Economic Development and Transport Records Retention Schedule Version 1.0 (November 2012)

This schedule applies to: Port Districts and other Local Government Agencies

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records of Port Districts and all other agencies relating to functions including economic development (tourism, trade, job creation, etc.) and transport (rail, airports, marine terminals, shipping/freight/industrial storage, etc.). 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. *CORE* can be accessed online at: http://www.sos.wa.gov/archives/recordsretentionschedules.aspx.

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) or Non-Archival (with a retention period of "Life of the Agency" or "Permanent") 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 be managed in accordance with the agency's policies and procedures for public records must be managed in accordance with the agency's policies and procedures for public records requests.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

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 November 29, 2012.

For the State Auditor: Cindy Evans

For the Attorney General: Sharon Payant

he State Arghivist: Jerry Handfield

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REVISION HISTORY

| Version | Date of Approval | Extent of Revision |
|---------|---------------------|---|
| 1.0 | 2012 | New sector schedule created from records series imported from version 5.2 of the <i>Local Government General Records Retention</i> Schedule (LGGRRS), which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "ED" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> . |

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SUPERSEDED

For assistance and advice in applying this records retention schedule, please contact Washington State Archives at:

recordsmanagement@sos.wa.gov

or contact your Regional Archivist.



1. AGENCY MANAGEMENT

The function relating to the overarching management of the local government agency and its general administration where not covered by CORE.

1.1 CONTRACTS/AGREEMENTS

The activity of managing contracts and agreements entered into by the local government agency and processes involved in the development of such contracts and agreements, where not covered by CORE.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|--------------------------------------|---|--|
| ED55-04-07 Rev. 0 | Includes applications and contracts. | Retain for 6 years after termination of agreement then Transfer to Washington State Archives for appraisal and selective retention. | ARCHIVAL (Appraisal Required) ESSENTIAL OPR |



2. ECONOMIC DEVELOPMENT

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|---|--|
| ED55-04-09 Rev. 0 | | Retain for 6 years after termination of agreement then Transfer to Washington State Archives for appraisal and selective retention. | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM |
| ED55-04-14 Rev. 0 | TARIFF MEMORANDUM Documentation of tariffs and history of tariff changes. | Retain until obsolete or superseded then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |



3. TRANSPORT

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|---|--|
| ED55-04-01 | AIRLINE STATISTICS | Retain for 3 years after end of calendar year then Transfer to Washington State Archives for appraisal and selective retention. | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM |
| ED55-04-03 | CARGO HANDLING AND STORAGE DOCUMENTATION Inventories, delivery and receiving records, orders, tonnage reports, stock transfers, warehouse receipts. | Retain for 6 years after end of fiscal year then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| ED55-04-04 | CIVIL AERONAUTICS BOARD DOCKETS AND RELATED FILES | Retain for 5 years after end of calendar year then Transfer to Washington State Archives for appraisal and selective retention. | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM |
| ED55-04-05 | COLD STORAGE TIME AND TEMPERATURE RECORDS | Retain for 6 years after end of calendar year then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| ED55-04-08 | F.A.A. REGULATORY FILES | Retain for 5 years after end of calendar year then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |

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| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|--|--|--|
| ED55-04-10 | INTERNATIONAL CUSTOMS REPORTS | Retain for 5 years after end of calendar year then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| ED55-04-11 | LANDING FEE REPORTS | Retain for 6 years after end of calendar year then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| ED55-04-12 | LONGSHORE WORK REPORTS AND PAYROLL Note: Pacific Maritime Association retains primary copy. | Retain for 6 years after report submitted then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| ED55-04-15 | TRANSIENT AIRCRAFT FILES Billing, landing fees, gate usage, and ticket counter fees. | Retain for 6 years after end of fiscal year then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| ED55-04-16 | VESSEL FILES Cargo manifests, bills of lading discharge list, dockage report. | Retain for 6 years after end of calendar year then Destroy. | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR |
| ED55-04-17 | VESSEL LOGS Record of each visit by vessel. | Retain 6 years after last entry in log then Transfer to Washington State Archives for appraisal and selective retention. | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR |

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There are no records series designated as "Essential" in the Economic Development and Transport Records Retention Schedule.

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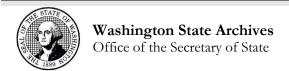
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