORMATION TECHNOLOGY: includes equipment, software, services, and products used in processing information, office automation, and telecommunications.

INVENTORY: the listing of all record series files maintained by an office or department together with the collection of operational data concerning files, volumes & locations.

MACHINE-READABLE RECORDS see ELECTRONIC RECORDS

MAGNETIC MEDIA:

MEDIA: the physical form of recorded information. Includes paper, film, disk, magnetic tape, and other materials on which information can be recorded.

MICROFORM: any form containing greatly reduced images or microimages; includes cards, jackets, strips, fiche and computer output microfiche (COM).

NONTEXTUAL RECORDS: a collective term usually applied to electronic, audiovisual, cartographic, remote-sensing imagery, architectural, and engineering records, in contrast to manuscript and typescript paper records.

OFM (OFFICE FILE MEMORANDA): a copy of an OPR or a record which is NOT required by statute to be maintained, is NOT used in fiscal/financial audits and does NOT document legal transactions.
RCW40.14.010

OPR (OFFICIAL PUBLIC RECORD): the most important copy of a record which is required by statute, or is used in fiscal/financial audits or documents legal transactions. The total retention of an OPR is a minimum of six (6) years. Some of the Fiscal/Financial audit records have been approved by the Auditor's Office with a lesser retention due to the volume of the record or as not necessary to retain past the State audit. RCW40.14.010 and RCW40.14.060

OPTICAL DISK: a noncontact, random-access disk tracked by optical laser beams and used for mass storage and retrieval of digitized text and graphics. Types include WORM (write once read many), CD-ROM (compact disk-read only memory), and CD-I (compact disk-interactive) and erasable optical disks.

PUBLIC RECORD: records made or received by a state agency in connection with the transaction of official business & preserved for informational value or as evidence of a transaction & all other records or documents required by law to be filed with or kept by an agency of the state.

RECORD: recorded information regardless of physical form (maps, reports, photos) or media used and includes copies of. RCW40.14.010 Records may be documents contained on paper or microfilm, or data contained in a computer, word processing or other electronic system. The information is the record, not the medium--paper, microfilm, magnetic, digital, laser or voice--which only contains the information.

RECORDS CENTER STORAGE: records with dispositions marked " Records Center Storage" should be retained in the office only for active reference or immediate pending audit. Then the records should be transferred to the State Records Center for the remainder of the retention period.

RECORDS OFFICER: that person designated by an agency to oversee & coordinate a records management program within that agency & is the liaison for an agency to the State Records Management program. The Records Officer's signature indicates the schedule has been reviewed and concurred to by the Records Officer for the Agency.
RCW40.14.20

RECORDS RETENTION SCHEDULE: An itemized list of records series with the corresponding retention periods for which they must be kept (Referred to as Records Schedule throughout this manual).

RECORD SERIES: a group of documents, volumes or folders arranged under a single filing system or are kept together as a unit because they relate to a specific subject resulting from the same action; which can be cut-off, transferred and disposed of as a unit. Records series can consist of copies of a single form or copies of several forms, correspondence and reports.

RECORD SERIES TITLES: A record series title is a generic title for the record(s) rather than the specific form number and title.

RECORDS MANAGEMENT PROGRAM: a comprehensive system that sets guidelines & procedures for the efficient economical control of records & information used & kept by agencies of state government. RCW40.14.20

RETENTION: The minimum and maximum retention the record is to be retained after the cut-off.

NOTE: if a record series is considered to have historical significance, the record series will be appraised as "archival". This "permanent" retention is not reflected in the retention column of the record schedule. A notation is made in the remarks column as "archival."

SECURITY COPY: duplicates of record stored in safekeeping facilities, to provide backup for any record lost or destroyed. In electronic recordkeeping: (1) the process of copying recorded information from internal memory to an external (storage) magnetic media.

STATE RECORDS COMMITTEE: A representative of the Office of Attorney General; a representative of the Office of Financial Management; the Chief Examiner of the Division of Departmental Audits of the Office of State Auditor; and the State Archivist comprise the body authorized by RCW 40.14 to generally oversee a state wide records management program & to approve the retention schedules & disposition of public records of all state agencies and higher education institutions.

TELECOMMUNICATIONS: the preparation, transmission, communication, or related processing of information by wire, radio, optical cable, or electromagnetic, from one place to another.

<u>G S NUMBER</u>	<u>TITLE</u>	<u>AFFILIATED AGENCY</u>
1	Standard Accounting	OFM, GEN, TRE
1-1	Funding & Grant Monies	IAC
1-2	Agency Financial Reporting (AFRS)	OFM
2	Standard Budget & Allotment	OFM
3	Personnel/Payroll/ Position	PER, HEPB
3-1	Employee Personnel File	PER, HEPB
3-2	Employee Incentive Program	SEC, OFM, GOV
3-3	Insurance	DRS, L&I, HCA
4	Investigative & Audit	OSA
5	Administrative Screening	SEC
6	Purchasing	GEN
7	Travel Records	GEN
8	Banking Records	TRE
9	Common Records	SEC
10	Directive & Administrative	SEC
11	Records Management	SEC
12	Forms Management	SEC
13	Mail & Message Centers	GEN
14	Information Technology	DIS
14-1	Services	DIS
15	Reports Management	SEC
16	Property Management	GEN
17	Electronic Mail	SEC
18	Attorney General Issued	OAG

SUPERSEDED

WHEN TO USE THE GENERAL SCHEDULES AND THE RECORDS RETENTION SCHEDULES

- RCW
40.14.040 ,
state law,
requires an
"inventory..
. of all
public
records at
least once
during a
biennium for
disposition
scheduling
and transfer
action.

- In order
to purge
records,
agencies
need the
general and
agency
specific
schedules to
determine
cut-offs &
in-office
retentions.

- To
transfer
Records to
the State
Records
Center or to
destroy on
site,
agencies
need the
schedule to
prepare
transmittals

SUPERSEDED

RECORDS ON VARIOUS MEDIA:

MEDIA CONSIDERATIONS.

Records have many physical forms. Records may be documents contained on paper or microfilm or optical disks, or data contained in a computer, word processing or other electronic system. The **information is the record, not the medium**--which only contains the information. A record performs the same function regardless of the media it is stored on.

All medium are addressed by the General Schedules. Do not limit the use of the General Schedules to paper copies only. The exception for other medium is the disposition "Records Center Storage". Working copies of microforms, magnetic media including optical disk, floppys, computer tapes, etc., are not stored in the Records Center. The Microfilm Bureau will keep "security copy only" of microfilm in vaults when arrangements have been made.

The General Schedules do NOT address the expected life span of magnetic media in an office environment. The expected life of magnetic media (backup tapes, floppy diskettes and optical disk) is ten years before loss of digitized information occurs. It is important for an office/agency to know how often 're-copying' will be necessary so as not to loose clarity, etc of the information stored.

EXCERPT FROM GLOSSARY RECORD recorded information regardless of physical form (maps, reports, photos) or media used; includes copies of. RCW40.14.010. The information is the record, **not the medium**--paper, microfilm, magnetic, digital, laser or voice--which only **contains** the information. When appraising records, first address their informational value, not the technological characteristic of the media.

THE GENERAL SCHEDULES FORMAT

RECORDS SERIES GROUPED BY FUNCTION

A group of documents, volumes or folders arranged under a single filing system or kept together as a unit because they relate to a specific subject resulting from the same action; which can be cut-off, transferred and disposed of as a unit. Records series can consist of copies of a single form or copies of several forms, correspondence and reports.

Understanding the series concept is critical for managing records effectively.

The General Schedules have grouped several reports and forms that have the same administrative purpose, common subject or program function relationship, together under one functional records series if they also had the same retention and disposition requirements. Only after completing a thorough records inventory, analysis and appraisal were items grouped together into functional records series.

RECORD SERIES TITLES

SUPERSEDED

The record series title is a generic title rather than the specific report/form titles and numbers. These reports/forms provide information and serve a common function as described in the function/purpose.

Insurance Records
generically describes the function of retirement, industrial insurance (L&I), health, dental, life, and long term disability (Health Care Authority) type records.

DISTRIBUTION OF COPIES

LOCATION OF THE MOST IMPORTANT COPY OF A RECORD

The agency responsible for the most important copy of a record is indicated by having the longest retention, or if applicable the OPR classification. Determining this office was critical to setting retention periods for the additional copies retained by other agency/offices.

LOCATION OF OTHER COPIES

When an office originates and disperses copies of a record to other offices the other agencies/offices are indicated. The receiving offices may have a different retention.

NOTE: Don't confuse an office having the most important copy of a record with an office having an Official Public Record (OPR). The OPR has legal, statutory or fiscal requirements. A record can be the most important copy without having these requirements.

SUPERSEDED

RETENTIONS

The retention periods given are the minimum/maximum retention approved by the State Records Committee. The General Schedule is the Agency's legal authority for the disposition of records. The General Schedule items must be used as they were approved by the State Records Committee , i.e., function, retention and disposition.

Before deviation from the General Schedule is requested on a Records Retention Schedule, form SSA53b, and submitted to the State Records Committee for review, please consider the following:

An agency must decide:

Is the record series important in the operation of an agency program?

Would this program be hindered by the disposal of the records?

How frequently are the records referenced?

How important are the references?

How many duplicate copies of this record series is being kept for administrative value?

Based on the above questions, for what period of time will it be cost effective to retain these records?

SUPERSEDED

CLASSIFICATION (CLASS)

OFFICE FILE MEMORANDA (OFM): a COPY of an OPR or a record which is NOT required by statute to be maintained, is NOT used in fiscal/financial audits and does NOT document legal transactions. RCW 40.14.010

OFFICIAL PUBLIC RECORD (OPR): the most important copy of a record which is required by statute, or is used in fiscal/financial audits or documents legal transactions. OPRs have a minimum six (6) year retention. Some of the fiscal/financial records have been approved by the Auditor's Office with a lesser retention due to volume of the record or as not necessary to retain past the state audit. RCW 40.14.060.

CUT-OFF

an event or date when the retention period begins. Example: contract records are cut-off when the Accounting Office receives the final payment of contract (FPOC). Contract records in offices having reference copies are cut-off at the termination of contract (TOC). Do not limit cut-offs to any lists; describe the actual cut-off in as few words as possible.

DISPOSITION

the action to be taken during or at the end of the life cycle of a record. DESTROY means after the records are retained in the office for the retention given, the records are destroyed by agency. The instructions to destroy records are applicable to all media forms, i.e., hard copy, microform, electronic record, etc. RECORDS CENTER STORAGE means after the records are retained in the office until reference is less frequent than once a month, the records may be transferred to the Records Center to be stored for the remainder of the retention. AT the end of the retention, the records will be destroyed or transferred to the Archives by the Records Center staff. Transfer to Archives means at the end of the retention, the records are to be transferred to the State Archives as historically significant documents.

DISPOSITION AUTHORITY NUMBER (DAN)

listed in the far most left column, each record in the GS has been assigned a DAN for each distribution copy. This number is to be used (in its entirety) when preparing transmittals (for transfer to the Records Center or State Archives), on box labels, etc.

FORM NUMBERS

the form number prefix or actual form number is included, when applicable, for reference purposes.

SUPERSEDED



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
1		STANDARD ACCOUNTING DOCUMENTS, SERIES "A" AND "SF"					1 July 1982
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
1.	A1	WARRANT REGISTER. (Until 30 June 1977) Provides a record of disbursement vouchers certified for payment to the State Treasurer and the account classification of each transaction.	1	OPR	Agency Accounting	10 Years	State Records Center
			2	OFM	Agency Accounting (Filed with Disbursement Documents)	6 Years	State Records Center
			3	OFM	State Treasurer	3 Years	Destroy at Terminal Date
2.	A1-1	CLAIMS WARRANT REGISTER. Provides a record of disbursements relating to claims or refunds which require case or claim data identification.	1	OPR	Agency Accounting	10 Years	State Records Center
			2	OFM	Agency Accounting (Filed with Disbursement Documents)	6 Years	State Records Center
			3	OFM	State Treasurer	3 Years	Destroy at Terminal Date
3.	A1-3	WARRANT REGISTER SUMMARY. (Until 30 June 1977) Provides a record of the summarization of fiscal transactions concerning disbursement vouchers.	1	OPR	Agency Accounting	10 Years	State Records Center
			2	OFM	Agency Accounting (Filed with Disbursement Documents)	6 Years	State Records Center
			3	OFM	State Treasurer	3 Years	Destroy at Terminal Date
4.	A1	WARRANT REGISTER (After 1 July 1977) (When used as a summary) Provides a record of disbursement vouchers certified for payment to the State Treasurer and the account classification of each transaction.	1	OPR	Agency Accounting	10 Years	State Records Center
			2	OFM	Agency Accounting (Filed with Disbursement Documents)	6 Years	State Records Center
			3	OFM	Off of Fin Mgt	6 Years	State Records Center
			4	OFM	State Treasurer	3 Years	Destroy at Terminal Date
5.	A1	WARRANT REGISTER (After 1 July 1977) (When not used as a summary) Provides a record of disbursement vouchers certified for payment to the State Treasurer and the account classification of each transaction.	1	OPR	Agency Accounting	10 Years	State Records Center
			2	OFM	Agency Accounting (Filed with Disbursement Documents)	6 Years	State Records Center
			3	N/A	Not Used	None	Destroy immediately
			4	OFM	State Treasurer	3 Years	Destroy at Terminal Date
<p>(Items 1 through 5 above illustrate when Part 1 of the forms is filed by itself. In the event Part 2 of these forms is filed by itself and Part 1 is filed with disbursement documents, Part 2 is the long term value copy. Regardless of the filing method, separate entries are required on the form SSA-53 for each of the different parts with different retentions)</p>							
6.	A1-4	ACCRUED PAYROLL DEDUCTION VOUCHER. Provides a detailed account of funds withheld or deducted from individual's payroll to satisfy payroll deductions.	1	OPR	Agency Accounting (Filed with Payroll Register)	6 Years	State Records Center
			2	OPR	Agency Accounting (Filed with Warrant Register)	6 Years	State Records Center
7.	A2	VENDOR REMITTANCE ADVICE. Provides a record that accompanies each vendor payment warrant to notify vendor what is being paid.	1	N/A	Vendor	N/A	N/A
			2	OPR	Agency Accounting (Filed with Disbursement Documents)	6 Years	State Records Center
			3	OFM	Agency Accounting	2 Years	Destroy at Terminal Date
8.	A3	EMPLOYEE EARNINGS STATEMENT (Until 30 September 1978) Provides a detailed breakdown of employee's earnings and deductions.	1	N/A	Payee	N/A	N/A
			2	OFM	State or Agency Personnel	1 Year	Destroy at Terminal Date
			3	OFM	Agency-Copy	2 Years	Destroy at Terminal Date
FOR THE ATTORNEY GENERAL			FOR THE STATE AUDITOR			FOR THE STATE ARCHIVIST	
<i>[Signature]</i>			<i>[Signature]</i>			<i>[Signature]</i>	

SUPERSEDED



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER 1		TITLE STANDARD ACCOUNTING DOCUMENTS, SERIES "A" AND "SF"					DATE 1 July 1982
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
9.	A4	PAYROLL REGISTER. Provides a detailed record of agency payroll, deductions and net pay of each employee.	1	OPR	Agency Accounting	10 Years	State Records Center
			2	OFM	State or Agency Personnel	1 Year	Destroy at Terminal Date
			3	OFM	Agency-Copy	2 Years	Destroy at Terminal Date
10.	A4-1	PAYROLL REGISTER. Provides a detailed record of agency payroll, deductions and net pay of each employee.	1	OPR	Agency Accounting	10 Years	State Records Center
			2	OFM	State or Agency Personnel	1 Year	Destroy at Terminal Date
			3	OFM	Agency-Copy	2 Years	Destroy at Terminal Date
11.	A4-2	PAYROLL REGISTER. Provides a detailed record of agency payroll, deductions and net pay of each employee.	1	OPR	Agency Accounting	10 Years	State Records Center
			2	OFM	State or Agency Personnel	1 Year	Destroy at Terminal Date
			3	OFM	Agency-Copy	2 Years	Destroy at Terminal Date
12.	A5	MISCELLANEOUS DEDUCTION REGISTER. Provides a separate register for each type of miscellaneous payroll deduction.	1	N/A	Payee	N/A	N/A
			2	OPR	Agency Accounting	6 Years	State Records Center
			3	OFM	Field Office	2 Years	Destroy at Terminal Date
13.	A5-1	MISCELLANEOUS DEDUCTION REGISTER. Provides a separate register for each type of miscellaneous payroll deduction.	1	N/A	Payee	N/A	N/A
			2	OPR	Agency Accounting	6 Years	State Records Center
14.	A6	ENCUMBRANCE AND LIQUIDATION REGISTER. Provides for the encumbrance of funds with which to satisfy indebtedness.	1	OPR	Agency Accounting	6 Years	State Records Center
			2	OFM	Agency-Copy	1 BBC	Destroy at Terminal Date
15.	A6-1	ENCUMBRANCE AND LIQUIDATION REGISTER. Provides for the encumbrance of funds with which to satisfy indebtedness.	1	OPR	Agency Accounting	6 Years	State Records Center
16.	A6-2	ENCUMBRANCE AND LIQUIDATION REGISTER. Provides for the encumbrance of funds with which to satisfy indebtedness.	1	OPR	Agency Accounting	6 Years	State Records Center
17.	A6-3	ENCUMBRANCE AND LIQUIDATION REGISTER. Provides for the encumbrance of funds with which to satisfy indebtedness.	1	OPR	Agency Accounting	6 Years	State Records Center
18.	A6-4	ENCUMBRANCE AND LIQUIDATION CORRECTION NOTICE. To adjust the encumbrance and liquidation machine system operated by the Office of Financial Management.	1	OPR	Agency Accounting	6 Years	State Records Center
19.	A7	JOURNAL VOUCHER. Provides a means of entering an accounting transaction into an agency's accounting records.	1	OPR	State Treasurer	6 Years	State Records Center
			2	OPR	Agency Accounting	6 Years	State Records Center
			3	OFM	Off of Fin Mgt	2 BBC	Destroy at Terminal Date
20.	A7-1	JOURNAL VOUCHER. Provides a means of entering an accounting transaction into an agency's accounting records.	1	OPR	State Treasurer	6 Years	State Records Center
			2	OPR	Agency Accounting	6 Years	State Records Center
			3	OFM	Off of Fin Mgt	2 BBC	Destroy at Terminal Date
			4	OPR	Receiving Office	6 Years	State Records Center

SUPERSEDED

FOR THE ATTORNEY GENERAL

[Signature]

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

[Signature]



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
1		STANDARD ACCOUNTING DOCUMENTS, SERIES "A" AND "SF"				1 July 1982	
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
21.	A8	CASH RECEIPTS JOURNAL SUMMARY. To summarize cash receipts by fund and source and serve as a transmittal document for each deposit forwarded to the State Treasurer.	1 2 3 4	OPR OFM OFM OFM	State Treasurer Off of Fin Mgt Agency Accounting Agency Accounting	6 Years 2 BBC 2 BBC Agency Option	State Records Center Destroy at Terminal Date Destroy at Terminal Date Destroy at Agency Option
22.	A8-1	CASH RECEIPTS JOURNAL SUMMARY. To summarize cash receipts by fund and source and serve as a transmittal document for each deposit forwarded to the State Treasurer.	1 2 3 4	OPR OFM OFM OFM	State Treasurer Off of Fin Mgt Agency Accounting Agency-Copy	6 Years 2 BBC 2 BBC Agency Option	State Records Center Destroy at Terminal Date Destroy at Terminal Date Destroy at Agency Option
23.	A8-2	CASH RECEIPTS JOURNAL SUMMARY. To summarize cash receipts by fund and source and serve as a transmittal document for each deposit forwarded to the State Treasurer.	1 2 3 4	OPR OFM OFM OFM	State Treasurer Off of Fin Mgt Agency Accounting (for whom the deposit is made) Agency Accounting (making the deposit)	6 Years 2 BBC 2 BBC 2 BBC	State Records Center Destroy at Terminal Date Destroy at Terminal Date Destroy at Terminal Date
24.	A9	GENERAL LEDGER. To maintain the prescribed general ledger accounts.	1	OPR	Agency Accounting	6 Years	State Records Center
25.	A9-1	GENERAL LEDGER. To maintain the prescribed general ledger accounts.	1	OPR	Agency Accounting	6 Years	State Records Center
26.	A10	ALLOTMENT AND EXPENDITURE LEDGER. To record encumbrances and expenditures affecting allotments.	1 2 3	OPR OFM OFM	Agency Accounting Agency-Machine Unit Agency-Copy	6 Years 2 BBC 2 BBC	State Records Center Destroy at Terminal Date Destroy at Terminal Date
27.	A10-1	ALLOTMENT AND EXPENDITURE LEDGER. To record encumbrances and expenditures affecting allotments.	1	OPR	Agency Accounting	6 Years	State Records Center
28.	A11	PROGRAM EXPENDITURE LEDGER. Maintains a record of expenditures by object for each program.	1 2	OPR OFM	Agency Accounting Agency-Program	6 Years 2 BBC	State Records Center Destroy at Terminal Date
29.	A11-1	PROGRAM EXPENDITURE LEDGER. Maintains a record of expenditures by object for each program.	1	OPR	Agency Accounting	6 Years	State Records Center
30.	A11-3	PROGRAM EXPENDITURE LEDGER. Maintains a record of expenditures by object for each program.	1	OPR	Agency Accounting	6 Years	State Records Center
31.	A12	APPROPRIATION LEDGER. To support general ledger account unallocated appropriations and provide details of agency appropriations.	1	OPR	Agency Accounting	6 Years	State Records Center
32.	A13	REVENUE LEDGER. To support general ledger revenue accounts and provide a record of the agency's cash receipts.	1	OPR	Agency Accounting	6 Years	State Records Center
33.	A13-1	REVENUE LEDGER. To support general ledger revenue accounts and provide a record of the agency's cash receipts.	1	OPR	Agency Accounting	6 Years	State Records Center

SUPERSEDED

FOR THE ATTORNEY GENERAL
Clayton Holcomb

FOR THE STATE AUDITOR
[Signature]

FOR THE STATE ARCHIVIST
L. Wayne McAllen



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE	DATE				
1		STANDARD ACCOUNTING DOCUMENTS, SERIES "A" AND "SF"	1 July 1982				
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
34.	A14	WARRANT REGISTER/DOCUMENT TRANSMITTAL AND CERTIFICATION. Forwards disbursement vouchers being processed for payment by the State Data Processing Service Center.	1	OFM	State Treasurer	3 Years	Destroy at Terminal Date Destroy at Agency Option State Records Center
			2	OFM	Data Processing	Agency Option	
			3	OFM	Agency Accounting	6 Years	
35.	A14-1	PAYROLL WARRANT REGISTER/DOCUMENT TRANSMITTAL AND CERTIFICATION. Transmits payroll changes to State Data Processing Service Center for updating and paying payroll.	1	OFM	State Treasurer	3 Years	Destroy at Terminal Date Destroy at Agency Option State Records Center
			2	OFM	Data Processing	Agency Option	
			3	OFM	Agency Accounting	6 Years	
36.	A14-2	TAPE TRANSMITTAL. Transmits magnetic tapes for central system processing.	1	OFM	Off of Fin Mgt	90 Days	Destroy at Terminal Date Destroy at Terminal Date Destroy at Terminal Date
			2	OFM	Agency Accounting	90 Days	
			3	OFM	Data Processing	90 Days	
<p>(Other agency programs utilizing this form to transmit magnetic tapes are encouraged to use the cited retention, but substitute pertinent offices retaining copies.</p>							
37.	A15	PURCHASE REQUISITION. To order materials, supplies and equipment not under state contract.	1	OPR	Purchasing Division	6 Years	State Records Center Destroy after Audit Destroy at Agency Option
			2	OFM	Agency Accounting	Post Audit	
			3	OFM	Agency-Copy	Agency Option	
38.	A15	PUBLIC WORKS REQUISITION. Provides a record of all public works projects being processed by the Division of Engineering and Architecture.	1	OPR	Engineer & Architect	6 Years	State Records Center Destroy at Agency Option Destroy at Agency Option State Records Center
			2	OFM	Engr & Arch Section	Agency Option	
			3	OFM	Engr & Arch Work	Agency Option	
			4	OPR	Agency Accounting	6 Years	
39.	A16	PURCHASE ORDER AND RECEIVING REPORT. Documents issued by State Purchasing Division for the purpose of ordering goods or services.	1	N/A	Vendor	N/A	N/A State Records Center State Records Center Destroy after Audit Destroy after Audit
		Receiving Report (Copy 1)	2	OPR	Purchasing Copy 1	6 Years	
			3	OPR	Agency Accounting Pay Document	6 Years	
		Agency Accounting (Copy 1)	4	OFM	Agency Receiving Unit	Post Audit	
			5	OFM	Agency Accounting (Filed with Duplicate Invoice)	Post Audit	
40.	A16-1	PURCHASE ORDER AND RECEIVING REPORT (CONTINUATION SHEET) Same as above.					
41.	A16-2	PURCHASE ORDER CANCELLATION REQUEST. To cancel items previously requested on a Purchase Order.	1	N/A	Vendor	N/A	N/A Destroy at Terminal Date Destroy at Terminal Date State Records Center
			2	OFM	Purchasing Division	5 Years	
			3	OFM	Agency-Copy	1 Year	
			4	OPR	Agency Accounting (Liquidation Document)	6 Years	
FOR THE ATTORNEY GENERAL		FOR THE STATE AUDITOR			FOR THE STATE ARCHIVIST		
<i>Clips H. Leavelle</i>		<i>[Signature]</i>			<i>[Signature]</i>		

SUPERSEDED



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE	DATE				
1		STANDARD ACCOUNTING DOCUMENTS, SERIES "A" AND "SF"	1 July 1982				
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
42.	A17	FIELD ORDER. (Until 31 January 1975) To order materials and supplies on contract and special items under general authority from the State Purchasing Division.	1	N/A	Vendor	N/A	N/A
			2	OPR	Agency Accounting (Pay Document)	6 Years	State Records Center
			3	OFM	Agency Receiving Unit	1 BBC	Destroy at Terminal Date
			4	OFM	Agency Accounting (Filed with Duplicate Invoice)	Post Audit	Destroy after Audit
			5	OFM	Agency-Copy	Agency Option	Destroy at Agency Option
			6	OFM	Purchasing Division	6 Years	State Records Center
43.	A17-1	FIELD ORDER. (After 1 February 1975) To order materials and supplies on contract and special items under general authority from the State Purchasing Division.	1	OFM	Agency Accounting (Filed with Duplicate Invoice)	Post Audit	Destroy after Audit
			2	N/A	Vendor	N/A	N/A
			3	OPR	Agency Accounting (Pay Document)	6 Years	State Records Center
			4	OFM	Agency Receiving Unit	1 BBC	Destroy at Terminal Date
			5	OFM	Agency-Copy	Agency Option	Destroy at Agency Option
44.	A17-1A	FIELD ORDER. (Continuation Sheet) Same as above.					
45.	A18	RECEIVING REPORT - PARTIAL DELIVERY. To report partial delivery of goods ordered by Purchase or Field Order.	1	OPR	Agency Accounting (Pay Document)	6 Years	State Records Center
			2	OFM	Agency Receiving Unit	Post Audit	Destroy after Audit
			3	OFM	Agency-Copy	Agency Option	Destroy at Agency Option
46.	A19	INVOICE VOUCHER. Serves as an invoice by claimant not having an invoice form of their own.	1	N/A	Claimant	N/A	N/A
			2	OPR	Agency Accounting (Supports Disbursement)	6 Years	State Records Center
			3	OFM	Agency-Copy	2 BBC	Destroy at Terminal Date
47.	A19-1	INVOICE VOUCHER. Serves as an invoice by claimant not having an invoice form of their own.	1	N/A	Claimant	N/A	N/A
			2	OPR	Agency Accounting (Supports Disbursement)	6 Years	State Records Center
			3	OFM	Agency-Copy	2 BBC	Destroy at Terminal Date
48.	A19-2	VOUCHER DISTRIBUTION. To record the account distribution of an invoice when a Purchase Order or Field Order is not involved.	1	OPR	Agency Accounting	6 Years	State Records Center
49.	A21	PRINTING REQUISITION. (Until 31 March 1978) Provides a record of printing or other services from the State Printer.	1	OPR	State Printer	6 Years	State Records Center
			2	OFM	Agency Estimate Copy	Post Audit	Destroy after Audit
			3	OFM	Agency Accompanies Invoice from Printer	Agency Option	Destroy at Agency Option
			4	OPR	Agency Accounting Supports Disbursement	6 Years	State Records Center
			5	OFM	Agency-Copy	Agency Option	Destroy at Agency Option

SUPERSEDED

FOR THE ATTORNEY GENERAL

Chris Holcomb

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

[Signature]



GENERAL RECORD RETENTION SCHEDULE

SCHEDULE NUMBER 1		TITLE STANDARD ACCOUNTING DOCUMENTS, SERIES "A" AND "SF"					DATE 1 July 1982	
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION	
50.	A21	PRINTING REQUISITION. (After 1 April 1978) Provides a record of printing or other services from the State Printer. (Receiving Report Copy 1)	1	OPR	State Printer	6 Years	State Records Center Destroy at Terminal Date	
			2	OFM	Agency/Accompanies Invoice from Printer	2 Years		
			3	OFM	Agency/Accompanies Invoice from Printer	Agency Option		
			4	OPR	Agency Accounting (Supports Disbursement)	6 Years		
			5	OFM	Agency-Copy	Agency Option		
			6	OFM	Encumbrance Copy	3 Years		
51.	A22	OUTSTANDING WARRANT CARD. Provides a replacement for a warrant that has not been redeemed for an unusual period of time.	1	OFM	State Treasurer	Until Warrant redeemed and filed	Destroy at Terminal Date	
52.	A31	DISTRIBUTION OF PAYROLL AND RELATED COSTS, M2390. A detailed distribution of the payroll costs of the employees that are paid by the employer.	1	OPR	Agency Accounting	6 Years	State Records Center Destroy at Agency Option	
			2	OFM	Agency-Copy	Agency Option		
53.	A37	APPLICATION FOR PETTY CASH ADVANCE. Provides a record of processing internal requests for petty cash.	1	OPR	State Treasurer	6 Years	State Records Center State Records Center Destroy at Terminal Date Destroy at Agency Option	
			2	OPR	Agency Accounting	6 Years		
			3	OFM	Off of Fin Mgt	2 BBC		
			4	OFM	State Treasurer	Agency Option		
54.	A38	CONTRACT ORDER. A purchase order issued against a computerized contract. (Receiving Report Copy 1) (Receiving Report Copy 2)	1	N/A	Vendor	N/A	N/A Destroy after Audit State Records Center Destroy after Audit Destroy at Agency Option State Records Center	
			2	OFM	Agency Receiving Unit	Post Audit		
			3	OPR	Agency Accounting	6 Years		
			4	OFM	Agency Accounting (Filed with Duplicate Invoice)	Post Audit		
			5	OFM	Agency-Copy	Agency Option		
			6	OFM	Purchasing Division	6 Years		
55.	A39	ESCROW AGREEMENT. Agreement between agency and contractor to place the retained percentage of progress billings with a bank or trust company for Public Works Contracts.	1	N/A	Bank or Trust Company	N/A	N/A N/A State Records Center	
			2	N/A	Contractor	N/A		
			3	OPR	Agency Accounting	6 Years after completion of contract		
56.	VP-050	VENDOR PAYMENT - EDIT & BALANCE REPORT. Contains errors that were discovered when balancing or editing vendor payment input.	1	OFM	Data Processing	1 BBC	Destroy at Terminal Date Destroy at Terminal Date	
			2	OFM	Agency	1 Year		
57.	A44	STATUS REPORT (Obsolete). To record the appropriation expenditures and revenue of all state agencies.	1	OFM	Agency Accounting	1 BBC	Destroy at Terminal Date Destroy at Agency Option Destroy at Agency Option Destroy at Terminal Date	
			2	OFM	Agency-Copy	Agency Option		
			3	OFM	Agency-Copy	Agency Option		
			4	OFM	Off of Fin Mgt	1 BBC		
58.	A44A	ACTIVITY REPORT (Obsolete). Detailed transactions for the appropriation of expenditures and revenue of all state agencies.	1	OPR	Agency Accounting	6 Years	State Records Center Destroy at Agency Option Destroy at Agency Option	
			2	OFM	Agency-Copy	Agency Option		
			3	OFM	Agency-Copy	Agency Option		

SUPERSEDED

FOR THE ATTORNEY GENERAL
[Signature]

FOR THE STATE AUDITOR
[Signature]

FOR THE STATE ARCHIVIST
[Signature]

GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE	DATE				
1		STANDARD ACCOUNTING DOCUMENTS, SERIES "A" AND "SF"	1 July 1982				
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
59.	A46	ACCOUNT CODE DESCRIPTION. Used by agencies on the Management Accounting System to define program and sub-program account numbers by name for entry into the Management Accounting System file.	1	OFM	Off of Fin Mgt	1 BBC	Destroy at Terminal Date
			2	OFM	Agency Accounting	1 Year	Destroy at Terminal Date
60.	A51	ESTIMATED EXPENDITURES. To submit allotment schedules to the Management Accounting System at levels below "program" and "object."	1	OFM	Off of Fin Mgt	1 BBC	Destroy at Terminal Date
61.	A52	STATUS REPORT. To record the appropriation expenditures and revenue of all state agencies.	1	OFM	Agency Accounting	1 BBC	Destroy at Terminal Date
			2	OFM	Agency-Copy	Agency Option	Destroy at Agency Option
			3	OFM	Agency-Copy	Agency Option	Destroy at Agency Option
62.	SF 110	PERSONAL SERVICES CONTRACT - FILING FACE SHEET. To file personal services information with the Office of Financial Management and the Legislative Budget Committee.	1	OFM	Off of Fin Mgt	3 Years	Destroy at Terminal Date
			2	OPR	Agency	6 Years	State Records Center
			3	OFM	Legis Budget Comm	6 Years	State Records Center
			4	OFM	Dept of Revenue	4 Years	Destroy at Terminal Date
63.	SF 111	ANNUAL SUMMARY OF ALL PERSONAL SERVICE CONTRACTS. Provides a record of all Personal Service Contracts issued by each agency during each fiscal year.	1	OFM	Off of Fin Mgt	3 Years	Destroy at Terminal Date
			2	OFM	Agency	3 Years	Destroy at Terminal Date
64.	SF 200	CLAIM FOR INDEBTEDNESS OF STATE OF WASHINGTON TO DECEASED EMPLOYEE. To submit a claim for labor and services performed by a deceased employee for which reimbursement was never received.	1	OPR	Agency Accounting	6 Years	State Records Center
65.	SF 294	EMPLOYMENT & PAYROLL REPORT. To report number of employees by county and type of employment status.	1	OFM	Off of Fin Mgt	3 Years	Destroy at Terminal Date
			2	OFM	Agency Payroll	3 Years	Destroy at Terminal Date
66.	SF 294A	EMPLOYMENT & PAYROLL REPORT. To report Comprehensive Employment and Training Act (CETA) employees by county and type of employment status.	1	OFM	Off of Fin Mgt	3 Years	Destroy at Terminal Date
			2	OFM	Agency Payroll	3 Years	Destroy at Terminal Date
67.	SF 993	AFFIDAVIT OF LOST OR DESTROYED WARRANT. To certify the loss or destruction of a warrant.	1	OPR	Agency Accounting	6 Years	State Records Center
68.	SF 5525	AFFIDAVIT OF FORGED ENDORSEMENT. To certify that the name as signed on the back of a warrant is a forgery.	1	OPR	State Treasurer	6 Years	State Records Center
			2	OPR	Agency Accounting	6 Years	State Records Center
69.	OAR-S3A	QUARTERLY REPORT OF WAGES PAID. To record names and amounts paid to employees for Old Age Survivors' Insurance (OASI).	1	N/A	Social Sec Admin	N/A	N/A
			2	OPR	OASI/Dept of Empl Security	Permanent	Records Center
			3	OFM	Agency Payroll	4 Years	Destroy at Terminal Date
70.	A56	PROPERTY MANAGEMENT SYSTEM INPUT DATA SHEET. To collect data concerning fixed assets owned by agencies.	1	OFM	Agency Accounting	1 Year	Destroy at Terminal Date

SUPERSEDED

FOR THE ATTORNEY GENERAL

Chas Holcomb

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

William F. Medlin



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER 1		TITLE STANDARD ACCOUNTING DOCUMENTS, SERIES "A" AND "SF"				DATE 1 July 1982	
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
71.	A57	DOCUMENT TRANSMITTAL & CERTIFICATION. To transmit automated encumbrance and liquidation transactions to a computer service center for processing.	1 2	OFM OFM	Data Processing Agency Accounting	90 Days 3 Years	Destroy at Terminal Date Destroy at Terminal Date
72.	A58	PROPERTY MANAGEMENT SYSTEM BATCH CONTROL. Cover sheet to control batches of Property Management System Input Data Sheets, form A56.	1	OFM	Agency Accounting	1 Year	Destroy at Terminal Date
73.	SF 276	REQUEST FOR PUBLIC RECORD. To request public information from a state agency.	1	OFM	Agency Office	Until record returned	Destroy Immediately
74.	DOP 101	COPY CENTER REQUEST. (Until 3/80) To request reproduction of printed material from state agencies.	1 2 3 4	OFM OFM OFM OPR	State Printer (Billing) Plant Work Request State Printer (Billing Setup) Agency Accounting	6 Years 3 Months 3 Months 6 Years	State Records Center Destroy at Terminal Date Destroy at Terminal Date State Records Center
75.	A24	COPY CENTER REQUEST. (After 4/80) To request reproduction of printed material from state agencies.	1 2 3 4	OFM OFM OFM OPR	State Printer (Billing) Plant Work Request State Printer Agency Accounting	6 Years 3 Months 3 Months 6 Years	State Records Center Destroy at Terminal Date Destroy at Terminal Date State Records Center
76.	IAC-017	VOUCHER FORM/STATE AGENCIES USE. To provide a record of expenditures made by state agencies on outdoor recreation projects.	1 2	OPR OPR	Outdoor Rec Comm State Agency	Permanent 6 Years	Retained at Outdoor Rec Comm State Records Center
77.	IAC-030	DEED OF RIGHT TO USE LAND FOR PUBLIC RECREATION PURPOSES. To record the restriction of real property to outdoor recreation use.	1 2	OPR OPR	Outdoor Rec Comm State Agency	Permanent 6 Years after Termination	Retained at Outdoor Rec Comm State Records Center
78.	IAC-031	ESTIMATED PROGRESS SCHEDULE DEVELOPMENT PROJECTS. To report to the Federal Government, on demand, progress on federally funded projects.	1 2	OFM OFM	Outdoor Rec Comm State Agency	Permanent 5 Years	Retained at Outdoor Rec Comm Destroy at Terminal Date
79.	IAC-032	INTERIM PROGRESS REPORT ON DEVELOPMENT, PLANNING OR MAINTENANCE/MANAGEMENT. To provide a narrative description of work accomplishments to accompany voucher reports.	1 2	OFM OFM	Outdoor Rec Comm State Agency	Permanent 5 Years	Retained at Outdoor Rec Comm Destroy at Terminal Date
80.	IAC-035	FINAL PROJECT REPORT ON DEVELOPMENT, PLANNING OR MAINTENANCE/MANAGEMENT. To record in narrative form the total work accomplished on a project.	1 2	OFM OFM	Outdoor Rec Comm State Agency	Permanent 5 Years	Retained at Outdoor Rec Comm Destroy at Terminal Date
81.	IAC-037	APPLICATION FOR OUTDOOR RECREATION GRANT-IN-AID ASSISTANCE. To provide required information to allow consideration of funding grant for an outdoor recreation acquisition or development project	1	OPR	Outdoor Rec Comm	Permanent	Retained at Outdoor Rec Comm

SUPERSEDED

FOR THE ATTORNEY GENERAL

Chris F. Leonard

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

Lilney McMillin



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER 1		TITLE STANDARD ACCOUNTING DOCUMENTS, SERIES "A" AND "SF"					DATE 1 July 1982
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
82.	IAC-052	VOUCHER FORM-ORV NON-CAPITAL PROJECTS. To request reimbursement for state agency expenditures for off-road vehicle non-capital projects.	1 2	OPR OFM	Outdoor Rec Comm State & Local Agency	Permanent 5 Years	Retained at Outdoor Rec Comm Destroy at Terminal Date
83.	IAC-053	VOUCHER FORM-ORV CAPITAL PROJECTS. To request reimbursements for state agency expenditures for off-road vehicle capital projects.	1 2	OPR OFM	Outdoor Rec Comm State & Local Agency	Permanent 5 Years	Retained at Outdoor Rec Comm Destroy at Terminal Date
84.	IAC-060	STATEMENT OF JUST COMPENSATION. To comply with federal and state laws relating to just compensation for the acquisition of real property and to assure that the owner has been made knowledgeable.	1	OPR	Outdoor Rec Comm	Permanent	Retained at Outdoor Rec Comm
85.	SF 146	DECLARATION OF SIGNIFICANCE OR NON-SIGNIFICANCE. To indicate a proposal's impact upon the environment and if an Environmental Impact Statement is required.	1 2	OPR OFM	Lead Agency Approval Agency	6 Years 3 Years	State Records Center Destroy at Terminal Date

SUPERSEDED

FOR THE ATTORNEY GENERAL

Wm. Holcomb

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

L. J. McAllister

SUPERSEDED

GENERAL SCHEDULE

Schedule Number GS01-01	Title Outdoor Recreation Funding and Grant Monies	Date October 31, 1991
----------------------------	--	--------------------------

Item Number	Form Number	Records Series Title and Statement of Function/Purpose	Part	Class	Distribution	Retention	Disposition
-------------	-------------	--	------	-------	--------------	-----------	-------------

GS 1-1, Outdoor Recreation Funding and Grant Monies covers the contract and financial records associated with Outdoor Recreation projects. They are used by Agency of Outdoor Recreation, Department of Ecology, and Agency contract and accounting offices. The Deed of Right is considered to be for perpetual use and is an Official Public Record for both agencies involved.

SUPERSEDED

For the Attorney General <i>Stacia E. Reynolds</i>	For the State Auditor <i>Leah W. Laughlin</i>	For the State Archivist <i>Adrienne M. Cooper</i>	For the Director of DEM <i>Pamela K. Davidson</i>
---	--	--	--

GENERAL RECORDS RETENTION SCHEDULE

Schedule Number GS01-01		Title Outdoor Recreation Funding and Grant Monies					Date October 31, 1991
D.A. Number	Form Number	Records Series Title and Statement of Function/Purpose	Class	Distribution	Cut Off	Retention	Disposition
GS01-01-1.1	IAC	OUTDOOR RECREATION GRANT RECORDS Provides a record of projects for which an agency requests outdoor recreation grant money. Includes applications for grants-in-aid, voucher forms, progress reports.	OPR	Outdoor Rec. Comm	Completion of Project	75 Years	Records Center Storage
GS01-01-1.2			OPR	Agency	Completion of Project	6 Years	Records Center Storage
GS01-01-2.1	IAC	DEED OF RIGHT Provides a record of the restrictions and permission of property for public outdoor use. The county where filed retains minimum of 6 years.	OPR	Outdoor Rec. Comm	Completion of Project	75 Years	Review for Disposition
GS01-01-2.2			OPR	Agency	Completion of Project	75 Years	Review for Disposition
GS01-01-3.1	SF 146	DECLARATION OF SIGNIFICANCE OR NON-SIGNIFICANCE To indicate a proposal's impact upon the environment and if an Environmental Impact Statement is required.	OPR	Agency	Calendar Year	6 Years	Records Center Storage
GS01-01-3.2			OFM	Dept. of Ecology	Calendar Year	3 Years	Records Center Storage

SUPERSEDED

For the Attorney General <i>Blair K. ...</i>	For the State Auditor <i>Robert D. ...</i>	For the State Archivist <i>John J. ...</i>	For the Director of OFM <i>Camela K. Davidson</i>
---	---	---	--

SUPERSEDED

GENERAL SCHEM

Schedule Number GS01-02		Title Agency Financial Reporting Systems (AFRS)				Date November 5, 1991	
Item Number	Form Number	Records Series Title and Statement of Function/Purpose	Part	Class	Distribution	Retention	Disposition

This schedule covers "Agency Financial Reporting System" (AFRS) reports, which are issued daily, weekly, monthly, and "on-demand." The reports listed in this schedule are available in hard copy or microfiche as requested by agencies. These records are used by OFM, State Treasurer, and agency accounting offices, each of which may have a different retention period, depending on the specified use. AFRS reports are backed up on tape and retained for ten years by OFM. Any agency not using AFRS in conjunction with OFM should apply the functions of the following series to agency specific forms and reports used in lieu of.

SUPERSEDED

For the Attorney General <i>Stanley E. Reynolds</i>	For the State Auditor <i>Leith H. Frazier</i>	For the State Archivist <i>Richard J. McAlpin</i>	For the Director of OFM <i>Pamela K. Davidson</i>
--	--	--	--

GENERAL RECORDS RETENTION SCHEDULE

Schedule Number GS01-02		Title Agency Financial Reporting Systems (AFRS)					Date October 31, 1991
D.A. Number	Form Number	Records Series Title and Statement of Function/Purpose	Class	Distribution	Cut Off	Retention	Disposition
GS01-02-1.1	DTR <i>ADD</i>	TAS REPORTS Treasury Accounting system financial reports.	OFM	State Treas.	Date of Issuance	3 Years	Destroy
GS01-02-2.1	DTR9	INPROCESS REPORTS These reports are a reconciliation of the agency's in-process accounts.	OFM	State Treas.	Date of Issuance	45 Days	Destroy
GS01-02-2.2	OFM		Agency	Date of Issuance	45 Days	Destroy	
GS01-02-2.3	OFM		FSMG	Date of Issuance	45 Days	Destroy	
GS01-02-3.1	DWP <i>ADD</i>	DAILY WORKING PAPERS Agency Financial Reporting System (AFRS) daily working papers. These reports display the detail activity for financial and statistical data on a daily basis.	OFM	Agency	Date of Issuance	90 days	Destroy
GS01-02-3.2			OFM	FSMG		90 days	Destroy
GS01-02-4.1	DZOTHER <i>ADD</i>	OTHER DAILY REPORTS Other Agency Financial Reporting System (AFRS) daily reports.	OFM	Agency	Date of Issuance	90 Days	Destroy
GS01-02-5.1	MAP	MONTHLY APPROVED ALLOTMENT/REVENUE REPORTS These are summary level reports of agency financial and statistical status at a given point in time.	OFM	Agency Mgt.	Date of Issuance	3 Yrs	Destroy
GS01-02-5.2			OFM	Agency Acct	Date of Issuance	3 Yrs	Destroy

SUPERSEDED

For the Attorney General

Stacy E. Rogers

For the State Auditor

Keith W. Loughheed

For the State Archivist

Richard M. Depina

For the Director of OFM

Pamela K. Davidson

GENERAL RECORDS RETENTION SCHEDULE

Schedule Number GS01-02		Title Agency Financial Reporting Systems (AFRS)					Date October 31, 1991
D.A. Number	Form Number	Records Series Title and Statement of Function/Purpose	Class	Distribution	Cut Off	Retention	Disposition
GS01-02-6.1	NCP <i>AG</i>	MONTHLY COMB. APPROVED & ADJUSTED ALLOTMENT REPORTS Monthly combined approved and adjusted allotments reports. These are summary level reports of agency financial and statistical status at a given point in time combining approved and adjusted allotments.	OFM	Agency Mgt.	Date of Issuance	3 Yrs	Destroy
GS01-02-7.1	MFS ✓	MONTHLY FINANCIAL STATEMENTS REPORT	OFM	OFM	Date of Issuance	Agency Option	Retention for Months 25 and 99: 2 yrs. Other Months: Destroy at Agency Option.
GS01-02-7.2	✓		OFM	Admin. Agency	Date of Issuance	Agency Option	Retention for Months 25 and 99: 2 yrs. Other Months: Destroy at Agency Option.
GS01-02-7.3	✓		OFM	Agency	Date of Issuance	Agency Option	Retention for Months 25 and 99: 2 yrs. Other Months: Destroy at Agency Option.
GS01-02-8.1	MSW ✓	MONTHLY GEN. LEDGER TRIAL BALANCE/STATEWIDE LEVEL Monthly General Ledger trial balance at the statewide level.	OFM	Agency	Date of Issuance	4 Years	Destroy

SUPERSEDED

For the Attorney General
Stacia E. Reynolds

For the State Auditor
Robert D. Laughhead

For the State Archivist
John J. McEachern

For the Director of OFM
Pamela K. Davidson

GENERAL RECORDS RETENTION SCHEDULE

Schedule Number GS01-02		Title Agency Financial Reporting Systems (AFRS)					Date November 7, 1991
D.A. Number	Form Number	Records Series Title and Statement of Function/Purpose	Class	Distribution	Cut Off	Retention	Disposition
GS01-02-9.1	MTR NO	MONTHLY TAS REPORTS Monthly Treasurer Accounting System reports to disclose receipts, disbursements, and transfers.	OPR	State Treas.	Date of Issuance	6 Years	Destroy
GS01-02-9.2			OFM	Agency Acc..	Date of Issuance	90 Days	Destroy
GS01-02-9.3			OFM	Revenue Acc.	Date of Issuance	3 Years	Destroy
GS01-02-9.4			OFM	Wildlife Acc.	Date of Issuance	3 Years	Destroy
GS01-02-10.1	MWP ✓	MONTHLY WORKING PAPER REPORTS Includes all financial and statistical detail activity.	OFM	Agency	Date of Issuance	4 Years	Cutoff for Project/Grant is Termination of Project/Grant. Destroy.
GS01-02-11.1	QWP NO	OMWBE QUARTERLY REPORTS Office of Minority and Women's Business Enterprises quarterly disbursement and goal performance reports.	OFM	Agency	Date of Issuance	4 Years	Destroy
GS01-02-12.1	WWP NO	WEEKLY WORKING PAPER REPORTS Includes all financial and statistical detail activity.	OFM	Agency	Date of Issuance	90 Days	Destroy
GS01-02-13.1	WZOTHER NO	OTHER WEEKLY WORKING PAPERS REPORTS Other Agency Financial Reporting Systems (AFRS) weekly working paper reports.	OFM	Agency	Date of Issuance	90 Days	Destroy

SUPERSEDED

For the Attorney General

Stacia E Reynolds

For the State Auditor

Robert H. Ferguson

For the State Archivist

Shirley M. McPherson

For the Director of OFM

Pamela K. Davidson

GENERAL RECORDS RETENTION SCHEDULE

Schedule Number GS01-02		Title Agency Financial Reporting Systems (AFRS)					Date October 31, 1991
D.A. Number	Form Number	Records Series Title and Statement of Function/Purpose	Class	Distribution	Cut Off	Retention	Disposition
GS01-02-14.1	HRS <i>DRS</i>	MANAGEMENT REPORTING SYSTEM REPORTS Provides supplemental analytic information within agency management series for status of allotment, disbursements, accruals, encumbrances and variances at varying levels for varying time frames.	OFM	Agency Acc.	Until Superseded	Agency Option	Destroy
GS01-02-15.1	DRS <i>DRS</i>	DISBURSEMENT REPORTING SYSTEM REPORTS The Disbursement Reporting System (DRS) provides both automatic and user requestable reports for an agency's vendor history information including disbursements, Internal Revenue Service 1099 reporting, and the Office of Women and Minority Business Enterprise information.	OFM	Agency	Date of Issuance	Agency Option	Destroy at Agency Option EXCEPT DRS 338: This report must be retained for three years.
GS01-02-16.1	IRS <i>DRS</i>	IRS100-IRS110 Reports relating to the Internal Revenue Service 1099 reporting process.	OFM	Agency	Date of Issuance	Agency Option	Destroy
GS01-02-17.1	TAPRPT <i>DRS</i>	THE ALLOTMENT PREPARATION SYSTEM The Allotment Preparation System (TAPS) reports summarize the agency's allotment, Full-Time Equivalents, and revenue status.	OFM	Agency	Date of Issuance	Agency Option	Destroy

SUPERSEDED

For the Attorney General
Stacia E. Regno

For the State Auditor
Robert D. Laughhead

For the State Archivist
John J. McElroy

For the Director of OFM
Patricia K. Davidson

SUPERSEDED

GENERAL SCHE

Schedule Number GS02		Title Standard Budget & Allotment Records				Date November 5, 1991
Item Number	Form Number	Records Series Title and Statement of Function/Purpose	Part Class	Distribution	Retention	Disposition
<p>Agencies are to retain access to financial data for a minimum of ten years, at a level necessary to prepare any adjustments to historical data as required by RCW 43.88.030(4). The media of storage is left to the discretion of the agency but is to be the most cost effective means of providing access. At a minimum, information is to be retained at the agency/fund/character/appropriation type/program/object/sub-object level for expenditures and agency fund/souce level for revenues.</p>						
SUPERSEDED						
For the Attorney General <i>Stacia E. Kyrus</i>		For the State Auditor <i>Keith D. Longhead</i>		For the State Archivist <i>John J. Mc...</i>		For the Director of OFM <i>Pamela K. Davidson</i>

GENERAL RECORDS RETENTION SCHEDULE

Schedule Number GS02		Title Standard Budget & Allotment Records					Date November 5, 1991
D.A. Number	Form Number	Records Series Title and Statement of Function/Purpose	Class	Distribution	Cut Off	Retention	Disposition
GS02-1.1 GS02-1.2 GS02-1.3 GS02-1.4		CAPITAL AND OPERATING BUDGETS Agencies are required to maintain budget detail provided in accordance with the current OFM budget instructions. Machine readable formats are the main media for transmitting the data.	OPR OFM OFM OFM	OFM(machine read) OFM (copy) Agency Accounting Agency Offices	Biennium Biennium Biennium Biennium	25 Years 6 Years 4 Years 2 Years	Review for Disposition Records Center Storage Records Center Storage Destroy
GS02-2.1 GS02-2.2 GS02-2.3 GS02-2.4		ALLOTMENTS Agencies are required to maintain allotment detail provided in accordance with the current OFM allotment instructions. Machine readable formats are the main media for transmitting the data. Provides a record of documentation necessary for the establishment of operating and capital allotments.	OPR OFM OFM OFM	OFM(machine read) OFM Agency Accounting Agency Office	Biennium Biennium Biennium Biennium	25 Years 6 Years 4 Years 2 Years	Review for Disposition Records Center Storage Records Center Storage Destroy
GS02-3.1 GS02-3.2 GS02-3.3 GS02-3.4		WORKLOAD PERFORMANCE AND PERSONNEL REPORTING Agencies are required to report actual activity for comparison against estimates to track performance (in a format specified by OFM).	OPR OFM OFM OFM	OFM(machine read) OFM Agency Accounting Agency Office	Biennium Biennium Biennium Biennium	25 Years 6 Years 4 Years 2 Years	Review for Disposition Records Center Storage Records Center Storage Destroy
GS02-4.1 GS02-4.2		FINANCIAL REPORTING Agencies are to retain access to financial data to prepare any adjustments to historical data (RCW 43.88.030(4)). Provides a record of expenditures and agency/fund/source level for revenues at the agency/fund/appropriation type/program/subprogram/object/subobject level.	OPR OFM	Agency Accounting OFM	Biennium Biennium	10 Years 10 Years	Records Center Storage Delete Backup Tapes

SUPERSEDED

For the Attorney General
Stacia E. Reynolds

For the State Auditor
Robert W. Longhead

For the State Archivist
AD 7/11/91

For the Director of OFM
Pamela K. Davidson

SUPERSEDED



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER 3		TITLE PERSONNEL FORMS USED STATEWIDE						DATE 1 July 1982
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE	COPY	CLASS	DISTRIBUTION	RETENTION	DISPOSITION	
1.	SF 573	APPLICATION FOR EMPLOYMENT (Type A) Provides a record of applicants whose names were not placed on the register. (Formerly PER 20-2502)	1	OFM	Dept of Personnel Applicant	30 Days	Destroy at Terminal Date N/A	
			2	N/A		N/A		
2.	SF 573	APPLICATION FOR EMPLOYMENT (Type B) Provides a record of applicants whose names were placed on the register but register expired before appointment was made. (Formerly PER 20-2502)	1	OFM	Dept of Personnel Applicant	30 Days after Expiration of Register	Destroy at Terminal Date N/A	
			2	N/A		N/A		
3.	SF 573	APPLICATION FOR EMPLOYMENT (Type C) Provides a record of applicants selected for employment. (Formerly PER 20-2502)	1	OFM	Dept of Personnel Applicant	5 Years after Termination of Employment	Destroy at Terminal Date N/A	
			2	N/A		N/A		
4.	B25	POSITION ACTION REQUEST. (Approved) Provides a record of original or updated positions requested by an agency. (Obsolete Form. See GS 3-2)	1	OFM	Agency Personnel	5 Years after Termination of Employment Agency Option Until Return of Copy 1	Destroy at Terminal Date Destroy at Agency Option Destroy Immediately	
			2	OFM	Field Office			
			3	OFM	Agency Suspense Copy			
5.	B25	POSITION ACTION REQUEST. (Disapproved) Provides a record of original or updated positions requested by an agency. (Obsolete Form. See GS 3-2)	1	OFM	Agency Personnel	Agency Option Agency Option Until Return of Copy 1	Destroy at Agency Option Destroy at Agency Option Destroy Immediately	
			2	OFM	Field Office			
			3	OFM	Agency Suspense Copy			
6.	15D	CLASSIFICATION QUESTIONNAIRE. To describe the duties and responsibilities of one employee's position. (Obsolete Form)	1	OFM	Dept of Personnel	Until Superseded or 60 Days after Position Abolished Same as above N/A	Destroy at Terminal Date Destroy at Terminal Date N/A	
			2	OFM	Agency Personnel Employee			
			3	N/A	N/A			
7.	SF 570	CLASSIFICATION QUESTIONNAIRE. To describe the duties and responsibilities of one employee's position.	1	N/A	Instructions	N/A Until 2 Years after Supersession or Position Abolished Same as above Same as above N/A N/A	N/A Destroy at Terminal Date Destroy at Terminal Date N/A N/A	
			2	OFM	Dept of Personnel			
			3	OFM	Agency Personnel			
			4	OFM	Field Office			
			5	N/A	Employee Suspense Copy			
			6	N/A	Employee Permanent Copy			
8.	SF 115	PERSONNEL ACTION FORM. Provides a record of making necessary changes in an employee's personnel record to keep it in a current status. (Obsolete Form. See GS 3-2)	1	OFM	Agency Personnel	7 Years after last action Agency Option Until Return of Copy 1	State Records Center Destroy at Agency Option Destroy Immediately	
			2	OFM	Field Office			
			3	OFM	Agency Suspense Copy			
9.	SF 314	EMPLOYEE RECORDS TRANSMITTAL. Transmits an employee's personnel records when the employee is transferred to a new agency.	1	OFM	Gaining Agency	1 Year 3 Years	Destroy at Terminal Date Destroy at Terminal Date	
			2	OFM	Losing Agency			
10.	SF 6953	LEAVE REQUEST. Provides a record of an employee request for periods of absence. (Formerly Request a for Leave of Absence)	1	OFM	Agency Personnel	3 Years N/A	Destroy at Terminal Date N/A	
			2	N/A	N/A			

SUPERSEDED

FOR THE ATTORNEY GENERAL
Clayton Holcomb

FOR THE STATE AUDITOR
[Signature]

FOR THE STATE ARCHIVIST
L. D. [Signature]



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER 3		TITLE PERSONNEL FORMS USED STATEWIDE					DATE 1 July 1982
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE	COPY	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
11.	SF 6954	LEAVE RECORD. Maintains a record of the amount of various types of leave accrued and taken by individual employees. (Formerly Leave of Absence Record)	1	OFM	Agency Personnel	Until 5 Years after Termination of Employment	Destroy at Terminal Date
12.	SF 7100-M1	PAYROLL ACTION REPORT. Provides a record of added or deleted employees from the computed payroll and to effect all changes to master payroll records.	1 2	OFM OFM	Data Processing Agency Payroll	90 Days 5 Years	Destroy at Terminal Date Destroy at Terminal Date
13.	SF 7895	SALARY, ATTENDANCE, LEAVE AND OVERTIME RECORD. Provides a record of an employee's payroll records, days worked, wages paid, etc. (Formerly Employees' Permanent Record Card)	1	OFM	Agency Personnel	5 Years after Termination of Employment	Destroy at Terminal Date
14.	SF 9818	EVALUATION FOR PROMOTION. Provides a condensed record of an employee's qualifications which make that employee eligible for promotion.	1 2 3	OFM OFM N/A	Dept of Personnel Agency Personnel Employee	Until Superseded or Register Expires 5 Years after Termination of Employment N/A	Destroy at Terminal Date Destroy at Terminal Date N/A
15.	SF 9928	EMPLOYEE PERFORMANCE EVALUATION. Provides a record of evaluation of an employee's performance. (Formerly Employee Evaluation Report)	1 2	OFM N/A	Agency Personnel Employee	5 Years N/A	Destroy at Terminal Date N/A
16.	SF 9622 A & B	REQUEST FOR CERTIFICATION. Provides a record of advising the Department of Personnel of vacant positions needed to be filled and requesting names of eligible personnel. (Obsolete Form)	1 2 3 4 5 6	OFM OFM OFM OFM OFM OFM	Dept of Personnel Agency Personnel Field Office Agency-Copy Agency-Copy Agency Suspense Copy	5 Years Agency Option Agency Option Agency Option Agency Option Until Return of Copy 2	Destroy at Terminal Date Destroy at Agency Option Destroy at Agency Option Destroy at Agency Option Destroy at Agency Option Destroy immediately
17.		VOLUNTEER OFF-HOUR TRAINING. Provides a record of employees completing courses of training during other than working hours.	1 2	OFM OFM	Dept of Personnel Agency Personnel	5 Years 5 Years after Termination of Employment	Destroy at Terminal Date Destroy at Terminal Date
18.		RECORD OF IN-SERVICE TRAINING. Provides a record of employees receiving formal training on-the-job.	1 2	OFM OFM	Dept of Personnel Agency Personnel	2 Years 5 Years after Termination of Employment	Destroy at Terminal Date Destroy at Terminal Date
19.		EMPLOYEE SUGGESTION EVALUATIONS. Provides a record of the evaluations of individual suggestions made by State Employees. (Obsolete Form)	1 2	OFM OFM	Employee Suggestion Awards Board Agency Office making evaluation	4 Years 2 Years	Destroy at Terminal Date Destroy at Terminal Date
20.	SF 16	ATTENDANCE LIST. To identify participants in agency meetings, training sessions and conferences.	1	OFM	Agency-Copy	1 Year	Destroy at Terminal Date
21.	SF 30	TUITION REIMBURSEMENT REQUEST. To request tuition reimbursement by a state employee who participated in a qualified course conducted by an educational institution, vocational school or professional organization.	1 2 3	OPR OFM N/A	Agency Accounting Dept of Personnel Applicant	6 Years 5 Years N/A	State Records Center Destroy at Terminal Date N/A

SUPERSEDED

FOR THE ATTORNEY GENERAL

[Signature]

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

[Signature]



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER 3		TITLE PERSONNEL FORMS USED STATEWIDE					DATE 1 July 1982
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE	COPY	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
22.	SF 53	SCHEDULE OF GOALS. (12 Months) To document short-range goals of each operating activity.	1 2 3	OFM OFM OFM	Agency Management Agency Supervisor Preparer	5 Years 3 Years 2 Years	Destroy at Terminal Date Destroy at Terminal Date Destroy at Terminal Date
23.	SF 54	SCHEDULE OF GOALS. (5 Years) To document long-range goals of each operating activity.	1 2 3	OFM OFM OFM	Agency Management Agency Supervisor Preparer	5 Years 3 Years 2 Years	Destroy at Terminal Date Destroy at Terminal Date Destroy at Terminal Date
24.	SF 55	SCHEDULE OF OBJECTIVES. (12 Months) To document short-range objectives of each operating activity	1 2 3	OFM OFM OFM	Agency Management Agency Supervisor Preparer	5 Years 3 Years 2 Years	Destroy at Terminal Date Destroy at Terminal Date Destroy at Terminal Date
25.	SF 56	SCHEDULE OF OBJECTIVES. (5 Years) To document long-range objectives of each operating activity.	1 2 3	OFM OFM OFM	Agency Management Agency Supervisor Preparer	5 Years 3 Years 2 Years	Destroy at Terminal Date Destroy at Terminal Date Destroy at Terminal Date
26.	SF 57	REPORT OF ACHIEVEMENTS. To document achievements of an organization, program, etc., and the resultant savings.	1 2 3	OFM OFM OFM	Agency Management Agency Supervisor Preparer	5 Years 3 Years 2 Years	Destroy at Terminal Date Destroy at Terminal Date Destroy at Terminal Date
27.	SF 76	FLOW PROCESS CHART AND PROCEDURE STUDY SHEET. To examine, document and improve procedures and systems on a step-by-step basis.	1	OFM	Agency Office	1 Year	Destroy at Terminal Date
28.	SF 137	VEHICLE ACCIDENT REPORT. To report an accident involving state employees and state vehicles.	1 2 3	OPR OFM N/A	Tort Claims Agency Employee	6 Years 3 Years N/A	State Records Center Destroy at Terminal Date N/A
29.	SF 138	CLAIMANT'S REPORT OF ACCIDENT. To be completed following an accident involving a state vehicle before claim will be considered.	1	OPR	Tort Claims	6 Years	State Records Center
30.	SF 141	COMPLETED DEVELOPMENTAL ACTIVITY REPORT. To document information about developmental activity and list individuals completing the activity.	1 2 3	OFM OFM OFM	Data Processing Agency Personnel Human Resource Development	2 Years 3 Years 5 Years	Destroy at Terminal Date Destroy at Terminal Date Destroy at Terminal Date
31.	SF 142	REQUIRED DEVELOPMENTAL ACTIVITIES. To list developmental activities required for special job classes.	1 2 3	OFM OFM OFM	Data Processing Agency Personnel Human Resource Development	2 Years 3 Years 5 Years	Destroy at Terminal Date Destroy at Terminal Date Destroy at Terminal Date
32.	SF 143	PLANNED DEVELOPMENTAL ACTIVITIES. To identify developmental activities to be offered by individual agencies.	1 2 3	OFM OFM OFM	Data Processing Agency Personnel Human Resource Development	2 Years 3 Years 5 Years	Destroy at Terminal Date Destroy at Terminal Date Destroy at Terminal Date
33.	SF 144	HUMAN RESOURCE DEVELOPMENT NEEDS SURVEY BY PAYROLL NAME. To identify developmental activities needed by individual employees of an agency.	1 2 3	OFM OFM OFM	Data Processing Agency Personnel Human Resource Development	2 Years 3 Years 5 Years	Destroy at Terminal Date Destroy at Terminal Date Destroy at Terminal Date

SUPERSEDED

FOR THE ATTORNEY GENERAL

Chris Holcomb

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

Edna McNeil

GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER 3		TITLE PERSONNEL FORMS USED STATEWIDE					DATE 1 July 1982
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
34.	SF 144A	HUMAN RESOURCE DEVELOPMENT NEEDS SURVEY BY COURSE TITLE. To identify the number of employees within a job class needing specified development activities.	1	OFM	Data Processing	2 Years	Destroy at Terminal Date
			2	OFM	Agency Personnel	3 Years	Destroy at Terminal Date
			3	OFM	Human Resource Development	5 Years	Destroy at Terminal Date
35.	SF 147	HUMAN RESOURCE DEVELOPMENT ACTIVITY TITLES. To identify developmental activities other than those listed in Human Resource Developmental Catalog such as college courses in which state employees plan to participate.	1	OFM	Human Resource Development	2 Years	Destroy at Terminal Date
			2	OFM	Agency Personnel	3 Years	Destroy at Terminal Date
			3	OFM	Human Resource Development	5 Years	Destroy at Terminal Date
36.	SF 574	APPLICATION FOR PROMOTION. To apply for promotion within state government.	1	OFM	Dept of Personnel	2 Years	Destroy at Terminal Date
			2	OFM	Agency Personnel	1 Year	Destroy at Terminal Date
			3	N/A	Employee	N/A	N/A
37.	SF 575	APPLICATION FOR TRANSFER, REEMPLOYMENT OR VOLUNTARY DEMOTION. To apply for transfer of employment, reemployment or voluntary demotion within state government.	1	OFM	Dept of Personnel	2 Years	Destroy at Terminal Date
			2	OFM	Agency Personnel	5 Years after Termination of Employment	Destroy at Terminal Date
38.	HEPB-029	EMPLOYEE PERFORMANCE EVALUATION. To evaluate performance of employees in a higher education institution.	1	OFM	Institution Personnel	3 Years	Destroy at Terminal Date
39.	HEPB-15D	POSITION DESCRIPTION. To describe duties of a position in a higher education institution.	1	OFM	Institution Personnel	60 Days after Position Abolished	Destroy at Terminal Date
40.	HEPB-011	PETITION FOR CREATION, MODIFICATION OR COMBINATION OF A COLLECTIVE BARGAINING UNIT. To reflect creation, modification or combination of a collective bargaining unit.	1	OPR	Higher Education Personnel Board	6 Years after Unit is Dissolved	State Records Center
			2	OFM	Institution or Office	5 Years after Unit is Dissolved	Destroy at Terminal Date
			3	N/A	Employee/Organization	N/A	N/A
41.	HEPB-012	PETITION FOR CERTIFICATION OR DECERTIFICATION AS EXCLUSIVE REPRESENTATIVE FOR A COLLECTIVE BARGAINING UNIT. To request certification or decertification as an exclusive representative for a collective bargaining unit.	1	OPR	Higher Education Personnel Board	6 Years after Unit is Dissolved	State Records Center
			2	OFM	Institution or Office	5 Years after Unit is Dissolved	Destroy at Terminal Date
			3	N/A	Employee/Organization	N/A	N/A
42.	HEPB-014	UNFAIR LABOR PRACTICE CHARGE AGAINST EMPLOYER. To record unfair labor charges against an employer.	1	OPR	Higher Education Personnel Board	6 Years after Charge is Resolved	State Records Center
			2	OFM	Institution or Office	5 Years after Charge is Resolved	Destroy at Terminal Date
			3	N/A	Employee/Organization	N/A	N/A
43.	HEPB-015	UNFAIR LABOR PRACTICE AGAINST EMPLOYEE ORGANIZATION(S). To record unfair labor practice against employee organization(s).	1	OPR	Higher Education Personnel Board	6 Years after Charge is resolved	State Records Center
			2	OFM	Institution or Office	5 Years after Charge is resolved	Destroy at Terminal Date

FOR THE ATTORNEY GENERAL

Chas. H. ...

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

[Signature]

SUPERSEDED



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
3-1		WASHINGTON STATE EMPLOYEES' PERSONNEL RECORD FOLDER					1 July 1982
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
1.		<p>Personnel Record Folders (Containing information as described in Personnel Board Rule 356-46-060) (See below)</p> <p>PERSONNEL RECORD FOLDERS</p>	1	OFM	Personnel Office of Employing Agency	<p>Until employee transfers or terminates employment with the State of Washington</p> <p>(1 Year after final termination or retirement, records will be transferred to the State Records Center where they will be retained for 5 Years)</p>	<p>Retain in employing agency Personnel Office until inactive or transfer to gaining agency</p> <p>Note: Contents of folders should be screened and disposable items removed prior to transfer of records to State Records Center or to gaining agency. See General Schedule No. 3 for disposable items.</p>
<p>Personnel Board Rule 356-46-060 AGENCIES - PERSONNEL RECORDS</p> <p>Each agency shall maintain a record of each employee showing the name, title, position held, the unit within the division to which assigned, the salary, changes in employment status, attendance, leaves, and such other information as may be necessary for the administration of regulations. All personnel records, including employee service records and ratings, shall be open to the inspection of the Personnel Board and, depending on the functional requirement of the content of each individual record, shall accompany the employee throughout his/her service career.</p>							
FOR THE ATTORNEY GENERAL			FOR THE STATE AUDITOR			FOR THE STATE ARCHIVIST	
<i>Chris Holcomb</i>			<i>[Signature]</i>			<i>[Signature]</i>	

CLIPPED

27.

SUPERSEDED

Schedule Number GS03-03		Title Insurance Records				Date October 31, 1991	
Item Number	Form Number	Records Series Title and Statement of Function/Purpose	Part	Class	Distribution	Retention	Disposition
<p>GS 3-3 covers Retirement, Industrial Insurance, medical, dental, life and long term disability Insurance. These are used by agency personnel/payroll, Department of Personnel, Health Care Authority, Labor and Industries, and DRS, each of which may have a different retention. This combines previous GS 3-5, State Group Insurance Forms; GS 3-3, State Employees Retirement Systems; and includes (new) Industrial Insurance records.</p>							
SUPERSEDED							
For the Attorney General <i>Stacy E. Egan</i>		For the State Auditor <i>Charles J. Hughes</i>		For the State Archivist <i>John M. [unclear]</i>		For the Director of OFM <i>Camela K. Davidson</i>	

GENERAL RECORDS RETENTION SCHEDULE

Schedule Number GS03-03		Title Insurance Records					Date November 7, 1991
D.A. Number	Form Number	Records Series Title and Statement of Function/Purpose	Class	Distribution	Cut Off	Retention	Disposition
GS03-03-1.1	HCA	INSURANCE ENROLLMENT RECORDS Provides medical, dental, life and long-term disability records for each employee. Includes request for change of beneficiary, change forms, insurance accounting adjustment forms, request for certification/addition of dependent child, termination of enrollment for LWOP, self pay enrollment, non-smokers certification, and waiver records.	OPR	Agency Pers/Pay	Termination of Employment	6 Years	Records Center Storage
GS03-03-1.2			OFM	Health Care Autho	Calendar Year	7 Years	Records Center Storage
GS03-03-2.1	F212	QUARTERLY REPORT OF HOURS AND NOTICE OF ACCOUNT BALANCE For Industrial Insurance	OFM	Agency Payroll	Fiscal Year	3 Years	Records Center Storage
GS03-03-2.2			OPR	L & I	Calendar Year	6 Years	
GS03-03-3.1		INDUSTRIAL INSURANCE CLAIMS FILES Documents occupational injuries and illnesses. Note: does not include copy retained in employee's personnel file.	OPR	L & I	Action on Claim Resolved	75 Years	Destroy microfilm
GS03-03-3.2			OFM	Agency Personnel	Action on Claim Resolved	2 Years	Destroy
GS03-03-3.3			OFM	Employing Office	Action on Claim Resolved	0 Years	Destroy
GS03-03-4.1	R--FE124	RETIREMENT SYSTEM SERVICE CREDIT CONTRIBUTION REPORTS Provide a record of notification to employers of special reporting conditions and transmittal input warnings.	OPR	DRS	Monthly	10 Years	Records Center Storage
GS03-03-4.2			OFM	DRS (copy)	Monthly	3 Months	Destroy
GS03-03-4.3			OFM	DRS	Monthly	Until Filmed	Destroy
GS03-03-4.4			OFM	Employer	Monthly	1 Month	Destroy

For the Attorney General

Stacia E. Regno

For the State Auditor

Robert W. Faghead

For the State Archivist

Anthony J. Malpin

For the Director of OFM

Pamela K. Davidson

GENERAL RECORDS RETENTION SCHEDULE

Schedule Number GS03-03		Title Insurance Records					Date October 31, 1991
D.A. Number	Form Number	Records Series Title and Statement of Function/Purpose	Class	Distribution	Cut Off	Retention	Disposition
GS03-03-5.1 GS03-03-5.2	633009	CONTRIBUTION ACCOUNTS RECEIVABLE Provides a record of corrections to the monies transmitted for service credit. To correct overpayments or balance due, charge interest or receive penalties in accordance with timely accurate reporting.	OPR	DRS	Inactive	75 Years	Microfilm After 5 Years Destroy
			OFM	DRS/DP	Entered in Computer	0 Years	
GS03-03-5.3 GS03-03-5.4			OPR	DRS/ACCT	Fiscal Year	6 Years	Records Center Storage Destroy
			OFM	Employer	Until Superseded	0 Years	

SUPERSEDED

For the Attorney General <i>Stacia E. Reynolds</i>	For the State Auditor <i>Keith D. Longhead</i>	For the State Archivist <i>Paul J. McElph</i>	For the Director of OFM <i> Pamela K. Davidson</i>
---	---	--	---

()

SUPERSEDED

()

GENERAL SCHEDULE

Schedule Number GS04	Title Investigative and Audit Records	Date November 5, 1991
-------------------------	--	--------------------------

Item Number	Form Number	Records Series Title and Statement of Function/Purpose	Part	Class	Distribution	Retention	Disposition
-------------	-------------	--	------	-------	--------------	-----------	-------------

The State Auditor's office monitors: (1) agency programs to reduce waste and fraud; (2) audits accountable records concerned with the accounting for availability and status of public funds.

Several agencies have internal-audit offices who conduct accountable record audits and investigations; recommend policies to promote economy, efficiency and effectiveness and to prevent fraud and abuse; and report problems, deficiencies and progress to the agency head. Some series included in this schedule reflect the State Auditor's office's authority to the agencies to destroy audited records (OPR) at a retention less than the six (6) years required (RCW 40.14) when the specific records are no longer needed beyond the audit.

Correspondence, or subject files, policy files, publications, reports to higher authorities and any other record not specifically described in this schedule must be scheduled by each agency individually; obtaining retention and disposition approval from the State Records Committee.

NOTE: This schedule does not authorize disposal of investigative files that result in substantive changes in agency policy or procedure or are unusually significant for documenting major violations of criminal law or ethical standards by agency officials or others. The disposition of significant investigative files must be scheduled by submitting a Records Retention Schedule, SSA 53B, for review and approval of the State Records Committee.

SUPERSEDED

For the Attorney General <i>Stacia E Reynolds</i>	For the State Auditor <i>Kevin W. Laughlin</i>	For the State Archivist <i>John P. McCall</i>	For the Director of OFM
--	---	--	-------------------------

GENERAL RECORDS RETEN SCHEDULE

Schedule Number GS04		Title Investigative and Audit Records					Date October 31, 1991
D.A. Number	Form Number	Records Series Title and Statement of Function/Purpose	Class	Distribution	Cut Off	Retention	Disposition
GS04-1.1		INTERNAL AUDIT PAPERS AND REPORTS Resulting from audits performed internally by the agency. Used in conjunction with audits performed by the State Auditor's office, and of external audits by grantees. Consists of audit reports, correspondence, and supporting working papers.	OPR	Agency	Fiscal Year	3 Years	Destroy
GS04-2.1		AUDIT REPORT AND FINDINGS Provides information resulting from an agency audit performed by the State Auditor's office.	OPR	State Auditor	Fiscal Year	6 Years	Transfer to Archives
GS04-2.2	OFM		Agency	Fiscal Year	3 Years	Destroy	
GS04-2.3	OFM		Attorney General	When Resolved	6 Years	Records Center Storage	
GS04-3.1		WHISTLEBLOWER INVESTIGATIVE REPORTS RCW 42.40 Records resulting from investigations of known or alleged fraud and violations of laws and regulations. Cases related to agency personnel and programs and operations administered or financed by the agency.	OPR	State Auditor	Case Closed	6 Years	Records Center Storage
GS04-3.2			OFM	Agency Director	Case Closed	2 Years	Destroy

SUPERSEDED

For the Attorney General

Stacia E. Reynolds

For the State Auditor

Keith D. Longhead

For the State Archivist

John P. McElroy

For the Director of OFM

Pamela K. Davidson

SUPERSEDED

GENERAL SCHEDULE

Schedule Number GS05		Title Administrative Screening of Files					Date October 31, 1991
Item Number	Form Number	Records Series Title and Statement of Function/Purpose	Part	Class	Distribution	Retention	Disposition
<p>It is occasionally unfeasible to establish cut-off dates on certain files whereby dated portions of the Records Series may be entirely removed from the office area by transfer to the State Records Center, filming or destruction. In such instances, it is frequently possible to "SCREEN" the Records Series by removing and destroying records of a transient nature, retaining papers of enduring value for future use in the office and/or transmittal to the State Records Center at a later date.</p> <p>The records containing the highest percentage of transitory materials combined with long term value documents are Correspondence and "General Subject Files," which are found at all levels of state agency administration.</p> <p>The following categories of papers may be eliminated from correspondence and subject files without affecting the substantive value of the files:</p> <ol style="list-style-type: none"> 1. Letters and memoranda of transmittal that do nothing more than forward an enclosure and add nothing to the content of the item transmitted. 2. Acknowledgements. 3. Requests for information and publications after the information or publication has been received or sent. 4. Reservations and confirmations. 5. Requests to be added to mailing lists after the addition has been made. 6. Invitations and announcements of meetings. 7. Copies of inter- or intra-agency memoranda, bulletins, and directives of a general information and non-continuing nature. <p>Administrative screening is limited to the above listing except as otherwise provided under separate authority of the Washington State Records Committee.</p> <p>Correspondence and general subject files transmitted to the State Records Center before issuance of the Schedule are subject to screening by the State Archivist in accord with this Schedule. Correspondence and subject files released to the State Archivist for historical purposes are subject to additional screening deemed necessary after a period of ten years retention.</p>							
For the Attorney General <i>Stacia E. Reynolds</i>		For the State Auditor <i>Robert D. Longwood</i>		For the State Archivist <i>John McArthur</i>		For the Director of OFW <i>Pamela K. Davidson</i>	



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
6		PURCHASING FORMS WITH STATEWIDE USE					1 July 1982
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
1.	GAP 58	REQUEST FOR QUOTATION. Solicitation of prices from vendor (Non-Sealed Bid).	1	N/A	Vendor	N/A	N/A
			2	OFM	Purchasing - Buyer's File Agency-Copy	6 Years	State Records Center
2.	GEN-PUR-008	INVITATION TO BID. Solicitation of sealed bids from vendors. (Formerly GAP 64 and 64a)	3	OFM		Agency Option	Destroy at Agency Option
			1	N/A	Vendor	N/A	N/A
			2	OFM	Purchasing - Buyer's File Agency-Copy	6 Years	State Records Center
3.	GAP 109	CANCELLATION OF BID. (Obsolete Form)	3	OFM		Agency Option	Destroy at Agency Option
			1	OFM	Purchasing - Bids/Quotes Vendor	6 Years	State Records Center
4.	GAP 110	PURCHASING CONTRACT DOCUMENTS PACKAGE (INCLUDING CHANGE NOTICES). Issued by State Purchasing Division for use by agencies as a term contract for specified goods or services.	2	N/A		N/A	N/A
			1	OPR	(Successful Bids - Original)	6 Years	State Records Center
				OPR	(Unsuccessful Bids - Original)	6 Years	State Records Center
			2	OFM	Purchasing	Until Expiration of Contract	Destroy at Terminal Date
			3	OFM	Purchasing (Contract Section Work Copy)	Agency Option	Destroy at Agency Option
			4	OFM	Purchasing (Operations Information)	Agency Option	Destroy at Agency Option
5.	SF 267A	REQUEST AUTHORITY TO SELL OR EXCHANGE STATE PROPERTY (Until 31 October 1975). To authorize the sale or exchange of surplus property in an agency's inventory.	5	N/A	Vendor	N/A	N/A
			6	OFM	Agency-Copy	Until Contract expires, is cancelled or superseded	Destroy at Terminal Date
			1	OPR	Purchasing	6 Years	State Records Center
			2	OFM	Selling or Exchanging Agency	5 Years after item sold or exchanged	Destroy at Terminal Date
			3	OPR	Agency Accounting	6 Years	State Records Center
			4	OFM	Purchasing or Property Disposal	2 Years	Destroy at Terminal Date
			5	OFM	Purchasing - Suspense Copy	Agency Option	Destroy at Agency Option
6.	SF 267A	PROPERTY DISPOSAL REQUEST (After 1 November 1975) (DISPOSAL BY AGENCY) To authorize the sale or exchange of surplus property in an agency's inventory. Provides instructions as to disposition of property Evidence that instructions as to disposition of property are forwarded to agency	6	OFM	Agency-Copy	Agency Option	Destroy at Agency Option
			1	OPR	Agency Inventory Office	6 Years	State Records Center
			2	OFM	Agency Inventory Office	Until approval is received from Surplus Property to dispose of property	Destroy at Terminal Date
			3	OFM	Agency Inventory Office	3 Years	Destroy at Terminal Date
			4	OFM	Surplus Property	3 Years	Destroy at Terminal Date
			5	OFM	Surplus Property	Extra Copy	Destroy at Agency Option
			7	OFM	Extra Copy	Extra Copy Agency Option	Destroy at Agency Option

SUPERSEDED

FOR THE ATTORNEY GENERAL
Chas. Holcomb

FOR THE STATE AUDITOR
[Signature]

FOR THE STATE ARCHIVIST

35.



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER 6		TITLE PURCHASING FORMS WITH STATEWIDE USE					DATE 1 July 1982	
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION	
7.	SF 267A	PROPERTY DISPOSAL REQUEST (After 1 November 1975) (SURPLUS PROPERTY DISPOSAL) To authorize the sale or exchange of surplus property in an agency's inventory.	1	OFM	Agency Inventory Office	6 Years	State Records Center	
			2	OFM	Agency Inventory Office	Until property disposed of	Destroy at Terminal Date	
			3	OPR	Agency Accounting with Warrant	6 Years	State Records Center	
			4	OPR	GA Accounting (Liquidation Copy)	6 Years	State Records Center	
			5	OFM	Surplus Property	2 Years	Destroy at Terminal Date	
			6	OFM	Surplus Property	Agency Option	Destroy at Agency Option	
			7	OFM	Extra Copy	Agency Option	Destroy at Agency Option	
8.	GAP 116	REINSTATEMENT LETTER. (Obsolete Form)	1	OFM	Purchasing - Requisition Filer	6 Years	State Records Center	
			2	OFM	Agency-Copy	Agency Option	Destroy at Agency Option	
			3	OFM	Agency-Copy	Agency Option	Destroy at Agency Option	
9.	GEN-PUR-007	PURCHASE AUTHORITY. Authorizes an agency to accomplish its own purchases. (Formerly SF 1934A)	1	OPR	Agency Accounting Pay Document	6 Years	State Records Center	
			2	OFM	Agency Info Copy	2 Years	Destroy at Terminal Date	
			3	OFM	Agency Info Copy	Agency Option	Destroy at Agency Option	
			4	OFM	Purchasing	6 Years	State Records Center	
			5	OFM	Purchasing (Info Copy)	1 Year	Destroy at Terminal Date	
10.	SF 6826	RECEIVER'S REPORT. (Obsolete Form)	1	OFM	Purchasing	5 Years	Destroy at Terminal Date	
			2	OFM	Agency	2 Years	Destroy at Terminal Date	
11.	GEN-PUR-015	PRODUCT/SERVICE COMPLAINT REPORT. Agency formal complaint against products or services. (Formerly Purchasing Complaint Report)	1	OFM	Purchasing (Director) (Action Required)	6 Years after corrective action	State Records Center	
			1	OFM	No action required	Agency Option	Destroy at Agency Option	
			2	OFM	Purchasing (Buyer)	Agency Option	Destroy at Agency Option	
12.	SF 350	ANNUAL BID BOND. Provides, on an annual basis, the requirement for bid bond submittal as indicated on the Invitation to Bid.	1	OPR	Purchasing	6 Years	State Records Center	
			2	N/A	Vendor	N/A	N/A	
			3	N/A	Bonding Company	N/A	N/A	
13.	SF 351	BID BOND. To bind a principal who submits a bid to the state on a single project or purchase to an obligation resulting from the submittal and acceptance of the principal's bid.	1	OPR	Purchasing	6 Years	State Records Center	
			2	N/A	Vendor	N/A	N/A	
			3	N/A	Bonding Company	N/A	N/A	
14.	SF 352	PAYMENT AND PERFORMANCE BOND. To bind a principal to an obligation to pay or perform in accordance with the terms and conditions of the contract entered into with the state.	1	OPR	Purchasing	6 Years	State Records Center	
			2	N/A	Vendor	N/A	N/A	
			3	N/A	Bonding Company	N/A	N/A	
15.	SF 770	RECORD OF COMPETITION. To document verbal quotations from vendors.	1	OFM	Agency	3 Years	Destroy at Terminal Date	

SUPERSEDED

FOR THE ATTORNEY GENERAL

Chris Helton

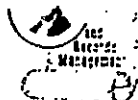
FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

[Signature]

SUPERSEDED



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER 7		TITLE TRAVEL RECORDS - FORMS USED STATEWIDE					DATE 1 July 1982
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
1.	A20	TRAVEL EXPENSE VOUCHER. To claim reimbursement for travel expense.	1	OPR	Agency Accounting Supports Disbursement	6 Years	State Records Center
			2	OFM	Agency-Copy	2 Years	Destroy at Terminal Date
2.	A20	TRAVEL VOUCHER WORKPAPERS. Documents that substantiate entries on Travel Expense Voucher.	1	OFM	Agency Divisional, Sectional or Unit Office of Employee	Post Audit	Destroy after Audit
3.	A20-1	TRAVEL EXPENSE ADVANCE. (Obsolete Form)	1	OPR	Agency Accounting Supports Disbursement	6 Years	State Records Center
			2	OFM	Agency-Filed with Duplicate Disbursement Documents	2 Years	Destroy at Terminal Date
4.	A33	RELOCATION AUTHORIZATION. To authorize movement of personal belongings of new or transferred employee.	1	OFM	Purchasing	3 Years	Destroy at Terminal Date
			2	OPR	Purchasing (Validated by Insurance Co. Employee)	6 Years	State Records Center
			3	N/A		N/A	N/A
5.	A33-1	RELOCATION AUTHORIZATION - TRANSFERRED EMPLOYEE. (Obsolete Form)	1	OFM	Purchasing	3 Years	Destroy at Terminal Date
			2	OPR	Purchasing (Validated by Insurance Co. Employee)	6 Years	State Records Center
			3	N/A		N/A	N/A
6.	A34	STATE VEHICLE USAGE REPORT. To report quarterly state vehicle usage.	1	OFM	Off of Fin Mgt	2 Years	Destroy at Terminal Date
			2	OFM	Agency	2 Years	Destroy at Terminal Date
7.	A40	TRAVEL AUTHORIZATION. To request a travel authorization or advance funding.	1	OFM	Director	1 Year	Destroy at Terminal Date
			2	OFM	Agency Accounting (When used to make advance funding)	Post Audit	Destroy after Audit
			3	N/A	Employee	N/A	N/A
8.	A43	OUT-OF-STATE TRAVEL REPORT. (Obsolete Form)	1	OFM	Off of Fin Mgt	2 BBC	Destroy at Terminal Date
			2	OFM	Agency Accounting	Agency Option	Recommend not more than 6 months, then destroy
9.	GEN-MT-013	GASOLINE & OIL DELIVERY TICKET. Records gasoline and oil used to service motor vehicles. (Formerly HWY-132-028, Gas & Oil Invoice) (Dept of Highways Official Delivery Ticket)	1	OFM	Agency Suspense Copy	None	Destroy
			2	OFM	Agency Accounting	6 Years	State Records Center
			3	OFM	Motor Pool	3 Years	Destroy at Terminal Date
10.	SF 6855	OFFICIAL TRANSPORTATION REQUEST. (Obsolete Form)	1	OPR	Agency Accounting	6 Years	State Records Center
			2	OFM	Remains in book form	Until all numbered requests are used from book	Destroy upon completion of use of all requests in book
11.	GEN-MT-008	MOTOR POOL TRIP TICKET. To record assignment of state owned vehicles to individuals on official state business. (Formerly HVY 530-003, Motor Pool Trip Ticket) (Dept of Highways Pool Car Trip Ticket)	1	OFM	Motor Pool	3 Years	Destroy at Terminal Date
			2	OFM	Agency Accounting	6 Years	State Records Center
			3	OFM	Agency Office of Person using Vehicle	None	Destroy

FOR THE ATTORNEY GENERAL
Chris Holcomb

FOR THE STATE AUDITOR
[Signature]

FOR THE STATE ARCHIVIST
[Signature]



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER 7		TITLE TRAVEL RECORDS - FORMS USED STATEWIDE					DATE 1 July 1982	
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION	
12.	HWY 133-105	DEPT OF HIGHWAYS RECEIPTS. (Obsolete Form)	1	OPR	Agency Accounting	6 Years	State Records Center Destroy at Terminal Date Destroy after Audit	
			2	OFM	Highways Acctg	5 Years		
			3	OFM	Highways Acctg	Post Audit		
13.			REQUEST FOR OUT-OF-STATE TRAVEL. (Obsolete Form)	1	OFM	Agency	Post Audit	Destroy after Audit
14.			CONTRACT GAS & AUTO SUPPLY INVOICES. (Obsolete Form)	1	OPR	Agency Accounting	6 Years	State Records Center N/A
				2	N/A	Vendor	N/A	
15.			CONTRACT GAS & AUTO DELIVERY TICKETS. (Obsolete Form)	1	OFM	Agency Accounting	5 Years	Destroy at Terminal Date Destroy
			2	OFM	Receiving Staff Personnel	None		
16.		DEPT OF HIGHWAYS GAS DELIVERY NOTICE. (Obsolete Form)	1	OPR	Agency Accounting	6 Years	State Records Center Destroy at Terminal Date	
			2	OFM	Dept of Highways	5 Years		
17.	GEN-MT-002	VEHICLE MAINTENANCE/SERVICE ORDER. Provides a means of documenting maintenance and/or service performed on state motor vehicles and the costing thereof.	1	OPR	GA Accounting	6 Years	State Records Center Destroy at Terminal Date Transfer with Vehicle	
			2	OFM	User Agency	5 Years		
			3	OFM	Vehicle Records Jacket	Disposition of Vehicle		

SUPERSEDED

FOR THE ATTORNEY GENERAL
Chas. F. Leonard

FOR THE STATE AUDITOR
[Signature]

FOR THE STATE ARCHIVIST
[Signature]

SUPERSEDED



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER 8		TITLE BANKING AND LOCAL FUND RECORDS					DATE 1 July 1982
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
1.		CANCELLED AND VOIDED CHECKS AND WARRANTS. Files of cancelled checks and warrants drawn of local fund accounts documenting the check registers.	1	OPR	Agency Accounting	6 Years	State Records Center
2.		BANK STATEMENTS. Provides a means of reconciling office records of an account with those of the bank in which funds are deposited.	1	OFM	Agency Accounting	5 Years	Destroy at Terminal Date
3.		BANK DEPOSIT SLIPS. Provides a record of deposits of funds at a bank or similar institution.	1	OFM	Agency Accounting	5 Years	Destroy at Terminal Date
4.		CHECK REGISTERS. Records accountability of each check written against the account and provides a running balance thereof.	1	OPR	Agency Accounting	6 Years	State Records Center
5.		LOCAL FUND RECEIPTS. A record of monies received through normal operations other than appropriated funds.	1	OPR	Agency Accounting	6 Years	State Records Center
6.		LOCAL FUND CORRESPONDENCE. Provides further documentation of local fund activity.	2	OFM	Other Office	2 Years	Destroy at Terminal Date
7.		LOCAL FUND CORRESPONDENCE. Provides further documentation of local fund activity.	1	OFM	Agency Accounting	5 Years	Destroy at Terminal Date
		TREASURER'S RECEIPTS AND LETTERS OF TRANSMITTAL. Provides a record of transfer of monies from agencies to the Office of State Treasurer.	1	OPR	State Treasurer	6 Years	State Records Center
			2	OFM	Agency Accounting	2 Years	Destroy at Terminal Date

SUPERSEDED

39.

FOR THE ATTORNEY GENERAL
Clayton Holcomb

FOR THE STATE AUDITOR
[Signature]

FOR THE STATE ARCHIVIST
[Signature]

SUPERSEDED

GENERAL SCHEDULE

Schedule Number GS09		Title Records Common to All Offices of Record					Date October 31, 1991
Item Number	Form Number	Records Series Title and Statement of Function/Purpose	Part	Class	Distribution	Retention	Disposition
<p>This schedule provides for the disposal of certain records common to most offices. It covers administrative subject files; facilitative records such as suspense files, tracking and control records and indexes, and transitory documents; it applies to records created in electronic form or in paper copy.</p> <p>This includes the previous schedule GS 4, non-records.</p>							
SUPERSEDED							
For the Attorney General <i>Stacia E. Lopez</i>		For the State Auditor <i>Robert D. Lough</i>		For the State Archivist <i>Ally P. McAlpin</i>		For the Director of OFM	

GENERAL SCHEDULE

Schedule Number GS09		Title Records Common to All Offices of Record				Date November 26, 1991	
Item Number	Form Number	Records Series Title and Statement of Function/Purpose	Part	Class	Distribution	Retention	Disposition
<p>General Correspondence RESCINDED . . . schedule retention and disposition (on SSA53b) for approval by State Records Committee.</p> <p>It is important for Agencies to schedule correspondence as part of the subject file it is included with so the records may be accurately described. This approach will allow proper appraisal of the records and facilitate preservation of significant records.</p> <p>The State Records Committee has determined that the disposition of General Correspondence should not be governed by a General Schedule.</p>							
SUPERSEDED							
For the Attorney General <i>Stacia E. Reynolds</i>		For the State Auditor <i>Robert W. Long</i>		For the State Archivist <i>Al McAdams</i>		For the Director of OFR <i>Pam Davidson</i>	

GENERAL RECORDS RETENTION SCHEDULE

Schedule Number GS09		Title Records Common to All Offices of Record					Date October 31, 1991
D.A. Number	Form Number	Records Series Title and Statement of Function/Purpose	Class	Distribution	Cut Off	Retention	Disposition
GS09-1.1	✓	TRANSITORY RECORDS: Consists of notes; phone messages; fax or transmittal letters; routing slips; routine requests for information (non-policy), draft copies once final copy is approved; shorthand notes or mechanical recordings once transcribed; copies of completed forms, bulletins, correspondence prepared for reference and informational distribution. NOTE: DOES NOT INCLUDE POLICY DOCUMENTS.	OFM	Office of Record	Daily	0 Days	Destroy
GS09-2.1	✓	READING OR DAY FILES: Extra copies of correspondence, memos, reports, etc., assembled by subject or chronological files for ready reference, preparation of periodic activity reports, etc.	OFM	Office of Record	Monthly	30 Days	Destroy
GS09-3.1	✓	OFFICE ADMINISTRATIVE FILES In general, these records are copies of documents submitted to other offices for action: office organization, staffing, the expenditure of funds, including budget records; personnel including training and travel; supplies, office services and equipment requests; internal activity and workload reports, work progress, statistical and narrative reports prepared in the office and forwarded to higher levels.	OFM	Office of Record	Daily	30 Days	Destroy

SUPERSEDED

For the Attorney General

Stacia E. Reynolds

For the State Auditor

Kevin W. Longhead

For the State Archivist

John J. McAlpin

For the Director of OFM

Pamela K. Davidson

GENERAL RECORDS RETENTION SCHEDULE

Schedule Number GS09		Title Records Common to All Offices of Record					Date October 31, 1991
D.A. Number	Form Number	Records Series Title and Statement of Function/Purpose	Class	Distribution	Cut Off	Retention	Disposition
GS09-4.1		SUSPENSE FILES Contain documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected, and, if not received, should be traced on a certain date.	OFM	Office	Action Taken	0 Years	Destroy Copy or File Original with Subject Matter
GS09-5.1		NON-RECORDS Material designated as non-record may be disposed of by state agencies as soon as it has served its purpose. Non-record items are limited to the following: catalogs or published materials received which require no action and are not needed for documentary purposes; misc. notices not related to the functional responsibility of the agency, i.e. notices of community affairs, holidays; stocks of outdated publications or forms.	OFM	Receiving Office	N/A		Destroy

SUPERSEDED

For the Attorney General

Stacia E. Reynolds

For the State Auditor

Keith D. Taylor

For the State Archivist

R. J. McLaughlin

For the Director of OFM

Pamela K. Davidson

SUPERSEDED

GENERAL SCHEDULE 'E'

Schedule Number GS10	Title Disposition of Directive & Administrative Paper Copies	Date October 31, 1991
-------------------------	---	--------------------------

Item Number	Form Number	Records Series Title and Statement of Function/Purpose	Part	Class	Distribution	Retention	Disposition
-------------	-------------	--	------	-------	--------------	-----------	-------------

The previous edition of the General Schedules included GS 10, Identification and Disposition of Directive and Administrative Papers. However, GS 10 has not provided meaningful records disposition authority for Directive and Administrative Papers. It is important for Agencies (executive levels), Commissions, Committees and Boards to schedule originals and copies individually, so that they may be accurately described. This approach will allow proper appraisal of the papers by the State Archivist and facilitate preservation of significant records.

These papers may include minutes of meetings, agendas, dockets, regulations, directives and policy statements, procedures, reports, news releases and news clippings; speeches and writings; correspondence.

The State Records Committee has determined that the disposition of Directive and Administrative Papers should not be governed by a General Schedule. GS 10 is therefore RESCINDED.

SUPERSEDED

For the Attorney General

Stacia E. Reynolds

For the State Auditor

Carol A. Hughes

For the State Archivist

Ray J. McAlpin

For the Director of OEH

Pamela K. Davidson

GENERAL SCHEDULE

Schedule Number GS11		Title Records Management Operating Records					Date October 31, 1991
Item Number	Form Number	Records Series Title and Statement of Function/Purpose	Part	Class	Distribution	Retention	Disposition
<p>GS 11 covers records (forms, reports, surveys, etc.) dealing with the subject of records management. These records are used by the State Archives, agency records officers, agency accounting, and all offices creating and maintaining public records. Items include Records Transmittal, Microfilm Transmittal, and Records Retention Schedule. This schedule applies to both hard copy and electronic records.</p>							
SUPERSEDED							
For the Attorney General <i>Stacia E. Reynolds</i>		For the State Auditor <i>Robert W. Longhead</i>		For the State Archivist <i>Ally P. Mc. Ceh</i>		For the Director of OFM <i>Patricia K. Davidson</i>	

GENERAL RECORDS RETENTION SCHEDULE

Schedule Number GS11		Title Records Management Operating Records					Date October 31, 1991
D.A. Number	Form Number	Records Series Title and Statement of Function/Purpose	Class	Distribution	Cut Off	Retention	Disposition
GS11-1.1	SSA	TRANSMITTAL Provides an itemized list by box of records transferring from office of record to storage (essential, microfilm, inactive records).	OPR	Archives	Last Record Item Destroyed	6 Years	Records Center Storage
GS11-1.2	OFM		Office of Record	Last Record Item Destroyed	1 Year	Destroy	
GS11-1.3	OFM		Records Officer	Last Record Item Destroyed	1 Year	Destroy	
GS11-2.1	SSA	MICROFILM SERVICES Requests for service and work order itemizing labor and material costs of microfilming.	OPR	Archives	FY	6 Years	Records Center Storage
GS11-2.2			OFM	Microfilm Bureau	FY	2 Years	Destroy
GS11-2.3			OFM	Office of Record	FY	2 Years	Destroy
GS11-3.1	SSA	RECORDS SCHEDULES (Essential, General or Retention) Provides detailed identification and disposition of records.	OPR	Archives	Last Recds Series Disposed of	25 Years	Transfer to Archives
GS11-3.2			OFM	Office of Record	Until Superseded	1 Year	Destroy
GS11-3.3			OFM	Records Officer	Until Superseded	1 Year	Destroy
GS11-4.1		DISPOSITION NOTICES Provides an itemized list by box of the destruction (in-house or Records Center) or the transfer to the State Archives.	OPR	Rec Offcr/Rec Ctr	Calendar Year	6 Years	Destroy
GS11-4.2			OFM	Agency	Calendar Year	1 Year	Destroy
GS11-5.1	SSA	REFERENCE REQUEST Provides a record of an agency's request for the temporary return of record(s) from the Records Center.	OFM	Records Center	When Returned	6 Months	Delete computer data
GS11-5.2			OFM	Agency	When Returned	0 Months	Destroy

SUPERSEDED

For the Attorney General

Stacia E. Reynolds

For the State Auditor

Robert W. Longhead

For the State Archivist

Ray M. Magin

For the Director of OFM

Pamela K. Davidson

GENERAL RECORDS RETENTION SCHEDULE

Schedule Number GS11		Title Records Management Operating Records					Date March 2, 1992
D.A. Number	Form Number	Records Series Title and Statement of Function/Purpose	Class	Distribution	Cut Off	Retention	Disposition
GS11-6.1		RECORDS MANAGEMENT FILES Reports of holdings, correspondence, copy of file plans and inventories, surveys and copies of records procedures.	OFM	Records Officer	Until Superseded	2 Years	Destroy
GS11-6.2			OFM	Office	Until Superseded	2 Years	Destroy
GS11-7.1		PUBLIC DISCLOSURE REQUESTS Provides a record of the original request for information and copy of agency/office reply (granting access to requested records, response to requests for non-existent records, response to requesters who provide inadequate descriptions or fail to pay reproduction fees and response denying access to all or part of the records requested). May also include copy of the records requested.	OFM	Public Disclosure Officer	Final Reply to Request	2 years	DESTROY
GS11-8.1		PUBLIC DISCLOSURE REQUESTS CONTROL FILES Files maintained for control purposes in responding to requests. May include date, nature and purpose of request, name and address of requestor.	OFM	Public Disclosure Officer or Office responding	Calendar Year	2 years	DESTROY
GS11-9.1		ACKNOWLEDGEMENT FILES Provides a record of acknowledgement of inquiries and requests that have been referred elsewhere for reply.	OFM	Receiving Agency/Office	Monthly	3 months	DESTROY

SUPERSEDED

For the Attorney General

For the State Auditor

For the State Archivist

For the Director of ORM

Stacia E Reynolds

Robert D. Hughes

Ray P. McCall

John J. [Signature]

SUPERSEDED

GENERAL SCHEDULE

Schedule Number GS12		Title Forms Management and Printing/Copy Records				Date November 12, 1991	
Item Number	Form Number	Records Series Title and Statement of Function/Purpose	Part	Class	Distribution	Retention	Disposition
<p>GS 12 covers forms and material dealing with the management of forms. These are used by agency forms management offices, stockrooms, and all offices creating and maintaining the specifications, ordering, etc., of forms. This schedule applies to both hard copy and electronic records.</p>							
SUPERSEDED							
For the Attorney General <i>Stavros E. Reynolds</i>		For the State Auditor <i>Keith W. Sogard</i>		For the State Archivist <i>Anthony M. ...</i>		For the Director of OFM <i>Pamela K. Davidson</i>	

GENERAL RECORDS RETENTION SCHEDULE

Schedule Number GS12		Title Forms Management and Printing/Copy Records					Date November 12, 1991
D.A. Number	Form Number	Records Series Title and Statement of Function/Purpose	Class	Distribution	Cut Off	Retention	Disposition
GS12-1.1		FORMS HISTORY FILES Includes one record copy of each form created by an agency with related instructions and documentation showing inception, scope and purpose of form.	OPR	Forms Management	Discontinued or Superseded	6 Years	Records Center Storage
GS12-1.2			OFM	Forms Management	Discontinued or Superseded	2 Years	Destroy
GS12-2.1		FORMS CONTROL FILES. Includes specifications, ordering procedures, and control records.	OFM	Forms Management	Discontinued or Superseded	2 Years	Destroy
GS12-2.2			OFM	Office	Discontinued or Superseded	0 Years	Destroy
GS12-3.1	A	PRINTING REQUISITION AND COPY REQUESTS Provides a record of printing or other services performed by the State Printer or Copy Center or in-house reproduction/printing office. May include the following supporting documents: purchase order, copy of vendor invoice, monthly statements, month to date transaction report, charge-back invoice, delivery receipt, job sample, and/or master.	OPR	Printer	Completion or Cancellation	6	Records Center Storage
GS12-3.2			OPR	Agency Accounting	Completion or Cancellation	6	Records Center Storage
GS12-3.3			OFM	Forms Mgr or Office Requesting	Completion or Cancellation	2 years	Destroy

For the Attorney General

Stacia E. Reynolds

For the State Auditor

Robert J. Hughes

For the State Archivist

Andrew M. Alpin

For the Director of OFM

Pamela K. Davidson

SUPERSEDED



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER 13		TITLE RECORDS COMMON TO MAIL AND MESSAGE CENTERS					DATE 1 July 1982	
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION	
1.	3533	APPLICATION & VOUCHER FOR REFUND OF POSTAGE & FEES. Used to obtain refund of postage in the event of spoilage or unused stamps, metered envelopes, stamped envelopes or to close out a Postal account.	1 2	N/A OPR	Post Office Mail & Message Center	N/A 6 Years	N/A State Records Center	
2.	3601A	APPLICATION FOR POSTAGE METER LICENSE. Used to procure license to obtain and use a postage meter.	1 2	N/A OPR	Post Office Mail & Message Center	N/A 6 Years	N/A State Records Center	
3.	6001	APPLICATION FOR DOMESTIC MONEY ORDER. Application and receipt for issuance of a domestic money order.	1 2	N/A OPR	Patron Mail & Message Center	N/A 6 Years	N/A State Records Center	
4.	3857	ASSIGNMENT OF NUMBER BLOCKS FOR REGISTERED, INSURED, CERTIFIED & C.O.D. MAIL. Maintains a record of the assignment of control numbers for registered, insured, certified and C.O.D. mail.	1	OFM	Mail & Message Center	3 Years	Destroy at Terminal Date	
5.	1538	BOX RENT RECEIPT. Receipt for money received for rental of Post Office box.	1 2	N/A OPR	Patron Mail & Message Center	N/A 6 Years	N/A State Records Center	
6.	3817	CERTIFICATE OF MAILING. Used to satisfy requirement of proof that mail was dispatched.	1	OFM	Mail & Message Center	3 Years	Destroy at Terminal Date	
7.	5375	CHANGE OF ADDRESS CARDS. Notification that a patron has changed mailing address.	1	OFM	Mail & Message Center	1 Year	Destroy at Terminal Date	
8.	1412C	DAILY CASH REPORT. Maintains a record of daily income and expenditures for the various postal transactions involving funds.	1 2	N/A OPR	Post Office Mail & Message Center	N/A 6 Years	N/A State Records Center	
9.	3602	DAILY RECORD OF METER REGISTER READINGS. A daily record of postage meter transactions.	1 2	N/A OFM	Post Office Mail & Message Center	N/A 3 Years	N/A Destroy at Terminal Date	
10.	3877	FIRM MAILING BOOK. Maintains a record of the assignment of control numbers for registered, insured, certified and C.O.D. mail.	1	OFM	Mail & Message Center	3 Years	Destroy at Terminal Date	
11.	1510A	INQUIRY FOR THE LOSS OR RIFLING OF MAIL MATTER. Used to satisfy inquiries concerning mail that has been received with evidence of tampering by unauthorized persons.	1 2	N/A OFM	Post Office Mail & Message Center	N/A 3 Years	N/A Destroy at Terminal Date	
12.	3749	IRREGULARITIES IN THE PREPARATION OF MAIL MATTER. Received from the Post Office with data concerning the improper preparation of mail matter.	1 2	N/A OFM	Post Office Mail & Message Center	N/A 3 Years	N/A Destroy at Terminal Date	
13.	3849	MAIL ARRIVAL NOTICE. Notice that mail for which must be receipted has been received and may be picked up.	1	OFM	Mail & Message Center	3 Years	Destroy at Terminal Date	

SUPERSEDED

FOR THE ATTORNEY GENERAL
Chas. Holloman

FOR THE STATE AUDITOR
[Signature]

FOR THE STATE ARCHIVIST
[Signature]

GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE						DATE
13		RECORDS COMMON TO MAIL AND MESSAGE CENTERS					1 July 1982	
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION	
14.	3582A	POSTAGE DUE BILL. Notification from Post Office that mail matter has been received for which additional postage is necessary.	1 2	N/A OFM	Post Office Mail & Message Center	N/A 3 Years	N/A Destroy at Terminal Date	
15.	3544	POST OFFICE RECEIPT FOR MONEY. Receipts issued by the Post Office for money received.	1 2	N/A OPR	Post Office Mail & Message Center	N/A 6 Years	Destroy at Terminal Date State Records Center	
16.	3800	RECEIPT FOR CERTIFIED MAIL. Received from Post Office indicating Certified Mail has been received for dispatch.	1 2	N/A OFM	Post Office Mail & Message Center	N/A 3 Years	N/A Destroy at Terminal Date	
17.	3603	RECEIPT FOR POSTAL METER SETTINGS. Receipts from the Post Office that appropriate funds have been received to cover usage of postage meter.	1 2	N/A OPR	Post Office Mail & Message Center	N/A 6 Years	N/A State Records Center	
18.	3811	RETURN RECEIPT REGISTERED, INSURED AND CERTIFIED MAIL. Notification that registered, insured and certified mail has been received by the addressee.	1	OFM	Mail & Message Center	1 Year	Destroy at Terminal Date	
19.	3606	SENDER'S STATEMENT AND CERTIFICATE OF BULK MAILING. A record of bulk mail that has been dispatched.	1	OFM	Mail & Message Center	3 Years	Destroy at Terminal Date	
20.	2865	RETURN RECEIPT - INTERNATIONAL MAIL. Used to verify mailing has been received by the addressee.	1	OFM	Mail & Message Center	3 Years	Destroy at Terminal Date	
21.	3955	SPECIAL DELIVERY NOTICE. Serves to notify addressee of Special Delivery mailing that was undeliverable due to absence of addressee.	1	OFM	Mail & Message Center	1 Year	Destroy at Terminal Date	
22.	PS 3542	STATEMENT SHOWING NUMBER OF COPIES OF SECOND CLASS OR CONTROLLED CIRCULATION PUBLICATION MAILED. Maintains a record showing number of second class or controlled circulation for which postage is collected.	1 2	N/A OPR	Post Office Mail & Message Center	N/A 6 Years	N/A State Records Center	
23.		APPLICATIONS & PERMITS FOR SPECIAL MAILING PRIVILEGES. Post Office approvals for special mailing authorizations.	1 2	N/A OPR	Post Office Mail & Message Center	N/A 6 Years	N/A State Records Center	
24.		APPLICATIONS AND PERMITS FOR MAILING WITHOUT AFFIXING POSTAGE. Authorizations for bulk mailing for which postage will be affixed at Post Office	1 2	N/A OPR	Post Office Mail & Message Center	N/A 6 Years	N/A State Records Center	
25.		APPLICATIONS AND PERMITS FOR USE OF METER POSTAGE. Applications and permits for use of postage meter in lieu of postage stamps.	1 2	N/A OPR	Post Office Mail & Message	N/A 6 Years	N/A State Records Center	
26.		METER MAILINGS. A record of all mailings using postage meter.	1 2	N/A OFM	Post Office Mail & Message Center	N/A 3 Years	N/A Destroy at Terminal Date	

SUPERSEDED

FOR THE ATTORNEY GENERAL

Wm. Holcomb

FOR THE STATE AUDITOR

[Signature]

FOR THE STATE ARCHIVIST

[Signature]



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER 13		TITLE RECORDS COMMON TO MAIL AND MESSAGE CENTERS.					DATE 1 July 1982	
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE AND STATEMENT OF FUNCTION/PURPOSE	PART	CLASS	DISTRIBUTION	RETENTION	DISPOSITION	
27.		POSTAGE STAMP REQUISITIONS AND LOGS. A record of postage stamps purchased in quantity.	1	OPR	Mail & Message Center	6 Years	State Records Center	
28.		WEIGHING AND DISPATCH CERTIFICATES. Post Office verification of weight and dispatch of mailings.	1 2	N/A OFM	Post Office Mail & Message Center	N/A 3 Years	N/A Destroy at Terminal Date	
29.	3602	BULK RATE MAIL STATEMENT. Verification by Post Office of bulk mail dispatched.	1 2	N/A OFM	Post Office Mail & Message Center	N/A 3 Years	N/A Destroy at Terminal Date	
30.	3602PC	BULK RATE MAILING STATEMENT - THIRD CLASS MAIL. Verification by Post Office of bulk mailing of third class mail.	1 2	N/A OFM	Post Office Mail & Message Center	N/A 3 Years	N/A Destroy at Terminal Date	

SUPERSEDED

FOR THE ATTORNEY GENERAL
Clayton Holcomb

FOR THE STATE AUDITOR
[Signature]

FOR THE STATE ARCHIVIST
[Signature]

48.

SUPERSEDED

GENERAL SCHEDULE

Schedule Number GS14		Title Agency Information Technology Planning Records				Date January 29, 1992	
Item Number	Form Number	Records Series Title and Statement of Function/Purpose	Part	Class	Distribution	Retention	Disposition
<p>RCW 43.105 Agencies of the executive and judicial branches of state government which use or intend to use information technology are required to document their intended use in an Agency Information Technology Plan. Planning and acquisition authority is approved by the Information Services Board (ISB) and implementation authority is approved by the Department of Information Services.</p> <p>This General Schedule may be applied to these planning, approval and acquisition records for computer systems (hardware and/or software). It does not apply to the retention or disposition of the data contained in the system. The data is required to be scheduled as a unique record series and the retention and disposition approved by the State Records Committee. RCW 40.14</p>							
SUPERSEDED							
For the Attorney General <i>Stacia E Reynolds</i>		For the State Auditor <i>R. J. ...</i>		For the State Archivist <i>...</i>		For the Director of OSH <i>...</i>	

GENERAL RETENTION SCHEDULE

Schedule Number GS14		Title Agency Information Technology Planning Records					Date January 29, 1992
D.A. Number	Form Number	Records Series Title and Statement of Function/Purpose	Class	Distribution	Cut Off	Retention	Disposition
GS14-1.1 GS14-1.2		INFORMATION TECHNOLOGY AGENCY PLANNING Provides a record of the use of IT in support of an agency's strategic business plans, policy direction, & reports of studies. Includes strategic & tactical planning; security and disaster recovery planning; projects & acquisition planning; system definition & program specifications. RCW 43.105.017 (2)	OPR OFM	DIS/ISB Agency	Calendar Year Biennium	8 Years 2 Years	Records Center Storage Destroy
GS14-2.1 GS14-2.2		UPDATED TACTICAL PLANNING Provides a record of significant changes to the IT planning or an agency's annual updates. Includes copies of expenditure forms, agency hardware & software, portfolio of projects, major revisions, & existing systems review.	OFM OFM	DIS/ISB Agency	Calendar Year Biennium	3 Years 2 Years	Destroy Destroy
GS14-3.1 GS14-3.2		ACQUISITION APPROVAL REQUESTS Submitted for approval of acquisitions; includes justification, cost benefit analysis, vendor participation, MWBE agency plan, acquisition method, implementation schedule & post implementation review.	OFM OPR	DIS/ISB Agency	When Rec'd Biennium	5 Years 6 Years	Records Center Storage Records Center Storage

SUPERSEDED

For the Attorney General

Stacia E Reynolds

For the State Auditor

Christie L. Laughlin

For the State Archivist

Henry W. McQueen

For the Director of OPI

David L. ...

GENERAL RECORDS RETENTION SCHEDULE

Schedule Number GS14		Title Agency Information Technology Planning Records					Date January 29, 1992
D.A. Number	Form Number	Records Series Title and Statement of Function/Purpose	Class	Distribution	Cut Off	Retention	Disposition
GS14-4.1 GS14-4.2		INFORMATION TECHNOLOGY PROJECT PLANNING DOCUMENTS Provides a record of feasibility studies, project management plan and updates to OFM, DIS, or the Legislature. Includes project description requirements or system objectives, cost benefit analysis, alternative proposals, risk assessment, structure & organization, budget & resources, and implementation & migration strategy.	OFM OFM	DIS Agency	Calendar Year Biennium	3 Years 2 Years	Destroy Destroy
GS14-5.1 GS14-5.2		PAPERS OF DIRECTION Provides a record of advice from superiors and advice to or from others showing how things are done and reports on what could be done to improve. Includes copies of formal issuances, directives, briefings of presentation materials or survey data.	OFM OFM	DIS Agency	Calendar Year Biennium	2 Years 2 Years	Transfer to Archives Destroy

SUPERSEDED

For the Attorney General:

Stacia E Reynolds

For the State Auditor:

Robert L. Fargher

For the State Archivist:

Robert J. Malley

For the Director of OFM:

William J. ...

SUPERSEDED

GENERAL SCHEDULE

Schedule Number GS14-01		Title Information Technology Services				Date December 27, 1991	
Item Number	Form Number	Records Series Title and Statement of Function/Purpose	Part	Class	Distribution	Retention	Disposition
<p>GS 14-1 covers records pertaining to Information Technology purchased services. This includes but is not limited to, services acquired for: equipment maintenance and repair, security, computer hardware and software installation and maintenance, key entry services, programming and systems analysis services, development and implementation of information services.</p> <p>NOTE: This does not include personal services, which are acquired under the policies of OFM.</p>							
SUPERSEDED							
For the Attorney General <i>Stacia E. K... 10/1</i>		For the State Auditor <i>Keith W. ...</i>		For the State Archivist <i>...</i>		For the Director of OFM <i>...</i>	

GENERAL RECORDS RETENTION SCHEDULE

Schedule Number GS14-01		Title Information Technology Services					Date December 27, 1991
D.A. Number	Form Number	Records Series Title and Statement of Function/Purpose	Class	Distribution	Cut Off	Retention	Disposition
GS14-01-1.1		TELECOMMUNICATION SERVICE AND ORDER REQUESTS Provides a record of an agency's request for, changes or termination for services: SNA network, data circuit, telephone voice answering, conference call, etc.	OPR	DIS Accting	Final Payment of Contract	6 Years	Records Center Storage
GS14-01-1.2			OFM	DIS/Office	Termination	3 Years	Destroy
GS14-01-1.3			OPR	Vendor	n/a	n/a	n/a
GS14-01-1.4			OPR	Agency Acct	Final Payment of Contract	6 Years	Records Center Storage
GS14-01-1.5			OFM	Agency/Office	Termination	0 Years	Destroy
GS14-01-2.1		SCAN SYSTEM AUTHORIZATION REQUESTS Provide a record of an employee's request for, change or termination of SCAN remote access.	OFM	DIS	Processed	6 Months	Destroy
GS14-01-2.2			OFM	Office	Termination	0 Months	Destroy
GS14-01-2.3			OFM	Vendor	n/a	n/a	n/a
GS14-01-3.1		EQUIPMENT MAINTENANCE SERVICES Provides documentation of request from customer to provide equipment services/repair; on-site or off-site.	OPR	Agency	Fiscal Year	6 Years	Records Center Storage
GS14-01-3.2			OFM	DIS	Fiscal Year	5 Years	Records Center Storage
GS14-01-3.3			OPR	Vendor	n/a	n/a	n/a
GS14-01-4.1		CUSTOMER SERVICE AGREEMENT Provides documentation for the provision of Information Technology Services. Includes documentation, supplements, service estimate, contract amendment, and accounting systems.	OPR	DIS Acctg	Final Payment of Contract	6 Years	Records Center Storage
GS14-01-4.2			OPR	Agency Acct	Final Payment of Contract	6 Years	Records Center Storage
GS14-01-4.3			OPR	Vendor	n/a	n/a	n/a
GS14-01-4.4			OFM	DIS/Office	Termination of Contract	2 Years	Destroy
GS14-01-4.5			OFM	Agency/Office	Termination of Contract	2 Years	Destroy

SUPERSEDED

For the Attorney General
Stacia E Reynolds

For the State Auditor
Keith W. Laughlin

For the State Archivist
R. J. Medsker

For the Director of OFM
John C. F.

GENERAL RECORDS RETENTION SCHEDULE

Schedule Number GS14-01		Title Information Technology Services					Date December 27, 1991
D.A. Number	Form Number	Records Series Title and Statement of Function/Purpose	Class	Distribution	Cut Off	Retention	Disposition
GS14-01-5.1		AGREEMENT FOR LEASE AND PURCHASE OF DATA PROCESSING EQUIPMENT Hardware and software. Provides documentation of the contract for the provision of lease and purchase. Includes equipment identification.	OPR	DIS Acctg	Final Payment of Contract	6 Years	Records Center Storage
GS14-01-5.2			OPR	Agency Acctg	Final Payment of Contract	6 Years	Records Center Storage
GS14-01-5.3			OFM	DIS/Office	Expiration of Lease	1 Year	Destroy
GS14-01-5.4			OFM	Agency Office	Expiration of Lease	1 Years	Destroy
GS14-01-6.1		PROPERTY DISPOSAL REQUEST To authorize the sale or exchange of surplus property.	OPR	Agency	Biennium	6 Years	Records Center Storage
GS14-01-6.2			OFM	DIS or GA	Biennium	2 Years	Destroy

SUPERSEDED

For the Attorney General

Stacia Reynolds

For the State Auditor

Charles D. Foy

For the State Archivist

Ally P. McLaughlin

For the Director of I/M

John C. Smith

SUPERSEDED

GENERAL SCHEDULE

Schedule Number GS14-02		Title Electronic Record Information Management				Date August 3, 1992	
Item Number	Form Number	Records Series Title and Statement of Function/Purpose	Part	Class	Distribution	Retention	Disposition
<p>General Schedule 14-2 provides the retention and disposition for copies of a master application (data base, spreadsheets, etc) which are used for administrative purposes i.e. manipulation for specific reports. These copies may serve to update the master application. However, these copies do not contain data which wouldn't be found on the master application.</p> <p>EXCEPTION 1: The electronic master application, documentation regarding hardware and software requirements, indexes, cross references explaining coding, formulas used for abstracting data, or summaries of the data are not covered by this General Schedule. The retention and disposition of the records described in Exception 1 must be inventoried (form SSA1-B), scheduled (form SSA-53b) and approved by the State Records Committee.</p> <p>EXCEPTION 2: Documents which establish and support Agency Policy: intra/inter-office correspondence, reports, etc which are prepared or received electronically must be retained on paper or computer output microfiche (COM); filed with executive records, scheduled (form SSA-53b) with the retention and disposition approved by the State Records Committee. These Policy Records are considered Official Public Records and will be transferred to the State Archives for their enduring value.</p> <p style="text-align: center; color: red; font-size: 2em; font-weight: bold;">SUPERSEDED</p>							
For the Attorney General <i>Stacia E Reynolds</i>		For the State Auditor <i>John D. Dancy</i>		For the State Archivist <i>A. Q. McAlpin</i>		For the Director of OFM	

GENERAL RECORDS RETENTION SCHEDULE

Schedule Number GS14-02		Title Electronic Record Information Management				Date August 3, 1992	
D.A. Number	Form Number	Records Series Title and Statement of Function/Purpose	Class	Distribution	Cut Off	Retention	Disposition
GS14-02-1.1		WORD PROCESSING FILES Records such as letters, reports, manuals, directives, tabulations, etc. created, revised, issued electronically. These computer copies may be retained for revision or reissuance purposes. THIS RETENTION AND DISPOSITION APPLY TO THE COMPUTER COPY WHEN IT IS PRINTED TO ANOTHER MEDIA (PAPER, MICROFICHE, ETC) AND THE RETENTION & DISPOSITION OF THE OTHER MEDIA IS AUTHORIZED BY THE STATE RECORDS COMMITTEE.	OPM	Office	No longer needed	0 Years	Delete
GS14-02-2.1		FINDING AIDS OR INDEXES (COPIES OF) Includes lists, registers, cross reference, and other finding aid copies (on any media) used to provide access to records.	OPM	Office	Until Superseded	0 Years	DELETE/DESTROY
GS14-02-3.1		DATA BASE AND SPREADSHEET DATA (COPIES OF) Copies of the Master Files used to collect, retain, retrieve, update, transmit, issue or present data or information. Hard-copy printouts created for short term administrative purposes is required to have retention and disposition authorized by the State Records Committee.	OPM	Office	Until Superseded	0 Years	Delete

SUPERSEDED

For the Attorney General

Stacia E Reynolds

For the State Archivist

[Signature]

For the State Archivist

[Signature]

For the Director of OPM

GENERAL SCHE

Schedule Number GS15		Title Reports Management Records				Date October 31, 1991	
Item Number	Form Number	Records Series Title and Statement of Function/Purpose	Part	Class	Distribution	Retention	Disposition
<p>This schedule covers records (reports, surveys, distribution justifications and lists, etc.) dealing with reports management. These records are used by the State Archives, agency reports managers/officers, and all other offices creating and maintaining reports. This schedule applies to both hard copy and electronic records.</p>							
<h1 style="color: red;">SUPERSEDED</h1>							
For the Attorney General <i>Stacia E. Reynolds</i>		For the State Auditor <i>Keith D. Longhead</i>		For the State Archivist <i>Ray McLevin</i>		For the Director of OFM <i>Pamela K. Davidson</i>	

GENERAL RECORDS RETENT SCHEDULE

Schedule Number GS15		Title Reports Management Records					Date October 31, 1991
D.A. Number	Form Number	Records Series Title and Statement of Function/Purpose	Class	Distribution	Cut Off	Retention	Disposition
GS15-1.1 GS15-1.2		REPORTS CONTROL FILES Case files maintained for each agency report created or proposed. Included are surveys of distribution needs, copies of procedures, recommendations, cost statistics, revisions to report format.	OFM OFM	Report Manager Office	Discontinued Discontinued	6 Years 2 Years	Records Center Storage Destroy
GS15-2.1 GS15-2.2		PAPERWORK REDUCTION ACT FILES Provides a record of the number of hours the public spends fulfilling agency reporting requirements. Included are reports, exhibits or attachments, correspondence, directives and statistical compilations.	OFM OFM	Report Manager Office	Discontinued Discontinued	6 Years 2 Years	Records Center Storage Destroy

SUPERSEDED

For the Attorney General

Steven E. Reynolds

For the State Auditor

Robert W. Longhead

For the State Archivist

John J. McLaughlin

For the Director of OFM

Pamela K. Davidson

SUPERSEDED



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER 16		TITLE Property Management System Reports					DATE 1 February 1984
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE	COPY	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
1.	A-56	DATA INPUT SHEET. Provides entry information concerning assets that are to be entered into the Property Management System.	1	OFM	Agency	90 Days	Destroy at Terminal Date
2.	A-59	REPORT REQUEST. Requests reports from the Data Processing Service Center.	1	OFM	Agency	90 Days	Destroy at Terminal Date
3.	PM-100	EDIT ERROR REPORT. Shows errors made in current process.	1	OFM	Agency	90 Days	Destroy at Terminal Date
4.	PM-110	EDIT ERROR CONTROL REPORT. Shows totals of inputs and number of errors.	1	OFM	Agency	90 Days	Destroy at Terminal Date
5.	PM-160	WORK FILE ERROR LIST. Shows inputs in work file that are in error.	1	OFM	Agency	90 Days	Destroy at Terminal Date
6.	PM-170	WORK FILE CONTROL REPORT. Shows number of inputs in work file by type.	1	OFM	Agency	90 Days	Destroy at Terminal Date
7.	PM-200	UPDATE REPORT. Shows which items were added to master file.	1	OFM	Agency	90 Days	Destroy at Terminal Date
8.	PM-210	UPDATE CONTROL REPORT. Shows totals of items going from work file to master file.	1	OFM	Agency	90 Days	Destroy at Terminal Date
9.	PM-340	LOCATION CODE REPORT. Shows all assets in a particular location.	1	OFM	Agency	90 Days	Destroy at Terminal Date
10.	PM-350	TAG NUMBER REPORT. Shows all assets requested in tag number order.	1	OFM	Agency	90 Days	Destroy at Terminal Date
11.	PM-360	CLASSIFICATION CODE REPORT. Shows all assets requested in a particular class.	1	OFM	Agency	90 Days	Destroy at Terminal Date
12.	PM-390	DEPRECIATION LEDGER. Provides depreciation and book value data on all assets.	1	OFM	Agency	90 Days	Destroy at Terminal Date
13.	PM-390	AGENCY FINANCIAL REPORTING SYSTEM (AFRS) ORGANIZATIONAL CODE REPORT. Provides a listing of requested assets by AFRS organizational code.	1	OFM	Agency	90 Days	Destroy at Terminal Date
14.	PM-400	ASSET REPORT. Provides a listing of "complete data" on all assets.	1	OFM	Agency	90 Days	Destroy at Terminal Date
15.	PM-410	GENERAL LEDGER INTERFACE. Shows monthly depreciation of asset by Cost Center Code for each class of asset.	1	OFM	Agency	90 Days	Destroy at Terminal Date
16.	PM-500	DATA TRANSMITTAL TO STATEWIDE ASSET REPORTING SYSTEM. Provides a summary of all fixed assets over \$300. for state balance sheet on a quarterly basis.	1	OFM	Agency	90 Days	Destroy at Terminal Date

FOR THE TOWN CLERK

Chas. Peterson

FOR THE STATE ARCHIVIST

W. K. Kinnick

FOR THE STATE ARCHIVIST

L. J. McPherson

SUPERSEDED

51.

Deprec.

Deprec



GENERAL RECORDS RETENTION SCHEDULE

SCHEDULE NUMBER		TITLE					DATE
16		Property Management System Reports					1 February 1984
ITEM NUMBER	FORM NUMBER	RECORDS SERIES TITLE	COPY	CLASS	DISTRIBUTION	RETENTION	DISPOSITION
17.	PM-510	ADDED REPORT. Provides a list of assets added to Property Management System.	1	OFM	Agency	90 Days	Destroy at Terminal Date
18.	PM-520	CHANGES REPORT. Provides a list of assets changed to Property Management System master file records.	1	OFM	Agency	90 Days	Destroy at Terminal Date
19.	PM-530	DISPOSED REPORT. Provides a list of assets disposed of from Property Management System.	1	OFM	Agency	90 Days	Destroy at Terminal Date
20.	PM-540	ERROR REPORT. Provides a worksheet of assets sent to a work file error list for correction.	1	OFM	Agency	90 Days	Destroy at Terminal Date
21.	PM-550	PURGES REPORT. Provides a list of assets purged from Property Management System.	1	OFM	Agency	90 Days	Destroy at Terminal Date
22.	PM-590	SUMMARY REPORT. Provides an agency with a tally of Property Management System master file activity.	1	OFM	Agency	90 Days	Destroy at Terminal Date
23.	PM-591	SUMMARY OF MONTHLY FILE ACTIVITY. Provides an agency with a tally of Property Management System master file activity per month.	1	OFM	Agency	90 Days	Destroy at Terminal Date

SUPERSEDED

Sub 16

42

FOR THE ATTORNEY GENERAL

[Signature]

FOR THE STATE HISTORIC

[Signature]

FOR THE STATE ARCHIVIST

[Signature]

SUPERSEDED

GENERAL SCHEM

Schedule Number GS17		Title Electronic Mail				Date November 5, 1991	
Item Number	Form Number	Records Series Title and Statement of Function/Purpose	Part	Class	Distribution	Retention	Disposition
<p>Office Vision (and other E-Mail systems) contain the following record creating features: calendars, notes and messages, mail, and document preparation or word processing. These features are to be treated as two records series for retention and disposition purposes.</p> <p>Exception 1. Policy Documents. (Applicable to senders only)-Retain correspondence and reports prepared and transmitted on E-Mail, which establish agency policy. These are considered an Official Public Record or otherwise have enduring value, and must be stored on cylinder (disk or tape) and/or paper copy for 1 to 2 years. Paper copy must be generated, filed with executive records, scheduled on a Records Retention Schedule, form SSA53b, and approved by the State Records Committee; and transferred to the State Archives.</p> <p>(Receiving office) Retain policy documents on cylinder (or other magnetic media for alternate systems) or on paper then discard monthly or remove from cylinder (magnetic media).</p> <p>Exception 2. Documents Transmitted on Office Vision or other E-Mail but primarily residing in another program and/or data base - Discard from E-Mail system as soon as administrative purpose is served. Retain in original electronic file per Retention Schedule, form SSA53b, for that record.</p> <p>Contact your agency Records Officer for further information.</p>							
For the Attorney General <i>Stacia E. Regno</i>		For the State Auditor <i>Keith W. Jayne</i>		For the State Archivist <i>John M. Cope</i>		For the Director of OEM <i>Camela K. Davidson</i>	

SUPERSEDED

GENERAL RECORDS RETENT SCHEDULE

Schedule Number GS17		Title Electronic Mail					Date October 31, 1991
D.A. Number	Form Number	Records Series Title and Statement of Function/Purpose	Class	Distribution	Cut Off	Retention	Disposition
GS17-1.1		CALENDARS Provides a record of appointments, to do lists and meeting schedules in either electronic storage or printed out in paper form.	OFM	Elected Officials, Agency Directors, Cabinet members	Monthly	1 year	Print monthly then transfer to State Archives with executive records
GS17-1.2			OFM	Agency Offices	Monthly	90 Days	Delete or Destroy
GS17-1.3			OFM	DIS	Daily	90 days	Delete back up tapes
GS17-2.1		ELECTRONIC MAIL Provides a record of notes, messages, transmittal letters, correspondence, reports, requests (routine and non-policy).	OFM	Agency Office	Daily	0	Delete and destroy paper copy
GS17-2.2			OFM	DIS	Daily	30 days	Delete back up tapes
GS17-3.1		ELECTRONIC MAIL (POLICY) Provides a record of correspondence and reports prepared and transmitted on E-Mail, which establishes Agency policy.	OPR	Senders	Monthly	1 year	Generate paper copy and file with executive records; transfer
GS17-3.2			OFM	Receivers	Monthly	0 month	Discard/delete
GS17-3.3			OFM	DIS	Daily	30 days	Delete back up tapes

SUPERSEDED

For the Attorney General

For the State Auditor

For the State Archivist

For the Director of OFM

Stacia L. Kagan

Keith J. Lyman

John W. Allen

Pamela K. Davidson

SUPERSEDED

GENERAL SCHED

Schedule Number GS18		Title Attorney General Records				Date October 31, 1991	
Item Number	Form Number	Records Series Title and Statement of Function/Purpose	Part	Class	Distribution	Retention	Disposition

This schedule covers informal letters and formal opinions by the Attorney General's office to the agency head and/or local office within or representing the agency. Copies may be distributed to governing agencies, i.e. Auditor's office.

Working files, investigative records, policy files, reports, and any other record not specifically described in this schedule must be scheduled by each agency individually, obtaining retention and disposition approval from the State Records Committee.

SUPERSEDED

For the Attorney General <i>Stacia E. Reynolds</i>	For the State Auditor <i>Keith W. Hughes</i>	For the State Archivist <i>John P. McAlpin</i>	For the Director of OFM <i>Pamela K. Davidson</i>
---	---	---	--

GENERAL RECORDS RETENTION SCHEDULE

Schedule Number GS18		Title Attorney General Records					Date October 31, 1991
D.A. Number	Form Number	Records Series Title and Statement of Function/Purpose	Class	Distribution	Cut Off	Retention	Disposition
GS18-1.1		ATTORNEY GENERAL OPINIONS Provides a record of published, numbered (formal) opinions of the Attorney General's Office.	OPR	Attorney General's Office Agency Director or Legal Office	Case Closed	75 Years	Transfer to Archives
GS18-1.2			OFH		Issued	6 Years	Destroy
GS18-2.1		ATTORNEY GENERAL LETTERS Provides a record of informal correspondence with agencies, prosecuting attorneys, and political sub-divisions.	OFH	Attorney General's Office Agency Director or Legal Office	Calendar Year	75 Years	Transfer to Archives
GS18-2.2			OFH		Calendar Year	6 Years	Destroy

SUPERSEDED

For the Attorney General

Stacia E. Reynolds

For the State Auditor

Robert D. Ferguson

For the State Archivist

John McAlpin

For the Director of OEM

Pamela K. Davidson

SECRETARY of STATE



Ralph Munro

Archives and Records Management Division
Olympia, Washington 98504
(206) 753-5485

FOR THE RECORD

A guideline for the disposition of public records and private papers held in the offices of elected and government officials of state government.

INTRODUCTION

As an elected or appointed official of Washington state government, you are responsible for safeguarding government records.

These records ensure continuity and consistency in administration, protect the rights and interests of the state and the people it serves, are essential to responsive and responsible government, and document our state heritage.

This guideline directs your attention to the policies and procedures governing the disposition of the documentary materials that may accumulate in your office. It provides information to help you distinguish state records from non-record materials and private papers, discusses the impact of automation and identifies sources of additional information.

WHAT LAWS GOVERN RECORD-KEEPING?

The Legislature has passed and the Governor has approved a number of laws that govern the keeping of government records. A major body of law relates to the disposition and protection of public records by state and local agency officers and offices.

Most of the documentary materials you create or receive as a public official are subject to the provision of the General Records Act (Chapter 40.14 RCW). This statute and related regulations define public records, establish public ownership of them, and provide legal procedures for their disposition.

Another of these laws, the records section of the Public Disclosure Law (Chapter 42.17 RCW), ensures appropriate public access to records. Other laws with which you should be familiar provide for the protection of essential records (Chapter 40.10 RCW) and penal provisions for the illegal destruction or damage of public records (Chapter 40.16 RCW).

WHAT ARE PUBLIC RECORDS?

Public records are documentary materials regardless of physical form that are made or received by any agency of the State of Washington in connection with the transaction of public business.

All correspondence, memos, case files, photographs, maps, motion pictures, tape recordings, data sets, computer disks and tapes in your custody must be measured against this statutory definition (Chapter 40.14 RCW) to determine whether they qualify as state records. The essential qualifying characteristics relate to evidence and information, not physical form or format.

Most documentary materials of an official nature in a state government office meet the legal definition of public records. However, a few categories of materials have been excluded.

Library materials acquired solely for reference, stocks of publications, and extra copies of documents retained solely for convenience, reference and distribution are considered non-record.

WHAT ARE PERSONAL PAPERS?

Some documentary materials accumulated by public officials do not qualify as public records. These materials may be considered personal papers (and private property) if they relate only to an individual's personal affairs and do not affect the conduct of agency business. Examples include:

- 1) papers accumulated by an official before joining government service.
- 2) materials relating solely to an individual's private affairs, such as outside business pursuits, private political associations, and professional affiliations when not associated with the person's public position or paid by public funds; and
- 3) diaries, journals, or other personal notes that are not prepared or received in the process of transacting state business.

Personal papers, if maintained in your office, should be filed separately from state records to facilitate the application of laws that relate only to the latter.

Some personal papers, wherever stored, may be of historical value. You may offer, or be asked, to donate these papers to the Washington State Archives. Archives staff is available to help you identify those personal papers that are of historical value.

DESTRUCTION OR PRESERVATION?

Clarification of the distinctions between public records, non-record material and personal papers is important because state records must be preserved unless their destruction has been approved by the Washington State Records Committee. The committee's approval is contingent upon evaluation of the administrative, legal and research value of the records.

Many state records are found eligible for destruction as soon as they are no longer needed for current use.

Some state records should be sent to the State Records Center for temporary, economical storage until they are eligible for disposition.

State records determined by the State Records Committee and the State Archivist to be of enduring or archival value must be transferred to the State Archives at the end of their retention.'

THE IMPACT OF AUTOMATION

While the use of automation in most public offices facilitates the conduct of public business, it can contribute to the loss of necessary records.

Electronic mail and word processing systems make it simple for the user to delete documents. As managers, you must provide guidance to your staff to ensure that these decisions are made properly. Such guidance should be based on current, approved records schedules. A decision to retain a document in electronic form should be accompanied by a decision to maintain the ability to access that document.

FOR FURTHER INFORMATION AND ASSISTANCE

This guideline provides a brief introduction to state records management issues. Additional information sources are listed below.

Your agency's Records Officer. Your agency has a records officer appointed in accord with Chapter 40.14 RCW who can provide you with assistance in implementing the records management requirements presented here. Your agency also has a public disclosure records officer who can assist in interpreting those laws.

The Division of Archives and Records Management. The Records Management Section, 586-5534 (scan 321), answers specific records management questions and provides information in such areas as files management, records scheduling, disaster preparedness and recovery, and the use of micrographics. The Archives Section of the division, 586-1492 (scan 321) can assist with identifying records of historical value that should be placed in the State Archives, and distinguishing public records from personal papers. The phone number of the State Archivist is 753-5485 (scan 234).