

---

## **This schedule applies to: Board of Tax Appeals**

### **Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of the Board of Tax Appeals relating to the unique functions of resolving appeals of taxpayers and taxing authorities. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGRRS)*, which authorizes the destruction/transfer of public records common to all state agencies.

### **Disposition of public records**

Public records covered by records series within this records retention schedule (regardless of format) 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 (Permanent Retention)” 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 previously issued records retention schedules to the Board of Tax Appeals are revoked. The Board of Tax Appeals must ensure that 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 December 3, 2014.

*Signature on File*

**For the State Auditor:  
Cindy Evans**

*Signature on File*

**For the Attorney General:  
Isaac Williamson**

*Signature on File*

**For the Office of Financial Management:  
Kathy Cody**

*Signature on File*

**The State Archivist:  
Steve Excell**

## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	December 3, 2014	Consolidation and revision of all existing disposition authorities.

For assistance and advice in applying this records retention schedule,  
please contact the Board of Tax Appeals' Records Officer  
or Washington State Archives at:  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

## TABLE OF CONTENTS

1. APPEAL HEARINGS.....	4
GLOSSARY .....	6
INDEXES .....	9

## 1. APPEAL HEARINGS

This section covers records relating to the function of resolving appeals of taxpayers and taxing authorities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-04-50244 Rev. 1	<p><b>Case Management</b></p> <p>Records relating to the management, scheduling, status and tracking of appeals filed with the Board.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Records within the CATS database;</li> <li>Docket books used until the early 1990s.</li> </ul>	<p><b>Retain</b> until no longer needed for agency business</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM</p>
92-04-50242 Rev. 1	<p><b>Final Decisions</b></p> <p>Record of Board's final findings and decisions regarding the disposition of informal and formal appeals filed with the Board.</p>	<p><b>Retain</b> for 10 years after case closed</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>
14-12-68715 Rev. 0	<p><b>Final Decisions – Paper which has been Imaged</b></p> <p>Paper versions of Board's final decisions in formal and informal appeals filed with the Board that have been imaged, provided that:</p> <ul style="list-style-type: none"> <li>Source records have been imaged in accordance with Washington State Archives' <i>Requirements for the Destruction of Non-Archival Paper Records after Imaging</i>; and</li> <li>Digital images of Board's final decisions are retained in accordance with Final Decisions (DAN 92-04-50242).</li> </ul>	<p><b>Retain</b> until verification of successful conversion</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-04-50241 Rev. 1	<p><b>Formal Tax Appeal Case Files</b></p> <p>Records relating to a particular formal tax appeal case filed with the Board.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Documents, correspondence, briefs, exhibits, maps, photos, audio recordings, etc.</li> </ul> <p>Excludes final decisions covered by Final Decisions (DAN 92-04-50242).</p>	<p><b>Retain</b> for 10 years after case closed</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
92-04-50239 Rev. 1	<p><b>Informal Tax Appeal Case Files</b></p> <p>Records relating to a particular informal tax appeal case filed with the Board.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Documents, correspondence, briefs, exhibits, maps, photos, audio recordings, etc.</li> </ul> <p>Excludes final decisions covered by Final Decisions (DAN 92-04-50242).</p>	<p><b>Retain</b> for 5 years after case closed</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
92-04-50246 Rev. 1	<p><b>Status Reports</b></p> <p>Records documenting management information on the status of appeals filed with the Board, the number of appeals filed, etc. Includes monthly, annual, and biennial reports.</p> <p>Exclude agency annual reports covered by Publications (DAN GS 15008).</p>	<p><b>Retain</b> for 2 years after end of fiscal year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 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. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period.

*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.*

### ***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***

**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.*

### ***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.**

### ***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.”*

### **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.**

### **State Records Committee**

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

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

**INDEXES ARCHIVAL RECORDS**

*See the State Government General Records Retention Schedule for additional "Archival" records.*

**APPEAL HEARINGS**

Case Management.....	4
Final Decisions .....	4

**INDEX: ESSENTIAL RECORDS**

*See the State Government General Records Retention Schedule for "Essential" records.*

**INDEX: DISPOSITION AUTHORITY NUMBERS (DAN's)**

14-12-68715.....	4	92-04-50241.....	5	92-04-50244.....	4
92-04-50239.....	5	92-04-50242.....	4	92-04-50246.....	5

## INDEX: SUBJECTS

Note: The use in this index of SGGRRS refers to the State Government General Records Retention Schedule.

### A

agreements ..... *see SGGRRS*  
asset management..... *see SGGRRS*  
audio recordings (hearings) ..... 5  
audits ..... *see SGGRRS*

### B

backups ..... *see SGGRRS*  
budgeting ..... *see SGGRRS*

### C

case management ..... 4  
CATS database ..... 4  
complaints..... *see SGGRRS*  
contracts ..... *see SGGRRS*

### D

decisions (hearings) ..... 4  
docket books..... 4

### F

facilities ..... *see SGGRRS*

financial records..... *see SGGRRS*  
findings (hearings) ..... 4  
formal hearings ..... 5  
findings/decisions ..... 4

### G

grants ..... *see SGGRRS*  
grievances ..... *see SGGRRS*

### H

hearings (formal/informal) ..... 5  
findings/decisions ..... 4  
human resources ..... *see SGGRRS*

### I

informal hearings ..... 5  
findings/decisions ..... 4  
information systems ..... *see SGGRRS*

### L

leave..... *see SGGRRS*  
legal affairs..... *see SGGRRS*

### M

mail services..... *see SGGRRS*  
meetings ..... *see SGGRRS*  
motor vehicles ..... *see SGGRRS*

### P

payroll ..... *see SGGRRS*  
policies/procedures ..... *see SGGRRS*  
public disclosure ..... *see SGGRRS*  
public records requests..... *see SGGRRS*  
publications..... *see SGGRRS*

### R

recordings (audio) ..... 5  
records management..... *see SGGRRS*  
reports (appeal status)..... 5  
risk management ..... *see SGGRRS*

### S

security..... *see SGGRRS*  
status reports..... 5

---

**T**

telecommunications ..... *see SGGRRS*  
timesheets ..... *see SGGRRS*

training ..... *see SGGRRS*  
transitory records ..... *see SGGRRS*  
travel ..... *see SGGRRS*

---

**V**

vehicles ..... *see SGGRRS*