

Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Hop Commission - Office# 100	<p style="text-align: center;">Accounts Payable</p> <p>Provides a record of requests, orders, invoices, travel vouchers and other administrative business transactions.</p>	89-10-45024 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Hop Commission - Office# 100	<p style="text-align: center;">Accounts Payable</p> <p>Provides a record of requests, orders, invoices, ravel vouchers and other administrative business transactions.</p>	90-01-45642 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Hop Commission - Office# 100	<p style="text-align: center;">Agreements and Contracts</p> <p>Documentation which provides a record of those persons, companies, associations and organizations who are authorized by contract or agreement to perform various services for the commission.</p>	89-10-45028 Rev.0	TERMINATION OF CONTRACT	72 Months	0 Months	6 Years	Non-Archival OPR
Hop Commission - Office# 100	<p style="text-align: center;">Agreements and Contracts</p> <p>Documentation which provides a record of those persons, companies, associations and organizations who are authorized by contract or agreement to perform various services for the commission.</p>	90-01-45646 Rev.0	TERMINATION OF CONTRACT	72 Months	0 Months	6 Years	Non-Archival OPR
Hop Commission - Office# 100	<p style="text-align: center;">Annual Reports</p> <p>Provides a yearly record of commission activities.</p>	89-10-45031 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Archival OFM
Hop Commission - Office# 100	<p style="text-align: center;">Annual Reports</p> <p>Provides a yearly record of commission activities.</p>	90-01-45649 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Archival OFM
Hop Commission - Office# 100	<p style="text-align: center;">Assessments and Collections</p> <p>Documentation providing a record of moneys received from industry to satisfy statutorily mandated assessments to be used for research, promotion and operational costs; also the investigation of unfair trade practices.</p>	90-01-45641 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Hop Commission - Office# 100	<p style="text-align: center;">Assessments and Collections</p> <p>Documentation providing a record of moneys received from industry to satisfy statutorily mandated assessments to be used for research, promotion and operational costs; also the investigation of unfair trade practices.</p>	89-10-45023 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR

Hop Commission - Office# 100	Banking Records Cancelled and voided checks, bank statements, reconciliation reports, deposit and withdrawal records and other documentation pertaining to the banking activities of the commission.	90-01-45639 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Hop Commission - Office# 100	Banking Records Cancelled and voided checks, bank statements, reconciliation reports, deposit and withdrawal records and other documentation pertaining to the banking activities of the commission.	89-10-45021 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Hop Commission - Office# 100	Budget Workpapers Provides a record of yearly budget projections and operating expenditures.	89-10-45026 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Hop Commission - Office# 100	Budget Workpapers Provides a record of yearly budget projections and operating expenditures.	90-01-45644 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Hop Commission - Office# 100	Elections Documents election proceedings and appointments made of persons to serve as members of the board.	89-10-45029 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Hop Commission - Office# 100	Elections Documents election proceedings and appointments made of persons to serve as members of the board.	90-01-45647 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Hop Commission - Office# 100	Financial Reports Provides an annual summary of cash receipts and expenditures.	89-10-45025 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Hop Commission - Office# 100	Financial Reports Provides an annual summary of cash receipts and expenditures.	90-01-45643 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Hop Commission - Office# 100	History, Washington Hop Commission Historical documentation of the formation and organization of the Washington State Hop Commission.	89-10-45038 Rev.0	Termination of Commission	72 Months	0 Months	6 Years	Archival OFM
Hop Commission - Office# 100	History, Washington Hop Commission Historical documentation of the formation and organization of the Washington State Hop Commission.	90-01-45656 Rev.0	Termination of Commission	72 Months	0 Months	6 Years	Archival OFM

Hop Commission - Office# 100	Lease / Rental Agreements Documentation which gives a detailed record of the lease of properties to house the commission.	90-01-45654 Rev.0	TERMINATION OF CONTRACT	72 Months	0 Months	6 Years	Non-Archival OPR
Hop Commission - Office# 100	Lease/Rental Agreements Documentation which gives a detailed record of the lease of properties to house the commission.	89-10-45036 Rev.0	TERMINATION OF CONTRACT	72 Months	0 Months	6 Years	Non-Archival OPR
Hop Commission - Office# 100	Legislation File To provide a record of legislative activities concerning administrative orders and changes and/or amendments to the Revised Code of Washington pertaining to the commission.	89-10-45032 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Archival OPR
Hop Commission - Office# 100	Legislation File To provide a record of legislative activities concerning administrative orders and changes and/or amendments to the Revised Code of Washington pertaining to the commission.	90-01-45650 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Archival OPR
Hop Commission - Office# 100	Litigation and Legal Matters Correspondence and other documentation pertaining to legal matters that involve the commission. Includes correspondence with the Washington State Attorney General Office.	90-01-45651 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Archival OPR
Hop Commission - Office# 100	Litigation and Legal Matters Correspondence and other documentation pertaining to legal matters that involve the commission. Includes correspondence with the Washington State Attorney General Office.	89-10-45033 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Archival OPR
Hop Commission - Office# 100	Meeting Minutes To provide a record of regular, annual and other special meetings held by the commission.	90-01-45648 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Archival OPR
Hop Commission - Office# 100	Meeting Minutes To provide a record of regular, annual and other special meetings held by the commission.	89-10-45030 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Archival OPR
Hop Commission - Office# 100	Payroll Records Provides a detailed record of employee hours and subsequent payroll activity.	89-10-45022 Rev.0	FISCAL YEAR	120 Months	0 Months	10 Years	Non-Archival OPR

Hop Commission - Office# 100	Payroll Records Provides a detailed record of employee hours and subsequent payroll activity.	90-01-45640 Rev.0	FISCAL YEAR	120 Months	0 Months	10 Years	Non-Archival OPR
Hop Commission - Office# 100	Publications and Bulletins Historical record containing copies of all commission publications including bulletins, newsletters and promotional printing and other types of literature.	89-10-45039 Rev.0	TERMINATION OF CONTRACT	72 Months	0 Months	6 Years	Archival OFM
Hop Commission - Office# 100	Publications and Bulletins Historical record containing copies of all commission publications including bulletins, newsletters and promotional printing and other types of literature.	90-01-45657 Rev.0	TERMINATION OF CONTRACT	72 Months	0 Months	6 Years	Archival OFM
Hop Commission - Office# 100	Purchasing Records To Provide a record of supplies, materials and equipment purchases	90-01-45655 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Hop Commission - Office# 100	Purchasing Records To provide a record of supplies, materials and equipment purchases.	89-10-45037 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Hop Commission - Office# 100	Research Records Documentation of research projects approved and carried out by various researchers.	89-10-45034 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Archival OFM
Hop Commission - Office# 100	Research Records Documentation of research projects approved and carried out by various researchers.	90-01-45652 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Archival OFM
Hop Commission - Office# 100	State Audit Reports Provides a record of audit examinations performed by the state auditor.	90-01-45645 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Hop Commission - Office# 100	State Audit Reports Provides a record of audit examinations performed by the state auditor.	89-10-45027 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Hop Commission - Office# 100	Travel Expenses Provides documentation of expenses incurred by personnel while traveling on commission business.	89-10-45035 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Hop Commission - Office# 100	Travel Expenses Provides documentation of expenses incurred by personnel while traveling on commission business.	90-01-45653 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR

Hop Commission - Office# 522	<p style="text-align: center;">WWII Oral History Curriculum</p> <p style="text-align: center;">Retain materials for WWII Oral History curriculum, committee meetings, contracts. NOTE: OPR changed to OFM after conversation with agency records officer 3/28/2001.</p>	01-05-60065 Rev.0	Calendar Year	24 Months	0 Months	2 Years	Archival OFM
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