



This schedule applies to: Land Use Planning and Permitting

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records relating to the function of planning and development of land use and growth, and the authorization, development and regulating of building and construction projects. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies.

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 local 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 approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to 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 Local Records Committee in accordance with RCW 40.14.070 on *Month Day, 2022*.

For the State Auditor:
Al Rose

For the Attorney General:
Matt Kernutt

Acting State Archivist:
Terry Badger



REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 29, 2012	New sector schedule created from records series imported from version 5.2 of the <i>Local Government General Records Retention Schedule (LGRRS)</i> , which has been dismantled. A series has been added to cover SEPA applications that are lapsed/withdrawn (LU2012-075), and another to cover the assignment of street addresses (LU2012-076). All disposition authority numbers (DANs) have been assigned a prefix of “LU” and a revision number of “0” (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .
2.0	Month Day, 2022	Major revision of Permitting section; new series added to Planning section.

For assistance and advice in applying this records retention schedule,
please contact you agency’s Records Officer
or Washington State Archives at:
recordsmanagement@sos.wa.gov



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1. PERMITTING

This section covers records relating to the agency's approval/denial and monitoring of construction and land use projects applied for by contractors and other members of the public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU2022-XXX Rev. 0	<p><i>Bond Monitoring</i></p> <p>Records relating to the monitoring of contractor bond requirements and related construction or maintenance to ensure that all public and private site improvements are completed per the conditions of the bond.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Copy of bond (such as performance or maintenance bonds);• Inspections;• Violation/correction notices;• Release of bond;• Related correspondence/communications.	<p>Retain for 6 years after conditions of bond met <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU2022-XXX Rev. 0	<p>Construction Permitting – Application Review</p> <p>Records relating to the review of applications for construction and modification permits for residential, commercial, and other projects.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Applications, checklists, and supporting documentation;• Pre-Inspections;• Reviews for compliance (civil engineering, critical area, zoning, etc.);• Certificate or letter of utility availability;• Preliminary plans, drawings, and specifications (site, drainage, structural, landscape, etc.);• Related correspondence/communications;• Decision to deny application for construction and modification permits. <p>Excludes:</p> <ul style="list-style-type: none">• Records documenting decision to approve the issuance of permits covered by <i>Construction Permitting – Permits Issued (DAN LU2022-XXX)</i>;• Pre-application records/advice provided to prospective applicants covered by <i>Communications – Non-Executive (DAN GS2010-001)</i>;• Records covered by <i>Permitting – Withdrawn or Abandoned (DAN LU50-11-23)</i>.	<p>Retain for 6 years after project approval/denial <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU2022-XXX Rev. 0	<p>Construction Permitting – Historically Significant Structures</p> <p>Records documenting the final design and construction/major remodel of structure/infrastructure projects that are culturally or historically significant within the region, such as:</p> <ul style="list-style-type: none">• Designated landmarks;• Structures associated with famous/infamous people or incidents;• Architecturally significant structures;• Use of unique materials. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Final As-Built drawings, plans, and specifications.	<p>Retain for 6 years after life of structure/infrastructure <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
LU2022-XXX Rev. 0	<p>Construction Permitting – Inspection and Monitoring</p> <p>Records relating to monitoring and inspection done throughout construction or demolition for residential, commercial, and other projects to ensure code and permit specifications are followed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Inspections;• Violation notices/correction notices;• Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none">• Final Inspections covered by <i>Construction Permitting – Verification of Completed Construction Project (DAN LU2022-XXX)</i>;• Records covered by <i>Bond Monitoring (DAN LU2022-XXX)</i>;• Records covered by <i>Permitting – Environmental Monitoring Review of Completed Development/Construction (DAN LU2022-XXX)</i>.	<p>Retain for 6 years after issuance of Certificate of Occupancy/final inspection or abandonment of project <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU2022-XXX Rev. 0	<p>Construction Permitting – Permits Issued</p> <p>Records relating to the approval and issuance of construction, modification, and demolition permits for residential, commercial, and other projects</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Decision to approve building construction and modification permits;• Plans, drawings, and specifications;• Lot status verification;• Studies and reports (drainage, critical areas, geotechnical, hydrogeological, etc.);• Permits issued (construction and utility permits, conditional use/variances, shoreline substantial development permits, etc.);• State Environmental Policy Act (SEPA) Environmental Impact Statements;• Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none">• Final As-Builts covered by <i>Construction Permitting – Verification of Completed Construction Project (DAN LU2022-XXX)</i>;• Records related to the review and/or denial of permit applications covered by <i>Construction Permitting – Application Review (DAN LU2022-XXX)</i>;• Records covered by <i>Permitting - Permits Issued in Error (DAN LU2022-XXX)</i>;• Records covered by <i>Permitting – Withdrawn or Abandoned (DAN LU50-11-23)</i>. <p><i>Note: Retention based on 6-year statute of limitations for breach of contract (RCW 4.16.040), and potential long-term business need for future decision making.</i></p>	<p>Retain for 6 years after issuance of permit <i>and</i> until no longer needed to verify that work was done in accordance with the permit <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU2022-XXX Rev. 0	<p>Construction Permitting – Verification of Completed Construction Project</p> <p>Records relating to verifying that completed structure/infrastructure is safe/ready for occupancy/use, or verifying that the demolition of structure/infrastructure is completed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Final inspection;• Certificate of Occupancy;• Final As-Built drawings, plans, and specifications. <p>Excludes As-Built drawings covered by <i>Construction Permitting – Historically Significant Structures (DAN LUXXXX-XXX)</i>.</p>	<p>Retain for 6 years after life of the structure/infrastructure <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU2022-XXX Rev. 0	<p>Land Use Permitting – Application Review</p> <p>Records relating to the review of applications for land use and land development for residential, commercial, and other projects.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Applications, checklists, and supporting documentation;• Recommendations from staff and other stakeholders;• Preliminary feasibility review;• Pre-inspections;• Reviews for compliance (critical area, zoning, grading, traffic, etc.);• Preliminary plans, drawings, and specifications (site, drainage, structural, landscape, etc.);• Preliminary plats and subdivisions;• Certificate or letter of utility availability;• Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none">• Records documenting decision to approve or deny the issuance of permits covered by <i>Land Use Permitting – Project Approval/Denial (DAN LU2022-XXX)</i>;• Cases (including pre-approvals) heard by the Hearing Examiner in a quasi-judicial capacity/role covered by <i>Land Use Permitting – Hearing Examiner Case Files (DAN LU2022-XXX)</i>;• Pre-application records/advice provided to prospective applicants covered by <i>Communications – Non-Executive (DAN GS2010-001)</i>;• Records covered by <i>Permitting – Withdrawn or Abandoned (DAN LU50-11-23)</i>.	<p>Retain for 6 years after all bond and environmental monitoring completed</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU2022-XXX Rev. 0	<p>Land Use Permitting – Hearing Examiner Case Files</p> <p>Records related to land use cases heard by the Hearing Examiner in a quasi-judicial capacity.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Application;• Departmental staff reports;• Recordings of proceedings;• Transcripts;• Affidavits;• Site inspection;• Evidence and exhibits;• Recommendation/final decision. <p>Excludes:</p> <ul style="list-style-type: none">• Records related to administrative review and approval/denial of land use applications done by the Hearing Examiner, covered by <i>Land Use Permitting – Application Review (DAN LU2022-XXX)</i> and <i>Land Use Permitting – Project Approval/Denial (DAN LU2022-XXX)</i>;• Appeals made to land use decisions covered by <i>Appeals Hearings – Local Decision-Making Bodies (Land Use) (DAN GS2011-174)</i>.	<p>Retain for 6 years after final disposition of case <i>and</i> until exhaustion of appeals process <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU2022-XXX Rev. 0	<p><i>Land Use Permitting – Inspection/Monitoring</i></p> <p>Records relating to the monitoring and inspection of ongoing land use/development projects for residential, commercial, and other projects to ensure code and permit specifications are followed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Inspections;• Violation/correction notices;• Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none">• Final Inspections covered by <i>Land Use Permitting – Project Approval/Denial (DAN LU2022-XXX)</i>;• Records covered by <i>Bond Monitoring (DAN LU2022-XXX)</i>;• Records covered by <i>Permitting – Environmental Monitoring Review of Completed Development/Construction (DAN LU2022-XXX)</i>.	<p>Retain for 6 years after issuance of final inspection, expiration of permit, or abandonment of permit, <i>whichever is later</i></p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU2022-XXX Rev. 0	<p><i>Land Use Permitting – Project Approval/Denial</i></p> <p>Records documenting all decisions to approve or deny new land development projects, final decisions to approve completed projects for next steps such as occupancy, sale, or further development, and the documentation that supports those decisions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Approved plans, drawings, and specifications (site, drainage, structural, landscape, etc.);• Approved plats and subdivisions;• Lot status verification;• Permits approved/issued (variances/conditional use permits, shoreline substantial development permits, SEPA permits, etc.);• Studies and reports (drainage, critical areas, geotechnical, hydrogeological, etc.);• Final inspection;• Binding site plan;• Boundary Line Adjustments;• State Environmental Policy Act (SEPA) Environmental Impact Statements;• Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none">• Records covered by <i>Critical (Sensitive) Area Designation (DAN LU50-11-25)</i>;• Land use decisions made by the Hearing Examiner in a quasi-judicial capacity covered by <i>Land Use Permitting – Hearing Examiner Case Files (DAN LU2022-XXX)</i>;• Records covered by <i>Permitting - Permits Issued in Error (DAN LU2022-XXX)</i>;• Records covered by <i>Permitting – Withdrawn or Abandoned (DAN LU50-11-23)</i>.	<p>Retain for life of agency <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU2022-XXX Rev. 0	<p>Permitting – Environmental Monitoring Review of Completed Development/Construction</p> <p>Records relating to the review of environmental monitoring reports submitted to the agency per the conditions of the permit, after the construction/land use project has been completed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Environmental monitoring reports submitted to the agency;• Correction notices and corrections;• Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Construction Permitting – Inspection and Monitoring (DAN LU2022-XXX);</i>• <i>Inspections/Monitoring – Regulated (Environmental) (DAN GS51-07-10);</i>• <i>Land Use Permitting – Inspection and Monitoring (DAN LU2022-XXX).</i>	<p>Retain 6 years after agency determines that environmental monitoring is no longer necessary</p> <p>then</p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
LU2022-XXX Rev. 0	<p>Permitting – Permits Issued in Error</p> <p>Records documenting construction and land use permits issued in error in relation to code or jurisdiction.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Permits issued in error;• Related correspondence/communications.	<p>Retain for 6 years after issuance of permit</p> <p>then</p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU2022-XXX Rev. 0	Permitting – Property No Longer within Agency’s Jurisdiction Records relating to the permitting process for property that is no longer within the agency’s jurisdiction due to annexation or incorporation, <i>provided a copy of the records has been given to the acquiring agency.</i> <i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080), and potential business need for future decision making.</i>	Retain for 3 years after annexation/incorporation <i>and</i> until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LU50-11-23 Rev. 1	Permitting – Withdrawn or Abandoned Records relating to pre-permitting reviews, applications, and appeals for land use, construction/modification permits, etc., which were withdrawn or abandoned prior to or after permit issued, but before construction/development started.	Retain until project abandoned or permit withdrawn <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LU50-16-04 Rev. 1	Referred Project Review Records relating to the receipt and review of projects referred from other agencies for land use planning review. Includes, but is not limited to: <ul style="list-style-type: none">• Project plans and statements;• Reviews and recommendations;• Related correspondence/communications. Excludes non-reviewed referrals covered by <i>General Information – External (DAN GS50-02-03)</i> .	Retain for 3 years after conclusion of review <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-11-18 Rev. 1	Short-Term/Temporary Use Permits Records related to the issuance of temporary use permits where not applied for as part of a construction or land use project. Includes, but is not limited to: <ul style="list-style-type: none">• Applications;• Permits issued (short-term right-of-way, special events, moving, log-hauling, etc.);• Related correspondence/communications.	Retain for 6 years after conclusion of permit activity <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
LU2012-076 Rev. 0	Street Address Assignment Records relating to the assignment of street addresses to parcels within the agency's jurisdiction. Includes, but is not limited to: <ul style="list-style-type: none">• Requests for new addresses;• Requests for name modifications;• Documentation of street/number assignments.	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR



2. PLANNING

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-16-01 Rev. 0	<i>Comprehensive Land Use Plan and Amendments</i> Includes amendments, and Growth Management Act appeal determinations that amend the Comprehensive Plan. Includes all land use and zoning regulations (including critical areas, natural resource lands, urban growth areas, etc.) for Growth Management Act and non-Growth Management Act planning entities. Excludes designations on the local government agency's assets, which are covered by <i>Designations (Assets)</i> (DAN GS2012-034).	Retain until repealed or superseded <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR
LU50-16-08 Rev. 0	<i>Comprehensive Land Use Plan History Files</i> Statutory or locally required record of agency action leading to adoption of plan.	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM
LU50-11-25 Rev. 0	<i>Critical (Sensitive) Area Designation</i> Documentation of designation of individual parcels of real property that have critical areas. Excludes designations on the local government agency's assets, which are covered by <i>Designations (Assets)</i> (DAN GS2012-034).	Retain for 6 years after termination of designation <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-11-29 Rev. 0	Historic Site Files – Designation Granted Files track, monitor, and document all designated historic buildings, landmarks, and districts. Provides a history of building/landmark/district including nomination packet, criteria, and certificate of approval. May also include request from owners to change/renovate parts of landmark which includes photos, public hearings, agenda, violations, and site visits.	Retain for 6 years after termination of designation <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
LU50-11-30 Rev. 0	Historic Site Files – Nomination Denied Nominations for landmark designation, which have been denied by the Landmarks Board.	Retain for 6 years after denial of nomination <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LU50-16-05 Rev. 0	Shoreline Management Master Plan and Amendments	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR



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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU2022-XXX Rev. 0	<p><i>Unadopted Comprehensive Land Use Plan Proposals</i></p> <p>Records relating to the development of land use plans and amendments that are not adopted.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Drafts and working notes;• Unadopted plans and amendments;• Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Comprehensive Land Use Plan and Amendments (DAN LU50-16-01);</i>• <i>Comprehensive Land Use Plan History Files (DAN LU50-16-08);</i>• <i>Meetings – Governing/Executive (DAN GS50-05A-13).</i>	<p>Retain until proposal is abandoned or declined <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



GLOSSARY

Appraisal

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

Archival (Appraisal Required)

Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met.

Archival (Permanent Retention)

Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation.

Disposition

Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction.

Disposition Authority Number (DAN)

Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series.

Essential Records

Public records that agencies must have in order to maintain or resume business continuity or to document the legal standing and rights of individuals and organizations. 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 the 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.



Local Records Committee

Committee established by RCW 40.14.070 to review and approve disposition of local government records through records retention schedules. The Committee's three members include the State Archivist and one representative each from the Office of the Attorney General and the State Auditor.

Non-Archival

Designation given to public records that do not possess sufficient historical 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 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 not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda.

OPR (Official Public Records)

Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records.

Public Records

Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics.

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 or a number of different types of documents that are filed together to document a specific function.

State Records Committee

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.



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