



## REVISION GUIDE

### SUMMARY OF CHANGES FROM VERSION 4.1 to VERSION 5.0

- Records series covered in the *Local Government Common Records Retention Schedule (CORE)* and *Local Government General Records Retention Schedule (LGRRS)* have been discontinued.
- Recordings section has been completely revised, combining all related and eliminating all redundant records series.
- Licensing section has been completely revised, consolidating all vehicle/vessel licensing records into a single series.
- Elections section has been reformatted only; there are no changes to description, retention requirements, or designations.
- Series descriptions have been added where previously absent.
- Retention and disposition actions have been revised and now include retention cutoffs.
- Updated archival designations have been applied to each series.

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**NEW RECORDS SERIES**

Activity	Title and Description	NEW DAN	Minimum Retention	Designations
Recordings and Filings	<b>Filed Documents</b> All documents filed with the County Auditor, but not recorded. Excludes oaths of office covered by DANs AU50-05A-15 or AU52-03B-01.	AU2010-087 p. 13	<b>Retain</b> until no longer needed for agency business then <b>Arrange</b> for appraisal by Washington State Archives.	Archival (Appraisal Required) Essential OPR



### DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

The series listed in the shaded area below are discontinued. The current approved record series are listed in the columns to the right.

Former DAN	Function: Category	Former Title	Former Minimum Retention	Current DAN	Records Retention Schedule: Function: Category	New Title	New Retention/ Designation
AU50-01-38 p. 5	Agency Mgmt.: Planning, Mission & Charter	WORK PLANS	Destroy when obsolete or superseded. Potential archival value.	GS2010-080 CORE p. 25	CORE: Agency Mgmt.: Planning, Mission, Charter	<b>Strategic Plans – Final Version</b>	Archival (Permanent Retention)
				GS50-01-38 CORE p. 25	CORE: Agency Mgmt.: Planning, Mission, Charter	<b>Work Plans</b>	Retain until no longer needed for agency business then destroy.
AU50-06C-14 p. 6	Agency Mgmt.: Risk Mgmt.	INCIDENT REPORTS AND ACCIDENT CLAIMS FOR DAMAGES FILED AGAINST THE AGENCY BY OTHER PARTIES, AND BY THE AGENCY AGAINST OTHER PARTIES (CLAIMS MADE OR PER OCCURRENCE)	For accidents/incidents involving adults <b>NOT</b> resulting in claims– 3 years.	GS2010-081 CORE p. 27	CORE: Agency Mgmt.: Risk Mgmt.	<b>Accident/Incidents – No Claim Filed (Age 18 and Older)</b>	Retain for 3 years after date of incident then destroy.
			For accidents/incidents involving minors <b>NOT</b> resulting in claims– age of majority plus 3 years.	GS50-06C-03 CORE p. 27	CORE: Agency Mgmt.: Risk Mgmt.	<b>Accident/Incidents – No Claim Filed (Under Age 18)</b>	Retain for 3 years after individual reaches age 18 then destroy.
			For accidents/incidents involving adults <b>resulting in claims</b> – closure plus 6 years. For accidents/incidents involving minors <b>resulting in claims</b> - closure plus 6 years.	GS50-01-10 CORE p. 22	CORE: Agency Mgmt.: Legal	<b>Claims For Damages</b>	Retain for 6 years after claim closed then destroy.
AU50-06C-02 p. 20	HR Mgmt.: Industrial Insurance	ACCIDENT/INCIDENT REPORTS - <b>EMPLOYEES - INSURED BY AGENCY</b> OR NOT REPORTABLE TO LABOR AND INDUSTRIES	For accidents/incidents involving adults <b>NOT</b> resulting in claims– 3 years.	GS2010-081 CORE p. 27	CORE: Agency Mgmt.: Risk Mgmt.	<b>Accidents/Incidents – No Claim Filed (Age 18 and Older)</b>	Retain for 3 years after date of incident then destroy.
			For accidents/incidents involving minors <b>NOT</b> resulting in claims– age of majority plus 3 years.	GS50-06C-03 CORE p. 27	CORE: Agency Mgmt.: Risk Mgmt.	<b>Accidents/Incidents – No Claim Filed (Under Age 18)</b>	Retain for 3 years after individual reaches age 18 then destroy.
			For accidents/incidents involving adults <b>resulting in claims</b> – closure plus 6 years.	GS50-06C-27 CORE p. 118	CORE: HR Mgmt.: Industrial Insurance	<b>Workers’ Compensation Claims (Self-Insured) – Compensable</b>	Retain for 75 years after close of claim
			For accidents/incidents involving minors <b>resulting in claims</b> - closure plus 6 years.	GS50-06C-31 CORE p. 119		<b>Workers’ Compensation Claims (Self-Insured) – Non-Compensable</b>	Retain for 40 years after close of claim.



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AU50-06C-03 p. 21	HR Mgmt: Industrial Insurance	ACCIDENT/INCIDENT REPORTS - <b>EMPLOYEES - INSURED THROUGH LABOR &amp; INDUSTRIES</b>	For accidents/incidents involving adults <b>NOT</b> resulting in claims— 3 years.	GS2010-081 CORE p. 27	CORE: Agency Mgmt.: Risk Mgmt.	<b>Accidents/Incidents – No Claim Filed (Age 18 and Older)</b>	Retain for 3 years after date of incident then destroy.
			For accidents/incidents involving minors <b>NOT</b> resulting in claims— age of majority plus 3 years.	GS50-06C-03 CORE p. 27	CORE: Agency Mgmt.: Risk Mgmt.	<b>Accidents/Incidents – No Claim Filed (Under Age 18)</b>	Retain for 3 years after individual reaches age 18 then destroy.
			For accidents/incidents involving adults <b>resulting in claims</b> — closure plus 6 years.	GS50-06C-02 CORE p. 117  <i>OR</i>	CORE: HR Mgmt.: Industrial Insurance	<b>Workers' Compensation Claims (Department Of Labor and Industries) – General</b>	Retain for 7 years after claim closed then destroy.
			For accidents/incidents involving minors <b>resulting in claims</b> - closure plus 6 years.	GS2010-084 CORE p. 118		<b>Workers' Compensation Claims (Department Of Labor and Industries) – Eye Injuries</b>	Retain for 10 years after claim closed then destroy.
AU50-06C-27 p. 21	HR Mgmt: Industrial Insurance	WORKERS' COMPENSATION AND EMPLOYEE LIABILITY CLAIMS	Primary Records Copy: Department of Labor and Industries keeps primary copy – PERMANENT.  (Agency: Last payment plus completion of State Auditor's examination report.)  Remarks: For self-insured entities, the primary file copy will be maintained at the office of the self-insured for 6 years from date of closure.	<i>If records pertain to industrial insurance claims, use one of the four <b>Workers' Compensation</b> series in CORE (GS50-06C-02, GS2010-084, GS50-06C-27, GS50-06C-31) <u>OR</u> use GS50-08A-03:</i>			
				GS50-08A-03 CORE p. 79	CORE: Financial Mgmt.: Accounting	<b>Damage and Loss Claims Purchasing</b>	Keep until completion of State Auditor's examination, plus 6 years if there is a monetary settlement.
				<i>If records DO NOT pertain to industrial insurance claims, use GS50-01-10:</i>			
				GS50-01-10 CORE p. 22	CORE: Agency Mgmt.: Legal	<b>Claims for Damages</b>	Retain for 6 years after claim closed then destroy.



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AU50-06C-28 p. 6	Agency Mgmt: Risk Mgmt.	LIABILITY WAIVERS	Expiration or completion of activity plus 6 years.	GS50-01-11 CORE p. 20	CORE: Agency Mgmt.: Contracts / Agreements	<b>Contracts and Agreements</b>	Retain for 6 years after termination or expiration of instrument.
AU52-03D-01 p. 22	Licensing	AGENT BONDS	Expiration plus 6 years.	GS50-06C-09 CORE p. 28	CORE: Agency Mgmt.: Risk Mgmt.	<b>Fidelity and Surety Coverage Bonds</b>	Termination of policy plus 6 years.
AU52-03D-02 p. 22	Licensing	BATCH RECEIPTS	18 months	AU52-03D-20 p. 12	County Auditor: Licensing and Permitting	<b>Vehicle/Vessel Licensing and Permitting</b>	Retain for 18 months after submitting records to Department of Licensing then destroy.
AU52-03D-03 p. 22	Licensing	DANCE HALL AND OTHER LOCAL BUSINESS AND ACTIVITY LICENSES/PERMITS	Expiration plus 6 years	GS50-12D-06 LGRRS p. 101	LGRRS Licenses, Permits, Fees, and Taxes	<b>Business Licenses</b>	Retain for 6 years after expiration of license/permit then destroy.
				GS50-12D-12 LGRRS p. 102		<b>Business Licenses – Regulatory and Personal</b>	Expiration of license plus 6 years.
				GS50-12D-10 LGRRS p. 105		<b>Non-Business Licenses and Permits</b>	Expiration plus 3 years
AU52-03D-04 p. 22	Licensing	DEPARTMENT OF LICENSING INTERNAL AUDIT REPORTS	Washington State Department of Licensing has primary copy. (Agency: 18 months)	AU52-03D-20 p. 12	County Auditor: Licensing and Permitting	<b>Vehicle/Vessel Licensing and Permitting</b>	Retain for 18 months after submitting records to Department of Licensing then destroy.
AU52-03D-05 p. 22	Licensing	DEPOSIT SLIPS	6 years	GS50-03A-07 CORE p. 77	CORE: Financial Mgmt.: Accounting	<b>Cash Receipts Transmittals</b>	6 years
AU52-03D-06 p. 22	Licensing	DISHONORED CHECK LETTER	18 months	AU52-03D-20 p. 12	County Auditor: Licensing and Permitting	<b>Vehicle/Vessel Licensing and Permitting</b>	Retain for 18 months after submitting records to Department of Licensing then destroy.



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AU52-03D-07 p. 23	Licensing	DISHONORED CHECK RESTITUTION RECEIPT	18 months	AU52-03D-20 p. 12	County Auditor: Licensing and Permitting	<b>Vehicle/Vessel Licensing and Permitting</b>	Retain for 18 months after submitting records to Department of Licensing then destroy.
AU52-03D-08 p. 23	Licensing	INVENTORY RECONCILIATION CERTIFICATION	Washington State Department of Licensing has primary copy. (Agency: 18 months)	AU52-03D-20 p. 12	County Auditor: Licensing and Permitting	<b>Vehicle/Vessel Licensing and Permitting</b>	Retain for 18 months after submitting records to Department of Licensing then destroy.
AU52-03D-09 p. 23	Licensing	MONTHLY INVENTORY REPORTS & VERIFICATIONS - AGENCY AND SUBAGENT	18 months	AU52-03D-20 p. 12	County Auditor: Licensing and Permitting	<b>Vehicle/Vessel Licensing and Permitting</b>	Retain for 18 months after submitting records to Department of Licensing then destroy.
AU52-03D-10 p. 23	Licensing	MOTOR VEHICLE LICENSE CORRESPONDENCE WITH CUSTOMERS	2 years	GS2010-001 CORE p. 7	CORE: Agency Mgmt.: Admin. (General)	<b>Communications – Non-Executive</b>	Retain for 2 years after communication received or provided, whichever is later then destroy.
AU52-03D-11 p. 23	Licensing	NO-FEE PERMIT/ TRANSIT PERMIT	18 months	AU52-03D-20 p. 12	County Auditor: Licensing and Permitting	<b>Vehicle/Vessel Licensing and Permitting</b>	Retain for 18 months after submitting records to Department of Licensing then destroy.
AU52-03D-12 p. 23	Licensing	PERMITS	18 months	AU52-03D-20 p. 12	County Auditor: Licensing and Permitting	<b>Vehicle/Vessel Licensing and Permitting</b>	Retain for 18 months after submitting records to Department of Licensing then destroy.
AU52-03D-13 p. 23	Licensing	RECAPITULATION OF REMITTANCES	18 months	<i>For end of day work station recap, use AU52-03D-20:</i>			
				AU52-03D-20 p. 12	County Auditor: Licensing and Permitting	<b>Vehicle/Vessel Licensing and Permitting</b>	Retain for 18 months after submitting records to DOL then destroy.
				<i>For daily remittance work station recap, use GS50-03A-09:</i>			
				GS50-03A-09 CORE p. 79	CORE: Financial Mgmt: Accounting	<b>Daily Cash Report or Summary</b>	6 years



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AU52-03D-14 p. 24	Licensing	REGISTER OR OTHER RECORD LISTING VARIOUS TYPES OF ENTERPRISES	Expiration plus 6 years. Potential archival value.	GS50-12D-13 LGGRRS p. 107	LGGRRS: Licenses/ Permits/Fees/ Taxes	<i>Registers of Licenses or Permits Issued</i>	Expiration of last entry plus 6 years - Potential archival value.
AU52-03D-15 p. 24	Licensing	SHIPPING DOCUMENT LIST - NON-TITLE	18 months	AU52-03D-20 p. 12	County Auditor: Licensing and Permitting	<i>Vehicle/Vessel Licensing and Permitting</i>	Retain for 18 months after submitting records to Department of Licensing then destroy.
AU52-03D-16 p. 24	Licensing	SHIPPING DOCUMENT LIST - TITLE	Washington State Department of Licensing has primary copy. (Agency: 18 months)	AU52-03D-20 p. 12	County Auditor: Licensing and Permitting	<i>Vehicle/Vessel Licensing and Permitting</i>	Retain for 18 months after submitting records to Department of Licensing then destroy.
AU52-03D-17 p. 24	Licensing	VEHICLE/VESSEL INVENTORY AND BATCH INSUFFICIENT INVENTORY REPORTS	18 months	AU52-03D-20 p. 12	County Auditor: Licensing and Permitting	<i>Vehicle/Vessel Licensing and Permitting</i>	Retain for 18 months after submitting records to Department of Licensing then destroy.
AU52-03D-18 p. 24	Licensing	VEHICLE/VESSEL INVENTORY FROM AGENT TO DEPT OF LICENSING	Washington State Department of Licensing has primary copy. (Agency: 18 months)	AU52-03D-20 p. 12	County Auditor: Licensing and Permitting	<i>Vehicle/Vessel Licensing and Permitting</i>	Retain for 18 months after submitting records to Department of Licensing then destroy.
AU52-03D-19 p. 24	Licensing	VEHICLE/VESSEL REGISTRATION APPLICATIONS	18 months	AU52-03D-20 p. 12	County Auditor: Licensing and Permitting	<i>Vehicle/Vessel Licensing and Permitting</i>	Retain for 18 months after submitting records to Department of Licensing then destroy.
AU03B-02 p. 26	Recordings	AUDITOR'S CASH AND FEE BOOK	6 years - See remarks (May be kept longer if used to verify recordings.)	AU52-03A-01 p. 15	County Auditor: Legacy Records	<i>Legacy Records</i>	Archival (Permanent Retention)
AU52-03B-03 p. 26	Recordings	BINDING SITES	PERMANENT - Potential archival value - See remarks.	AU52-03B-01 p. 14	County Auditor: Recordings	<i>Recorded Documents</i>	Archival (Permanent Retention)
AU50-03B-04 p. 26	Recordings	BOND INDEXES	Until disposition of all entries	AU2010-087 p. 13	County Auditor: Recordings	<i>Filed Documents</i>	Archival (Appraisal Required)
				AU52-05A-15 p. 13	County Auditor: Recordings	<i>Oaths of Office and Bonds of Elected Officials - Filed</i>	Archival (Permanent Retention)
				AU52-03B-01 p. 14	County Auditor: Recordings	<i>Recorded Documents</i>	Archival (Permanent Retention)



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AU50-03B-05 p. 26	Recordings	BONDS	(No entry on retention schedule)	AU2010-087 p. 13	County Auditor: Recordings	<i>Filed Documents</i>	Archival (Appraisal Required)
				AU52-05A-15 p. 13	County Auditor: Recordings	<i>Oaths of Office and Bonds of Elected Officials - Filed</i>	Archival (Permanent Retention)
				AU52-03B-01 p. 14	County Auditor: Recordings	<i>Recorded Documents</i>	Archival (Permanent Retention)
AU52-03B-07 p. 27	Recordings	CONDOMINIUM PLANS	PERMANENT - Potential archival value - See remarks.	AU52-03B-01 p. 14	County Auditor: Recordings	<i>Recorded Documents</i>	Archival (Permanent Retention)
AU52-03B-08 p. 27	Recordings	DONATION LAND CLAIMS	PERMANENT - or until microfilmed. Potential archival value.	AU52-03A-01 p. 15	County Auditor: Legacy Records	<i>Legacy Records</i>	Archival (Permanent Retention)
AU52-03B-09 p. 27	Recordings	EXCISE TAX AFFIDAVITS	PERMANENT - Primary copy held by Auditor or Treasurer.	AU52-03B-01 p. 14	County Auditor: Recordings	<i>Recorded Documents</i>	Archival (Permanent Retention)
AU52-03B-10 p. 27	Recordings	INDEXES TO RECORDED DOCUMENTS	PERMANENT or until microfilmed and verified - Potential archival value.	AU52-03B-01 p. 14	County Auditor: Recordings	<i>Recorded Documents</i>	Archival (Permanent Retention)
AU52-03B-11 p. 27	Recordings	LAND CORNER RECORDS	PERMANENT - Potential archival value.	AU52-03B-01 p. 14	County Auditor: Recordings	<i>Recorded Documents</i>	Archival (Permanent Retention)
AU52-03B-12 p. 27	Recordings	LIEN INDEXES	Satisfaction plus 6 years	AU52-03A-01 p. 14	County Auditor: Legacy Records	<i>Legacy Records</i>	Archival (Permanent Retention)
AU52-03B-13 p. 28	Recordings	LIEN RELEASES	6 years	AU52-03B-01 p. 14	County Auditor: Recordings	<i>Recorded Documents</i>	Archival (Permanent Retention)
AU52-03B-14 p. 28	Recordings	LIEN SEARCH AFFIDAVITS	6 years	AU52-03B-06 p. 14	County Auditor: Recordings	<i>Uniform Commercial Code (UCC) – Bulk Sales and Terminations</i>	Retain for 6 years from date of transaction then destroy.





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AU52-03B-15 p. 28	Recordings	LIENS	Satisfaction plus 6 years - Potential archival value.	AU52-03B-01 p. 14	County Auditor: Recordings	<b>Recorded Documents</b>	Archival (Permanent Retention)
AU52-03B-16 p. 28	Recordings	MICROFILM PRODUCTION LOGS	Agency option	GS2010-015 CORE p. 150 OR	CORE: Info. Mgmt: Records Conversion	<b>Conversion Process – Archival Records</b>	Archival (Appraisal Required)
				GS2010-016 CORE p. 151	CORE: Info. Mgmt: Records Conversion	<b>Conversion Process – Non-Archival Records</b>	Retain until the converted Non-Archival records have been destroyed in accordance with a current approved records retention schedule then destroy.
AU52-03B-17 p. 28	Recordings	MORTGAGES	PERMANENT or until microfilmed and verified - Potential archival value.	AU52-03B-01 p. 14	County Auditor: Recordings and Filings	<b>Recorded Documents</b>	Archival (Permanent Retention)
				AU52-03A-01 p. 15	County Auditor: Legacy Records	<b>Legacy Records</b>	Archival (Permanent Retention)
AU52-03B-18 p. 28	Recordings	PLANNED UNIT DEVELOPMENT PLANS	PERMANENT - Potential archival value.	AU52-03B-01 p. 14	County Auditor: Recordings and Filings	<b>Recorded Documents</b>	Archival (Permanent Retention)
AU52-03B-19 p. 29	Recordings	PLATS	PERMANENT - Potential archival value.	AU52-03B-01 p. 14	County Auditor: Recordings and Filings	<b>Recorded Documents</b>	Archival (Permanent Retention)
AU52-03B-20 p. 29	Recordings	SHORT PLATS	PERMANENT - Potential archival value.	AU52-03B-01 p. 14	County Auditor: Recordings and Filings	<b>Recorded Documents</b>	Archival (Permanent Retention)
AU52-03B-21 p. 29	Recordings	SURVEY FIELD BOOKS Original notes on surveys.	PERMANENT - or until microfilmed. Potential archival value.	GS50-18-31 LGRRS p. 142	LGRRS: Public Works/ Engineering	<b>Survey Maps Filed for Record</b>	Archival (Appraisal Required)
AU52-03B-22 p. 29	Recordings	SURVEYS	PERMANENT - Potential archival value.	AU52-03B-01 p. 14	County Auditor: Recordings and Filings	<b>Recorded Documents</b>	Archival (Permanent Retention)



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AU52-03B-23 p. 29	Recordings	TORRENS TITLE RECORDS	PERMANENT or until microfilmed and verified - Potential archival value.	AU52-03B-01 p. 14	County Auditor: Recordings and Filings	<b>Recorded Documents</b>	Archival (Permanent Retention)
AU52-03B-24 p. 29	Recordings	TRANSMITTAL AND RECEIPT RECORDS	6 years	GS50-03A-07 CORE p. 77	CORE: Financial Mgmt: Accounting	<b>Cash Receipt Transmittals</b>	6 years
AU52-03B-26 p. 30	Recordings	UNIFORM COMMERCIAL CODE TERMINATION	6 years	AU52-03B-06 p. 14	County Auditor: Recordings	<b>Uniform Commercial Code (UCC) – Bulk Sales and Terminations</b>	Retain for 6 years from date of transaction then destroy.
AU52-03B-27 p. 30	Recordings	UNIFORM COMMERCIAL CODE CONTRACTS	Maturity plus 5 years.	AU52-03B-01 p. 14 OR	County Auditor: Recordings	<b>Recorded Documents</b>	Archival (Permanent Retention)
				AU2010-087 p. 13	County Auditor: Recordings	<b>Filed Documents</b>	Archival (Appraisal Required)
AU52-03B-25 p. 30	Recordings	UNIFORM COMMERCIAL CODE INDEX	Until disposition of all entries	AU52-03B-01 p. 14 OR	County Auditor: Recordings	<b>Recorded Documents</b>	Archival (Permanent Retention)
				AU2010-087 p. 13	County Auditor: Recordings	<b>Filed Documents</b>	Archival (Appraisal Required)



### REVISED RECORDS SERIES

The following records series within the *County Auditor Records Retention Schedule (RRS)* have been revised.

County Auditor RRS Version 4.1		County Auditor RRS Version 5.0			
Title	Retention	DAN	Title	Retention (if affected)	Change and/or rationale
OATHS OF OFFICE p. 4	PERMANENT	AU50-05A-15 Rev. 1 p. 13	<b><i>Oaths of Office and Bonds of Elected Officials – Filed (Not Recorded)</i></b>  <i>OR</i>	Retain until no longer needed for agency business then transfer to Washington State Archives.	The State Archivist has determined that due to their legal and historical significance, these records should be preserved at Washington State Archives.
		AU50-03B-01 Rev. 1 p. 14	<b><i>Recorded Documents</i></b>		
VEHICLE/VESSEL TITLE APPLICATIONS p. 25	Washington State Department of Licensing has primary copy. (Agency: 18 months)	AU52-03D-20 Rev. 1 p. 12	<b><i>Vehicle/Vessel Licensing and Permitting</i></b>	Retain for 18 months after submitting records to Department of Licensing then destroy.	Consolidation of 15 records series covering records submitted to the Department of Licensing.  Description enhanced; agency retention moved from “Secondary Record” field to “Primary Record” field.
ALL RECORDED DOCUMENTS p. 26	PERMANENT or until microfilmed and verified. Potential archival value.	AU52-03B-01 Rev. 1 p. 14	<b><i>Recorded Documents</i></b>	Retain until no longer needed for agency business then transfer to Washington State Archives.	The State Archivist has determined that due to their legal and historical significance, these records should be preserved at Washington State Archives.
BULK SALES AFFIDAVITS p. 26	Sale plus 6 years	AU52-03B-06 Rev. 1 p. 14	<b><i>Uniform Commercial Code (UCC) – Bulk Sales and Terminations</i></b>	Retain for 6 years from date of transaction then destroy.	Consolidation of four records series covering UCC records.  Description enhanced; cut-off clarified.
DISCONTINUED RECORDS SERIES p. 31	Potential archival value	AU52-03A-01 Rev. 1 p. 15	<b><i>Legacy Records</i></b>	Retain until no longer needed for agency business then Transfer to Washington State Archives.	The State Archivist has determined that due to their legal and historical significance, these records should be preserved at Washington State Archives.