



**This schedule applies to: All State Government Agencies**

**Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of public records documenting common functions and activities of state government agencies, including Universities and Community and Technical Colleges. It is to be used in conjunction with the other approved schedules that relate to the unique functions of the agency.

**Disposition of public records**

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

Public records designated as Archival must not be destroyed. Records designated as Archival (Appraisal Required) must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

**Revocation of previously issued records retention schedules**

All previous versions of the *State Government General Records Retention Schedule* are revoked. State Agencies must ensure the retention and disposition of public records is in accordance with current, approved records retention schedules.

**Authority**

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on October 6, 2010

Signature of File

For the State Auditor:

Signature of File

For the Attorney General:

Signature on File

For the Director of OFM:

Signature on File

The State Archivist: Jerry Handfield



## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 1991	General Update
2.0	July 1997	General Update
3.0	Summer 2001	General Update
3.5	April 2005	General Update
4.0	November 2005	General Update
5.0	October 6, 2010	Changes to format, Glossary Updated, Indexes Added, Standardized Archival Designations and proper citation of RCW's.

**SUPERSEDED**



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## GS 01 – FISCAL AND ACCOUNTING RECORDS

The function of managing the primary record regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required. Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed. See **GS 50 – Administrative Materials with No Retention Value.**

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.1.1	<b>Accounts Payable</b> Documents all invoices for items disbursed during each month by general account code, to provide posting data to the general ledger (GS 01009). Documents adjustments to accounts. Includes supporting documents.	GS 01007 Rev. 0	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
1.1.2	<b>Accounts Receivable</b> Documentation of charges and billing process for goods and/or services rendered. Documents adjustments to accounts. May include “determination of fees” documentation, work orders or service requests (may be in the form of field orders or invoice vouchers) logs of goods and/or services provided, receipts, billing statements and related documents.	GS 01016 Rev. 0	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>
1.1.3	<b>Allotment Records, Revenue and Expenditure</b> Records revenue and expenditure allotments. Includes allotment submittals and backup documentation.	GS 01043 Rev. 0	<b>Retain</b> for 6 years after end of biennium <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b>
1.1.4	<b>Asset Depreciation Reports</b> Calculated value of the depreciation value of state-owned assets. May include Depreciation Ledger, General Ledger Interface, Depreciation by Cost Center, and related documentation.	GS 16002 Rev. 0	<b>Retain</b> for 6 years after superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.1.5	<b>Banking Records</b> A record of agency transactions with financial institutions. May include deposit slips, bank statements, check registers, reconciliation statements and other related documentation. <i>Note: Per the Check Clearing for the 21st Century Act, substitute checks will replace the hard copy of cancelled check/warrant.</i>	GS 01013 Rev. 0	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
1.1.6	<b>Budget Preparation Working Files</b> Documentation of agency development of biennial budget proposals. May include correspondence, reports, memos, drafts, statistics, agency budget request and supporting documentation.	GS 01040 Rev. 0	<b>Retain</b> for 6 years after end of biennium <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
1.1.7	<b>Cash Receipt Records</b> A record of agency cash receipts. May include daily cash listing, electronic funds transfer (EFTs), transfers, credit card payments, and cash register tape.	GS 01010 Rev. 0	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.1.8	<b>Credit Card Records</b> Includes all documentation of the use of credit cards issued to agencies or employees, such as receipts, records related to on-line ordering, purchase card log and activity log.	GS 01017 Rev. 0	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b>
1.1.9	<b>Disbursement Reporting System Report – DRS</b> Automatic and agency-requested reports (for subscribing agencies) of vendor history information, including disbursements and the Office of Minority and Women’s Business Enterprise’s information.	GS 02009 Rev. 0	<b>Retain</b> for 90 days after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
1.1.10	<b>Financial Reporting Working Documents, Fiscal Year End</b> Working documents used for analysis of certain financial balance interrelationships and other financial information. May include: <ul style="list-style-type: none"><li>• CAF – Financial Balances and Other Information;</li><li>• FED – Federal Revenues and Expenditures;</li><li>• REC – Receivable/Payable Relationship;</li><li>• PAY – Payable/Receivable Relationship.</li></ul>	GS 02020 Rev. 0	<b>Retain</b> for 6 years after end of the fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
1.1.11	<b>Financial Reports, Fiscal Year End, Agency Copy</b> Reports summarizing fiscal year accounting activity <i>Note: The Office of Financial Management retains the primary record copy of reports generated by AFRS and Enterprise Reporting</i>	GS 01067 Rev. 0	<b>Retain</b> for 6 years after the end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.1.12	<p><b>Financial Reports, Quarterly, Monthly &amp; Daily, Agency Copy</b></p> <p>Detail and summary financial and statistical information reports created on a quarterly, monthly, daily, or in-process basis. May include:</p> <ul style="list-style-type: none"> <li>• Monthly Approved Allotment and Revenue Reports;</li> <li>• Monthly Financial Statement Reports;</li> <li>• Monthly Combined Approved and Adjusted Allotment Reports;</li> <li>• Monthly Treasurer Accounting System Reports;</li> <li>• Monthly Working Papers Reports;</li> <li>• Monthly General Ledger Trial Balances;</li> <li>• Quarterly Petty Cash Report.</li> </ul> <p><i>Note: the Office of Financial Management maintains designated AFRS Monthly Reports for 6 years. Agencies using non-AFRS systems should schedule their records on agency unique schedules. Copies not used for reconciliation can be destroyed when administrative purpose has been served.</i></p>	GS 02005 Rev. 0	<p><b>Retain</b> for 6 years after date of report <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL
1.1.13	<p><b>General Ledger Trial Balance</b></p> <p>A record of prescribed general ledger accounts documenting agency receipts, expenditures and balances, by source and fund. May include reconciliation reports.</p> <p><i>Note: Applies only to General Ledger Trial Balances not generated by Enterprise Reporting.</i></p>	GS 01009 Rev. 0	<p><b>Retain</b> for 6 years after date of the document <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b>

SUPERSEDED





ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.1.14	<p><b>Internal Revenue Service (IRS) Reporting Forms</b></p> <p>Any IRS-required documents used by state agencies to report vendor payments to the IRS. May include forms:</p> <ul style="list-style-type: none"> <li>• 1099;</li> <li>• 1098;</li> <li>• 5498;</li> <li>• W2G or similar-use forms.</li> </ul> <p><i>Note: For IRS Form W-9 see GS 01066 Vendor Payment Information.</i></p>	GS 01019 Rev. 0	<b>Retain</b> for 4 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
1.1.15	<p><b>Journal Vouchers</b></p> <p>Documentation for entering journal voucher transactions into an accounting system.</p>	GS 01006 Rev. 0	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b>
1.1.16	<p><b>Management Reporting System – MRS</b></p> <p>Supplemental, ad hoc, analytical information on the status of allotments, disbursements, accruals, encumbrances, and variances at varying levels for various time frames.</p>	GS 02008 Rev. 0	<b>Retain</b> for 90 days after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
1.1.17	<p><b>Notes, Legislative</b></p> <p>Summary and detail agency reports, narrative, and graphics for final Omnibus, Supplemental, Transportation, and Capital budgets enacted by the Legislature.</p> <p><i>Note: The Legislative Evaluation and Accountability Program (LEAP) Committee holds the primary and archival copy of the Legislative Budget Notes.</i></p>	GS 01065 Rev. 0	<b>Retain</b> for 6 years after the end of biennium <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL

SUPERSEDED



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.1.18	<b><i>Policies and Procedures, Fiscal</i></b> Memoranda, rules, orders, directives, procedural instructions, regulations, bulletins, notices, instructions issued by OFM and the State Auditor, and any other documentation which is directive in nature or explains policies and procedures relating to the fiscal administration of an agency.	GS 01014 Rev. 0	<b>Retain</b> for 6 years after superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>
1.1.19	<b><i>Public Works Requisition</i></b> A record of all requisitions for public works projects processed by the Engineering and Architecture Division of the Department of General Administration. <i>Note: This series does not apply to General Administration Department copy.</i>	GS 01012 Rev. 0	<b>Retain</b> for 6 years after work completed <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
1.1.20	<b><i>Revenue Reports</i></b> A monthly summary of revenue recorded from interagency agreements, contracts, and other sources.	GS 01011 Rev. 0	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b>
1.1.21	<b><i>Travel Authorizations</i></b> Requests by employees for authorization to travel or for advance payment for travel expenses. May be State Form A40 or similar form serving the same purpose.	GS 07002 Rev. 0	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
1.1.22	<b><i>Travel Expense Vouchers</i></b> Vouchers submitted to claim reimbursement for employee travel expenses. May be State Form A20 or similar form serving the same purpose.	GS 07001 Rev. 0	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.1.23	<p><b>Vendor Payments Files</b></p> <p>Documentation of agency disbursements. May include all documentation related to purchases by agencies, including voucher distribution registers, vendor remittance advisories, document transmittals and certification reports, encumbrance requests and other documentation which provides a record of payments to vendors and other agencies for goods and services. May include:</p> <ul style="list-style-type: none"> <li>• Purchase Order Files;</li> <li>• Field Order Files;</li> <li>• Purchase Requisition Files;</li> <li>• Invoice Voucher Files;</li> <li>• Printing Requisition Files;</li> <li>• Copy Center Request Files;</li> <li>• Travel Expense Payment Files;</li> <li>• Inter-Agency Billing Files;</li> <li>• Encumbrances and Liquidation Records.</li> </ul>	GS 01004 Rev. 0	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b> (Some items in this series may be Essential)
1.1.24	<p><b>Vendor Payment Information</b></p> <p>Documentation may include IRS Form W-9, Vendor Registration Form, and Electronic Funds Transfer Authorization Form.</p>	GS 01066 Rev. 0	<b>Retain</b> for 6 years after final payment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
1.1.25	<p><b>Warrant Register</b></p> <p>A record of fiscal transactions concerning disbursement vouchers drawn against the State Treasurer and the account classification of each transaction. May include detail and summary records.</p> <p><i>Note: This series does not apply to State Treasurer's copies.</i></p>	GS 01001 Rev. 0	<b>Retain</b> for 6 year after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL

SUPERSEDED



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.1.26	<p><b>Warrant Register, Claims</b></p> <p>A record of disbursements relating to claims or refunds which require case or claim data identification.</p> <p><i>Note: If a federal records retention requirement differs from that which is specified by this series, keep the records for whichever retention period is longer.</i></p>	GS 01003 Rev. 0	<b>Retain</b> for 6 years after payment made <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL

SUPERSEDED



### GS 03 – HUMAN RESOURCES MANAGEMENT

The function of managing the state government agency's workforce.

3.1 ATTENDANCE & LEAVE				
<i>The activity of documenting and authorizing employees' attendance and leave.</i>				
ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.1.1	<p><b>Attendance and Leave Records</b></p> <p>A record of the attendance of state employees including:</p> <ul style="list-style-type: none"> <li>• Annual leave;</li> <li>• Sick leave;</li> <li>• Compensatory time;</li> <li>• Exchange time;</li> <li>• Overtime;</li> <li>• Personal holidays;</li> <li>• Other records pertaining to attendance.</li> </ul>	GS 03030 Rev. 0	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL
3.1.2	<p><b>Family Medical Leave and Shared Leave</b></p> <p>Documentation of the use of family medical leave and the receipt and return of shared leave. May include:</p> <ul style="list-style-type: none"> <li>• Donation info;</li> <li>• Career shared leave.</li> </ul>	GS 03034 Rev. 0	Retain for 7 years after termination of employment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL
3.1.3	<p><b>Time Keeping/Time And Effort</b></p> <p>Documentation of federal requirements for quarterly/semi-monthly reports of employee time when federal dollars are expended.</p>	GS 03035 Rev. 0	Retain for 10 years after administrative purpose served <i>then</i> Destroy.	NON-ARCHIVAL <b>ESSENTIAL</b>



### 3.2 BENEFITS

*The activity of compensating employees via means other than salaries and wages.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.2.1	<p><b><i>Commute Trip Reduction Documentation</i></b> Agency Commute Trip Reduction program administration documentation, including:</p> <ul style="list-style-type: none"><li>• Bonus voucher certification forms;</li><li>• Registration forms;</li><li>• Incentives;</li><li>• Parking tracking files;</li><li>• Other records pertaining to the program.</li></ul>	GS 03037 Rev. 0	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
3.2.2	<p><b><i>Employee Recognition/Appreciation Ceremonies or Awards</i></b> A record of agency- or division-wide employee recognition efforts and events to include:</p> <ul style="list-style-type: none"><li>• Meeting minutes;</li><li>• Plans;</li><li>• Awards;</li><li>• Location;</li><li>• Details of events;</li><li>• Copies of expenditure records.</li></ul> <p><i>Note: For Brainstorm or TIP records, See GS 09012 Brainstorm/Team Incentive Program (TIP) Documentation.</i></p>	GS 03021 Rev. 0	<b>Retain</b> for 2 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



### 3.2 BENEFITS

*The activity of compensating employees via means other than salaries and wages.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.2.3	<b><i>Tuition Reimbursement</i></b> Provides a record of courses taken by employees for which tuition reimbursement was requested by the employee. May include Tuition Reimbursement Request Form and related documents.	GS 03013 Rev. 0	<b>Retain</b> for 6 years after completion of course <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
3.2.4	<b><i>Voluntary Employee's Beneficiary Association (VEBA) Documentation</i></b> Documentation of an agency participation in VEBA (medical expense plan), which may include lists of eligible employees, ballots and vote tally of employees who are eligible to retire in a given calendar year and correspondence.	GS 03045 Rev. 0	<b>Retain</b> for 6 years until superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



**3.3 EQUITY**  
*The activity of ensuring fairness and equal opportunities for all employees.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.3.1	<b><i>Affirmative Action Plans, Goals and Reports</i></b> Agency affirmative action/equal opportunity plans, goals and reports including workforce reports and personnel utilization analysis reports showing progress on affirmative action goals.	GS 20002 Rev. 0	<b>Retain</b> for 6 years after calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL
3.3.2	<b><i>Reasonable Accommodation Files</i></b> Documentation of employee requests for an agency's provision of reasonable accommodations for employees with special needs.	GS 03011 Rev. 0	<b>Retain</b> for 7 years after termination of employment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL





### 3.4 INDUSTRIAL INSURANCE

*The activity relating to the coverage of medical expenses and salary compensation for work related injuries and illnesses.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.4.1	<p><b><i>Injury Claims</i></b> Claims by employees injured on the job. May include:</p> <ul style="list-style-type: none"><li>• Agency copy of L&amp;I claim forms;</li><li>• Accident report;</li><li>• Reports from doctors;</li><li>• Agency responsibility forms;</li><li>• Related documentation.</li></ul> <p><i>Note: This series does not apply to the L&amp;I copy of injury claims files. This series does not include copies of L&amp;I claim forms kept in GS 03039 Employee Medical and Safety Files.</i></p>	GS 03015 Rev. 0	<b>Retain</b> for 7 years after claim settled <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
3.4.2	<p><b><i>Injury Claims, Eye Injuries</i></b> Claims by employees with eye injuries on the job. May include:</p> <ul style="list-style-type: none"><li>• Agency copy of L&amp;I claim forms;</li><li>• Accident report;</li><li>• Reports from doctors;</li><li>• Agency responsibility forms;</li><li>• Related documentation.</li></ul> <p><i>Note: This series does not apply to the L&amp;I copy of injury claims files. This series does not include copies of L&amp;I claim forms kept in GS 03039 Employee Medical and Safety Files.</i></p>	GS 03016 Rev. 0	<b>Retain</b> for 10 years after claim settled <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



**3.5 LABOR RELATIONS**  
*The activity of responding managing relationships dealing with the negotiation of labor.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.5.1	<b>Labor Union Contracts</b> Records of contract negotiation proceedings, contracts, related correspondence, amendments, etc.	GS 09015 Rev. 0	<b>Retain</b> for 6 years after contract superseded or terminated <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>
3.5.2	<b>Labor Union Relations Files</b> All documentation related to labor union administrative business. May include correspondence, meeting files and minutes, and related documentation. <i>Note: For files regarding grievances see GS 03003 Grievance Files.</i>	GS 09014 Rev. 0	<b>Retain</b> for 2 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



### 3.6 MISCONDUCT/DISCIPLINE/GRIEVANCES

*The activity of investigating and responding to employee misconduct, grievances and disciplinary matters.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.6.1	<p><b><i>Affirmative Action Complaint Files</i></b> Agency copies of complaints submitted by job applicants and agency employees, and the resolution of complaints related to affirmative action/equal opportunity issues.</p> <p>May include:</p> <ul style="list-style-type: none"><li>• Complaints;</li><li>• Agency Responses and Decisions;</li><li>• Related Correspondence;</li><li>• Filings;</li><li>• Records of Appeals.</li></ul>	GS 20004 Rev. 0	<b>Retain</b> for 6 years after resolution of case <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
3.6.2	<p><b><i>Complaints, Harassment and Discrimination</i></b> Documentation of complaints by state employees regarding work place discrimination or harassment.</p>	GS 03038 Rev. 0	<b>Retain</b> for 6 years after resolution of case <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
3.6.3	<p><b><i>Grievance Files</i></b> A record of complaints and grievances by state employees regarding work place issues but not including discrimination or sexual harassment.</p>	GS 03003 Rev. 0	<b>Retain</b> for 7 years after resolution of case <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



### 3.6 MISCONDUCT/DISCIPLINE/GRIEVANCES

*The activity of investigating and responding to employee misconduct, grievances and disciplinary matters.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.6.4	<p><b>Personnel Action Appeals</b></p> <p>Records pertaining to employee appeals against the agency by state employees. May include appeals, responses, legal actions, correspondence and related documentation.</p> <p><i>Note: This series does not apply to the records of the Personnel Resources Board.</i></p>	GS 03004 Rev. 0	<b>Retain</b> for 2 years after final determination <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
3.6.5	<p><b>Personnel Complaints, Exonerated, Non-Represented Employees</b></p> <p>Personnel complaints filed against or by non-represented state employees in which the complaint proved to be unsubstantiated.</p> <p><i>Note: Info regarding employee misconduct that is determined to be false and in all situations where the employee has been fully exonerated of wrongdoing shall be promptly destroyed unless the employee requests that the info be retained, or it is related to pending legal action or legal action is expected to result. (See RCW 42.06.450) This series does not include complaints related to discrimination or harassment. See GS 03038 Complaints, Harassment and Discrimination.</i></p>	GS 03006 Rev. 0	<b>Retain</b> until exoneration. <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



### 3.6 MISCONDUCT/DISCIPLINE/GRIEVANCES

*The activity of investigating and responding to employee misconduct, grievances and disciplinary matters.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.6.6	<p><b>Personnel Complaints, Exonerated, Represented Employees</b></p> <p>Personnel complaints filed against or by represented state employees in which the complaint proved to be unsubstantiated.</p> <p><i>Note: Some Collective Bargaining Agreements require complaints to be removed from an employee's file upon exoneration, although the agency is not required to dispose of the records at that time. This retention schedule establishes the retention period for such records by the agency. If the Collective Bargaining Agreement covering the agency's employees provides for a different retention period than this schedule, the agency should request approval of a unique schedule for those records.</i></p> <p><i>In regards to harassment or discrimination complaints by represented employees, use this records series if the Collective Bargaining Agreement applies to those types of complaints. If harassment or discrimination complaints are not covered by the Collective Bargaining Agreement, use GS 03038.</i></p>	GS 03043 Rev. 0	<b>Retain</b> for 3 years after final determination <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
3.6.7	<p><b>Personnel Complaints, Upheld, Non-Represented Employees</b></p> <p>Personnel complaints filed against or by non-represented state employees. May include documentation, filing forms, backup info, recommendations, resolutions, and related memoranda and correspondence.</p> <p><i>Note: This series does not include complaints related to discrimination or harassment. See GS 03038 Complaints, Harassment and Discrimination.</i></p>	GS 03005 Rev. 0	<b>Retain</b> for 6 years after final determination <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



### 3.6 MISCONDUCT/DISCIPLINE/GRIEVANCES

*The activity of investigating and responding to employee misconduct, grievances and disciplinary matters.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.6.8	<p><b><i>Personnel Complaints, Upheld, Represented Employees</i></b></p> <p>Personnel complaints filed against or by represented state employees. May include documentation, filing forms, backup information, recommendations, resolutions, and related memoranda and correspondence.</p> <p><i>Note: If the Collective Bargaining Agreement covering the agency's employees provides for a different retention period for these records, the agency should request approval of a unique schedule for those records.</i></p>	GS 03044 Rev. 0	<b>Retain</b> for 6 years after final determination <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



**3.7 OCCUPATIONAL HEALTH & SAFETY**

*The activity of creating and maintaining a safe and healthy work environment for employees.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.7.1	<p><b>Employee Medical and Safety Files</b></p> <p>Documentation may include: Employee copy of medical documents of diagnosis;</p> <ul style="list-style-type: none"> <li>• Prognosis, treatment and accommodation for employee injuries and illnesses;</li> <li>• Return to work plans;</li> <li>• Medical tests, medical examinations, medical procedures/results, and reports from doctors, including agency copy of L&amp;I claims forms and related documentation.</li> </ul> <p>This series includes Medical Surveillance, Exposure, and Audiology history record, Employee/Supervisor/Reviewer Investigation of Accident/Incident forms, and Accident Review Board Case Summaries.</p> <p>Note: For more info on requirements for retaining employee medical records see WAC 296-802-20005 and RCW 49.17.220.</p>	GS 03039 Rev. 0	<p><b>Retain</b> for 30 years after termination of employment <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL



### 3.8 PERFORMANCE MANAGEMENT

*The activity of assessing and directing employee progress toward performance goals.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.8.1	<p><b>Employee Information File – Supervisor’s Copy</b></p> <p>Documentation gathered by an employee’s supervisor in preparation for each employee’s performance evaluation. May include:</p> <ul style="list-style-type: none"><li>• Notes regarding training and employee development;</li><li>• Performance notes;</li><li>• Job assignments;</li><li>• Other related documentation.</li></ul> <p><i>Note: If this file contains any secondary copies of documentation found in the official Personnel Record Folder, GS 03001 they may be discarded when their administrative purpose has been served.</i></p>	GS 03024 Rev. 0	<b>Retain</b> until completion of evaluation <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
3.8.2	<p><b>Employee Performance Evaluations</b></p> <p>Evaluations of state employee work performance, prepared by his or her supervisor on a regular schedule.</p>	GS 03002 Rev. 0	<b>Retain</b> for 3 years after completion of next evaluation <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL





### 3.9 PERSONNEL

*The activity of documenting an individual's employment with the state government agency. Includes volunteers.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.9.1	<p><b>Personnel Record Folders, Non-Retired Employees</b></p> <p>Documentation related to an employee's state employment history including position held, Position Eligibility Worksheet, Retirement Status Worksheet, Student Waiver of Retirement Plan or any agency documentation pertinent to the eligibility of the position or the individual employee for a retirement plan.</p> <p><i>Note: This series does not include complaints, reprimands, disciplinary actions or evaluations. Agencies have discretion to decide whether all personnel records are kept in one file and subject to the retention required by GS 03001, or kept in separate files to facilitate destruction of those records that are not required to be retained as long. See GS 03042 for retention of personnel records that do not relate to retirement.</i></p>	GS 03001 Rev. 0	<b>Retain</b> for 60 years after termination of employment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>
3.9.2	<p><b>Personnel Record Folders, Retired Employees</b></p> <p>Documentation related to an employee's state employment history including position held, Position Eligibility Worksheet, Retirement Status Worksheet, Student Waiver of Retirement Plan or any agency documentation pertinent to the eligibility of the position or the individual employee for a retirement plan.</p> <p><i>Note: This series does not include complaints, reprimands, disciplinary actions or evaluations.</i></p>	GS 03041 Rev. 0	<b>Retain</b> for 25 years after date of retirement <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>



### 3.9 PERSONNEL

*The activity of documenting an individual's employment with the state government agency. Includes volunteers.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.9.3	<p><b>Personnel Records</b></p> <p>Documentation related to an employee's state employment history. May include employees' application, resume, assignment(s), telecommunicating agreements, employee profiles, justification documentation, promotions, reclassifications and other related employment information.</p> <p><i>Note: This series does not include documentation pertinent to the eligibility of the position or the individual for a retirement plan, which has a significantly longer retention period. This series recognizes that some agencies segregate personnel records into separate folders and allows those agencies to avoid retaining these records for the longer retention period required for retirement related records. See GS 03001 and 03041.</i></p>	GS 03042 Rev. 0	<b>Retain</b> for 10 years after termination of employment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



### 3.9 PERSONNEL

*The activity of documenting an individual's employment with the state government agency. Includes volunteers.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.9.4	<p><b>Reports, Personnel</b></p> <p>Various reports generated by the Department of Personnel (DOP) and made available to state agencies. The reports document employee info such as position changes, activity summary, affirmative action, position costs, seniority dates, under-fill, over-fill, termination, employee positions and status, new hire, non-permanent tracking, multi-fill, and similar topics.</p> <p><i>Note: Effective July 1, 2006, all reports generated by the DOP can now be generated through the Human Resources Management System (HRMS) by each agency, instead of being provided by DOP. All reports previously provided by DOP should be kept under GS 03009 until their retention has been met. All reports generated from HRMS can be discarded under GS 50. If the agency determines that the reports printed have an administrative, legal or fiscal value the agency should then request approval of a unique schedule for those records.</i></p>	GS 03009 Rev. 0	<b>Retain</b> for 6 years after superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
3.9.5	<p><b>Volunteer Files</b></p> <p>Applications, agreements, L&amp;I forms, and other info pertaining to volunteers.</p>	GS 03017 Rev. 0	<b>Retain</b> for 6 years after calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>



### 3.10 POLICIES AND PROCEDURES

*The activity of creating systematic approaches to operations and processes.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.10.1	<b><i>Policy, Rules and Regulations for Employees, Agency</i></b> Policy, rules and regulations adopted by state agencies to govern the behavior of their employees.	GS 03020 Rev. 0	<b>Retain</b> for 6 years after superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL

# SUPERSEDED



### 3.11 POSITION DEVELOPMENT/STAFF STRUCTURE

*The activity of structuring and organizing human resources.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.11.1	<b>Job Specifications</b> Descriptions of job classifications which apply to positions held by the employees of a state agency. <i>Note: This series does not apply to DOP master files.</i>	GS 03008 Rev. 0	<b>Retain</b> until superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
3.11.2	<b>Position Files</b> History of each position within the agency. May include vacancies, reallocations, training plan, selective certification documentation, classification questionnaire and related documentation.	GS 03010 Rev. 0	<b>Retain</b> until position abolished or revised <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
3.11.3	<b>Reduction In Force Files, Agency</b> Documentation of reduction in force actions by state agencies. May include documentation of the process and its implementation, agency decisions, reports, correspondence, organizational charts, meeting minutes, administrative notes and other documentation related to a reduction in force action.	GS 03019 Rev. 0	<b>Retain</b> until after conclusion of any pending action <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



**3.12 RECRUITMENT/HIRING**

*The activity of screening, selecting and employing individuals. Includes volunteers.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.12.1	<b>Applications/Resumes Received – Not Interviewed</b> Any request for job consideration, solicited or unsolicited, not interviewed.	GS 03022 Rev. 0	<b>Retain</b> for 6 months after date of document <i>then</i> <b>Destroy.</b>	NON-ESSENTIAL NON-ARCHIVAL
3.12.2	<b>Employment Eligibility Verification Documents/I-9 Forms</b> Documents used to verify employment eligibility within the United States. May include: <ul style="list-style-type: none"> <li>• Federal I-9 forms;</li> <li>• Passport copies;</li> <li>• Copies of valid driver’s license;</li> <li>• Copies of certificate of naturalization and supporting documentation.</li> </ul> <i>See 8 CFR 274a.2.</i>	GS 03036 Rev. 0	<b>Retain</b> until after date of hire plus 3 years or termination of employment plus 1 Year, whichever is later <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
3.12.3	<b>Exit Interview, Personnel</b> Documentation of info gained during an exit interview with a terminating employee.	GS 03040 Rev. 0	<b>Retain</b> for 6 years after calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
3.12.4	<b>Recruitment, Employee</b> Documentation of the entire process used in recruiting and hiring new employees. May include background checks or criminal history records requests.	GS 03012 Rev. 0	<b>Retain</b> for 3 years until after position filled <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



### 3.13 STAFF DEVELOPMENT/TRAINING

*The activity of enhancing employees' competencies and skills through programs and training.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.13.1	<b><i>On-The-Job-Training Files</i></b> Provides a record of a trainee's dates of service, training plan, evaluation reports, correspondence, ADA requirements, and other related documentation.	GS 03023 Rev. 0	<b>Retain</b> for 6 years after training terminated <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>
3.13.2	<b><i>Training, Employee/Clock Hour Credits</i></b> Various forms, sign-up sheets and reports documenting courses attended by state employees.	GS 03007 Rev. 0	<b>Retain</b> for 7 years after termination of employment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
3.13.3	<b><i>Training History Files, Employee</i></b> Records of an employee's training history, including employee's name and identifying info, courses registered for and completed along with completion dates. May be maintained as a separate record in the agency personnel office or within the individual employee personnel files.  <i>Note: See also GS 03007 Training, Employee/Clock Hour Credits.</i>	GS 22003 Rev. 0	<b>Retain</b> for 7 years after termination of employment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



### 3.14 PAYROLL

*The activity relating to the monetary compensation of employees on a periodic basis.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.14.1	<b><i>Distribution of Payroll and Related Costs</i></b> A detailed distribution account of the payroll costs for each agency employee.	GS 01062 Rev. 0	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
3.14.2	<b><i>Payroll Files</i></b> Series may include: <ul style="list-style-type: none"><li>• Documentation of employee pay status;</li><li>• Misc., payroll deductions;</li><li>• Internal revenue info, insurance plans;</li><li>• Other documentation concerning employee payroll.</li></ul> <p><i>Note: In the event of an employee transfer, current misc. deductions and forms for insurance, etc., are forwarded to the gaining agency. The remainder of the file is kept by the originating office.</i></p>	GS 03031 Rev. 0	<b>Retain</b> for 7 years after termination of employment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>
3.14.3	<b><i>Payroll Files, Retirement Verification</i></b> Salary and employment dates retained for the purpose of retirement verification. Records should show monthly salary earned and hours worked.	GS 03032 Rev. 0	<b>Retain</b> for 60 years after termination of employment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>





### 3.14 PAYROLL

*The activity relating to the monetary compensation of employees on a periodic basis.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.14.4	<b>Payroll Register</b> Central, certified record of agency payroll, payroll deductions, and the net pay of each agency employee. (This document can be used to assist in providing retirement verification if adequate time worked data is on the payroll registers.)	GS 01060 Rev. 0	<b>Retain</b> for 60 years after the date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>
3.14.5	<b>Payroll Register, Deductions</b> Central record of the accounting of funds withheld or deducted from each employee's payroll to satisfy deductions. May include misc. payroll deductions.	GS 01061 Rev. 0	<b>Retain</b> for 6 years after the date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
3.14.6	<b>Payroll Register, Year-to-Date</b> Accumulative summary of payroll expenses for each agency employee.	GS 01063 Rev. 0	<b>Retain</b> for 6 years from the date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



### 3.14 PAYROLL

*The activity relating to the monetary compensation of employees on a periodic basis.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.14.7	<p><b>Payroll Reports</b></p> <p>Various payroll reports used by the personnel/payroll offices to verify actions. May include:</p> <ul style="list-style-type: none"><li>• Payroll certification signed by agency head or designee and all documents that reflect personnel actions;</li><li>• Internal revenue reports;</li><li>• L&amp;I quarterly reports;</li><li>• Savings bonds;</li><li>• Sign-ups and deposits;</li><li>• Garnishments;</li><li>• Warrant cancellations;</li><li>• Electronic fund transfers;</li><li>• Year-to-date cost reports;</li><li>• Various misc. deductions.</li></ul>	GS 03033 Rev. 0	<b>Retain</b> for 6 years after report received and verified <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
3.14.8	<p><b>Wage, Quarterly Report of</b></p> <p>A report of the total personnel costs of each agency, detailing the status of each employee, pay range, and total wages paid to date.</p>	GS 01064 Rev. 0	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



## GS 04 – AUDITS, INVESTIGATIONS AND EXAMINATIONS

This section includes records of internal audits and investigations and State Auditor examinations of state agency programs and fiscal activities.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.1.1	<p><b>Audit Documentation and Working Papers</b></p> <p>Audit documentation, including support for findings, conclusions, and recommendations. May also include correspondence, memos, drafts, preliminary findings, notes, and other materials used in preparing internal or external audits, investigations or examinations.</p> <p><i>Note: This series does not apply to State Auditor's Office audits.</i></p>	GS 04001 Rev. 0	<b>Retain</b> for 6 years after audit report date <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
4.1.2	<p><b>External Audit, Final Audit or Examination Report</b></p> <p>Final reports of customer audits, compliance audits, performance audits, external audits or examinations performed by or for a state agency.</p> <p><i>Note: Agency retains primary record copy. This series does not include State Auditor's Office audits.</i></p>	GS 04005 Rev. 0	<b>Retain</b> for 6 years after audit report date <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
4.1.3	<p><b>Internal Audit, Final Audit or Examination Report</b></p> <p>Final reports of internal audits, investigations or examinations.</p> <p><i>Note: Agency retains primary record copy.</i></p>	GS 04002 Rev. 0	<b>Retain</b> for 6 years after audit report date <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.1.4	<p><b>State Auditor's Office Audit Results, Agency Copy</b></p> <p>Documentation of state agency audits conducted by the State Auditor's Office. May include final reports of audits and examinations performed by the State Auditor's Office, Management Letters, Exit Items, and other documentation provided at the final exit conference.</p> <p><i>Note: State Auditor's Office retains primary record copy.</i></p>	GS 04006 Rev. 0	<b>Retain</b> for 3 years after exit conference date <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
4.1.5	<p><b>State Auditor's Office Whistleblower Investigative Reports, Agency Copy</b></p> <p>Agency copies of State Auditor's Office reports of allegations of fraud or violations of state laws or regulations as a result of a Whistleblower complaint filed under Chapter 42.40 RCW.</p> <p><i>Note: State Auditor's Office retains primary record copy.</i></p>	GS 04004 Rev. 0	<b>Retain</b> for 3 years after date of report <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL

SUPERSEDED



## GS 05 – PUBLIC AFFAIRS AND PUBLIC DISCLOSURE

Records of contact with the general public, the media, the legal community and others regarding state agency policies, activities and actions. Includes information releases, public information, office files, requests for information, and requests for records under the terms of the Public Records Act.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.1.1	<b>Newsletters and Bulletins, Internal and External</b> Internal and external newsletters and bulletins designed to provide information about agency activities.	GS 05004 Rev. 0	<b>Retain</b> for 2 years after date of document <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL
5.1.2	<b>Press Releases</b> Press or news releases issued by an agency to the media to inform the public about events, activities and accomplishments.	GS 05003 Rev. 0	<b>Retain</b> for 2 years after date of issue <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL
5.1.3	<b>Public Disclosure Act, Requests and Appeals</b> Formal requests for access to state agency records filed by the public, the media, or other agencies, under the terms of the Public Disclosure Act (See chapter 42.56 RCW). May include initial requests, agency responses, and documentation related to appeals in cases in which access is denied.	GS 05001 Rev. 0	<b>Retain</b> for 6 year after disclosed, final response, or appeal denied <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.1.4	<p><b>Public Information Office, Reference Files</b></p> <p>Records documenting activities of an agency, generally organized by subject. Provides a record of events, issues and subjects related to an agency's programs, missions and activities. Used to provide background information in responding to public information requests.</p>	GS 05005 Rev. 0	<p><b>Retain</b> for 2 years after date of document <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL
5.1.5	<p><b>Requests for Information, General</b></p> <p>Letters, memos, telephone logs, copies of responses, and related records documenting requests for information from the public, the media, and other agencies.</p> <p><i>Note: This series does not include requests filed under the terms of the Public Disclosure Act (chapter 42.56 RCW).</i></p>	GS 05002 Rev. 0	<p><b>Retain</b> for 1 year after response to request completed <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL

SUPERSEDED



## GS 06 – CONTRACTS AND PURCHASING RECORDS

General purchasing records used by state agencies for procuring services, supplies and equipment.

See **GS 01** for other Fiscal Records.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.1.1	<b>Agreements, Inter-Agency, Intra-Agency and Inter-Governmental</b> Agreements entered into by public agencies for joint or cooperative action pursuant to the provisions of Chapter 39.34 RCW.	GS 06008 Rev. 0	<b>Retain</b> for 6 years after termination of agreement <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
6.1.2	<b>Bid, Invitation To/Request for Proposal</b> Solicitation of bids from vendors. May include related working papers, SF GEN-PUR-008 or similar agency-specific form, Request for Proposal (RFP), Request for Information (RFI), and Request for Qualifications and Quotations (RFQQ).	GS 06004 Rev. 0	<b>Retain</b> for 6 years after closure or cancellation date <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
6.1.3	<b>Bids/Proposals, Unsuccessful</b> Documentation of the bids submitted to provide goods or services which were not chosen or failed to meet requirements. May include lists of ranking of unsuccessful bidders, financial information about the bidders, resumes, proposals, pricing sheets and other related materials, in addition to the unsuccessful bids.	GS 06007 Rev. 0	<b>Retain</b> for 3 years after bid award or cancellation date <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
6.1.4	<b>Contracts, Client Services</b> Contracts with individuals or firms for services provided to agency clients. May include contracts and , if applicable, formal invitations to bid and winning vendor bid, addendums or amendments to contracts, and contract oversight and performance monitoring documents.	GS 06009 Rev. 0	<b>Retain</b> for 6 years after termination of contract <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.1.5	<b>Contracts, Personal Service</b> Contract with individuals or firms for specialized services. May include requests for proposals (RFPs), winning vendor proposal, addendums or amendments to contracts, and contract management and performance monitoring documents.	GS 01051 Rev. 0	<b>Retain</b> for 6 years after termination of contract <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>
6.1.6	<b>Contracts for Purchases, Purchased Services, Leases or Rental</b> Agreements for the purchase of goods and services, or the lease or rental of vehicles or other equipment. May include inter-agency and intra-agency agreements, back-up documentation for the contract award process, addendums or amendments to contracts, work orders and change orders, contract oversight and performance monitoring documents, formal invitation to bid, winning vendor bid, and contract package issued by GA or your agency's division of purchasing/procurement for use by agencies as a term contract for specified goods and services.	GS 01050 Rev. 0	<b>Retain</b> for 6 years after termination of contract <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>
6.1.7	<b>Escrow Agreements</b> Agreements between agencies and contractors to place the retained percentage of progress billings in a trust account pending the satisfactory completion of a contract.	GS 01052 Rev. 0	<b>Retain</b> for 6 years after termination of contract <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>
6.1.8	<b>Purchase Authority</b> Authority for an agency to accomplish its own purchases. May be State Form GEN-PUR-007 or similar agency-specific form.	GS 06002 Rev. 0	<b>Retain</b> for 6 years after superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>





ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.1.9	<b>Supply and Equipment Requests</b> Internal agency documents used to request the purchase of supplies and equipment.	GS 06001 Rev. 0	<b>Retain</b> for 30 days after date of receipt <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
6.1.10	<b>Vendor Bonds</b> Bid Bonds (SF 351), Annual Bid Bonds (SF 350), Payment and Performance Bonds (SF 352), and agency-specific bonds serving the same purpose, binding vendors of goods and services to the state to certain obligations and levels of performance as specified in the language of the bond.	GS 06006 Rev. 0	<b>Retain</b> for 6 years after expiration of bond <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>

SUPERSEDED



## GS 08 – TELECOMMUNICATIONS

Records documenting the administration of telecommunications services provided to state agencies.

Note: Documentation of fiscal transactions should be retained in accordance with **GS 01 FISCAL AND ACCOUNTING RECORDS**.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.1.1	<b>Reports and Information, Telecommunications</b> Telecommunications-related reports and information. May include toll-free reports and usage information, voicemail and telephone calling information reports, individual telephone calling information requests, and automated call distribution (ACD) data.	GS 08005 Rev. 0	<b>Retain</b> for 1 year after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
8.1.2	<b>Scan Account Detail Report</b> Listings of telephone activity by each SCAN account. Shows name of account holder, number called, distance, time spent, and SCAN charges. The "Official Copy" may be the agency's copy of the billing or the employee-signed copy.	GS 08004 Rev. 0	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
8.1.3	<b>Scan System Authorization Requests</b> Requests by state agencies for assignment, changes in assignment, changes in authorization levels, or cancellation of SCAN access. May include related correspondence and memorandum in addition to the SCAN requests.	GS 08002 Rev. 0	<b>Retain</b> for 6 months after request approved or denied <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
8.1.4	<b>Services and Order Requests, Telecommunications</b> Requests by state agencies for telephone service, installation or repairs, and responses to the requests. May include requests for voicemail, network and data circuit services and other telecommunications services.	GS 08001 Rev. 0	<b>Retain</b> for 1 year after request approved or denied <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



## GS 09 – GENERAL OFFICE OPERATIONS (NON-EXECUTIVE)

Records created in the process, planning and carrying out the routine administrative tasks of an agency or office. This section includes routine correspondence, subject files, tracking and control records, and transitory records.

GS 09 applies to routine administrative records in paper, electronic and other formats. It does not apply to executive level record files (See GS 10) or agency program files (these should be scheduled uniquely). GS 10 includes records created by an agency head and the senior management or leadership team.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
9.1.1	<b>Administrative Plans, Working Files, Reports and Survey Results</b> Plans, working files and reports resulting from routine administrative operations and projects. May include work plans, compiled survey results, charts, diagrams, statistics, reports, research materials, drafts, and other documentation related to management studies, non-fiscal audits, survey's and planning studies.	GS 09006 Rev. 0	Retain for 2 years after date of document <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL
9.1.2	<b>Brainstorm/Team Incentive Program (TIP) Documentation</b> Agency copies of all documentation regarding Brainstorm or Team Incentive Program (TIP) proposals. May include application copies, correspondence, award ceremony documentation, evaluations and other related documentation.  <i>Note: The Office of the Secretary of State retains the primary record copy. For agency administered programs, see GS 09013 Employee Suggestion Program. For fiscal documentation of the Brainstorm/Team Incentive Program (TIP) see GS 03031 Payroll Files. This series does not include fiscal documentation of prize money.</i>	GS 09012 Rev. 0	Retain for 2 years after date of document <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
9.1.3	<p><b>Combined Fund Drive</b></p> <p>Records and supporting documentation related to the Combined Fund Drive. May include committee meeting agendas, minutes, flyers and advertisements.</p> <p><i>Note: The following documents should not be retained under this records series: Department of Personnel flyers, brochures, campaign guides or deduction request forms.</i></p>	GS 09021 Rev. 0	<p><b>Retain</b> for 3 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL
9.1.4	<p><b>Complaints, Policy or Procedural</b></p> <p>Complaints filed by state employees or the public relating to a policy and/or its implementation, procedures, or business practices that are being followed. May include documentation, filing forms, backup information, recommendations, resolutions and related memoranda and correspondence.</p>	GS 09016 Rev. 0	<p><b>Retain</b> for 3 years after resolution of complaint <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL
9.1.5	<p><b>Correspondence, General</b></p> <p>Routine correspondence concerning day-to-day office administration and activities. May include correspondence between other offices within an agency, routine correspondence with other agencies, and correspondence with the public on routine matters</p> <p><i>Note: This series does not include program correspondence (which is scheduled uniquely), executive-level correspondence or correspondence concerning policies and procedures (See GS 10).</i></p>	GS 09005 Rev. 0	<p><b>Retain</b> for 30 days after date of document <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL
9.1.6	<p><b>Employee Suggestion Program</b></p> <p>All documentation regarding an agency's Employee Suggestion Program. May include applications, correspondence, award ceremony documentation, evaluations, and fiscal documentation of any prize money awarded.</p>	GS 09013 Rev. 0	<p><b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
9.1.7	<b>Material Safety Data Sheets (MSDS) or Allowed Substitute Record</b> Data sheets or allowed substitute records identifying hazardous chemical(s) by the chemical and common names(s) and listing all ingredients which have been determined to be health hazards. May include records of hazardous chemical use and analyses using exposure or medical records. (WAC 296-802-20010 and WAC 296-802-20015)	GS 09017 Rev. 0	<b>Retain</b> for 30 years after superseded <i>or</i> after chemicals covered by record are no longer used <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b>
9.1.8	<b>Minutes and Files of General Office Meetings</b> Minutes, agendas and meeting files from agency staff meetings, internal committees, task force committees and other internal agency meetings which meet to coordinate activities, work out problems, serve as sounding boards, or as vehicles for communication.	GS 09009 Rev. 0	<b>Retain</b> for 2 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
9.1.9	<b>Plans, Routine</b> Plans developed to guide routine administrative operations. May include work plans and plans for specific administrative projects. <i>Note: This series does not apply to agency-level planning which involves major policy issues or agency-wide administrative matters.</i>	GS 09008 Rev. 0	<b>Retain</b> for 2 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b> (plans for essential operations or services)
9.1.10	<b>Policies and Procedures, General Office, Routine</b> Policies and procedures covering the routine, day-to-day operations of an office or unit. <i>Note: This series does not include agency mission-related policies and procedures. See GS 10002 Administrative Policies and Procedures.</i>	GS 09001 Rev. 0	<b>Retain</b> until superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b> (policies or procedures for essential operations)



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
9.1.11	<p><b>Project Files</b></p> <p>Documentation of state projects which have innovative or historical significance. May include project management documents such as project team notes, minutes and agendas, studies, surveys, progress reports, correspondence, research and background files, presentation materials, cost estimates, implementation plans and final reports files as part of the project subject.</p> <p><i>Note: This series does not include capital projects, program files, federally-funded or grant-funded projects.</i></p>	GS 09018 Rev. 0	<b>Retain</b> for 6 years after end of project <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL
9.1.12	<p><b>Reference Files</b></p> <p>Reference files containing copies of correspondence, reading or day files, mailing or address lists, memoranda, notes, telephone message slips, routine requests, copies of reports, studies, articles, reference copies of minutes, distribution lists, calendars, appointment books, routine telephone logs and other general reference information on office administrative issues and concerns, used to support administrative analysis, planning and development.</p> <p><i>Note: This series does not include executive level records (see GS 10) or program level files. For executive calendars see GS 10008 Executive Calendars.</i></p>	GS 09002 Rev. 0	<b>Retain</b> until no longer needed <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
9.1.13	<p><b>Subject Files</b></p> <p>Files arranged alphabetically by topic for subjects of relevance to the work of an office. May include correspondence, memos reports and statistics.</p> <p><i>Note: This series does not include secondary copies.</i></p>	GS 09019 Rev. 0	<b>Retain</b> for 2 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
9.1.14	<b>Survey Responses, Individual</b> Individual responses to surveys or questionnaires.	GS 09020 Rev. 0	<b>Retain</b> until no longer needed <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL

**SUPERSEDED**



## GS 10 – EXECUTIVE LEVEL RECORDS

Records from the executive level of an agency. Series include records which document the policies, procedures and administration of an agency. Records created at this level of a state agency are all considered to be “Archival” and must be transferred to the State Archives after the official retention has been satisfied.

GS 10 does not include routine office records (See GS 09) or program level records. GS 10 includes records created by the agency head and the senior management or leadership team.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
10.1.1	<p><b>Appointment Records, Official</b></p> <p>A record of the procedure by which members are asked to serve by appointment or recommendation on any committee, commission, council, board or task force. May include correspondence, official appointment letters, instructions, notices of termination or re-appointment and other related documentation.</p>	GS 10012 Rev. 0	<p><b>Retain</b> for 6 years after termination of appointment <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL</p>
10.1.2	<p><b>Calendars, Executive</b></p> <p>A record of appointments, task lists, and meeting schedules. Provides a day-by-day record of official activities.</p> <p><i>Note: If maintained in electronic form the information should be printed out as often as necessary to provide a daily record.</i></p>	GS 10008 Rev. 0	<p><b>Retain</b> for 4 years after date of document <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL</p>
10.1.3	<p><b>Correspondence, Official</b></p> <p>Correspondence and memos at the executive level, concerning policy issues, concerns, actions or issues.</p>	GS 10007 Rev. 0	<p><b>Retain</b> for 4 years after date of document <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) <b>POSSIBLY ESSENTIAL</b></p>





ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
10.1.4	<b>History Files</b> Documentation of the history and development of an office, program or event. May include photographs, videotapes, newsletters, scrapbooks or articles.	GS 10013 Rev. 0	<b>Retain</b> for 5 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL
10.1.5	<b>Interpretive and Policy Statements</b> Official statements of policy adopted by an agency, board or commission. Includes an agency's interpretation of a statute, rule or other provision of law, of a court decision, or of an agency order.	GS 100104 Rev. 0	<b>Retain</b> for 3 years after superseded <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b>
10.1.6	<b>Minutes and Files of Policy-Setting Meetings</b> Minutes, agendas, and meeting files of the governing body of an agency or of meetings that formulate policy, rules or regulations for an agency or a number of agencies. May include multi-media recordings.	GS 10004 Rev. 0	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b>
10.1.7	<b>Papers of Executive Direction</b> A record of formal statements at the executive level of an agency, in regard to agency policy, actions, and mission. May include issuances, directives, records of briefings and presentations of policy in any form.	GS 10005 Rev. 0	<b>Retain</b> for 4 years after date of document <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b>



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
10.1.8	<p><b>Policies and Procedures</b></p> <p>Policies and procedures issued at the executive level of an agency to address agency-wide operations, critical agency functions, or issues of public visibility or concern. May include formal directives, formal policy statements, printed or published procedures manuals, bulletins, orders and rules or notices.</p> <p><i>Note: This series does not apply to policies and procedures that regulate activities outside the agency or ones that are established through statute or through Washington Administrative Code (WAC) procedures. See GS 10009 Rules and Regulations (Washington Administrative Code).</i></p>	GS 10002 Rev. 0	<p><b>Retain</b> for 6 years after superseded <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) <b>POSSIBLY ESSENTIAL</b> (policies and procedures for essential operations)</p>
10.1.9	<p><b>Quality and Performance Improvement Documentation</b></p> <p>Documentation of plans and processes for improving agency quality and performance. May include meeting documentation, plans, reports, presentations, training materials, correspondence, performance measures, statistic's, and recommendations associated with efforts such as quality improvement, the Performance Partnership, Balanced Scorecard, Plain Talk, and the Government Management, Accountability and Performance Program (GMAP).</p>	GS 10011 Rev. 0	<p><b>Retain</b> for 6 years after date of document <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL</p>
10.1.10	<p><b>Reports, Annual and Biennial</b></p> <p>Summaries of the important activities and accomplishments of an agency in narrative and statistical form.</p>	GS 10010 Rev. 0	<p><b>Retain</b> for 4 years after date of document <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL</p>



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
10.1.11	<p><b>Rules and Regulations (Washington Administrative Code)</b></p> <p>Agency records of filings, hearings, justification statements, meeting tapes and other documents related to the development and enactment of official rules and regulations for inclusion in the Washington Administrative Code (WAC).</p> <p><i>Note: For WACs that are not superseded within 6 years of implementation, the agency must make a complete copy of the file for agency use and deliver the original documents to the State Archives for historical preservation.</i></p>	GS 10009 Rev. 0	<p><b>Retain</b> for 6 years after superseded <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL</p>
10.1.12	<p><b>Speeches and Writings</b></p> <p>A record of speeches, tapes and videos of speeches and transcripts of speeches written presentations and other writings by the agency head or other executive level official, concerning agency policy, concerns, actions or issues.</p>	GS 10006 Rev. 0	<p><b>Retain</b> for 6 years after date of document <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL</p>
10.1.13	<p><b>Studies and Operational Plans</b></p> <p>Major studies and plans initiated at the executive level and/or conducted in response to a legislative order, executive order, federal requirement or court order. Generally addresses agency-wide operations or issues, affects the most important or most critical agency functions, or addresses areas of public visibility or concern. May include strategic plans and comprehensive plans for the administration, reorganization or operation of an entire agency or major sub-division of an agency.</p> <p><i>Note: This series does not apply to program-specific plans.</i></p>	GS 10001 Rev. 0	<p><b>Retain</b> for 4 years after superseded or no longer applicable <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) <b>POSSIBLY ESSENTIAL</b> (plans for essential operations or services)</p>



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
10.1.14	<p><b>Subject Files, Executive Level</b></p> <p>Executive level documentation of the administration of agency activities. May include organizational charts, narrative reports, reports from agency divisions and sub-divisions, studies, news releases, newspaper clippings, correspondence, copies of minutes of meetings, management team meeting minutes, agendas and other materials.</p> <p><i>Note: This series does not apply to program-level records.</i></p>	GS 10003 Rev. 0	<p><b>Retain</b> for 4 years after date of document <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL</p>

SUPERSEDED



## GS 11 – RECORDS MANAGEMENT RECORDS

Records generated in the operation of an agency records management program, documenting the creation, management, flow and disposition of state government records in accordance with state records management laws, policies, procedures and practices.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
11.1.1	<b>Essential Records Lists</b> Listing of public documents designated by individual state agencies to be essential for the reestablishment of normal operations during and after an emergency.	GS 11009 Rev. 0	<b>Retain</b> for 1 year after superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>
11.1.2	<b>General Records Retention Schedules</b> General records retention schedules prepared by the Division of Archives and Records Management to provide for the legal disposition of state records common to more than one state agency. Provides description of the records, including records series title, function, retention period, final disposition and archival status. <i>Note: The Division of Archives and Records Management maintains the primary and archival copy of the General Records Retention Schedules.</i>	GS 11004 Rev. 0	<b>Retain</b> until superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
11.1.3	<b>Microfilm/Imaging Documentation File</b> Documentation may include authority to conduct microfilming or imaging, the identity of persons who supervised the imaging process, camera operator's certificate, imaging targets, tests and inspection results, the arrangement of the originals to be microfilmed, any weeding policy that determines what originals will or will not be imaged, and related documents. <i>Note: This series applies to all agencies regardless of vendor used.</i>	GS 11011 Rev. 0	<b>Retain</b> for 1 year after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
11.1.4	<p><b>Records Disposition Notices, Agency</b></p> <p>A state agency's record of the disposition of state agency records through transfer to the State Records Center, the State Archives, or destruction in-house. May include memoranda concerning the disposition of the records, State Records Center Destruction Lists, or other documentation showing the date that a record was either transferred out of the custody of the office of origin or destroyed.</p> <p><i>Note: This series does not apply to the State Records Center or the State Archives. Record disposition notices generated by the State Records Center are retained for 75 years.</i></p>	GS 11005 Rev. 0	<b>Retain</b> for 6 years after destruction of records or transferred to archives <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>
11.1.5	<p><b>Record Transmittal Forms</b></p> <p>Agency-generated list of records transferred from state agency offices to off-site storage at the State Records Center, the State Archives or elsewhere. May include essential records, microfilm, inactive records, archival records, electronic records, and any other material defined as a "public record" under state law.</p> <p><i>Note: This series does not apply to the State Records Center or the State Archives.</i></p>	GS 11001 Rev. 0	<b>Retain</b> for 6 years after final disposition of records <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
11.1.6	<p><b>Records Inventory Documentation</b></p> <p>Comprehensive analysis and appraisal inventory worksheets or notes used to locate, identify and describe all agency records at the record series level, regardless of media. Other inventory documentation such as location maps, needs assessments, checklists and other working documents may be retained and destroyed according to GS 09019 Subject Files.</p> <p><i>Note: WAC 434-626-020 requires officers to "review the inventory, or manage the inventory, of all agency public records at least once during a biennium for disposition scheduling and transfer action, in accordance with procedures prescribed by the State Archivist and the State Records Committee."</i></p>	GS 11010 Rev. 0	<b>Retain</b> for 1 year after superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>
11.1.7	<p><b>Requests for Return of Records from the State Records Center</b></p> <p>A record of state agency requests for the return of records from the State Records Center.</p> <p><i>Note: The State Records Center retains the primary copy.</i></p>	GS 11006 Rev. 0	<b>Retain</b> until completion of the transaction <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
11.1.8	<p><b>Unique Records Retention Schedules, Agency Copy</b></p> <p>Records retention schedules prepared by a state agency to provide for the legal disposition of record series specific to that agency. Provides description of the records, including record series title, function, retention period, final disposition, and archival status.</p> <p><i>Note: The Division of Archives and Records Management retains the primary copy.</i></p>	GS 11003 Rev. 0	<b>Retain</b> for 1 year after superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
11.1.9	<p><b>Source Documents Digitized by Approved EIS Application</b></p> <p>Source documents that have been digitized in accordance with a valid electronic imaging system (EIS) application approved by the Washington State Archives in accordance with WAC 434-663, where the digitized images will be retained for the minimum retention period in accordance with the relevant DAN for that records series.</p> <p><i>Note: this records series must only be used by agencies with an approved EIS application for the specific records series being digitized. For further information on obtaining an EIS approval, please contact Washington State Archives.</i></p>	GS 11012 Rev. 0	<b>Retain</b> until imaged and verified <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL

SUPERSEDED





## GS 12 – FORMS MANAGEMENT

Documentation of state agency efforts to control and standardize form creation and design, and to monitor the use of forms.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
12.1.1	<p><b>Form History Files</b></p> <p>Records created to control the creation, design, use and revision of agency forms. May include initial request for forms, specifications, purpose of form, expected usage, copies of the original form and revisions, and related documentation.</p> <p><i>Note: A complete set of forms masters needs to be stored offsite.</i></p>	GS 12001 Rev. 0	<b>Retain</b> for 2 years after life of form <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>
12.1.2	<p><b>Form Order Requests</b></p> <p>Documentation of the printing of forms. May include authorizations for the expenditure of funds.</p>	GS 12002 Rev. 0	<b>Retain</b> for 6 years after date ordered <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
12.1.3	<p><b>Forms Inventory Files</b></p> <p>Inventories of stocks of forms on hand.</p>	GS 12003 Rev. 0	<b>Retain</b> until superseded or obsolete <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



## GS 13 – MAIL SERVICES

Records documenting the operations of state agency mail room services.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
13.1.1	<b>Firm Mailing Book (Commercial Mailing Services)</b> A record of the assignment of control numbers for registered, insured, certified and C.O.D. mail.	GS 13010 Rev. 0	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
13.1.2	<b>Mail Pickup and Delivery Records</b> Mail logs, copies of certified or registered mail receipt forms, signed pickup and delivery receipts, and related records. May include Receipt for Certified Mail, Mail Arrival Notice, Certificate of Mailing, Return Receipt for Registered, Insured and Certified Mail, Sender's Statement and Certificate of Bulk Mailing, Return Receipt for International Mail, Special Delivery Notice, and receipts for the pickup of parcels and packages by such private vendors as UPS and Federal Express.	GS 13001 Rev. 0	<b>Retain</b> for 3 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
13.1.3	<b>Postage Meter Records</b> A record of the number and classification of items mailed by agency and office. May include Daily Record of Meter Readings, Applications for Postage Meter License, and related documentation.	GS 13003 Rev. 0	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b>



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
13.1.4	<b>Postal Charges, Record of</b> General accounting records for postal activities. May include Application and Voucher for Refund of Postage Fees, Invoice Voucher Request for Payment to U.S. Postal Service, Postal Service Charge Verification, Daily Cash Report, Post Office Receipt of Money, Receipt for Postage Meter Readings, Postage Due Bill, and related documentation.	GS 13004 Rev. 0	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
13.1.5	<b>Statement of Bulk Rate Mailings</b> Certification to the U.S. Postal Service that mail is properly prepared and presorted and qualifies for bulk rate mailing.	GS 13008 Rev. 0	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
13.1.6	<b>Statement of Mailing Second Class Publications</b> U.S. Postal Service statement authorizing the mailing of publications via second class mail.	GS 13006 Rev. 0	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
13.1.7	<b>Statement of Mailing with Permit Imprints</b> Certification to the U.S. Postal Service that mail is properly prepared and presorted and qualifies for specific postage rate.	GS 13009 Rev. 0	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
13.1.8	<b>Statement of Ownership, Management and Circulation</b> Biennial statement submitted to the U.S. Postal Service showing ownership and total distribution of agency publications.	GS 13007 Rev. 0	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



## GS 14 – INFORMATION SERVICES

Documentation of computer services, computer system management, and computer network management.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
14.1.1	<b>Audit Trail Files</b> Data generated during the creation of a master file or database, used to validate a master file or database during a processing cycle.	GS 14020 Rev. 0	<b>Retain</b> for 3 backup cycles <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
14.1.2	<b>Computer Run Scheduling Records</b> Records used to schedule computer runs, including daily schedules, run reports, run requests, and other records documenting the successful completion of a run.	GS 14015 Rev. 0	<b>Retain</b> for 30 days after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
14.1.3	<b>Computer Usage Files</b> Electronic files or automated logs created to monitor computer system usage. May include log-in field system usage files, charge-back files, data entry logs, and records of individual computer program usage.	GS 14013 Rev. 0	<b>Retain</b> for 6 months after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
14.1.4	<b>Data Documentation</b> Records created during system development or modification and used to access, retrieve, or manipulate data. May include data element dictionaries, file layouts, code books and other related materials.	GS 14003 Rev. 0	<b>Retain</b> for 1 year after disposition of data <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b>



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
14.1.5	<b>Data Extracts, Information-Only</b> Source output data extracted from the system to produce publications, printouts of tabulations, ledgers, reports, or other documents when the files are not needed for audit purposes or to document program unit transactions. May include ad-hoc reports.	GS 14019 Rev. 0	<b>Retain</b> until no longer needed <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
14.1.6	<b>Data or Database Dictionary Reports</b> Periodic printouts from a data or database dictionary system, including data element attribute reports, database schema, and related records used for reference purposes.	GS 14025 Rev. 0	<b>Retain</b> until superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
14.1.7	<b>Data Processing Operating Procedures</b> Records of procedures for data entry, computer equipment operation, production control, tape library, system backup, and other aspects of data processing operation.	GS 14007 Rev. 0	<b>Retain</b> for 1 year after superseded or discontinued <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b>
14.1.8	<b>Data Processing Unit's Copies of Output Reports</b> Copies of output reports produced for clients.	GS 14021 Rev. 0	<b>Retain</b> until acceptance by client <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
14.1.9	<b>Destruction (Scratch) Reports</b> Records documenting the destruction of electronic files stored on a tape library.	GS 14024 Rev. 0	<b>Retain</b> for 1 year or when superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
14.1.10	<b>Disaster Preparedness and Recovery Plans</b> Records relating to the protection and reestablishment of data processing services in the case of a disaster.	GS 14010 Rev. 0	<b>Retain</b> until superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
14.1.11	<b>Extracted Data Files, Summary</b> Summary or aggregate data from a master file or database created solely to distribute data to individuals or program units for reference and use, but not altered or augmented to support program specific needs.	GS 14022 Rev. 0	<b>Retain</b> until data is distributed <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
14.1.12	<b>Finding Aids, Indexes and Tracking Systems</b> Electronic indexes, lists, registers and other finding aids used to provide access to hard copy or electronic records.  <i>Note: Finding aids, indexes or tracking systems developed for archival records must be transferred to the State Archives along with the historical record.</i>	GS 14023 Rev. 0	<b>Retain</b> until the disposition of indexed data <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b>
14.1.13	<b>Information Technology Assistance Requests</b> Documentation of all requests for technical assistance including help desk requests, and the responses to those requests, as well as information on the use of computer equipment for program delivery, security and other purposes.	GS 14029 Rev. 0	<b>Retain</b> for 1 year after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
14.1.14	<b>Input Documents</b> Copies of records or copies of forms designed and used solely for data input and control, when original records have been retained.	GS 14016 Rev. 0	<b>Retain</b> until data input and any necessary verification <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL

SUPERSEDED



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
14.1.15	<p><b>Network Circuit Files</b></p> <p>Automated or paper records containing information on network circuits used by an agency, including circuit number, vendor, cost per month, type of connection, software, contact person, and other relevant information. Records used to plan and implement a network and documentation of data communication service, installation or repair including work orders, correspondence, memoranda, work schedules, and copies of building and circuit diagrams and copies of related fiscal records.</p> <p><i>Note: For Construction Records see GS 21010 Construction Documentation, General Administration Capital Projects or GS 21011 Construction Documentation, Non-General Administration Capital Projects.</i></p>	GS 14031 Rev. 0	<b>Retain</b> until circuit is no longer in use <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
14.1.16	<p><b>Network Usage Files</b></p> <p>Electronic files or automated logs created to monitor the use of the agency's network by its customers or network/internet usage by its employees, including but not limited to, log-in records, security logs, and system usage files.</p>	GS 14032 Rev. 0	<b>Retain</b> until scheduled review/audit <i>or</i> until 3 backup cycles <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
14.1.17	<p><b>Network Usage Summary</b></p> <p>Summary reports and other records created to document computer usage for reporting or other purposes.</p>	GS 14033 Rev. 0	<b>Retain</b> for 1 year after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
14.1.18	<p><b>Operating System/Hardware Conversion Plan</b></p> <p>Records relating to the replacement of equipment or computer operating systems.</p>	GS 14009 Rev. 0	<b>Retain</b> for 6 months after plan implementation complete <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b>



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
14.1.19	<p><b>Portfolio Management Documentation, Agency Copy</b></p> <p>Required by Department of Information Services Board, the Department of Information Services and the Office of Financial Management, the portfolio details agency investment, acquisition and use of information technology. Updated annually, the portfolio is used in executive decision-making and evaluation of relationships between information technology investments, agency strategies and programs, and the budget.</p> <p><i>Note: The primary record copy is retained by the Department of Information Services for a longer period of time.</i></p>	GS 14036 Rev. 0	<b>Retain</b> until superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
14.1.20	<p><b>Program Listing and Source Code</b></p> <p>Source code that is compiled to generate the machine language instructions used to operate an automated information system.</p>	GS 14004 Rev. 0	<b>Retain</b> for 1 year after 2 update cycles after code is modified or Replaced 1 year after discontinuance of system <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>
14.1.21	<p><b>Project Planning and Documentation, Information Technology</b></p> <p>Documentation of projects. May include program management plans, information technology proposal documentation, meeting documentation, project planning, assessment, conversion, test planning and results, implementation, contingency plans, and certification records.</p>	GS 14037 Rev. 0	<b>Retain</b> for 6 years after termination of project <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
14.1.22	<p><b>Site and Equipment Support Files</b></p> <p>Records documenting support and maintenance services provided to specific data processing equipment or installations, including site visit reports, program and equipment service reports, service histories and related correspondence and memos.</p>	GS 14026 Rev. 0	<b>Retain</b> for 1 year after disposition of equipment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL





ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
14.1.23	<b>Software Review Files</b> Records related to the review and recommendation of software for agency use, including vendor information, manuals, software reviews, and related material.	GS 14028 Rev. 0	<b>Retain</b> until software is no longer in use <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
14.1.24	<b>Summary Computer Usage Report</b> Summary reports and other paper records created to document computer usage for reporting or cost recovery purposes.	GS 14014 Rev. 0	<b>Retain</b> for 6 months after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
14.1.25	<b>System and Backup Files</b> Copies of system files and databases, application software, logs, directories and other records needed to restore a system and its data in the event of system or data loss. May include records of the location and status of back-up copies.	GS 14011 Rev. 0	<b>Retain</b> until after 3 backup cycles <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>
14.1.26	<b>System Documentation</b> Records documenting the use, operation and maintenance of an agency's automated information system, including but not limited to user manuals, system requirements for software, hardware and the operating system, hardware configurations and equipment control systems.	GS 14008 Rev. 0	<b>Retain</b> until hardware or software is discontinued but, not before data is migrated to a new system <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b>
14.1.27	<b>System Specifications</b> Manufacturer and/or user and operational documentation describing system operations, including, but not limited to, system documentation records, user guides, system flowcharts, and input/output specifications.	GS 14002 Rev. 0	<b>Retain</b> for 1 year after disposition or transfer of system data to a new system <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b>

SUPERSEDED



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
14.1.28	<b>System Users Access Files</b> Electronic or textual records created to control or monitor an individual's access to a system and its data. Created for security purposes, including, but not limited to, user account records and access authorization files.	GS 14012 Rev. 0	<b>Retain</b> for 2 years after termination of user account <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b>
14.1.29	<b>Systems and Applications Development</b> Records created and used to develop, redesign or modify an automated system or application, including, but not limited to, user requirements, status reports and correspondence.	GS 14001 Rev. 0	<b>Retain</b> for 1 year after disposition or transfer of system data to a new operating environment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b>
14.1.30	<b>Technical Program Documentation</b> Documentation of program code, flowchart, maintenance log, system change notices, and other records documenting functions of and modification to computer programs.	GS 14005 Rev. 0	<b>Retain</b> for 1 year after authorized retention of the data <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>
14.1.31	<b>Test Data Base Files</b> Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.	GS 14006 Rev. 0	<b>Retain</b> until no longer needed, but not before acceptance of test results <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
14.1.32	<b>Valid Transaction Files</b> Records used to update and/or document a transaction in a database or master file, including, but not limited to, valid transaction files, DBMS files and similar records. These records are not retained to document a program unit action or for audit purposes.	GS 14018 Rev. 0	<b>Retain</b> until after 3 backup cycles <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
14.1.33	<b>Work or Intermediate Files</b> Records used to facilitate the processing of a specific job or run, or used to create, update, modify, transfer, manipulate or sort data within an automated system when all transactions are captured in a master file, valid transaction file or database, in cases where the file is not required to provide an audit trail.	GS 14017 Rev. 0	<b>Retain</b> until completion of transaction <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
14.1.34	<b>Year 2000 Project Files</b> Documentation of Year 2000 compliance projects. May include program management plans, meeting documentation, project planning, assessment, conversion, test planning and results, implementation contingency plans, and certification records.	GS 14035 Rev. 0	<b>Retain</b> for 6 years after termination of project and/or contract <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL



## GS 15 – PUBLICATION AND DUPLICATION SERVICES

Records documenting centralized agency services for publication, printing, photo-duplicating and other forms of document reproduction for large volume runs of publications and smaller quantities of documents for limited distribution.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
15.1.1	<b>Camera-Ready Copies and Printing Masters</b> Documents specifically prepared for use as the final printing master.	GS 15004 Rev. 0	<b>Retain</b> for 2 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b>
15.1.2	<b>Master Printing Job Documentation</b> A record of all work done by the printing and reproductive office.	GS 15001 Rev. 0	<b>Retain</b> for 3 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
15.1.3	<b>Photographs, Graphics and Visuals Resources</b> Photographs, slides and other graphic materials used in publications, stored in the form of prints, negatives, transparencies, CD-ROM images or other formats.	GS 15007 Rev. 0	<b>Retain</b> until administrative purpose served <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL
15.1.4	<b>Publication and Duplication Service Job Files</b> Records of publication and duplication services provided by outside vendors or by agency copy services. May include copy requests, production activity logs, copy machine activity logs, orders, job descriptions and specifications, publications design records, sample job products, estimates, material order sheet, proofs, samples, completed job reports, summary of costs, and related records.	GS 15005 Rev. 0	<b>Retain</b> for 6 year after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
15.1.5	<p><b><i>Publications, State Government, Agency Copy</i></b></p> <p>Publications created by state agencies, which may include manuals, brochures, schedules and reports regardless of media and made available to other agencies or the public. Publications may be related to the agency producing the document, a specific program within the agency, or to the State of Washington.</p> <p><i>Note: State agencies are required to submit to the Washington State Library at least two copies of each print publication which is intended for general dissemination of state agencies or the public. When the publication is produced in electronic format the agency need only provide one copy to the Library. If the publication is produced in both print and electronic format, the agency must provide two print copies and one electronic copy. Also, each state agency is required annually to provide a list of all publications provided by state government or the public during the preceding year. See RCW 40.06.030. Print copies can be sent to MS: 42460. For further Information call 360-704-5265</i></p>	GS 15008 Rev. 0	<b>Retain</b> for 6 years after date of publication <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) <b>POSSIBLY ESSENTIAL</b>

SUPERSEDED



## GS 16 – SUPPLY, EQUIPMENT AND VEHICLE MANAGEMENT

Records documenting the management of state-owned or leased equipment, supplies and motor vehicles. Does not include real property (land) records. See GS 24.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
16.1.1	<p><b>Capital Assets Management System, Statewide or Agency</b></p> <p>Statewide or agency systems to maintain agency inventories of land, buildings, furniture, equipment and other capital assets. May be used as input into the statewide asset report. May include asset tracking and depreciation schedules, running inventory control documents that describe each piece of agency-owned or leased equipment and furniture, indicating its location and value, Data Input Sheet, Edit Error Report, Edit Control Error Report, Work File Error List, Location Code Report, Update Report, Update Control Report, Tag Number Report, AFRS Organizational Code Report, Asset Report, Data Transmittal to Statewide Asset Reporting System, Added Report, Changes Report, Error Report, Summary Report, and Summary of Monthly File Activity Report.</p>	GS 16008 Rev. 0	<b>Retain</b> for 6 years after superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
16.1.2	<p><b>Disposition Records, Asset</b></p> <p>Agency copies of records that track the disposition of property. May include request for disposal of property, receipts, copies of disposition reports, Disposed Property Report and records of property that has been sent to state surplus.</p>	GS 16003 Rev. 0	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
16.1.3	<p><b>Equipment Maintenance and Repair Records</b></p> <p>Records documenting services and repairs to agency equipment, excluding motor vehicles. May include maintenance and repair orders, copies of fiscal documents such as requisitions, purchase orders and vouchers, warranties, manuals and related materials.</p> <p><i>Note: This series does not include structural or major equipment items. See GS 21008, Major Repair and Replacement Records, Building and Equipment. See 16007 - Motor Vehicle Maintenance, Repair and Disposition Records for motor vehicles.</i></p>	GS 16006 Rev. 0	<b>Retain</b> for 3 years after disposition of item <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
16.1.4	<p><b>Inventories, Supplies, Commodities And Parts</b></p> <p>Running inventories used to manage stocks of expendable materials such as office supplies, parts and other expendable supplies, describing the materials and indicating current stock balances.</p>	GS 16004 Rev. 0	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
16.1.5	<p><b>Motor Vehicle Maintenance, Repair and Disposition Records</b></p> <p>Records documenting service, repairs and disposition of motor vehicles assigned to or owned by an agency. May include maintenance orders and logs, copies of fiscal documents such as requisitions, purchase orders, vouchers, warranties, manuals, and related materials.</p>	GS 16007 Rev. 0	<b>Retain</b> for 6 years after disposition of vehicle <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
16.1.6	<p><b>Motor Vehicle Title</b></p> <p>Record of legal ownership of state-owned vehicles.</p> <p><i>Note: At sale, title is transferred to new owner. At disposal, title is transferred to Department of Licensing.</i></p>	GS 16009 Rev. 0	<b>Retain</b> until after sale or disposition of vehicle <i>then</i> <b>Transfer</b> to new owner or Department of Licensing	NON-ARCHIVAL NON-ESSENTIAL



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
16.1.7	<b>Supplies, Commodities and Parts Disbursement Records</b> Records documenting the disbursement of office supplies, commodities, parts and other expendable materials.	GS 16005 Rev. 0	<b>Retain</b> for 6 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
16.1.8	<b>Vehicle Accident Report Form, Agency Copy</b> The Office of Financial Management requires that one copy of the Vehicle Accident Report Form (State Form 137) be sent to the reporting agency's Safety and/or Risk Management Office within two working days following an accident involving a state Motor Pool vehicle.	GS 16010 Rev. 0	<b>Retain</b> for 3 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
16.1.9	<b>Vehicle Log and Usage Report</b> Reports and logs of vehicle usage by state agencies.	GS 07003 Rev. 0	<b>Retain</b> for 3 years after date of document <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL





## GS 18 – LEGAL FILES

Legal actions involving state agencies are handled by the Office of the Attorney General, primarily by an Assistant Attorney General assigned to each agency. Therefore, most records pertaining to legal actions are centralized under the auspices of the Attorney General. However, many state agencies maintain separate files of correspondence with the Attorney General's Office, informal letter opinions, formal opinions and issue files on legal matters pertaining to the agency.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
18.1.1	<p><b>Attorney General Letters, Informal Opinions and Correspondence</b></p> <p>State agency copies of correspondence with the Office of the Attorney General. May include "Informal Attorney General Opinions."</p> <p><i>Note: This series does not include the Attorney General's copy of this correspondence.</i></p>	GS 18002 Rev. 0	<p><b>Retain</b> for 6 years after date of document <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL
18.1.2	<p><b>Attorney General Opinions</b></p> <p>A record of published, formal opinions on legal matters directly relating to the activities of a state agency.</p> <p><i>Note: This series does not include the Attorney General's copy.</i></p>	GS 18001 Rev. 0	<p><b>Retain</b> for 6 years after date of document <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<b>ARCHIVAL</b> (Appraisal Required) <b>POSSIBLY ESSENTIAL</b>
18.1.3	<p><b>Attorney General's Case Files - Agency Copy</b></p> <p>Agency copies of case files under the jurisdiction of the Attorney General's office, collected and maintained to document the agency's role with regard to any legal issue. May include copies of background information, lawsuit documentation, correspondence, pleadings, appeals, court orders, agency working files and related documentation.</p>	GS 18004 Rev. 0	<p><b>Retain</b> until after case resolved and appeal period expired and administrative purpose served <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
18.1.4	<b>Legal Issue Files</b> Files on legal issues of concern to a state agency. Interpretations of laws and policies, studies, reports, correspondence, copies of legal documents and other materials pertaining to specific issues. <i>Note: This series does not include litigation files or other legal files.</i>	GS 18003 Rev. 0	<b>Retain</b> for 6 years after issue resolved <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) <b>POSSIBLY ESSENTIAL</b>
18.1.5	<b>Non-Attorney General Legal Case Files</b> Litigation and case files with no Attorney General involvement.	GS 18005 Rev. 0	<b>Retain</b> for 6 years after case resolved <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL

SUPERSEDED



## GS 19 – LEGISLATIVE RELATIONS

Records documenting the relations of a state agency with the Legislature. Series include files on requested legislation, legislation affecting the agency, contacts with legislators, and other related material. Includes records of contacts with legislative bodies at both the state and federal levels.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
19.1.1	<b>Agency Request Legislation</b> Documentation of legislation requested by an agency. May include bill drafts, correspondence, fiscal notes, memos, meeting minutes, bill analysis reports, legislative committee reports, monitoring reports, and related records.	GS 19001 Rev. 0	<b>Retain</b> for 2 years after end of legislative session <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL
19.1.2	<b>Bill Files, Legislative</b> Copies of bills under consideration by the Legislature with possible significant impact on the agency. May include bill drafts, amendments, fiscal notes, memos, correspondence, committee reports, monitoring reports, and related records.	GS 19002 Rev. 0	<b>Retain</b> for 2 years after end of legislative session <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL
19.1.3	<b>Public Disclosure Report, Agency Copy</b> Report to the Public Disclosure Commission on lobbying by agency personnel. May include the L-5 Report or a similar document serving the same purpose and information gathered to create the report. <i>Note: The Public Disclosure Commission retains the primary copy of Public Disclosure Reports for 10 years.</i>	GS 19004 Rev. 0	<b>Retain</b> for 4 years after end of legislative session <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



## GS 21 – FACILITIES MANAGEMENT

Facilities management encompasses the operation and maintenance of buildings and other facilities owned or leased by agencies of the State of Washington. Includes documentation related to capital projects, fixed asset management, buildings and grounds maintenance, and space planning and allocation.

The State Records Committee recommends keeping campus-wide records in a central location because buildings and facilities often work in concert or affect one another.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
21.1.1	<p><b>Construction Documentation, General Administration Capital Projects</b></p> <p>Agency copies of documents for new construction or additions/remodels to existing facilities when the work is completed by the Department of General Administration. May include correspondence, project meeting minutes, approval, program review and/or comments, plans, drawings, permits, Environmental Impact Statements (EIS), specifications, contracts, test results, reports, modification proposals, change orders, allotment and payment records and related documentation.</p> <p><i>Note: General Administration Engineering and Architecture Services retains the primary copy of this series. For circuit networks see GS 14031 Network Circuit Files.</i></p>	GS 21010 Rev. 0	Retain for 6 years after completed and accepted <i>then</i> Transfer to Washington State Archives.	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b>



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
21.1.2	<p><b>Construction Documentation, Non-General Administration Capital Projects</b> Agency copies of documents for new construction or additions/remodels to existing facilities when the work is not completed by the Department of General Administration. May include correspondence, project meeting minutes, approval, program review and/or comments, plans, drawings, permits, Environmental Impact Statements (EIS), specifications, contracts, test results, reports, modification proposals, change orders, allotment and payment records and supporting documentation. <i>Note: For circuit networks see GS 14031 Network Circuit Files.</i></p>	GS 21011 Rev. 0	<b>Retain</b> for 6 years after disposition of building <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) <b>POSSIBLY ESSENTIAL</b>
21.1.3	<p><b>Facility Maintenance and Routine Repairs</b> Agency records documenting maintenance and minor repair work, work requests, and records of work completed.</p>	GS 21002 Rev. 0	<b>Retain</b> for 6 years after completion of work <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
21.1.4	<p><b>Fixed Assets Files</b> Agency copies of records documenting the purchase and ownership of major items of equipment. May include purchase orders for fixed assets, vouchers, inventory documents, surplus property disposition records, and other records relating to the purchase, ownership and disposition of fixed assets. <i>Note: This series does not apply to land ownership records. See GS 24 Real Property Management.</i></p>	GS 21001 Rev. 0	<b>Retain</b> for 6 years after disposition of asset <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b>



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
21.1.5	<b>Leases</b> Records documenting the lease of state-owned property or facilities to public or private organizations or individuals, and records documenting leases of property by state agencies. May include leases or other agreements, correspondence, lease approvals from control agencies, copies of fiscal documents, requests for maintenance and repairs and other documents related to a rented or leased facility.	GS 21004 Rev. 0	<b>Retain</b> for 6 years after expiration of agreement <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b>
21.1.6	<b>Major Repair and Replacement Records, Building and Equipment</b> Records documenting repairs and/or replacement of structural or major equipment items. May include documentation on the repair or replacement of HVAC systems, electrical or plumbing systems, roofs, walls, floors and other structural elements, architectural or engineering drawings, equipment documentation, work orders, fiscal documents, inspection reports, final acceptance documents, and related records.	GS 21008 Rev. 0	<b>Retain</b> for 6 years after disposition of building or equipment <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
21.1.7	<b>Operations and Inspection Records, Physical Plant Systems</b> Records documenting operations and inspections for facility, grounds and utility systems. Systems include but are not limited to HVAC, water, electrical and mechanical systems, landscaping features and underground utilities. Records include but are not limited to meter readings, inspection reports and fuel consumption records.	GS 21007 Rev. 0	<b>Retain</b> for 6 years after disposition of asset <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
21.1.8	<p><b>Reference Copies of Drawings and Files, Maintenance and Operations, Physical Plant</b></p> <p>Agency copies of architectural drawings, engineering plans and fixed equipment manuals used for reference in building maintenance and operation.</p> <p><i>Note: Primary copies of these records should be kept pursuant to GS 21010 Construction Documentation, General Administration, Capital Projects or GS 21011 Construction Documentation, Non-General Administration Capital Projects.</i></p>	GS 21003 Rev. 0	<b>Retain</b> for 3 years after superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b>
21.1.9	<p><b>Space Allocation Planning Files</b></p> <p>Agency space allocation plans and related documentation including copies of requests, space and cost estimates, justifications, specifications, building and floor plan layout drawings and supporting documentation.</p>	GS 21006 Rev. 0	<b>Retain</b> for 4 years after completion of action <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



## GS 22 – TRAINING

Records documenting training provided by state agencies to state employee, contractors, customers, and the public.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
22.1.1	<p><b>Conferences and Seminars, Agency</b></p> <p>A record of information used to organize and conduct conferences, seminars and similar events. May include preparation material, registration and confirmation records, flyers and/or brochures, presentation material and other related documentation.</p> <p><i>Note: This series is relevant to conferences that the agency presents, not conferences attended by employees outside of the agency, nor does it include training where a certificate is provided. This series does not include fiscal records or conferences which are grant or contract funded.</i></p>	GS 22005 Rev. 0	<b>Retain</b> for 3 years after end of event <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
22.1.2	<p><b>Course Information Records</b></p> <p>Memoranda, flyers, announcements, catalogs, and other records related to specific training courses including information on course content, program registration, instructor, credits and hours.</p>	GS 22001 Rev. 0	<b>Retain</b> until superseded or obsolete <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
22.1.3	<p><b>Course Registration Processing Records</b></p> <p>Applications and enrollment records. May include data forms, course applications, supervisor and training officer authorizations and rosters of registrants.</p>	GS 22002 Rev. 0	<b>Retain</b> for 3 years after application for course <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL





ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
22.1.4	<p><b>Training and Development Files (State Employees, Contractors and Customers)</b></p> <p>A record of presentation or course material developed and gathered for use in training for state employees, contractors and customers. May include reference material, outlines, handouts, notes, evaluations, overheads, videos, computerized presentations and related documentation.</p>	GS 22004 Rev. 0	<b>Retain</b> for 1 year after administrative purpose served <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
22.1.5	<p><b>Training Files, General Public</b></p> <p>Information used to conduct training and orientation sessions, or to provide information to an agency's public customers. May include training announcements, registration information, reference material, outlines, handouts, notes, evaluations, videos, presentation material and trainings given to special client and stakeholder groups.</p> <p><i>Note: This series does not cover any training that maintains or results in the issuance of a required certificate or license.</i></p>	GS 05007 Rev. 0	<b>Retain</b> until superseded or obsolete <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



## GS 23 – GRANTS MANAGEMENT

Records generated in the administration of grants either issued by the state or received by state agencies. Records include grant applications, grantor and grantee correspondence and official responses, grant contracts, fiscal records, reports, administrative correspondence, grant products, and related records.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
23.1.1	<b>Agency Grant Program Files</b> Documentation of grant programs administered by granting agencies. May include fiscal reports, correspondence, audit reports and related documentation.	GS 23003 Rev. 0	<b>Retain</b> for 6 years after administrative purpose served <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
23.1.2	<b>Deliverables</b> File copies, including but not limited to reports, studies, surveys, educational materials and promotional materials, regardless of media, that have been developed or produced as part of a grant or grant agreement.	GS 23005 Rev. 0	<b>Retain</b> for 6 years after final termination of grant or agreement <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL
23.1.3	<b>Grants Applications, Denied</b> Documentation of grants in which the application has been denied. May include applications, grant evaluation summaries, working papers, letters of denial, and other related documentation.	GS 23002 Rev. 0	<b>Retain</b> for 1 year after grant application denied <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
23.1.4	<b>Grants Issued by the State</b> Documentation may include grant announcement parameters, grant applications, grant evaluation summaries, notification of grant awards, grant project status, fiscal reports, correspondence related to grant monitoring, audit reports, progress and compliance reports prepared and submitted by the grantee and related documentation.	GS 23001 Rev. 0	Retain for 6 years after end of grant period <i>then</i> Destroy.	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b>
23.1.5	<b>Grants Received by State Agencies</b> Documentation of grant projects and funds received and expended by state agencies. May include copies of Requests for Proposals (RFPs), applications, notifications of grant awards, fiscal reports and supporting documentation, reports and correspondence related to grant monitoring, audit reports, status reports, compliance reports, grants modifications requests, progress reports and final reports.	GS 23004 Rev. 0	Retain for 6 years after end of grant period <i>then</i> Destroy.	NON-ARCHIVAL <b>POSSIBLY ESSENTIAL</b>



## GS 24 – REAL PROPERTY MANAGEMENT

Records pertaining to the acquisition, management and disposition of agency-owned real property (land). Includes appraisals, contracts, deeds, title reports, water rights, and other related documents.

\*A durable copy (microfilm, paper or electronic as approved by the State Archivist) of any record that is still active after having been in existence for 50 years must be provided to the State Archives so that the information may be preserved for posterity.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
24.1.1	<b>Condemnations of Land</b> Documentation of condemnation actions either by state agencies or affecting state agencies.	GS 24006 Rev. 0	Retain for 6 years* after disposition of parcel <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL
24.1.2	<b>Land Acquisition Documentation</b> Documentation of the process for planning and acquiring particular parcels of land. May include planning reports, boundary descriptions and adjustments, photographs, studies, correspondence, and other related documentation.	GS 24004 Rev. 0	Retain for 6 years after disposition of parcel <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) POSSIBLY ESSENTIAL
24.1.3	<b>Land Appraisals</b> Contracts and reports on the appraisal of land for monetary value.	GS 24001 Rev. 0	Retain for 6 years after date of document <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
24.1.4	<b>Land Sales and Conveyance Documentation</b> Records pertaining to the sale of state land.	GS 24009 Rev. 0	<b>Retain</b> for 6 years after disposition of parcel <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b>
24.1.5	<b>Land Title Documents</b> Documentation of the conveyance of land titles to the state. May include title searches, deeds, patents, clear lists and supporting documentation.	GS 24008 Rev. 0	<b>Retain</b> for 6 years* after disposition of parcel <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b>
24.1.6	<b>Lands Escheated to the State</b> Records pertaining to the conveyance of lands escheated to the state for management or disposal.	GS 24005 Rev. 0	<b>Retain</b> for 6 years* after disposition of parcel <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b>
24.1.7	<b>Lands Inventory</b> Inventories of land owned by state agencies. May include summary information of each parcel.	GS 24003 Rev. 0	<b>Retain</b> for 6 years after superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b>



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
24.1.8	<b>Water Rights Acquired by the State</b> Records of actions documenting the acquisition of water rights on state land.	Gs 24007 Rev. 0	<b>Retain</b> for 6 years* after disposition of parcel <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b>

**SUPERSEDED**



## GS 25 – SAFETY, SECURITY AND RISK MANAGEMENT

Records documenting an agency's safety, security and risk management activities. Records include safety drills and disaster recovery exercise documentation, records issuing identification badges and privileges, and security recordings of agency facilities and grounds.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
25.1.1	<b>Building Access Documentation</b> Documentation of individual security identification and building access privileges. May include requests and authorizations for the issuance of identification badges and key cards to employees, contractors, and volunteers.	GS 25001 Rev. 0	<b>Retain</b> for 6 years after termination of access <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
25.1.2	<b>Safety Drills/Disaster Recovery Exercise</b> Documentation of agency safety drills and disaster recovery exercises.	GS 25002 Rev. 0	<b>Retain</b> for 6 years after date of drill or exercise <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL
25.1.3	<b>Security Recordings</b> Security recordings of agency facilities and grounds. May include both video and digital recordings. <i>Note: As with all public records, security recordings must be retained until final resolution of the case if they are requested or used in litigation.</i>	GS 25003 Rev. 0	<b>Retain</b> for 30 days after date of recording <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL



## GS 50 – ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE

Administrative materials with no retention value are materials which have no administrative, legal, fiscal or archival requirement for their retention. They may be discarded when no longer needed.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
50.1.1	<p><b><i>Administrative Materials With No Retention Value</i></b></p> <ul style="list-style-type: none"><li>• Information-only copies or extracts of documents distributed for reference or convenience, such as announcements or bulletins;</li><li>• Miscellaneous notes that do not have legal or fiscal value, including phone message slips;</li><li>• Copies of published materials;</li><li>• Undistributed or extra copies;</li><li>• Blank forms not subject to audit;</li><li>• Preliminary drafts;</li><li>• Routing slips;</li><li>• Transmittal memos;</li><li>• Published reference materials received from outside sources;</li><li>• Stocks of publications;</li><li>• Copies of inter- or intra-agency memoranda, bulletins or directives of a general information and non-continuing nature.</li></ul>	GS 50001 Rev. 0	<b>Retain</b> until no longer needed <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL





## GLOSSARY

### ***Appraisal***

The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

### ***Archival (Appraisal Required)***

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

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

### ***Archival (Permanent Retention)***

Public records which possess enduring legal and/or historic value and must not be destroyed. Local government agencies must either transfer these records to Washington State Archives or retain and preserve these records according to archival best practices until such time as they are transferred to Washington State Archives (WSA).

*WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as "Archival (Permanent Retention)" other than the removal of duplicates. Master indexes, lists, registers, tracking systems, databases and other finding aids for public records designated as Archival should be retained with the records and transferred to Washington State Archives.*

### ***Disposition***

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

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

### ***Disposition Authority Number (DAN)***

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



### ***Essential Records/Possibly Essential***

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

*Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with chapter 40.10 RCW. Copies of master indexes, lists, registers, tracking systems, databases and other finding aids should also be transferred with the records.*

### ***Migration***

The periodic transfer of data from one electronic system to another in order to ensure continued integrity and accessibility of data despite changes over time in hardware, software, and storage media.

### ***Non-Archival***

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

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

### ***Non-Essential Records***

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

### ***Obsolete***

Public records which are no longer relevant to current program or primary functional responsibilities of a department or office.

### ***Office of Record***

The group, department, or office within an agency responsible for maintaining a primary record from creation (or receipt) through disposition.

### ***OFM (Office Files and Memoranda)***

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

*RCW 40.14.010 – Definition and classification of public records.*

*(2) "Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as*



*official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”*

### **OPR (Official Public Records)**

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

*RCW 40.14.010 – Definition and classification of public records.*

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

### **Primary Records**

**The original record (whether created or received by the agency) which serves as the official record, and must be retained in accordance with a current approved records retention schedule.**

### **Public Records**

**RCW 40.14.010 – Definition and classification of public records.**

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

### **Records Series**

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



### **Secondary Records**

**Copies (or duplicates) of the agency's primary records used for specific legal, fiscal, or administrative purposes.**

*Secondary records exist for convenience of reference, or for informational purposes, and may be discarded when no longer needed for agency business in accordance with GS50.*

### **Security Microfilm**

**Silver duplicate or first-generation microfilm which is stored at Washington State Archives under strictly-controlled environmental conditions and serves as an emergency/disaster back-up, in accordance with chapter 40.10 RCW.**

*Washington State Archives provides security microfilm storage and inspection services to local government agencies.*

### **State Records Committee**

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

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

**SUPERSEDED**



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