

This schedule applies to: Department of Services for the Blind

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of the Department of Services for the Blind relating to the unique functions of providing training, counseling, and support to help Washington residents of all ages, who are blind or visually impaired, pursue employment, education, and independent living. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGGRRS)*, 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 Department of Services for the Blind are revoked. The Department of Services for the Blind 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 March 1, 2017.

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:
Shane Hamlin**

Signature on File

**The State Archivist:
Steve Excell**

REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	March 1, 2017	Consolidation of all existing disposition authorities (with some minor revisions).

For assistance and advice in applying this records retention schedule,
please contact the Department of Services for the Blind's Records Officer
or Washington State Archives at:
recordsmanagement@sos.wa.gov

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1. BUSINESS ENTERPRISE PROGRAM MANAGEMENT

This section covers records relating to the management of the Business Enterprise Program which provides opportunities for qualified legally blind adults to operate food service businesses in government buildings.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
85-02-35047 Rev. 1	<p><i>Business Enterprise Program Vendor Personal Files</i></p> <p>Records relating to the financial operations and pertinent personal information regarding each vendor in the program.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Physician’s report on eye exams; • Washington Administrative Code agreements; • Referrals to Business Enterprise Program; • Quarterly tax reports; • Inventory of stocks and supplies; • Notices of geographic availability; • Cash sales forms; • Vendor resignation forms; • Business Enterprise Program operator financial reports; • Visitation evaluations; • Related correspondence/communications. 	<p>Retain for 6 years after Business Enterprise Program Vendor leaves program</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

2. CASE MANAGEMENT

This section covers records relating to individual case management.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-03-33619 Rev. 2	<p>Case Service Records</p> <p>Case records documenting the services provided (such as employment/vocational rehabilitation, independent living, etc.) to adults and youth who are blind or have low vision.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application for services; • Referrals; • Eligibility client information release; • Informed choice individual rehabilitation plans; • Voter registration; • Evaluations; • Participant medical information and examination reports used for determining eligibility for services; • Client equipment loan agreement check lists for closure; • Case reviews. <p><i>Note: Retention based on 7-year review cycle by the Federal Government.</i></p>	<p>Retain for 7 years after final closure <i>and</i> 7 years after client attains age 18 <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

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

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

ESSENTIAL RECORDS INDEX

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

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