**Summary of Changes**

***(Name of Agency) Records Retention Schedule v.(new version number) (Month Year)***

**New Records Series Added**

* (List number) new records series have been added to this records retention schedule:
1. **Records Series Title (DAN XX-XX-XXXXX) p.X**

*“Retention (Archival Designation)”*

1. **Records Series Title (DAN XX-XX-XXXXX) p.X**

*“Retention (Archival Designation)”*

**Retention Changes**

* (List number) records series have changes to their retention period/cutoff:
1. Records Series Title (DAN XX-XX-XXXXX) p.X

Increased from “10 years after end of fiscal year (Non-Archival)” to “25 years after end of fiscal year (Non-Archival)”

1. Records Series Title (DAN XX-XX-XXXXX) p.X

Changed from “75 years after action on claim resolved (Non-Archival)” to “75 years after last claim closure (Non-Archival)”

1. Records Series Title (DAN XX-XX-XXXXX) p.X

Decreased from “75 years after claim closure (Non-Archival)” to “50 years after last claim closure (Non-Archival)”

**Other Minor Changes**

* (List number) records series have changes to their title and/or description:
1. Records Series Title (DAN XX-XX-XXXXX) p.X
2. New Records Series Title (was Old Records Series Title) (DAN XX-XX-XXXXX) p.X
3. Records Series Title (DAN XX-XX-XXXXX) p.X
* (List number) records series have moved from the “Old Section Name” section to the “New Section Name” section:
1. Records Series Title (DAN XX-XX-XXXXX) p.X
2. Records Series Title (DAN XX-XX-XXXXX) p.X
* (List number) sections/sub-sections have changed their heading and/or section descriptions:
1. New Section Name (was Old Section Name) p.X
2. Section Name p.X
* Minor improvements were made to the formatting throughout the schedule to align with current Washington State Archives practices.

**Essential Designation Changes**

* (List number) records series are being changed from “Essential (for Disaster Recovery)” to “Non-Essential”:
1. Records Series Title (DAN XX-XX-XXXXX) p.X
2. Records Series Title (DAN XX-XX-XXXXX) p.X
* (List number) records series are being changed from “Non-Essential” to “Essential (for Disaster Recovery)”:
1. Records Series Title (DAN XX-XX-XXXXX) p.X
2. Records Series Title (DAN XX-XX-XXXXX) p.X

**Archival Designation Changes**

* (List number) records series are being changed from “Archival” to “Non-Archival”:
1. Records Series Title (DAN XX-XX-XXXXX) p.X
2. Records Series Title (DAN XX-XX-XXXXX) p.X
* (List number) records series are being changed from “Non-Archival” to “Archival”:
1. Records Series Title (DAN XX-XX-XXXXX) p.X
2. Records Series Title (DAN XX-XX-XXXXX) p.X

**Archival Series Being Revoked**

* A total of (List number) “Archival” records series are being revoked.
* Number-in-Words (List Number) “Archival” records series are being revoked as they are covered by another “Archival” records series:
1. **Records Series Title (DAN XX-XX-XXXXX)** covered by Records Series Title (DAN GS XXXXX/XX-XX-XXXXX)
2. **Records Series Title (DAN XX-XX-XXXXX)** covered by Records Series Title (DAN GS XXXXX/XX-XX-XXXXX)
* Number-in-Words (List Number) “Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
1. **Records Series Title (DAN XX-XX-XXXXX)** covered by Records Series Title (DAN GS XXXXX/XX-XX-XXXXX)
2. **Records Series Title (DAN XX-XX-XXXXX)** covered by Records Series Title (DAN GS XXXXX/XX-XX-XXXXX)
* Number-in-Words (List Number) “Archival” records series are being revoked as they are no longer being created/received by the agency and all records have met their retention and been transferred to Washington State Archives:
1. **Records Series Title (DAN XX-XX-XXXXX)**
2. **Records Series Title (DAN XX-XX-XXXXX)**

**Non-Archival Series Being Revoked**

* A total of (List number) “Non-Archival” records series are being revoked.
* Number-in-Words (List Number) “Non-Archival” records series are being revoked as they are covered by another “Archival” records series:
1. **Records Series Title (DAN XX-XX-XXXXX)** covered by Records Series Title (DAN GS XXXXX/XX-XX-XXXXX)
2. **Records Series Title (DAN XX-XX-XXXXX)** covered by Records Series Title (DAN GS XXXXX/XX-XX-XXXXX)
* Number-in-Words (List Number) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
1. **Records Series Title (DAN XX-XX-XXXXX)** covered by Records Series Title (DAN GS XXXXX/XX-XX-XXXXX)
2. **Records Series Title (DAN XX-XX-XXXXX)** covered by Records Series Title (DAN GS XXXXX/XX-XX-XXXXX)
* Number-in-Words (List Number) “Non-Archival” records series are being revoked as they are no longer being created/received by the agency and all the records have met their retention and been destroyed:
1. **Records Series Title (DAN XX-XX-XXXXX)**
2. **Records Series Title (DAN XX-XX-XXXXX)**

***Net Reduction in Records Series: XX (from XX series down to XX series)****,**OR*

***Net Increase in Records Series: XX (from XX series up to XX series)****,* *OR*

***No Change in Number of Records Series: (XX series)***