

SUMMARY OF CHANGES

• **Reorganization** of entire retention schedule into a function/activity-based structure in which records series are grouped together based on business purposes and activities. Regardless of changes to the agency's organizational structure (including changes to offices/numbers), functions and activities remain the same.

Functions include:

- ✓ Agency Management The function of managing the agency and its general administration.
- ✓ **Asset Management** The function of managing the agency's physical assets (facilities, land, equipment, vehicles, supplies, etc.).
- ✓ **Financial Management** The function of managing the agency's financial resources, obligations and monetary infrastructure.
- ✓ Human Resource Management The function of managing the agency's workforce.
- ✓ **Information Management** The function of managing the agency's information (forms, publishing, mail and library services, public disclosure, records management, etc.).
- Records With Minimal Retention Value This section covers records created or received by the agency which are typically of short-term, temporary informational use.
- Addition of new activities within the functions including Banking, Community Relations, Library Services, Public Disclosure, Publishing, Records Conversion, Risk Management and Security. Additional activities will be introduced during future revisions.
- Changes to records series in the State General Records Retention Schedule are detailed in the following tables.

TABLE OF CONTENTS

| COMBINED/CONSOLIDATED RECORDS SERIES | 2 |
|--------------------------------------|----|
| REVISED RECORDS SERIES | 5 |
| NEW RECORDS SERIES | 9 |
| DISCONTINUED RECORDS SERIES | 12 |

Note: Washington State Archives has been abbreviated as WSA throughout this guide.



COMBINED/CONSOLIDATED RECORDS SERIES

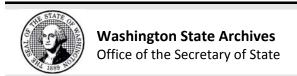
This table illustrates the records series that have been combined and/or consolidated under one disposition authority number.

| | Version 5.0 DANs | | | | | |
|-------------------|--|--|--|--|--|--|
| DAN | Series Title | Retention Period | | | | |
| GS 01050 p. 40 | Contracts for Purchases, Purchased Services, Leases or Rental | Retain for 6 years after termination of contract then destroy. | | | | |
| GS 01051 p. 40 | Contracts, Personal Service | Retain for 6 years after termination of contract then destroy. | | | | |
| GS 01052 p. 40 | Escrow Agreements | Retain for 6 years after termination of contract then destroy. | Contracts and Agreements GS 01050 p. 8 | | | |
| GS 21004 p. 78 | Leases | Retain for 6 years after termination of agreement then destroy. | Retain for 6 years after termination or expiration of instrument then destroy. | | | |
| GS 06006 p. 41 | Vendor Bonds | Retain for 6 years after expiration of bond then destroy. | mstrament then destroy. | | | |
| GS 06008 p. 39 | Agreements, Inter-Agency, Intra-Agency and Inter-Governmental | TREFAIN FOR 6 VEARS AFFER EXPIRATION OF AGREEMENT THEN DESTROY | | | | |
| GS 06009 p. 39 | Contracts, Client Services | Pontracts, Client Services Retain for 6 years after termination of contract then destroy. | | | | |
| GS 11009 p. 53 | Essential Records Lists | Retain for 1 year after superseded then destroy. | | | | |
| GS 11006 p. 55 | Requests for Return of Records from the State Records Center | Retain until completion of the transaction then destroy. | Records Control GS 11009 p. 93 Retain until no longer needed for agency business then destroy. | | | |
| GS 11010 p. 55 | Records Inventory Documentation | Retain for 1 year after superseded then destroy. | agency business their destroy. | | | |

COMBINED/CONSOLIDATED RECORDS SERIES

This table illustrates the records series that have been combined and/or consolidated under one disposition authority number.

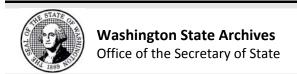
| | | Version 5.0 DANs | Version 5.1 DANs |
|-------------------|--|---|--|
| GS 11003 p. 55 | Unique Records Retention Schedules, Agency Copy | Retain for 1 year after superseded then destroy. | Retention and Disposition Authorization |
| GS 11004 p. 53 | General Records Retention Schedules | Retain until superseded. | GS 11003 p. 94 Retain until no longer needed for agency business then destroy. |
| GS 13003 p. 58 | Postage Meter Records | Retain for 6 years after date of document then destroy. | |
| GS 13004 p. 59 | Postal Charges, Record of | Retain for 6 years after date of document then destroy. | |
| GS 13006 p. 59 | Statement of Mailing Second Class Publications | Retain for 6 years after date of document then destroy. | |
| GS 13007 p. 59 | Statement of Ownership, Management and Circulation | Retain for 6 years after date of document then destroy. | Mail Delivery and Receipt GS 13003 p. 84 |
| GS 13008 p. 59 | Statement of Bulk Rate Mailings | Retain for 6 years after date of document then destroy. | Retain for 6 years after end of fiscal year then destroy. |
| GS 13009 p. 59 | Statement of Mailing with Permit Imprints | Retain for 6 years after date of document then destroy. | |
| GS 13010 p. 58 | Firm Mailing Book (Commercial Mailing Services) | Retain for 6 years after date of document then destroy. | |
| GS 13001 p. 58 | Mail Pickup and Delivery Records | Retain for 3 years after date of document then destroy. | |



COMBINED/CONSOLIDATED RECORDS SERIES

This table illustrates the records series that have been combined and/or consolidated under one disposition authority number.

| | Version 5.0 DANs | | | | | |
|-------------------|---|---|--|--|--|--|
| GS 15007 p. 68 | Photographs, Graphics and Visual Resources | Retain until administrative purpose served then transfer to WSA for appraisal and selective retention. | Photographs, Graphics and Visual Resources | | | |
| GS 15004 p. 68 | Camera-Ready Copies and Printing Masters | Retain for 2 years after date of document then destroy. | GS 15007 p. 86 Retain until administrative purpose served then transfer to WSA for appraisal and selective retention. | | | |
| GS 15008 p. 69 | Publications, State Government, Agency Copy | Retain for 6 years after date of publication then transfer to WSA for appraisal and selective retention. | | | | |
| GS 10010 p. 50 | Reports, Annual and Biennial | Retain for 4 years after date of document then transfer to WSA for appraisal and selective retention. | | | | |
| GS 05004 p. 37 | Newsletters and Bulletins, Internal and External | Internal: Retain for 2 years after date of document then transfer to WSA for appraisal and selective retention. External: Use General Information - External (GS 50004). | to WSA for permanent retention. | | | |
| GS 07001 p. 10 | Travel Authorizations | Retain for 6 years after date of document then destroy. | Travel GS 07001 p. 55 | | | |
| GS 07002 p. 10 | Travel Expense Vouchers | Retain for 6 years after date of document then destroy. | Retain for 6 years after end of fiscal year then destroy. | | | |



| ١ | /ersion 5.0 DANs | | Version 5.1 DANs | | | |
|--|--|-------------------|---|--|-------------------|--|
| Function: Activity | Title | DAN | Function: Activity | Title | DAN(s) | Changes: |
| Fiscal and Accounting Records | Banking | | Financial Mgmt.: Banking | Banking – Accounts and Transactions | GS 01013 p. 48 | Detailed description provided. Retention changed from "6 years after date of document" to "6 years after end of fiscal year. |
| Accounting | Travel Expense Vouchers | GS 07001 p. 10 | Financial Mgmt.: Fiscal and Accounting Records | Travel | GS 07001 p. 55 | Title and description revised to cover all records relating to travel authorization, arrangement, and reimbursement of expenses. Now covers records from GS 07002. |
| Human Resources Mgmt. | Industrial Insurance | GS 03015 p. 17 | Human Resource Mgmt.: Industrial Insurance | Injury Claims | GS 03015 p. 64 | Added "includes volunteers" to description. |
| Human Resources Mgmt. | Grievance Files | | Human Resource Mgmt.: Misconduct/ Discipline/Grievance s | Grievance Files | GS 03003 p. 66 | Retention reduced from 7 years to 6 years. (The retention was inadvertently increased to 7 years in the last revision.) |
| Human Resources Mgmt. | Volunteer Files | | Human Resource Mgmt.: Personnel | Volunteer Files | GS 03017 p. 76 | Removed "L&I forms" from description, and added note to exclude L&I claims covered by GS 03015. |
| Public Affairs and Public Disclosure | Public Disclosure Act, Requests and Appeals | | Information Mgmt.: Public Disclosure | Public Disclosure/Records Requests | GS 05001 p. 85 | Title changed; description updated and enhanced. Minimum retention language revised. |
| Contracts and | Contracts for Purchases, Purchased Services, Leases or Rental | GS 01050 p. 40 | Agency Mgmt.: Contracts and Agreements | Contracts and Agreements | GS 01050 p. 8 | Description enhanced. Now covers records from GS 01051, 01052, 21004, 06006, 06008 and 06009. |
| General Office Operations (Non- Executive) | Combined Fund Drive | GS 09021 p. 44 | Agency Mgmt.: Community Relations | Charity Fundraising | GS 09021 p. 5 | Description enhanced to include records relating to charity fundraising of all types. Minimum retention increased from 3 years to 6 years. |

| , | Version 5.0 DANs | | Version 5.1 DANs | | | | |
|--|---|-------------------|---|--|-------------------|--|--|
| Function: Activity | Title | DAN | Function: Activity | Title | DAN(s) | Changes: | |
| General Office Operations (Non- Executive) | Correspondence, General | GS 09005 p. 44 | Agency Mgmt.: General Office Operations (Non- Executive) | Correspondence, General | GS 09005 p. 17 | Description (note) updated. | |
| General Office Operations (Non- Executive) | Materials Safety Data Sheets (MSDS) or Allowed Substitute Record | GS 09017 p. 45 | General Office Operations (Non- Executive) | Materials Safety Data Sheets (MSDS) or Allowed Substitute Record | GS 09017 p. 19 | Minimum retention language clarified. | |
| | Reference Files | | Agency Mgmt.: General Office | Reference Files (Convenience Copies) | GS 09002 p. 20 | | |
| | | GS 09002 p. 46 | Operations (Non- Executive) | Calendars, Non-Executive | GS 09023 p. 16 | Description enhanced to better represent what a | |
| General Office Operations (Non- Executive) | | | Records with Minimal Retention Value | Secondary (Duplicate) Copies | GS 50005 p. 96 | reference file actually is. New records series created for non-executive calendars | |
| LACCULIVE | | | | Transitory Records | GS 50001 p. 97 | (GS 09023). | |
| | | | | Agency Information – Routine | GS 50002 p. 95 | | |
| Executive Level Records | Correspondence, Official | GS 10007 p. 48 | Agency Mgmt.: Executive Level Records | Communications – Executive/Official | GS 10007 p. 11 | Title and description updated. Cut-off changed. | |
| Records Mgmt. Records | Essential Records Lists | | Information Mgmt.: Records Mgmt. | Records Control | GS 11009 p. 93 | Title and description expanded to include records from discontinued DANs GS 11006 and 11010. Minimum retention reduced from 1 year to "Retain until no longer needed". | |

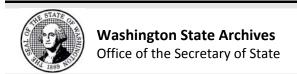
| , | Version 5.0 DANs | | Version 5.1 DANs | | | | |
|--------------------------|---|-------------------|-------------------------------------|--|-------------------|---|--|
| Function: Activity | Title | DAN | Function: Activity Title DAN(s) | | DAN(s) | Changes: | |
| Records Mgmt. | Microfilm/ Imaging | GS 11011 | Information Mgmt.: | Conversion Process – Archival Records | GS 11011 p. 89 | This records series was divided into Archival (transfer to | |
| Records | Documentation File | p. 53 | Records Conversion | Conversion Process – Non-Archival Records | GS 11013 p. 90 | WSA) and Non-Archival (retain until converted records have been destroyed). | |
| | | | | Destruction of Public Records | GS 11005 p. 92 | Title and description updated. Minimum retention increased from 6 years to "Retain for life of agency". | |
| Records Mgmt. Records | Records Disposition Notices, Agency | | Information Mgmt.: Records Mgmt. | Records Control | GS 11009 p. 93 | This series covers records center transmittals. | |
| | | | | Transfer of Legal Custody | GS 11001 p. 94 | This series covers transfer of legal custody to Washington State Archives. | |
| | Records Transmittal Form | | Information Mgmt.: Records Mgmt. | Transfer of Legal Custody | GS 11001 p. 94 | Changed title and revised description to include transfer of legal custody ONLY. Increased minimum retention from 6 years to "Retain for life of agency". | |
| Records | | | | Records Control | GS 11009 p. 93 | This series covers records center transmittals. | |
| Records Mgmt. Records | Unique Records Retention Schedules, Agency Copy | GS 11003 p. 55 | Information Mgmt.: Records Mgmt. | Retention and Disposition Authorization | GS 11003 p. 94 | Title, description and cut-off updated. | |
| Records Mgmt. | Source Documents | GS 11012 | Information Mgmt.: | Source Records – Imaged (Archival) | GS 11014 p. 90 | This records series was divided into Archival (transfer to WSA) and Non-Archival (retain until converted records | |
| Records | Digitized by Approved EIS Application | p. 56 | | Source Records – Imaged (Non- Archival) | GS 11012 p. 91 | have been destroyed). Also, description updated. | |
| Forms Mgmt. | Form History Files | GS 12001 p. 57 | Information Mgmt.: Forms Mgmt. | Forms – Development | GS 12001 p. 81 | Description updated. Minimum retention reduced from "2 years after life of form" to "no longer needed for agency business". | |

| , | Version 5.0 DANs | | Version 5.1 DANs | | | | |
|---------------------------------------|--|-------------------|--|---|-------------------|--|--|
| Function: Activity | Title | DAN | Function: Activity | Title | DAN(s) | Changes: | |
| Mail Services | Postage Meter Records | GS 13003 p. 58 | Information Mgmt.: Mail Services | Mail Delivery and Receipt | GS 13003 p. 84 | Title and cutoff changed; description enhanced. Now covers records from GS 13004, 13006, 13007, 13008, 13009, 13010 and 13001. | |
| Information Services | Disaster Preparedness and Recovery Plans | | Agency Mgmt.: Risk Mgmt. | Disaster Preparedness and Recovery Plans | GS 14010 p. 24 | Modified description to cover plans for entire agency. | |
| Publications & Duplication Svs. | Publication & Dupli- cation Service Job Files | GS 15005 p. 68 | Information Mgmt.: Publishing | Publication and Duplication Service Job Files | GS 15005 p. 87 | Added note to exclude printing masters and source materials covered by GS 15007. | |
| Publications & Duplication Svs. | Photographs, Graphics and Visual Resources | | Information Mgmt.: Publishing | Photographs, Graphics and Visual Resources | GS 15007 p. 86 | Added "camera-ready masters and all source materials" (from GS 15004) and updated terminology. | |
| Publications & Duplication Svs. | Publications, State Govt, Agency Copy | | Information Mgmt.: Publishing | Publications | GS 15008 p. 88 | Title shortened, description clarified, retention cut-off changed. Now covers records from GS 10010 and 05004. | |
| Supply, Equipment Vehicle Mgmt. | Capital Assets Mgmt. System, Statewide or Agency | GS 16008 p. 70 | Asset Mgmt.: Supply, Equipment and Vehicle Mgmt. | Capital Assets Management System, Statewide or Agency | GS 16008 p. 42 | Description clarified. | |
| Facilities Mgmt. | Construction Documentation, GA Capital Projects | GS 21010 p. 76 | Asset Mgmt.: Facilities Mgmt. | Construction Documentation, General Administration Capital Projects | GS 21010 p. 27 | Correction made to disposition action language to reflect correct designation (NON-ARCHIVAL). | |
| | | | | Agency Information - Routine | GS 50002 p. 95 | | |
| Administrative | | | Records With | Agency-Generated Forms and Publications – Copies | GS 50003 p. 95 | Description refined and records series divided into five | |
| Materials With No Retention | | GS 50001 p. 88 | Minimal Retention Value | General Information – External | GS 50004 p. 96 | Description refined and records series divided into five user-friendly series. Minimum retention remains the same. | |
| Value | | | value | Secondary (Duplicate) Copies | GS 50005 p. 96 | | |
| | | | | Transitory Records | GS 50001 p. 97 | | |

NEW RECORDS SERIES

This table contains records series that are new to Version 5.1.

| Function | Activity | Disposition Authority Number (DAN) | Title | Current, Approved Minimum Retention | | | | |
|----------------------|---|---------------------------------------|--|---|--|--|--|--|
| Agency Mgmt. | Community Relations | GS 05006 p. 5 | Advertising and Promotion | Retain for 6 years after end of fiscal year then destroy. | | | | |
| Agency Mgmt. | General Office Operations – Non-Executive | GS 09023 p. 16 | Calendars, Non-Executive | Retain for 1 year after end of calendar year then destroy. | | | | |
| Agency Mgmt. | General Office Operations – Non-Executive | GS 09022 p. 18 | Correspondence – Program | Retain for 2 years after communication received or provided, whichever is later then destroy. | | | | |
| Agency Mgmt. | Legal Files | GS 18006 p. 22 | Court Orders Served on the Agency (Not Party to Litigation) | Retain until no longer needed for agency business then destroy. | | | | |
| Agency Mgmt. | Risk Mgmt. | GS 18007 p. 24 | Accidents/Incidents – No Claim Filed (Under Age 18) | Retain for 3 years after individual reaches age 18 then destroy. | | | | |
| Agency Mgmt. | Risk Mgmt. | GS 18008 p. 24 | Accidents/Incidents – No Claim Filed (Age 18 and Older) | Retain for 3 years after date of incident then destroy. | | | | |
| Financial Mgmt. | Banking | GS 01068 p. 48 | Banking – Deposited Items | Retain for 14 days after date of deposit then destroy. | | | | |
| Financial Mgmt. | Fiscal and Accounting Records | GS 01069 p. 55 | Tax-Exempt Bonds | Retain for 6 years after final bond payment then destroy. | | | | |
| Information Mgmt. | Forms Mgmt. | GS 12004 p. 81 | Forms – Accountable | Retain for 6 years after end of the fiscal year then destroy. | | | | |
| Information Mgmt. | Forms Mgmt. | GS 12005 p. 81 | Forms – Master Set | Retain until use of form ceases then destroy. ESSENTIAL. | | | | |
| Information Mgmt. | Library Services | GS 15021 p. 82 | Catalog | Retain until no longer needed for agency business then destroy. ESSENTIAL. | | | | |



NEW RECORDS SERIES

This table contains records series that are new to Version 5.1.

| | This table contains records series that are new to version 3.1. | | | | | | | |
|----------------------|---|---------------------------------------|---|--|--|--|--|--|
| Function | Activity | Disposition Authority Number (DAN) | Title | Current, Approved Minimum Retention | | | | |
| Information Mgmt. | Library Services | GS 15022 p. 82 | Circulation | Retain until no longer needed for agency business then destroy. | | | | |
| Information Mgmt. | Library Services | GS 15023 p. 82 | Collection Control – General | Retain for 6 years after end of the fiscal year then destroy. ESSENTIAL. | | | | |
| Information Mgmt. | Library Services | GS 15024 p. 83 | Collection Control – Special Collections | Retain until special collection items no longer needed for agency business then arrange for appraisal by WSA. ESSENTIAL | | | | |
| Information Mgmt. | Library Services | GS 15025 p. 83 | Special Collections | Retain until no longer needed for agency business then arrange for appraisal by WSA. | | | | |
| Information Mgmt. | Publishing | GS 15010 p. 86 | Online Content Management | Retain for 1 year after online content removed then destroy. | | | | |
| Information Mgmt. | Publishing | GS 15009 p. 87 | Publications – Development | Retain until no longer needed for agency business then destroy. | | | | |
| Information Mgmt. | Records Conversion | GS 11013 p. 90 | Conversion Process – Non- Archival Records | Retain until the converted Non-Archival records have been destroyed in accordance with a current approved records retention schedule then destroy. | | | | |
| Information Mgmt. | Records Conversion | GS 11014 p. 90 | Source Records – Imaged (Archival) | Retain until verification of successful conversion then transfer to WSA for appraisal and selective retention. | | | | |
| Information Mgmt. | Records Conversion | GS 11015 p. 91 | Source Records – Migrated | Retain until verification of successful conversion then destroy. | | | | |
| Information Mgmt. | Records Mgmt. | GS 11016 p. 92 | Conservation (Archival) | Retain until the Archival records are transferred to WSA then Transfer to WSA for appraisal and selective retention. | | | | |
| Information Mgmt. | Records Mgmt. | GS 11017 p. 92 | Conservation (Non-Archival) | Retain until the Non-Archival records have been destroyed in accordance with a current approved records retention schedule then destroy. | | | | |

State Government General Records Retention Schedule Revision Guide Version 5.1 (August 2011)

NEW RECORDS SERIES

This table contains records series that are new to Version 5.1.

| | This table contains records series that are new to version 5.1. | | | | | | | | |
|--|---|---------------------------------------|---|---|--|--|--|--|--|
| Function | Activity | Disposition Authority Number (DAN) | Title | Current, Approved Minimum Retention | | | | | |
| Records with Minimal Retention Value | | GS 50002 p. 95 | Agency Information - Routine | Retain until no longer needed for agency business then destroy. | | | | | |
| Records with Minimal Retention Value | | GS 50003 p. 95 | Agency-Generated Forms and Publications – Copies | Retain until no longer needed for agency business then destroy. | | | | | |
| Records with Minimal Retention Value | | GS 50004 p. 96 | General Information – External | Retain until no longer needed for agency business then destroy. | | | | | |
| Records with Minimal Retention Value | | GS 50005 p. 96 | Secondary (Duplicate) Copies | Retain until no longer needed for agency business then destroy. | | | | | |

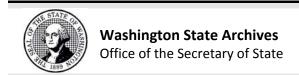


DISCONTINUED RECORDS SERIES

| | Version 5.0 DA | ANs (Discon | tinued) | Version 5.1 DANs (Current) | | | | | |
|--|---|-------------------|---|--|--------------------------------------|-------------------|---|----------------|--|
| Function: Activity | Title | DAN | Retention | Function: Activity | Title | DAN(s) | Retention | Rationale | |
| Financial and Accounting Records | Travel Expense Authorization | GS 07002 p. 10 | Retain for 6 years after date of document then destroy. | Financial Mgmt.: Fiscal and Accounting Records | Travel | GS 07001 p. 55 | Retain for 6 years after end of fiscal year then destroy. | Consolidation. | |
| Information Services | Newsletters and Bulletins, Internal and External | GS 05004 p. 37 | Retain for 2 years after date of document then transfer to WSA for Appraisal and selective retention. | Information Mgmt.: Publishing | Publications | GS15008 p. 88 | Upon publication, transfer one copy to WSA for appraisal and selective retention. | Consolidation. | |
| Information Services | Newsletters and Bulletins, Internal and External | GS 05004 p. 37 | Retain for 2 years after date of document then transfer to WSA for Appraisal and selective retention. | Records With Minimal Retention value | General Information – External | GS 50004 p. 96 | Retain until no longer needed for agency business then destroy. | Consolidation. | |
| Contracts and Purchasing Records | Contracts, Client Services | GS 06009 p. 39 | Retain for 6 years after termination of contract then destroy. | Agency Mgmt: Contracts and Agreements | Contracts and Agreements | GS 01050 p. 8 | Retain for 6 years after termination or expiration of instrument then destroy. | Consolidation. | |
| Contracts and Purchasing Records | Agreements, Inter- Agency, Intra- Agency and Inter- Governmental | GS 06008 p. 39 | Retain for 6 years after expiration of agreement then destroy. | Agency Mgmt: Contracts and Agreements | Contracts and Agreements | GS 01050 p. 8 | Retain for 6 years after termination or expiration of instrument then destroy. | Consolidation. | |
| Contracts and Purchasing Records | Contracts, Personal Service | GS 01051 p. 40 | Retain for 6 years after termination of contract then destroy. | Agency Mgmt: Contracts and Agreements | Contracts and Agreements | GS 01050 p. 8 | Retain for 6 years after termination or expiration of instrument then destroy. | Consolidation. | |
| Contracts and Purchasing Records | Escrow Agreements | GS 01052 p. 40 | Retain for 6 years after termination of contract then destroy. | Agency Mgmt: Contracts and Agreements | Contracts and Agreements | GS 01050 p. 8 | Retain for 6 years after termination or expiration of instrument then destroy. | Consolidation. | |

DISCONTINUED RECORDS SERIES

| Version 5.0 DANs (Discontinued) | | | | Version 5.1 DANs (Current) | | | | |
|--|--|-------------------|---|---|---|-------------------|---|---|
| Contracts and Purchasing Records | Vendor Bonds | GS 06006 p. 41 | Retain for 6 years after expiration of bond then destroy. | Agency Mgmt: Contracts and Agreements | Contracts and Agreements | GS 01050 p. 8 | Retain for 6 years after termination or expiration of instrument then destroy. | Consolidation. |
| Executive Level Records | Reports, Annual and Biennial | GS 10010 p. 50 | Retain for 4 years after date of document then transfer to WSA for appraisal and selective retention. | Information Mgmt.: Publishing | Publications | GS 15008 p. 88 | Upon publication, transfer one copy to WSA for appraisal and selective retention. | Consolidation. |
| Records Mgmt. Records | General Records Retention Schedules | GS 11004 p. 53 | Retain until superseded. | Information Mgmt.: Records Mgmt. | Retention and Disposition Authorization | GS 11003 p. 94 | Retain until no longer needed for agency business. | Consolidation. |
| Records Mgmt. Records | Records Disposition Notices, Agency | GS 11005 p. 54 | Retain for 6 years after destruction of records or transferred to archives then destroy. | Information Mgmt.: Records Mgmt. | Destruction of Public Records | GS 11005 p. 92 | Retain for the life of the agency. | Destruction documentation should be retained in perpetuity. |
| Records Mgmt. Records | Records Inventory Documentation | GS 11010 p. 55 | Retain until completion of the transaction then destroy. | Information Mgmt.: Records Mgmt. | Records Control | GS 11009 p. 93 | Retain until no longer needed for agency business then destroy. | Consolidation. |
| Records Mgmt. Records | Requests for Return of Records from the State Records Center | GS 11006 p. 55 | Retain until completion of the transaction then destroy. | Information Mgmt.: Records Mgmt. | Records Control | GS 11009 p. 93 | Retain until no longer needed for agency business then destroy. | Consolidation. |
| Forms Management | Form Order Requests | GS 12002 p. 57 | Retain for 6 years after date ordered then destroy. | Financial Mgmt: Fiscal and Accounting Records | Vendor Payment Files | GS 01004 p. 56 | Retain for 6 years after date of document then destroy. | Consolidation. |



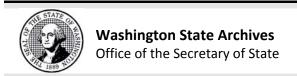
DISCONTINUED RECORDS SERIES

| Version 5.0 DANs (Discontinued) | | | | Version 5.1 DANs (Current) | | | | |
|---------------------------------|---|-------------------|---|--|------------------------------------|-------------------|---|----------------|
| Mail Services | Postal Charges, Record of | GS 13004 p. 59 | Retain for 6 years after date of document then destroy. | Information Mgmt.: Mail Services | Mail Delivery and Receipt | GS 13003 p. 84 | Retain for 6 years after end of fiscal year then destroy. | Consolidation. |
| Mail Services | Statement of Mailing 2nd Class Publications | GS 13006 p. 59 | Retain for 6 years after date of document then destroy. | Information Mgmt.: Mail Services | Mail Delivery and Receipt | GS 13003 p. 84 | Retain for 6 years after end of fiscal year then destroy. | Consolidation. |
| Mail Services | Statement of Ownership, Mgmt, Circulation | GS 13007 p. 59 | Retain for 6 years after date of document then destroy. | Information Mgmt.: Mail Services | Mail Delivery and Receipt | GS 13003 p. 84 | Retain for 6 years after end of fiscal year then destroy. | Consolidation. |
| Mail Services | Statement of Bulk Rate Mailings | GS 13008 p. 59 | Retain for 6 years after date of document then destroy. | Information Mgmt.: Mail Services | Mail Delivery and Receipt | GS 13003 p. 84 | Retain for 6 years after end of fiscal year then destroy. | Consolidation. |
| Mail Services | Statement of Mailing with Permit Imprints | GS 13009 p. 59 | Retain for 6 years after date of document then destroy. | Information Mgmt.: Mail Services | Mail Delivery and Receipt | GS 13003 p. 84 | Retain for 6 years after end of fiscal year then destroy. | Consolidation. |
| Mail Services | Firm Mailing Book (Commercial Mailing Svs.) | GS 13010 p. 58 | Retain for 6 years after date of document then destroy. | Information Mgmt.: Mail Services | Mail Delivery and Receipt | GS 13003 p. 84 | Retain for 6 years after end of fiscal year then destroy. | Consolidation. |
| Mail Services | Mail Pickup and Delivery Records | GS 13001 p. 58 | Retain for 6 years after date of document then destroy. | Information Mgmt.: Mail Services | Mail Delivery and Receipt | GS 13003 p. 84 | Retain for 6 years after end of fiscal year then destroy. | Consolidation. |
| Information Services | Data Extracts, Information-Only | GS 14019 p. 61 | Retain until no longer needed then destroy. | Records with Minimal Retention value | Secondary (Duplicate) Copies | GS 50005 p. 96 | Retain until no longer needed for agency business then destroy. | Consolidation. |

State Government General Records Retention Schedule Revision Guide Version 5.1 (August 2011)

DISCONTINUED RECORDS SERIES

| Version 5.0 DANs (Discontinued) | | | | Version 5.1 DANs (Current) | | | | |
|---------------------------------|--|-------------------|--------------------------|---|---|------------------|---|---|
| • | Camera-Ready Copies and Printing Masters | GS 15004 p. 68 | idate of document then | Information Mgmt.: Publishing | Photographs, Graphics and Visual Resources | (48.15007 | Retain until administrative purpose served then transfer to WSA. | Printing masters now designated as "Archival". |
| Facilities Mgmt. | Leases | | retain for 6 years after | Agency Mgmt: Contracts and Agreements | Contracts and Agreements | GS 01050 p. 8 | Retain for 6 years after termination or expiration of instrument. | Consolidation. |



For records management advice and assistance, please contact Washington State Archives at: recordsmanagement@sos.wa.gov