

Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Liquor Control Board - Office# 110	Documentation Pertaining to Liquor Control Board Property (Water Fill/Frazier and Shawhan)  Relates to an acquisition of (Water Fill/Frazier and Shawhan) distillery's assets during World War II when liquor stocks were in short supply. Documentation of miscellaneous correspondence, contracts, tax matters, corporate records, minutes, claims, and related data. NOTE: "This supersedes DAN 74-12-7679" as per schedule dated 5/8/78	78-05-20847 Rev.0	None	0 Months	600 Months	50 Years	Archival OPR
Liquor Control Board - Office# 110	Hearing Case Files (Duplicate Copies)  Duplicate documents and attorney work product pertaining to case files of liquor violations (working copies). This supersedes Disposition Authority #65.	77-07-19500 Rev.0	Action on Claim Resolved	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 110	Litigation Copy  Copies of documents in all cases instituted by or against Board (Superior Court, Court of Appeals, and Washington Supreme Court).	77-07-19501 Rev.0	None	48 Months	24 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 110	Records Inventory Disposition Authority and Transfer Schedule Form GAA-53, Copy 2  Provides identification and disposition of all records found in office.	77-07-19509 Rev.0	Last Record Disposed of	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 110	State Liquor Store Lease, Copy 3  State Liquor Store leases, summaries and correspondence.	77-07-19502 Rev.0	Termination of Lease	36 Months	0 Months	3 Years	Non-Archival OFM
Liquor Control Board - Office# 130	BOARD MINUTES (BACKUP MATERIAL)  Information to document minutes pertaining to Liquor Control Board operation in conjunction with preparation. Rev 1: Changed retention period from 2/0/2yrs to 6/66/6yrs as per schedule 5/7/03 REV 2: Transferred from Office 130 to Office 120 effective 5/03 as per schedule 10/20/03.	77-06-19123 Rev.2	CALENDAR YEAR	6 Months	66 Months	6 Years	Archival OFM
Liquor Control Board - Office# 130	Card Indexes  Relating to all hearings by trade name designation; subject and topical headings; and of each liquor law and regulation. REV 1: Decreased retention from permanent to 50 years as per schedule 5/8/1978.	77-07-19507 Rev.1	None	600 Months	0 Months	50 Years	Archival OFM

Liquor Control Board - Office# 130	<p style="text-align: center;">LEGISLATIVE MATERIAL</p> <p>Information pertaining to the 1969 California Wine Bill &amp; Legislative issues associated with recent changes to Chapter 66 RCW with frequent on-going references to the legislative proposal on taxation, manufacturing, licensing and administrative regulations of the industry. REV 1: Changed from OPR to OFM as per schedule 3/27/97.</p>	89-02-42817 Rev.1	FISCAL YEAR	36 Months	0 Months	3 Years	Archival OFM
Liquor Control Board - Office# 130	<p style="text-align: center;">MICROFILM COPIES OF LEGISLATIVE MATERIAL</p> <p>Information pertaining to the 1969 California Wine Bill &amp; Legislative issues associated with recent changes to Chapter 66 RCW with frequent on-going references to legislative proposal on taxation, manufacturing, licensing and administrative regulations of the industry. NOTES: Adding cutoff.</p>	89-02-42818 Rev.0	Fiscal Year	900 Months	0 Months	75 Years	Archival OPR
Liquor Control Board - Office# 210	<p style="text-align: center;">Agency Sales for Payroll, C030131</p> <p>Provides breakdowns of agency sales. Used as basis for commission calculation. REV 1: Transferred from Office 219 to Office 210 as Merchandise Accounting keeps these records - 12/03/08</p>	86-06-36843 Rev.1	Calendar Year	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 210	<p style="text-align: center;">Bills of Lading</p> <p>Bills of lading issued to each store and agency to list, by brand code and quantity, weekly shipments of liquor. NOTE: No real DAN on schedule, just reads #368 as per schedule dated 6/2/77 NOTE: Transfer from office 212 to Office 210 - 05/26/09</p>	00-00-00368 Rev.0	Fiscal Year	12 Months	24 Months	3 Years	Non-Archival OFM
Liquor Control Board - Office# 210	<p style="text-align: center;">Brewers, Wineries &amp; Wholesalers Report of Sales &amp; Taxes Paid</p> <p>A file of tax-paid reports of brewers, wineries and wholesalers indicating production, sales, and tax computations with reports of payment. REV 1: Increase total retention from 1/4/5 years to 1/5/6 years as per schedule 8/21/85. NOTE: In-house transfer to Administration Services/General on 9/4/92 as per schedule 8/8/96. NOTE: Transfer from office 212 to Office 210 - 05/26/09</p>	78-05-20855 Rev.1	Fiscal Year	12 Months	60 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 210	<p style="text-align: center;">COMPUTER PROGRAM STUDIES</p> <p>Documents information on computer system changes and development of new systems related to LCB Administrative Services/Accounting and Budgeting activities.</p>	96-10-57159 Rev.0	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM

Liquor Control Board - Office# 210	<p>Importation Release Authorization</p> <p>Authorized release of alcoholic beverages brought into this state from another country or state. REV 1: lower retention from 7 years to 3 years as per schedule 9/15/00. NOTE: The Financial Department, Office 210, now keeps these records - 07/18/08 REV 2: Changed retention from 36/0/3 to 12/24/3. This DAN was submitted for an Office transfer from Office 410 to Office 210 on 07/18/08 - 08/12/08</p>	77-07-49222 Rev.1	Fiscal Year	12 Months	24 Months	3 Years	Non-Archival OPR
Liquor Control Board - Office# 210	<p>Liquor Loss and Damage Claims</p> <p>Complete file of all liquor claims filed for shortage or damage either paid or rejected. REV 1: Changed retention from 2/5/7 years to 2/4/6 as per schedule 4/28/86 (no record of being submitted for change). NOTE: Series was transferred to Admin Srvs/Transfers, Breakage &amp; Claims 9/28/92 as per schedule 8/8/96. REV 2: Discontinue - No longer a function/activity of state government" - 03/23/09 REV 3: Schedule was inadvertently discontinued and needs to be re-activated as it is still an active records series. Transfer from office 212 to office 210 - 07/09/09</p>	77-06-19079 Rev.3	Action on Claim Resolved	24 Months	48 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 210	<p>LIQUOR PURCHASE ORDERS, COPY 2</p> <p>Used to verify liquor invoices. Includes regular, special and alcohol purchase orders.</p>	86-06-36812 Rev.0	FISCAL YEAR	24 Months	48 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 210	<p>Monthly Dollar Stock Control (Bound)</p> <p>Inventory control by store and agency with totals. REV 1: Lowered retention from 2/8/10 years to 2/4/6 as per schedule 8/21/85. NOTE: Record series transferred to Administrative Services/Store and Agency Inventory on 7/13/92 as per schedule 8/8/96. NOTE: Transfer from office 212 to Office 210 - 05/26/09</p>	71-11-07190 Rev.1	Fiscal Year	24 Months	48 Months	6 Years	Non-Archival OFM
Liquor Control Board - Office# 210	<p>Monthly Inventory Tally Sheets</p> <p>Monthly report by each store and agency of liquor inventory on hand listed by brand code. NOTE: Record series was transferred to Administrative Services/Store &amp; Agency Inventor on 11/15/93 as per schedule 8/8/96. NOTE: Transfer from office 212 to Office 210 - 05/26/09</p>	78-05-20850 Rev.0	Fiscal Year	6 Months	0 Months	0.5 Years	Non-Archival OFM

Liquor Control Board - Office# 210	<p>Monthly Shipments Register (Bound)</p> <p>A data processing list by store and agency of shipments of liquor from warehouse.</p> <p>REV 1: Lowered total retention from 10 years to 6 years as per schedule 8/21/85.</p> <p>NOTE: Record series was transferred to Administrative Services/Store and Agency Inventory on 7/13/92 as per schedule 8/8/96.</p> <p>NOTE: Transfer from office 212 to Office 210 - 05/26/09</p>	71-11-07196 Rev.1	Fiscal Year	24 Months	48 Months	6 Years	Non-Archival OFM
Liquor Control Board - Office# 210	<p>MONTHLY SHIPMENTS REGISTER, C080310-3</p> <p>Centralizes data processing lists of shipments of liquor from warehouse by each store and agency.</p> <p>NOTE: Transferred from office #218 as per schedule 3/18/99.</p>	86-06-36862 Rev.0	FISCAL YEAR	24 Months	48 Months	6 Years	Non-Archival OFM
Liquor Control Board - Office# 210	<p>Monthly Warehouse Inventory &amp; Stock Control Records</p> <p>Monthly file of records concerned with balancing the warehouse inventory, including physical inventory, book inventory, receiving report listings and adjustments.</p> <p>REV 1: Lowered retention period from 2/8/10 years to 6/0/6 years as per schedule 8/21/85.</p> <p>NOTE: In-house transfer to Administrative Services/Warehouse Inventory on 11/15/93 as per schedule 8/8/96.</p> <p>NOTE: Transfer from office 212 to Office 210 - 05/26/09</p>	71-03-01537 Rev.1	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OFM
Liquor Control Board - Office# 210	<p>Price Change Notice</p> <p>UNABLE TO LOCATE SCHEDULE</p> <p>NOTE: Transfer from office 212 to Office 210 - 05/26/09</p>	71-11-07191 Rev.0	Fiscal Year	60 Months	60 Months	10 Years	Non-Archival OFM
Liquor Control Board - Office# 210	<p>Report of Warehouse, Stores and Contract Stores by Claim Number</p> <p>Summary of warehouse and store claims by month and by claim number.</p> <p>REV 1: Revised title from "Warehouse &amp; Store Claims Numeric Ledger" and changed description effective 2/99 as per schedule 3/8/99.</p> <p>REV 2: Changed title from "Store and Agency," increased retention from 36/0/3 yrs, 05/03.</p> <p>Note: series transferred from office #218 to #212 6/01/01.</p> <p>NOTE: Transfer from office 212 to Office 210 - 05/26/09</p>	92-12-51727 Rev.2	Fiscal Year	24 Months	48 Months	6 Years	Non-Archival OFM

<p>Liquor Control Board - Office# 210</p>	<p>Store and Contract Stores Sales Reports</p> <p>Provides copies of corrections to electronically transmitted sales reports for stores and agencies. Includes copies of military and Indian sales reports.</p> <p>REV 1: (NOT APPROVED) Changed cut off from QUARTERLY to MONTHLY as per schedule dated 3/10/99</p> <p>REV 1: (Marked as REV 2) Increased retention from 1 yr to 2 yrs as per schedule dated 12/13/96</p> <p>REV 2: DANS 86-6-36866, 86-6-36887, and 86-06-36888 have been absorbed by 86-06-36885; increased retention period from 1/1/2 yrs to 2/4/6 yrs and changed designation from OFM to OPR as per scheduled dated 6/11/01</p> <p>NOTE: "This record series was transferred from office 212" as per schedule dated 8/8/96 (marked as REV 1 then crossed out with remark "In-house transfers are NOT considered a numbered Revision)</p> <p>NOTE: Since 2 previous REV 1's were disapproved, REV 2 also includes the title changing from "Store and Agency Sales Report Corrections &amp; Direct Military &amp; Indian Sales Report" to current title and changed cut-off from QUARTERLY to FISCAL YEAR as per schedule dated 6/11/01</p>	<p>86-06-36885 Rev.2</p>	<p>Fiscal Year</p>	<p>24 Months</p>	<p>48 Months</p>	<p>6 Years</p>	<p>Non-Archival OPR</p>
<p>Liquor Control Board - Office# 210</p>	<p>TRANSFER, BREAKAGE AND CLAIMS</p> <p>Consolidates monthly data processing lists of store and agency transfers, breakage, claims, price changes, and adjustments, in sequence by store and agency.</p> <p>REV 1: "This record series revised to remove report numbers effective 7/96" as per schedule 8/8/96.</p> <p>NOTE: Transferred to office 212 from 218, 6/01/01.</p> <p>REV 2 Transfer from Office 212 to Office 210; change retention from 24/48/6 to 0/72/6 - 09/25/09 approved 10/07/09</p>	<p>86-06-36876 Rev.2</p>	<p>FISCAL YEAR</p>	<p>0 Months</p>	<p>72 Months</p>	<p>6 Years</p>	<p>Non-Archival OFM</p>

Liquor Control Board - Office# 210	<p>TRANSFERS OF STOCK, FORM LIQ 401-20</p> <p>Provides copies of corrections to electronically transmitted store and contra t store transfers. Provides copies of military and Tribal transfers. Provides copies of return to warehouse forms, LIQ22-20, transmitted for all outlets to the warehouse.</p> <p>REV 1: Reduced retention from 3 years to 2 years; transferred from office 218 to 212 - 06/01.</p> <p>REV 2: Changed form number is title from 402-21, changed description (replaced "indian" with "tribal" and replaced "agency" transfers with "contract store" transfers - 05/03.</p> <p>REV 3: Transfer from Office 212 to Office 210; change retention from 24/0/2 to 0/24/2 - 09/25/09 approved 10/07/09</p>	86-06-36875 Rev.3	FISCAL YEAR	0 Months	24 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 210	<p>Transmittal of Reciepts</p> <p>Transfer receipts to Financial Division from purchase of alcohol and receipts for release of alcoholic beverages from customs to individuals.</p> <p>NOTE: The Financial Department, Office 210, now keeps these records - 07/18/08</p>	76-05-17314 Rev.0	Fiscal Year	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 211	<p>Accruals Summary by Activity and Program (computer run)</p> <p>Monthly summary of accruals.</p>	77-09-19906 Rev.0	BIENNIUM	48 Months	72 Months	10 Years	Non-Archival OFM
Liquor Control Board - Office# 211	<p>Actual Bottles by Month</p> <p>Provides listing for each 12 month period the actual units sold by each outlet. Units may be gross bottles, class H bottles, military bottles, adjusted bottles or lottery tickets.</p> <p>REV 1: Reduce retention from 20/0/20 years to 10/0/10 as per schedule 12/28/92.</p> <p>REV 2: Reduce retention from 10/0/10 years to 3/3/6 as per schedule 2/9/92</p> <p>REV 3: Change retention period from 3/3/6 to 2/4/6 as per schedule 08/08/96</p> <p>REV 4: Discontinued series as per schedule 02/06/97, corrected copy sent to RO 03/05/99</p> <p>NOTE: Changed name of office 211 from "Financial/Budget" to "Financial, Leasing &amp; Contract Services/Store Efficiency" effective 10/92.</p>	86-08-37374 Rev.3	FISCAL YEAR	36 Months	36 Months	6 Years	Non-Archival OFM
Liquor Control Board - Office# 211	<p>Allotment &amp; Expenditure Ledger (Computer Run)</p> <p>To maintain a record of actual expenditures as compared to the allotment. (bound)</p>	77-09-19902 Rev.0	BIENNIUM	48 Months	72 Months	10 Years	Non-Archival OPR

Liquor Control Board - Office# 211	ALLOTMENT REQUEST WORKING PAPERS  Provides back-up material used for the preparation of the agency Allotment Request. REV 1: Reduced retention period from 6 years to 2 years as per shedule 3/8/99. REV 2: Changed designation from OFM to OPR; changed retention from 2/0/2 to 4/2/6 years as per schedule 6/15/01.	86-08-37382 Rev.2	FISCAL YEAR	48 Months	24 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 211	APPROPRIATION LEDGER/REVENUE LEDGER  Provides summary working papers for appropriations and estimated revenues. REV 1: Discontinued 7/89 as per schedule 12/23/92.	86-08-37350 Rev.1	BIENNIUM	72 Months	0 Months	6 Years	Non-Archival OFM
Liquor Control Board - Office# 211	Estimated Expenditure Ledger (Computer Run)  Record of the approved allotment. (bound)	77-09-19903 Rev.0	FISCAL YEAR	48 Months	72 Months	10 Years	Non-Archival OPR
Liquor Control Board - Office# 211	INVENTORY TO SALES AT COST  Provides monthly computer reports D2114195-2 on inventory summaries by line of product and factors to sales. NOTE: In-house transfer to General effective 10/92 as per schedule 12/31/92.	86-08-37379 Rev.0	FISCAL YEAR	120 Months	0 Months	10 Years	Non-Archival OFM
Liquor Control Board - Office# 211	Monthly Disbursement Summary by Activity & Program (computer run)  Monthly summary of disbursements.	77-09-19905 Rev.0	BIENNIUM	48 Months	72 Months	10 Years	Non-Archival OFM
Liquor Control Board - Office# 211	Program Expenditure Ledger (Computer Run)  Record of actual disbursements and accruals. (bound)	77-09-19904 Rev.0	BIENNIUM	48 Months	72 Months	10 Years	Non-Archival OPR
Liquor Control Board - Office# 211	Program Expenditure Ledger/Monthly Disbursement Summary by Activity & Program/Accruals Summary by...  (CONTINUED FROM TITLE)...Activity and Program (Computer Runs) Records of actual disbursements and accruals, and monthly summary of disbursements, and monthly summary of accruals. Note: Bound together at the end of the biennium. THIS REPRESENTS A CONSOLIDATION OF DAN'S 77-9-19904, 77- 9-19905 AND 77-9-19906.	78-05-20867 Rev.0	CALENDA R YEAR	48 Months	72 Months	10 Years	Non-Archival OPR

Liquor Control Board - Office# 211	PROGRAM EXPENDITURE LEDGER/MONTHLY DISBURSEMENT SUMMARY BY ACTIVITY & PROGRAM/ACCRUALS SUMMARY BY...  ...ACTIVITY AND PROGRAM (COMPUTER RUN) Provides records of actual disbursements and accruals, and monthly summaries of disbursements and accruals. REV 1: Discontinued 7/89 as per schedule 12/23/92.	86-08-37349 Rev.1	BIENNIUM	72 Months	0 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 212	Monthly Inventory Tally Sheets  Monthly report by each store and agency of liquor inventory on hand listed by brand code. NOTE: No real DAN on schedule, just reads #633 as per schedule dated 6/2/77	00-00-00633 Rev.0	FISCAL YEAR	6 Months	0 Months	0.5 Years	Non-Archival OFM
Liquor Control Board - Office# 212	Paid Liquor and Freight Invoices  Original liquor invoices from suppliers in alphabetical sequence which were paid during the fiscal year; An alphabetical file of original freight invoices which are paid for inbound and outbound freight for truck and rail shipments. NOTE: No real DAN on schedule, just reads #559 as per schedule dated 6/2/77	00-00-00559 Rev.0	FISCAL YEAR	36 Months	84 Months	10 Years	Non-Archival OPR
Liquor Control Board - Office# 212	STORE & AGENCY BOTTLE SALES AND INVENTORY (BOUND)  Monthly data processing list by brand code of month-end inventory in bottles for stores and agencies. REV 1: Reduced retention period from 2/5/7 years to 2/4/6 years as per schedule 4/28/86. NOTE: Record series transferred to Administrative Services/Liquor Payable on 4/23/92 as per schedule 8/8/96.	77-02-18520 Rev.1	FISCAL YEAR	24 Months	48 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 212	STORE AND CONTRACT STORES DAMAGED MERCHANDISE REPORTS, FORM LIQ 174-20  Provides a numerical file of corrections to electronically transmitted store and agency damaged merchandise. Rev 1: Changed retention period from 2 years to 1 year and transferred to Office 212 (Financial Accounting/Merchandise Accounting Office) as per schedule 6/01/01 Rev 2: Increased retention from 12/0/1 yr, changed title from "STORE AND AGENCY", changed form number from 174-21, and transferred from office 218 - 05/03.	86-06-36874 Rev.2	FISCAL YEAR	24 Months	48 Months	6 Years	Non-Archival OFM



Liquor Control Board - Office# 212;Liquor Control Board	AUDITS  Details of all store and contract store burglaries/armed robberies and of internal audits of stores and contract stores. Financial condition including inventory, cash on hand, assets, and payroll records.  Note: Transferred from office #212 - 8/93. Transferred from office #210 - 06/01.  Rev 1: Reduced total retention from 10 years - 8/85. Rev 2: Title changed (Removed "Store and Agency" from beginning), changed function statement (from "Centralizes reports of internal audits of store and agency financial condition including inventory, cash on hand, assets, and payroll records), absorbs and discontinues DAN 78-05-20845 - BURGLARY AUDIT - 05/03.	86-06-36809 Rev.2	FISCAL YEAR	24 Months	48 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 213	Burglary Audits  Details of all store and agency burglaries, armed robberies, shoplifting incidents, etc., and credits given. Includes Audit Report (LIQ 442 A-D) and Journal Voucher (A7).	74-12-08047 Rev.0	FISCAL YEAR	60 Months	60 Months	10 Years	Non-Archival OFM
Liquor Control Board - Office# 213	CLASS H CARRIERS' MARKUP TAX REPORTS  Monthly reports transmitting tax payments on alcoholic beverages served while in or over the state of Washington if the beverages were not purchased from the Liquor Control Board.	77-07-19688 Rev.0	FISCAL YEAR	60 Months	0 Months	5 Years	Non-Archival OPR
Liquor Control Board - Office# 213	LIQUOR CONTROL BOARD FRT AGREEMENT  Forms LIQ 67-21 & LIQ 67B-21 - Freight rates for transportation of alcoholic beverages within the City of Seattle and Washington State.  REV 1: Lowered retention period from 75 years to 6 years; changed title from "...Tariff - Cartage Copy, Form LIQ 67-12";combined with DAN 77-07-19694 and changed designation from OFM to OPR as per schedule 6/15/01.	77-07-19695 Rev.1	PAGE CHANGE SUPERSE DES	72 Months	0 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 213	Report Form for Examination and Testing of Samples Submitted for the Purpose of Negotiating the.....  (CONTINUED FROM TITLE) Sale of Liquor to the Board, COPY- LIQ 290-12  Reports testing and recommendation of samples submitted to Board.	92-04-50253 Rev.0	CALENDA R YEAR	900 Months	0 Months	75 Years	Non-Archival OFM

Liquor Control Board - Office# 213	SAMPLES FOR CHEMICAL ANALYSIS FORM LIQ 54-12  Provides record of liquor shipped to and received by the University of Washington for chemical analysis - form serves as both bill of lading and receiving report. REV 1: Discontinued 1/89 as per schedule 3/14/92.	85-06-35813 Rev.1	FISCAL YEAR	24 Months	96 Months	10 Years	Non-Archival OFM
Liquor Control Board - Office# 213	STORE AND AGENCY DAILY READING FILE  Documentation pertaining to the operation of liquor stores and agencies.	96-09-57037 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 213	SURETY BONDS  Correspondence and/or billings relative to surety bonds for Board members and employees. REV 1: Decreased retention from 7 years to 6 years effective 3/92 as per schedule 2/9/98.	77-07-19692 Rev.1	TERMINAT ION OF BOND	72 Months	0 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 215	Brand Description List, Copy 2  Complete-computer run used as reference for all brand descriptions on file. NOTE: Title changed from "Daily Shipments & Warehouse Inventory-Computer Run-Copy 2" to current title; description revised; cut-off changed from "until superseded" to "calendar year" and retention increased from 0/0/0 to 2/0/2 yrs (no revision requested) as per schedule dated 5/8/78	77-06-19136 Rev.0	CALENDA R YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 215	COMPUTER DATA STORAGE (8mm Cartridge)  Daily, weekly, monthly operations systems backup (Stored at Distribution Center for one month and then returned to LCB for reuse.) REV 1: Increase retention period from 1 month to 3 months as per schedule 10/22/93.	78-10-21150 Rev.1	UNTIL SUPERSE DED	3 Months	0 Months	0.25 Years	Non-Archival OFM
Liquor Control Board - Office# 215	Computer Data Storage Media  Magnetic diskette - media for storing applications and data-related to systems development and maintenance (machine read-able media). NOTE: Office #214 and 215 combined with Systems and Programming	77-06-19134 Rev.0	UNTIL SUPERSE DED	0 Months	0 Months	0 Years	Non-Archival OFM
Liquor Control Board - Office# 215	Daily Shipments and Warehouse Inventory--Computer Run-- Copy 2  A reference of current stock status at Warehouse. (Daily Report) NOTE: Office #214 and 215 combined with Systems and Programming	77-06-19137 Rev.0	UNTIL SUPERSE DED	0 Months	0 Months	0 Years	Non-Archival OFM

Liquor Control Board - Office# 215	<p style="text-align: center;">DATA PROCESSING SECURITY PLAN</p> <p>For the protection of the current DP installation (personnel, equipment, records). Procedures to follow in the event of an emergency or disaster.</p> <p>Note: In-house transfer from office 213-Financial Administration/Auditing effective 3/94 as per schedule 5/14/96.</p>	80-01-24237 Rev.0	UNTIL SUPERSE DED	0 Months	0 Months	0 Years	Non-Archival OFM
Liquor Control Board - Office# 215	<p style="text-align: center;">Keypunch Instructions</p> <p>Keypunch formats for punching user input.</p> <p>NOTE: Office #214 and 215 combined with Systems and Programming</p>	77-06-19135 Rev.0	UNTIL SUPERSE DED	0 Months	0 Months	0 Years	Non-Archival OFM
Liquor Control Board - Office# 215	<p style="text-align: center;">Punch Cards</p> <p>Temporary data form, for conversion to tape for disk files.</p> <p>NOTE: Office #214 and 215 combined with Systems and Programming</p>	77-06-19139 Rev.0	UNTIL SUPERSE DED	0 Months	0 Months	0 Years	Non-Archival OFM
Liquor Control Board - Office# 215	<p style="text-align: center;">SECURITY VIOLATION REPORT</p> <p>Reports invalid use sign on attempts and authorization.</p>	96-07-56888 Rev.0	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 215	<p style="text-align: center;">SECURITY VIOLATION REPORT</p> <p>Reports invalid use sign on attempts and authorization.</p>	93-12-53368 Rev.0	CALENDA R YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 216	<p style="text-align: center;">DEPOSITS FROM STATE TREASURER RECORDS PURGED RPT 195 (MICROFICHE)</p> <p>Provides detail and history from State Treasurer purged from file as reconciled.</p> <p>REV 1: Changed cut of from calendar year to fiscal year;change designation from OFM to OPR and increase retention from 5 years to 6 years as per schedule 2/26/99.</p>	84-MF-34444 Rev.1	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 217	<p style="text-align: center;">Beer Authorized Representative Certificate of Approval Holders Summary Tax Report - LIQ 319-20</p> <p>An authorized representative of United States and foreign produced beer reporting sales to Washington State distributors.</p> <p>REV 1: Change description to add foreign beer - 07/09/09</p>	07-05-61515 Rev.1	Fiscal Year	24 Months	48 Months	6 Years	Non-Archival OPR

Liquor Control Board - Office# 217	<p>Beer Certificate of Approval Holders Summary Tax Report. Report of Sales to Washington Retailers</p> <p>TITLE CONTINUED:... From Beer Certificate of Approval Holder (LIQ 308/LIQ 308A) Out-of-State U.S. brewers reports of shipments into Washington and report sales to in state retailers. REV 1: Change from OFM to OPR and increased total retention from 1/4/5 years to 2/4/6 years as per schedule 10/13/97. REV 2: Changed title from "Brewers Report of Sales and Taxes Paid" to "Brewer's Report of Beer Sales into the State of WA", changed description from "Consolidates reports by brewers indicating production, sales tax computation and reports of payments." to "Out-of-state U.S. brewery reports of shipments into Washington and taxes paid." effective 2/99 as per schedule 3/10/99. REV 3: Change title from "Brewers Reports of Beer Sales into the State of WA" to current title as per schedule 6/29/01. REV 4: Changed title to add "Report of Sales to Washington Retailers from Beer Certificate of Approval Holder" and LIQ 308A. Added " and report sales to in state retailers" to description - 12/3/08</p>	86-03-36351 Rev.4	FISCAL YEAR	24 Months	48 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 217	<p>Beer Statistics and Related Reports</p> <p>Provides record of beer production, receipt and sales in barrels. Retained on CD. REV 1: Adjust retention period from 3/3/6 years to 2/4/6 years as per schedule 3/18/99. REV 2: Updated description to show that this is retained on CD. Changed retention from 24/48/6 to 72/0/6 - 12/3/08 REV 3: Changed description from "Provides record of beer production, receipt and sales in barrels. Retained on CD." to " Provides record of beer production, receipt and sales in barrels."; Added Archival Designation; changed retention from 72/0/6 to 12/60/6 - 12/01/09 approved 01/06/09</p>	86-03-36353 Rev.3	Fiscal Year	12 Months	60 Months	6 Years	Archival OFM
Liquor Control Board - Office# 217	<p>Craft Distillery Summary Tax Report (LIQ 988)</p> <p>Production reporting forms for craft distiller reporting production quantities, raw materials used and source, quantities sold outside the State of Washington, quantities sold to consumers and quantities used for samples to consumers and retailers - 12/03/08</p>	09-01-61907 Rev.0	Fiscal Year	24 Months	48 Months	6 Years	Non-Archival OPR

Liquor Control Board - Office# 217	CRAFT DISTILLERY SUMMARY TAX REPORT LIQ 988  Tax reporting for used to report production and sales of hard alcohol - per schedule dated 11/04/09.	09-11-62157 Rev.0	Fiscal Year	12 Months	60 Months	6 Years	Non-Archival OFM
Liquor Control Board - Office# 217	Domestic and Micro Brewery Summary Tax Report. Report of Sales to WA Beer Distributor by Domestic  TITLE CONTINUED:... Brewery LIQ 526/526A In-state brewery report of sales production and taxes paid. Lists any sales to a distributor. REV 1: Changed title from "Domestic/Micro Brewers Tax Report of Beer Sales" to current title as per schedule 6/29/01. REV 2: Added "Report of Sales to WA Beer Distributor by Domestic Brewery" and 526A to title. Added "Lists any sales to a distributor" to description - 12/3/08	99-05-59116 Rev.2	Fiscal year	24 Months	48 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 217	INTERSTATE COMMON CARRIERS TAX SUMMARY (LIQ 111)  Monthly report submitted by airlines, train and cruise ships recording any beer, wine or spirits sold while in the State of Washington.	03-12-60617 Rev.0	Fiscal Year	24 Months	48 Months	6 Years	Non-Archival OFM
Liquor Control Board - Office# 217	Monthly Distributing Unit #1 (DU #1)  Provides summaries for all invoices billed for pure alcohol. Provides lists of all individual's importations. Provides all documentation of liquor sold at Stimson Lane and provides the month-end balancing to DU #1. REV 1: Changed retention period from 2/1/3 years to 2/4/6 years as per schedule 3/10/99. Note: In-house record series transferred from office 210 to office 217 "Beer and Wine Reporting" effective 6/01 as per schedule 6/11/01. REV 2: Added to title "(DU #1) - 07/09/09	92-12-51728 Rev.2	Fiscal Year	24 Months	48 Months	6 Years	Non-Archival OFM
Liquor Control Board - Office# 217	PUBLIC HOUSE LICENSEE TAX REPORT OF BEER SALES, Form LIQ 530-21  Consolidates reports by public house licensees indicating production sales tax computation and reports of payments.	98-01-58209 Rev.0	Fiscal Year	24 Months	48 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 217	RETAILER RECEIVING DIRECT SHIPMENT SUMMARY REPORT - LIQ 871-20  In-state retailer report of shipments received directly from out-of-state wineries and breweries.	07-05-61513 Rev.0	Fiscal Year	24 Months	48 Months	6 Years	Non-Archival OPR

<p>Liquor Control Board - Office# 217</p>	<p>Washington Beer Importers Summary Tax Report (LIQ 788)</p> <p>Report of importers showing beer purchased and sold in the state of Washington</p> <p>REV 1: Changed title and form number from "Beer Importers Report of Foreign Beer Purchased-LIQ 706-21" to current title and form number as per schedule 6/29/01.</p> <p>REV 2: Changed title to spell out Washington. Added "Of Washington" to the description - 12/3/08</p>	<p>99-05-59118 Rev.2</p>	<p>Fiscal Year</p>	<p>24 Months</p>	<p>48 Months</p>	<p>6 Years</p>	<p>Non-Archival OPR</p>
<p>Liquor Control Board - Office# 217</p>	<p>Washington Distributors Summary Tax Report (LIQ 775-779)</p> <p>Reports by distributors indicating receipt of beer and wine with tax computation and report of payment on beer received. Request for refund of beer and wine tax. Used by licensee to apply for credit on taxes on tax paid beer and wine shipped out of state, sold to military/ICC or destroyed, or freight damage claims.</p> <p>REV 1: Changed title by replacing "Importers" with "Distributors" as per schedule 3/18/99.</p> <p>REV 2: Change title from "Beer Distributors Report U.S. Produced Beer Received From Out of State (LIQ 705-21)" to current title as per schedule 6/29/01.</p> <p>REV 3: Changed title to add "Distributors Beer Tax Refund" and changed LIQ 706-20 to LIQ 755/779 since LIQ 706 is no longer used. Updated description to add "Used by licensee to apply for credit on taxes on tax paid beer shipped out of state, sold to military or destroyed" - 12/3/08</p> <p>REV 4: Changed title from "Beer Distributors Summary Tax Report of Foreign/US Produced Beer Purchased. Distributor Beer Tax Refund (LIQ 755/779)" to "Washington Distributors Summary Tax Report (LIQ 775-779)"; updated title from "Reports by distributors indicating receipt of beer with tax computation and report of payment on beer received.Used by licensee to apply for credit on taxes on tax paid beer shipped out of state, sold to military or destroyed" to "Reports by distributors indicating receipt of beer and wine with tax computation and report of payment on beer received. Request for refund of beer and wine tax. Used by licensee to apply for credit on taxes on tax paid beer and wine shipped out of state, sold to military/ICC or destroyed, or freight damage claims." - 07/09/09</p>	<p>98-01-58210 Rev.4</p>	<p>Fiscal Year</p>	<p>24 Months</p>	<p>48 Months</p>	<p>6 Years</p>	<p>Non-Archival OPR</p>

Liquor Control Board - Office# 217	<p>Washington Domestic Winery Summary Tax Report. Report of Sales to Washington Wine Distributors</p> <p>TITLE CONTINUED:... LIQ 774/777</p> <p>Consolidates reports by in-state winery indicating production, sales, tax computation, and reports of payments In state winery report of sales to in state distributors</p> <p>REV 1: Added "Domestic" to title as per schedule 9/4/92.</p> <p>REV 2: Increased retention period in office from 1 year to 2 years effective 9/97 as per schedule 10/13/97.</p> <p>REV 3: Title changed from "Domestic Winery Report of Sales and Taxes Paid" to "Report of Domestic Winery (LIQ 675-21)" effective 2/99 as per schedule 3/10/99.</p> <p>REV 4: Title and form number changed from "Report of Domestic Winery - LIQ 375-21" to present title as per schedule 6/29/01.</p> <p>REV 5: Changed title to add Report of Sales to Washington Wine Distributors and LIQ 774/777. Changed description to add "in state winery report of sales to in state distributors" - 12/3/08</p>	86-06-36877 Rev.5	FISCAL YEAR	24 Months	48 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 217	<p>Washington Wine Importer Summary Tax Report (LIQ 776)</p> <p>Consolidates reports by importers indicating purchases and sales. Computes taxes due on samples used by importers.</p> <p>REV 1: Retention period increased from 1 year to 2 years in office effective 9/97 as per schedule 10/13/97.</p> <p>REV 2: Revised title from "Importers Report of Wine Purchases" to "Washington Wine Importer Summary Tax Report (LIQ 776)" - 12/3/08</p>	92-12-51721 Rev.2	Fiscal Year	24 Months	48 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 217	<p>Wine Authorized Representative Certificate of Approval Holders Summary Tax Report - LIQ 318-20</p> <p>An authorized representative of United States and foreign produced wines reporting sales to Washington State distributors.</p> <p>REV 1: Change description to add Foreign wine - 07/09/09</p>	07-05-61514 Rev.1	Fiscal Year	24 Months	48 Months	6 Years	Non-Archival OPR

Liquor Control Board - Office# 217	<p>Wine Certificate of Approval Holder Summary Tax Report/Report of Sales to WA Retailers (LIQ 778-20/</p> <p>TITLE CONTINUED:.. (/778A)  Out of State US winery reports of shipments into Washington and report sales to in state retailers.  REV 1: Increased office retention from 1 year to 2 years effective 9/97 as per schedule 10/13/97.  REV 2: Change title from "Out-of-State Winery Report of Sales and Taxes Paid" to "Out-of-state Certificate of Approval Holder Report of Wine Sales/Samples into Washington (LIQ 681-21)" effective 2/99 as per schedule 3/10/99.  REV 3: Change title from "Out of State Certificate of Approval Holder Report of Wine Sales/Samples into Washington (LIQ 681-21)" to current title as per schedule 6/29/01.  REV 4: Changed title to add "Report of Sales to WA Retailers from Wine Certificate of Approval Holder (LIQ 778/778A)"  Revised description from "Consolidated reports by out-of-state wineries indicating production, sales tax computation, and reports of payments (LIQ 681-21)" to " Out of State US winery reports of shipments into Washington and report sales to in state retailers."-12/3/08  REV 5: Change title from "Wine Certificate of Approval Holder Summary Tax Report. Report of Sales to WA Retailers From Wine" to "Wine Certificate of Approval Holder Summary Tax Report/Report of Sales to WA Retailers (LIQ 778-20/778A); change description from "Consolidated reports out of state wineries indicating production, sales, tax computation, and reports of payments." to "Out of State US winery reports of shipments into Washington and report sales to in state retailers." - 07/09/09</p>	92-12-51719 Rev.5	FISCAL YEAR	24 Months	48 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 217	<p>WINE SHIPPER TO CONSUMER SUMMARY TAX REPORT - LIQ 870-20</p> <p>Out-of-state winery report of sales to in-state consumers.</p>	07-05-61512 Rev.0	Fiscal Year	24 Months	48 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 217	<p>Wine Statistics and Related Reports</p> <p>Provides record of wine production, receipt, sales, taxes and refunds.  REV 1: Retention period changed from 3/3/6 years to 2/4/6 years effective 9/97 as per schedule 10/13/97.  REV 2: Added Archival Designation; changed retention from 24/48/6 to 12/60/6 - 12/01/09 approved 01/06/10</p>	86-06-36879 Rev.2	Fiscal Year	12 Months	60 Months	6 Years	Archival OFM



Liquor Control Board - Office# 218	<p>Monthly Board &amp; Bailment Inventory &amp; Stock Control Records</p> <p>Provides file of monthly records concerned with balancing the warehouse inventory, including the physical inventory, book inventory, receiving report listing and adjustment.</p> <p>REV 1: Revised title from "MONTHLY WAREHOUSE INVENTORY AND STOCK CONTROL RECORDS" and changed classification from OPR as per schedule dated 7/13/92</p> <p>NOTE: This series was transferred from 212 to 218 as per schedule dated 8/8/96 (originally marked as REV 1, but in-house transfers are not considered a numbered revision)</p> <p>NOTE: Series transferred from Office #218 to #212 (Accounting/Merchandise Accounting) as per schedule dated 6/01/01 (originally marked as REV 1, but in-house transfers are not considered a numbered revision)</p>	86-06-36870 Rev.1	FISCAL YEAR	24 Months	48 Months	6 Years	Non-Archival OFM
Liquor Control Board - Office# 218	<p>Store, Agency, Warehouse Stock Status Reports</p> <p>Consolidates monthly data processing lists by brand code of inventory in bottles on hand at warehouse, stores and agencies and total.</p>	86-06-36871 Rev.0	FISCAL YEAR	24 Months	36 Months	5 Years	Non-Archival OFM
Liquor Control Board - Office# 218	<p>WAREHOUSE RECEIVING REPORTS</p> <p>Receiving report completed by warehouse to record for each purchase order the brand and quantity received.</p> <p>REV 1: Lowered total retention from 2/8/10 years to 1/0/1 as per schedule 8/21/85.</p> <p>REV 2: Increased retention from 1/0/1 year to 2/3/5 as per schedule 4/28/86 (Submitted on 8/8/96 schedule-no noted approval for the revision process.)</p> <p>NOTE: In-house transfer to Admin Srvs/Warehouse Inventory 11/15/93.</p>	71-03-01382 Rev.2	Fiscal Year	24 Months	36 Months	5 Years	Non-Archival OFM
Liquor Control Board - Office# 219	<p>BASIS FOR EMPLOYEE CONTRIBUTIONS V06</p> <p>Provides computer reports showing basis of employee contributions for OASI, medicare, retirement and medical aid/industrial insurance.</p> <p>REV 1: Adjust in-office retention from 6 to 2 years and records center retention from 0 to 4 years as per schedule 3/8/99.</p>	86-06-36833 Rev.1	CALENDAR YEAR	24 Months	48 Months	6 Years	Non-Archival OFM
Liquor Control Board - Office# 219	<p>DAILY ELIGIBILITY CHANGES D3010</p> <p>Provides alphabetical lists of agency employees with changes in insurance eligibility.</p>	86-06-36839 Rev.0	MONTHLY	6 Months	0 Months	0.5 Years	Non-Archival OFM

Liquor Control Board - Office# 219	EMPLOYMENT AND PAYROLL REPORT BY COUNTY  Agency copy of report filed with OFM and Employment Security listing the number of employees by county and payroll dollars. REV 1: Added cut-off as per schedule 1/21/97.	94-12-54785 Rev.0	Calendar Year	6 Months	0 Months	0.5 Years	Non-Archival OFM
Liquor Control Board - Office# 219	HOURLY EMPLOYEE R030113, HOURS BY UNIT R030111, R030112, R030145 (PHF)  Provides computer reports in unit and alphabetical order of hours worked to verify basis of employee payroll.	86-06-36835 Rev.0	CALENDAR YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 219	HOURLY EMPLOYEES PAY HOURS LIST, 12 MONTHS WORKED D2112  Provides computer reports in alphabetical order by employee showing regular, overtime, total and cumulative pay hours per pay period.	86-06-36834 Rev.0	CALENDAR YEAR	360 Months	0 Months	30 Years	Non-Archival OFM
Liquor Control Board - Office# 219	Monthly Computer Reports on OASI Excludable Hours, Dollars and Staff-Minutes  Provides computer record of hours of sick leave excludable from OASI.	86-06-36847 Rev.0	NONE DESIGNATED	24 Months	60 Months	7 Years	Non-Archival OFM
Liquor Control Board - Office# 219	Retirement Transmittal Files  Contains copies of information by month used to transmit monthly preminums to Department of Retirement Systems, including copies of payment advice transmittal, JVs, reconciliation reports, and adjustment notations. REV 1: Changed title from "Retirement Information Files" to "Retirement Transmittal Files" - 12/03/08	96-10-57119 Rev.1	Calendar Year	36 Months	0 Months	3 Years	Non-Archival OFM
Liquor Control Board - Office# 219	SEIB MONTHLY PAYMENT MATCH M3140  Provides alphabetical lists of agency employees showing insurance coverages, liabilities and payments.	86-06-36838 Rev.0	MONTHLY	6 Months	0 Months	0.5 Years	Non-Archival OFM
Liquor Control Board - Office# 220	Collective Bargaining Agreements  Provides documentation on agreements between labor and management pertaining to conditions at work. REV 1: Change retention from 36/36/6 to 24/48/6 - 11/17/08	77-03-18880 Rev.1	Termination of Contract	24 Months	48 Months	6 Years	Non-Archival OPR

Liquor Control Board - Office# 220	<p>Employment Insurance</p> <p>To provide Employment Security Department with requested wage information for former Liquor Control Board employees applying for unemployment insurance.</p> <p>REV 1: Removed the reference to State Form 257 Request for State employee wage information which is no longer used. Changed retention from 36/0/3 to 12/24/3 - 11/17/08</p>	84-07-34113 Rev.1	Calendar Year	12 Months	24 Months	3 Years	Non-Archival OFM
Liquor Control Board - Office# 220	<p>WISHA Record Keeping Requirements-OSHA Form 300</p> <p>To log all occupational injuries and illnesses of agency. NOTE: Adjusted retention from 7/0/7 yrs to 6/0/6 yrs per "Retention Period Adjustment for 'OPR' Records" memo dated 8/1/78</p> <p>REV 1: Transfer from Office 425 to Office 220. Change title from "WISHA Record Keeping Requirements-OSHA Form 200" to "WISHA Record Keeping Requirements-OSHA Form 300" - 11/17/08</p>	76-01-16446 Rev.1	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 232	<p>AGENCY CONTRACTUAL SERVICES CONTRACT</p> <p>Separate file established for each service contract a. original signed contract b. correspondence</p>	78-10-21190 Rev.0	FISCAL YEAR	24 Months	60 Months	7 Years	Non-Archival OPR
Liquor Control Board - Office# 232	<p>AGENCY CONTRATUAL PURCHASED SERVICES CONTRACT &amp; INTERAGENCY AGREEMENT</p> <p>Separate file established for each contract: A) Original Signed Contract; B) Correspondence; C) Copy of Payment document. REV 1: Changed title from "Agency Contractual Purchase Services Contract Description" to current title as per schedule 2/25/99.</p>	80-02-24320 Rev.1	TERMINAT ION OF CONTRAC T	24 Months	48 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 232	<p>ANNUAL REPORT OF OPERATINGS COSTS OF AUTOMOBILES AND IN-STATE POV REIMBURSEMENT</p> <p>Annual report required for submittal to OFM documenting Liquor Control Board automobile operating costs, amount of in-state private car mileage for which LCB employees are reimbursed: A)Fleet operating cost report (comuter run #G1102195-2); B)In-State private car mileage (computer run #G1202195-2); C)Work sheets; D)Annual Report of OFM, copy #2.</p>	80-02-24321 Rev.0	FISCAL YEAR	36 Months	0 Months	3 Years	Non-Archival OFM

Liquor Control Board - Office# 232	ANNUAL SUMMARY OF ALL PERSONEL SERVICES CONTRACTS SF 111 (copy 2)  To report to Office of Fianancial Management all Personal Service Contracts entered into for a fiscal year and their cost SF-111, copy. NOTE: THIS SUPERSEDES DAN 76-10-17654.	78-10-21189 Rev.0	FISCAL YEAR	24 Months	24 Months	4 Years	Non-Archival OFM
Liquor Control Board - Office# 232	BEER SALES  Record of sales by individual breweries and quantity of beer sold. REV 1: Total retention period has been increased from 4 years to 6 years effective 1/95 as per schedule 3/27/97.	91-09-48193 Rev.1	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Liquor Control Board - Office# 232	BOUND ORIGINAL BOARD MINUTES  Deliberations and decisions of Liquor Control Board and Board Orders (Copy 2) meetings. REV 1: Changed title from "BOARD MINUTES" with no revision number noted on schedule dated 6/28/1977. REV 2: Without revision number,changed description to delete "(record of all Board meetings)" replace with "and Board Orders." and changed retention from permanent to 5/45/50 yrs as per scheudle dated 4/28/1978. REV 3: Changed retention from 5/45/50 years (office/records center/total) 50/0/50years as per schedule in file dated 3/27/1997.	71-03-01387 Rev.3	FISCAL YEAR	600 Months	0 Months	50 Years	Archival OFM
Liquor Control Board - Office# 232	BUSINESS REPLY ACCOUNT LOG (Copy 2)  Maintain log of receipts, count and cost.	97-07-57815 Rev.0	Fiscal Year	60 Months	0 Months	5 Years	Non-Archival OFM
Liquor Control Board - Office# 232	CONSOLIDATED MAIL SERVICE (CMS) LOG - Copy 2  Maintain log of all metered outgoing mail, incoming USPS mail and campus mail. REV 1: Reduce retention from 5 years to 3 years as per schedule 2/29/00.	97-07-57814 Rev.1	FY	36 Months	0 Months	3 Years	Non-Archival OFM
Liquor Control Board - Office# 232	COPIES OF LEASES  For state liquor stores and for district enforcement offices, (includes summaries of all leases and correspondence, Copy 2). REV 1: Changed retention from 2/5/7 (office/records center/total) to 10/5/15 years as per schedule 3/27/97.	77-07-19638 Rev.1	TERMINAT ION OF LEASE	120 Months	60 Months	15 Years	Non-Archival OPR
Liquor Control Board - Office# 232	EXPENDITURE OF EQUIPMENT  To prepare Journal Voucher from Auth. to sell or exchange State Property to expend Equipment from L.B. Records.	76-10-17639 Rev.0	Fiscal Year	48 Months	36 Months	7 Years	Non-Archival OPR

Liquor Control Board - Office# 232	FIXED ASSET SYSTEM FOLDER  To document entry, assignment, transfer and disposal of Liquor Board inventoried, tagged items REV 1: Change cut off from "Fiscal" effective 5/99 as per schedule 2/25/99. NOTE: Transfer from office 235 to office 232 as per schedule 2/25/99.	76-10-17640 Rev.1	Until superseded	24 Months	48 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 232	LCB ASSET LISTING MICROFICHE  Microfiche listing of fixed assets by location showing description, date purchased, cost, equipment number, description. NOTE: "This supersedes DAN 76-10-17643 by the discontinuance of this Records Series in 12/78. Existing copies of these records will be retained for their established retention period before disposal" as per schedule 2/19/80.	76-10-17643 Rev.1	MONTHLY	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 232	License Directories, Supplements, Subscriptions and Receipts  Listings of all licensees issued various types of license each fiscal year and subscribers to distribution (includes retail, class H and manufacturers). Importers and wholesalers license directories and supplements (FY 1959-1964); licensees lists (FY 1936-1947); subscription cards and receipts (FY 1949-1969). NOTE: On schedule dated 4/28/1978: "Disposition Authority 77-7-19639 assigned 6/28/77 should have been 73-11-3208. Delete Authority 77-7-19639 from this record series" as per schedule 4/28/78. Archival designation also removed on schedule dated 4/28/1978. Original schedule dated 6/28/1977.	73-11-03208 Rev.0	None designated	0 Months	900 Months	75 Years	Non-Archival OPR
Liquor Control Board - Office# 232	LIQUOR CONTROL BOARD AUTOMOBILE ACCIDENT FILE  Files of reported accidents involving state owned cars.	74-12-08048 Rev.0	FISCAL YEAR	36 Months	0 Months	3 Years	Non-Archival OFM
Liquor Control Board - Office# 232	MAIL/MESSENGER DAILY LOG - TRIP SCHEDULE  Trips taken for the Board by the mail messenger.	97-07-57811 Rev.0	Fiscal Year	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 232	MAILING LISTS  To provide information, location to receipt of mail matter.	77-07-19641 Rev.0	UNTIL UPDATED	0 Months	0 Months	0 Years	Non-Archival OFM
Liquor Control Board - Office# 232	MICROFILMED BOARD MINUTES  Deliberations and decisions of Liquor Control Board and Board Orders. (Microfilm intended to serve as the off-site, essential records copy. Retention matches the OPR copy.)	00-MF-59944 Rev.0	Fiscal Year	0 Months	600 Months	50 Years	Non-Archival OFM

Liquor Control Board - Office# 232	<p>MONTHLY FIXED ASSET SYSTEM REPORTS</p> <p>Reports to reflect monthly transactions affecting fixed assets to update program (P0110). See schedule for complete list of forms and documents.</p> <p>REV 1: Reduce total retention from 6 years to 1 year and changed designation from OPR to OFM as per schedule 1/9/89.</p> <p>REV 2: Increase total retention from 1 year to 2 years as per schedule 2/25/99.</p> <p>NOTE: Transfer from office 235 to office 232 as per schedule 2/25/99.</p>	80-02-24318 Rev.2	MONTHLY	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 232	<p>MONTHLY REPORT OF USE OF AUTOMOBILES (LIQ 382-12)</p> <p>A monthly report of each automobile listing daily use of automobile mileage.</p>	79-08-23070 Rev.0	FISCAL YEAR	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 232	<p>POLICY STATEMENTS, OFFICIAL CORRESPONDENCE</p> <p>General documentation (minutes of meetings, agendas, dockets, regulations procedures, organizational charts, functional statements, narrative reports, reports of subalterns; news releases and news clippings.) See schedule for complete list of forms and documents.</p> <p>NOTE: Retention periods say 3/50/50 when it should be 3/50/53 (3 + 50 = 53 not 50).</p>	92-02-49843 Rev.0	FISCAL YEAR	36 Months	600 Months	53 Years	Archival OPR
Liquor Control Board - Office# 232	<p>POLICY STATEMENTS, OFFICIAL CORRESPONDENCE</p> <p>General documentation, dockets, regulations, procedures, functional statements, narrative reports and reports of subalterns. See schedule for complete list of forms and documents.</p>	97-07-57809 Rev.0	Until Superseded	600 Months	0 Months	50 Years	Archival OPR
Liquor Control Board - Office# 232	<p>POSTAGE METER RECEIPTS (Copy 2)</p> <p>To request warrant to replenish postage meter.</p>	97-07-57813 Rev.0	Fiscal Year	48 Months	0 Months	4 Years	Non-Archival OFM
Liquor Control Board - Office# 232	<p>REQUEST FOR LABELS/ENVELOPES LOG</p> <p>Daily log requests from LCB employees.</p>	97-07-57812 Rev.0	Fiscal Year	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 232	<p>REQUEST/AUTHORITY FOR USE OF PRIVATELY OWNED VEHICLE</p> <p>To document authority given for use of privately owned vehicle (attached to A-20).</p>	78-10-21188 Rev.0	FISCAL YEAR	12 Months	0 Months	1 Years	Non-Archival OFM

Liquor Control Board - Office# 232	REQUESTS FOR SUPPLIES 2128-15  Requests received from all Liquor Board stores, agencies and offices for supplies to be issued from stock or procurement.	76-10-17638 Rev.0	Calendar Year	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 232	SECURITY ALARM SYSTEMS  Contractual data relating to Fire/Security Alarm Systems Leased/Purchased from various companies statewide. Records include: A)Correspondence; B)Field Order A17-1 State Purchasing Division copy; C)Bid Proposals; D)Service & Maintenance Contracts.	76-10-17637 Rev.0	TERMINAT ION OF CONTRAC T	24 Months	48 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 232	Store and Field Office Physical Inventory Certification Sheet Folder  Transmitted to each Liquor Control Board location with computer printed fixed asset inventory listing. After physical verification of assets to inventory listing certification sheet signed and returned for filing in individual location folders to insure physical inventory completed annually. Form 298-15. Replaced Item 16 (DAN 76-10-17646) 7/1/75. THIS SUPERSEDES DAN 76-10-17647.	78-02-21187 Rev.0	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 232	SUMMARY OF BOARD ORDERS (Decisions)  WSLCB disposing of charges by licensees.	97-07-57810 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 232	WINE SALES  Record of wine sales by individual wineries and quantity of wine sold. REV 1: Increased total retention period from 4 years to 6 years effective 1/95 as per schedule 3/27/97.	91-09-48194 Rev.1	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Liquor Control Board - Office# 233	5-1/4" DISKS IN PERMANENT LIBRARY FOR BACKUP  Provides a centralized transcription and typing service as requested by all divisions of the Liquor Control Board to include routine dictation, reports, revisions of originally typed multiple addressed letters; in short, provides a "bank" of stored letters and/or paragraphs, reports and related data.	78-10-21186 Rev.0	UNTIL SUPERSE DED	0 Months	0 Months	0 Years	Non-Archival OFM
Liquor Control Board - Office# 233	MAGNETIC CARDS  Provides a "bank" of stored letters and/or paragraphs, reports and related data. See schedule for complete description.	77-06-19127 Rev.0	UNTIL SUPERSE DED	0 Months	0 Months	0 Years	Non-Archival OFM

Liquor Control Board - Office# 234	<p style="text-align: center;"><b>FORM FUNCTIONAL FILES</b></p> <p>Numeric, functional, history folders of forms combined, superseded and made obsolete; used for reference, redesign, cost data reports to management.</p> <p>REV 1: Reduce retention from PERM to 6 years and established cut off (effective 2/99) as per schedule 3/15/99.</p>	77-06-19125 Rev.1	FISCAL YEAR	24 Months	48 Months	6 Years	Non-Archival OFM
Liquor Control Board - Office# 234	<p style="text-align: center;"><b>UNNUMBERED PRINTING JOB FILE</b></p> <p>Alphabetical functional file folders of all material/data procured from State Printer on Printing Requisition, A-21, other than forms. See schedule for complete list of forms and documents.</p>	77-06-19124 Rev.0	None designated	36 Months	0 Months	3 Years	Non-Archival OFM
Liquor Control Board - Office# 300	<p style="text-align: center;"><b>Administrative Hearing Case Files</b></p> <p>All documents pertaining to Administrative Hearing Case Files of liquor violations or licensing matters which may include, Notice of Proposed Summary Suspension Forms (143-31, 269-31, 275-31, 300-31) Original; Request for Hearing Form (80-31) Acknowledge Request for Hearing Form (118-31; Transmittal Memo Forms (6-31, 427-31 &amp; 427-31, 327-31, 162-31); Notice of Hearing Forms (281-31, 236-31, 236A-31) Original; Subpoena Form (234-31) Original; Certificate of Gross Profit from Liquor Slaes Form (319-31) Original; Examiners Proposed Findings, Conclusions and Order Original; Notice to parties form (325-31, 326-31) Original; Final Order of the Board of Original Certificate of Destruction (129-31) Original; Final Orders, Initial Orders, Exhibits, Cassette recordings, and Administrative Record. NOTE: OPR memo changed retention to 6 years in accordancw with RCW 40.14</p> <p>REV 1: Transfer from Office 340 to Office 300. Changed title from "Hearing Case Files" to "Administrative Hearing Case Files", Changed retention from 24/48/6 to 12/60/6. Changed description to accurately reflect kinds of documents found in these files, rather than case files of liquor violations 09/18/08</p>	77-05-19028 Rev.1	Action on Claim Resolve	12 Months	60 Months	6 Years	Non-Archival OPR



Liquor Control Board - Office# 300	Administrative Hearing Records  Records documenting administrative hearings conducted by the Washington State Liquor Control Board. Includes but is not limited to, final orders of the Board and indexes to the hearings." REV 1: Lowered retention period from 50 years to 7 years as per schedule 3/27/97. REV 2: Change title from "DOCKET SHEET" to "Administrative Hearing Records"; change description from "Original: Ringbinders containing permanent record of hearing case files and disposition of each." to "Records documenting administrative hearings conducted by the Washington State Liquor Control Board. Includes but is not limited to, final orders of the Board and indexes to the hearings." - 08/12/09 approved 08/20/09	91-12-49510 Rev.2	Fiscal Year	84 Months	0 Months	7 Years	Archival OFM
Liquor Control Board - Office# 310	ALCOHOL PERMITS  Permits granted to purchase and use alcohol and liquor (not covered under retail and wholsale licenses). REV 1: Lowered retention period from 2/4/6 years to 2/0/2 years and removed Class/Application/Permit table from description as per schedule 3/20/89.	77-07-19613 Rev.1	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 310	BEER AND WINE DISTRIBUTOR APPOINTMENTS/CONTRACTS/MEMORANDUMS OF AGREEMENT  Approved appointments of Beer and Wine Distributors by Beer and Wine Suppliers.	03-12-60618 Rev.0	Fiscal Year	24 Months	48 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 310	DATA PROCESSING DOCUMENT (LIQ 271-32) COMPUTER RUN  Record all computer stored information and input record for key entry update (new and old). NOTE: "This supersedes DAN 77-7-19610 by the discontinuance of this records series in 12/85" as per schedule 3/20/89.	77-07-19610 Rev.0	UNTIL UPDATED	0 Months	0 Months	0 Years	Non-Archival OFM
Liquor Control Board - Office# 310	Identification Cards Applications SF 8950  Record of persons who applied for liquor control board identification cards for use in admittance to lic. premises.	71-08-01736 Rev.0	FISCAL YEAR	60 Months	24 Months	7 Years	Non-Archival OPR
Liquor Control Board - Office# 310	License Financial Statements  Bank records, source of funds and bank release forms pertaining to licensees or applications. REV 1: Increase the total retention from 6 years. Effective 5/96.	93-09-52932 Rev.1	When Received	0 Months	72 Months	6 Years	Non-Archival OFM

Liquor Control Board - Office# 310	<p style="text-align: center;">LICENSEE-APPLICANT FILE</p> <p>Record of all action pertaining to liquor license applications and issuances are scanned into a document imaging system. Paper copies to be destroyed after scanned and verified, imaged data security copy transferred to off-site storage.</p> <p>REV 1: Discontinuing the requirement to microfilm this series as per schedule 4/14/82.</p> <p>REV 2: Lowered total retention from 2/8/10 years to 2/4/6 years (also changed cut-off from Fiscal Year without noting in revision submitted for approval) as per schedule 3/20/89. (Also marked as REV 1)</p> <p>REV 3: Lowered retention from 2/4/6 years to 0/6/6 years as per schedule 2/10/94. (Marked as REV 2 on schedule)</p> <p>REV 4: Increased the total retention period from 0/6/6 years to 2/6/8 years as per schedule 5/14/96. (Marked as REV 3 on schedule)</p> <p>REV 5: changed description and changed location of other copies as per schedule 4/26/01.</p> <p>NOTE: 10/3/77 &amp; 8/1/78 changed description function/purpose without submitting revision for approval process.</p> <p>NOTE: 3/89 Changed from</p>	77-07-19608 Rev.5	Calendar Year	24 Months	72 Months	8 Years	Non-Archival OPR
Liquor Control Board - Office# 310	<p style="text-align: center;">LICENSEE-APPLICANT FILE (PURGEABLE)</p> <p>Record of all action pertaining to alterations, activities, violations, advertising, and supportive documentation. (See schedule for complete list of forms and documents)</p>	77-10-20081 Rev.0	FISCAL YEAR	24 Months	96 Months	10 Years	Non-Archival OFM
Liquor Control Board - Office# 310	<p style="text-align: center;">Mayor Notices/Approval on Renewals</p> <p>NOTE:The following records have been transferred from the Manufacturers, Importers and Wholesalers Division Office of Record No. 320 effective 1/93" as per schedule 5/14/96."</p>	93-05-54610 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 310	<p style="text-align: center;">PROVIDER APPLICATION AND CURRICULUM</p> <p>Application, curriculums and supporting documents authorizing to provide training as set for in RCW 66.20.320.</p> <p>REV 1: Reduce retention from 5/2/7 yrs to 4/2/6 yrs as per schedule 8/20/01.</p> <p>NOTE: In-house transfer from office #335 to office #310 as per schedule 8/20/01.</p>	97-07-57822 Rev.1	Until Superseded	48 Months	24 Months	6 Years	Non-Archival OPR

Liquor Control Board - Office# 310	Representative - Agents  Authority to represent out-of-state breweries, wineries, and distillers to the form. Forms: 286-32, 365-32, LIQ-204-32, LIQ-324-32 (same as for DAN 77-7-19611)	77-07-19612 Rev.0	FISCAL YEAR	24 Months	60 Months	7 Years	Non-Archival OPR
Liquor Control Board - Office# 310	REQUEST FOR PUBLIC RECORDS - SF 276  To request public information of Liquor Control Board. (Letters of transmittals, denials and related data.) REV 1: Transferred to Office 310, effective 3/99 as per schedule 3/24/99 REV 2: Transferred from office 120; changed designation from OPR to OFM; reduced retention period from 3/3/6 years to 1/0/1 years as per schedule 3/24/99. NOTE: series transferred to office 310, effective 3/99 (change made per conversation with rec. officer 4/14/99)	77-06-19081 Rev.2	CALENDAR YEAR	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 310	SPECIAL OCCASION LICENSEE FILES  Applications approval letter, license, sketches and correspondence.	89-04-44005 Rev.0	CALENDAR YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 310	SURETY BONDS  Surety bond for: Brewers; Wine Wholesaler; Domestic Winery; Certificate for Approval (Beer). NOTE: Transferred from office 330 effective 3/93 as per schedule 10/25/95.	77-07-19673 Rev.0	UNTIL CANCELLED	24 Months	48 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 310	TRAINER REGISTRATION  Application for individuals to be public tainers as authorized by RCW 66.20.300-350. REV 1: Change designation from OFM to OPR; change cut off from "2 yrs from Receipt" to "Date of Certification"; increase retention from 2/0/2 yrs to 4/2/6 yrs as per schedule 8/20/01. NOTE: In-house transfer from office #330 to office #310 as per schedule 8/13/01.	97-07-57821 Rev.1	Date of Certification	24 Months	48 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 310	Wine/Beer Certificate of Label Approval  Certificate for certified wine/beer (3 ring binders). REV 1: Increase retention from 0 years to 3 years and added "Licensee" to Location of Other Copies effective 1/5/00 as per schedule 1/6/00. NOTE: Originally scheduled in office #321 REV 2: Change cut-off from "Until Label Revised" to "Until Label Obsolete" to reflect that labels are not revised, but entirely new ones are created, making the old obsolete. Archival designation added 10/06/06	77-07-19669 Rev.2	Until Label Obsolete	3 Months	33 Months	3 Years	Archival OFM

Liquor Control Board - Office# 310 License	AFFIDAVITS OF LOST PERMITS  Permit holders who have lost their permits and request a replacement and pay a \$5 fee as provided by WAC 314-17-035(2).	01-09-60210 Rev.0	Fiscal Year	48 Months	24 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 310 License Div	PERMIT ORDER FORMS  As provided by WAC 314-17-075(2) - Authorized providers and trainers of certified programs may order Class 12 and Class 13 permit forms to issue to individuals who have successfully completed a server training program. A fee of \$10 per package.	01-09-60211 Rev.0	Date of Receipt	48 Months	24 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 310*	AGENTS APPLICATIONS AND LICENSES  Authority to represent instate breweries, wineries and distillers to the Board.  REV 1: Lowered total retention from 2/5/7 years to 2/4/6 years and changed cut-off from FY to CY as per schedule 3/20/89. REV 2: Reduce retention 2/4/6 yrs to 2/0/2 years and changed designation from OPR as per schedule 4/5/00. NOTE: Removed "LIQ 286-32; LIQ 365-32; LIQ 204-32 and LIQ 324-32" from description but wasn't marked as a revision in the title/description column; but there is "REV 1" written in the DAN column.	77-07-19611 Rev.2	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 322	SAMPLES FOR CHEMICAL ANALYSIS RECEIVING REPORT AND BILL OF LADING (FORM LIQ 54-12) COPY 4  Documentation of beer and wine samples to the University of Washington for analysis.	78-10-21149 Rev.0	Fiscal Year	48 Months	0 Months	4 Years	Non-Archival OFM
Liquor Control Board - Office# 322	WAREHOUSE/LABRATORY (ANALYTICAL) RECEIVING REPORT (FORM 462-42) COPY 4  Ddocumentation of beer and wine samples to the University of Washington for analysis. (Warehouse Emergency Bill of Lading, 218-45, Copy; Analytical Specimens & Supplies Receiving Report, 263-45, Copy.)	77-7-19666 Rev.0	Fiscal Year	48 Months	0 Months	4 Years	Non-Archival OFM

Liquor Control Board - Office# 330	Application & Banquet Permit (Form LIQ 158-33) (Copy)  Permits applicant to legally serve liquor at organized gatherings. REV 1: Changed classification from OPR and total retention from 7 years to 2 years as per schedule 1/26/79. REV 2: Changed classification from OFM and total retention from 2 years to 4 years as per schedule 4/3/80. REV 3: Decreased retention from 4 years to 1 year as per schedule 10/25/95. REV 4: Change retention from 12/0/1 to 24/0/2 - 12/03/08 REV 5: Change retention from 24/0/2 to 0/24/2 - 09/25/09 approved 09/30/09	77-07-19645 Rev.5	Fiscal Year	0 Months	24 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 330	CRIMINAL CASE FILES  Files of criminal cases worked by enforcement officers in district. See schedule for complete list of forms and documents. NOTE: Delete DAN 77-7-19700 from this series; assigned in error 6/77 as per schedule 6/8/79 NOTE: OPR memo from 6/8/79 reduced retention from 7 years to 6 years in accordance with RCW 40.14	77-07-19699 Rev.0	Case Disposition	72 Months	0 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 330	CRIMINAL CASE LOG  To assign control numbers to criminal cases.	95-12-56338 Rev.0	FISCAL YEAR	36 Months	0 Months	3 Years	Non-Archival OFM
Liquor Control Board - Office# 330	Criminal History Background Files  Background files on former employee's and considered but not hired Liquor Officers. REV 1: Changed description to reflect the agencies change in job title from Liquor Agents to Liquor Officers. Changed cut off from "Fiscal Year" to " Date of Non-Selection". Change retention from 36/36/6 to 12/60/6 - 10/08/08	02-06-60367 Rev.1	Date of Non-Selection	12 Months	60 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 330	FINGERPRINT APPLICANTS FORM FD-258 (US Government Form)  All print requests initiated by headquarters. Maintain a copy file to ensure receipt of information requested from Federal Bureau of Investigation.	77-07-19492 Rev.0	Until received from FBI	36 Months	0 Months	3 Years	Non-Archival OFM
Liquor Control Board - Office# 330	Firearms Qualifications  Officer qualifications log showing if an officer met or did not meet the qualifications criteria. Includes a tracking report showing how standards were or were not met - 10/09/08	08-12-61936 Rev.0	Calendar Year	84 Months	0 Months	7 Years	Non-Archival OFM

Liquor Control Board - Office# 330	General Orders of Policy - Tracking Logs  The tracking log which shows which employees have read and agreed to which policies. May include a full listing of agency and division policies - 10/09/08	08-12-61933 Rev.0	Calendar Year	36 Months	36 Months	6 Years	Non-Archival OFM
Liquor Control Board - Office# 330	Investigations  Internal law enforcement officers record of investigations which enforcement employees have conducted. May include internal investigations for disciplinary action - 10/09/08	08-12-61934 Rev.0	Case Closed	12 Months	48 Months	5 Years	Non-Archival OFM
Liquor Control Board - Office# 330	Officer Notebook (Form LIQ 588-61)  Daily log of current and former enforcement officer work activity. REV 2: Increased retention period from 3 years to 7 years as per schedule 10/22/95. REV 3: Change title from "Agent's Notebook" To "Officer Notebook" Change retention from 84/0/7 to 12/72/7. Added the words current and former and deleted office 335 - 10/09/08 REV 4: Change retention from 12/72/7 to 0/84/7 - 06/22/09	77-07-19653 Rev.4	Fiscal Year	0 Months	84 Months	7 Years	Non-Archival OPR
Liquor Control Board - Office# 330	Officer's Weekly Summary Report Form (LIQ 589-61 Copy)  Weekly statistical recap of enforcement officer's activities. REV 1: Title change by replacing "Officer's" to "Agent's" as per schedule 7/17/91. REV 2: Changed Title from "Agent's Weekly Summary Report Form (LIQ 589-61)(Copy)" to "Officer's Weekly Summary Report Form (LIQ 589-61 Copy)", Changed cut off from "Fiscal Year" to "Calendar Year". Changed retention from 36/0/3 to 12/60/6 - 10/8/08	77-07-19654 Rev.2	Calendar Year	12 Months	60 Months	6 Years	Non-Archival OFM
Liquor Control Board - Office# 330	PROPERTY RELEASE FILES  Documentation to reflect release and/or destruction of evidence.	91-09-48202 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Liquor Control Board - Office# 330	RELEASE AND WAIVER OF CIVIL CLAIMS (LIQ 545-61)  Releases the Board, the state and enforcement officers from liability by a passenger accompanying Enforcement Officers as an observer.	88-09-42858 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 330	REPORT OF COMPLAINT (FORM LIQ 238-33)  To record complaints from citizens and law enforcement agencies.	91-09-48200 Rev.0	FISCAL YEAR	36 Months	0 Months	3 Years	Non-Archival OFM

Liquor Control Board - Office# 330	REQUEST FOR REVIEW OF REFUSAL TO MODIFY RECORD (LIQ 500-61)  Form which is specifically required by statute, is used to request administrative review by the Board of a refusal to modify a criminal record generated by Enforcement.	79-05-49219 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 330	SPECIAL ASSIGNMENT INVESTIGATION FILE (LICENSED PREMISES) (COPY)  Reports detailing special investigation of complaints on licensed premises referred by other agencies and/or the general public.	77-07-19704 Rev.0	FISCAL YEAR	36 Months	0 Months	3 Years	Non-Archival OFM
Liquor Control Board - Office# 330	Tobacco Investigation File  Case documentation of a tobacco investigation. May include Officer statements and investigation reports as backup documentation in making the case. This information is used to determine if probable cause exists - 10/09/08	09-01-61910 Rev.0	Case Closed	12 Months	108 Months	10 Years	Non-Archival OFM
Liquor Control Board - Office# 330	Use of Force Incident Reports  Documentation related to an officers involvement in use of force. These reports are used to review and determine if the officer has violated his or her use of force - 10/09/08	08-12-61935 Rev.0	Calendar Year	84 Months	0 Months	7 Years	Non-Archival OFM
Liquor Control Board - Office# 330	Voided Criminal Infraction/Citation Log  Provides a record of voided infractions/citations which include the infraction/citation number, date, reason for void, troopers name and badge number. May include civil tobacco violations - 10/09/08	08-12-61932 Rev.0	Calendar Year	48 Months	24 Months	6 Years	Non-Archival OFM
Liquor Control Board - Office# 330	Voided Tickets  Provides a record of voided citations, infractions, and tobacco Administrative Violation Notices (AVNs) - 10/09/08	08-12-61931 Rev.0	Calendar Year	48 Months	72 Months	10 Years	Non-Archival OFM
Liquor Control Board - Office# 330	WASHINGTON UNIFORM CRIMINAL CITATIONS (LIQ 497-61)  Copies of criminal citations.	95-12-56342 Rev.0	Fiscal Year	36 Months	36 Months	6 Years	Non-Archival OPR

<p>Liquor Control Board - Office# 330/310</p>	<p>Mandatory Server Training Administrative Violation Notices</p> <p>Record of violations against servers including notices of Board actions, final orders and other supporting documents.</p> <p>REV 1: Changed cut-off from "5 years" to "5 years from date of receipts" as per schedule 2/6/98.</p> <p>REV 2: Removed "5 years from" from cut-off and increased retention period from 2/3/5 years to 2/4/6 years as per schedule 8/13/01.</p> <p>NOTE: In-house transfer from office #335 to office #310 as per schedule 8/20/01.</p> <p>REV 3: Change retention from 24/48/6 to 0/72/6 - 06/22/09</p>	<p>97-07-57823 Rev.3</p>	<p>Date of receipt</p>	<p>0 Months</p>	<p>72 Months</p>	<p>6 Years</p>	<p>Non-Archival OPR</p>
<p>Liquor Control Board - Office# 330/335</p>	<p>Administrative Violation Notices (AVN's)</p> <p>Copy - Record of tobacco violations issued to licensees.</p> <p>REV 1: Changed retention period from 2/4/6 years to 3/0/3 years as per schedule 5/5/97</p> <p>REV 2: Transferred from office 330 effective 10/03 as per schedule 10/20/03</p> <p>NOTE: Currently in Office 335</p> <p>REV 3: Changed title from "Tobacco Administrative Violation Notices" to "Administrative Violation Notices (AVN's)" to reflect this DAN encompasses all types of AVN's. Adding office number 330. Change retention from 24/4/6 to 3/69/6. Change cut-off from "fiscal year" to "case closed" - 10/09/08</p>	<p>95-12-56341 Rev.3</p>	<p>Case Closed</p>	<p>3 Months</p>	<p>69 Months</p>	<p>6 Years</p>	<p>Non-Archival OPR</p>
<p>Liquor Control Board - Office# 330/335</p>	<p>Washington Uniform Criminal/Infraction Citation (Ticket Book Receipt)</p> <p>Criminal/infraction ticket book receipts maintain accountability for blank ticket books issued to officers as required by law.</p> <p>REV 1: Series have been transferred from Enforcement Headquarters Office 330; combining DAN's 77-07-19494 and 95-12-56532, discontinuing 77-07-19494; added "criminal" to title as per schedule 10/04/00.</p> <p>NOTE: Office number changed to 335 effective 10/00 as per schedule 10/04/00.</p> <p>REV 2: Change retention from 36/36/6 to 0/72/6 - 06/22/09</p>	<p>95-12-56352 Rev.2</p>	<p>Fiscal Year</p>	<p>0 Months</p>	<p>72 Months</p>	<p>6 Years</p>	<p>Non-Archival OPR</p>
<p>Liquor Control Board - Office# 330/337/338</p>	<p>Arrest Ticket Log</p> <p>Log listing person assigned infraction, or citation. Log acts as the ticket system for criminal/citation infraction books - 10/08/08</p>	<p>08-12-61927 Rev.1</p>	<p>Calendar Year</p>	<p>24 Months</p>	<p>48 Months</p>	<p>6 Years</p>	<p>Non-Archival OPR</p>



Liquor Control Board - Office# 330/337/338	Case File  All case files including investigatory information developed to sustain probable cause charges for criminal action - 10/08/08	08-12-61928 Rev.1	Case Closed of Statute of Limitations	84 Months	0 Months	7 Years	Archival OPR
Liquor Control Board - Office# 330/337/338	Criminal History Inquiries  Teletype inquiries for criminal history information for purposes of criminal investigation, licensing and employment. NOTE: Adding series to office 337 as per schedule 10/05/00. REV 1: Change retention from 24/0/2 to 36/36/3 - 10/09/08 REV 2: Change retention from 36/36/6 to 0/72/6 - 06/22/09	79-01-21888 Rev.2	When Action Completed	0 Months	72 Months	6 Years	Non-Archival OFM
Liquor Control Board - Office# 330/337/338	Investigations  Records of investigations conducted by LCB for contraband cigarette sales and smuggling. NOTE: Removed the word "copy" as each office does its own investigations per agency as per schedule 10/05/00. REV 1: Change retention from 24/48/6 to 24/60/7 -10/09/08 REV 2: Change retention from 24/60/7 to 0/84/7 - 06/22/09	00-12-59971 Rev.1	Until Case Closed	0 Months	84 Months	7 Years	Archival OPR
Liquor Control Board - Office# 330/337/338	Officer Information Files  Records of case reports and notes which are not included in a felony case file. May include detailed surveillance observation reports - 10/08/08	08-12-61930 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 330/337/338	Vehicle Inspection  Detailed information regarding the vehicle seizure inspection prior to confiscation. Includes list of damages, and a complete inventory of items found in vehicle - 10/08/08	08-12-61929 Rev.0	Calendar Year	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 335	Arrest Summary Record  Use of form will eliminate the filing and maintaining of citations in headquarters and will reduce greatly the duplication of work in each field office. This form will also provide as required by procedures manual, a system of verifying the existence of an arrest record of an individual any place in the state generated by this agency. NOTE: Transfer from Office 330 to Office 335 - 10/09/08 REV 1: Change retention from 72/0/6 to 0/72/6 - 06/22/09	88-09-42859 Rev.1	Fiscal Year	0 Months	72 Months	6 Years	Non-Archival OFM

<p>Liquor Control Board - Office# 335</p>	<p style="text-align: center;">Complaints</p> <p>To record follow-up and report complaints received regarding liquor law violations. A) LIQ 238-33, Report of Complaint B) LIQ 496-33, Complaint Log Sheet. If this turns into a violation it moves into Administrative Violation Notices (AVN's) DAN 95-12-56341 NOTE: Transfer to individual District Enforcement Offices in 7/79 as per schedule 8/25/88. REV 1: Updated description to reflect how these files are kept if the complaint turns into a violation by adding last sentence "If this turns into a violation it moves into Administrative Violation Notices (AVN's) DAN 95-12-56341". Transfer from Office 330 to 335, change cut off from Fiscal Year to Date of occurrence. Change retention from 12/0/1 to 12/24/3 - 10/08/08 REV 2: Change retention from 12/24/3 to 0/36/3 - 06/22/09</p>	<p>79-05-22447 Rev.2</p>	<p>Date of Occurance</p>	<p>0 Months</p>	<p>36 Months</p>	<p>3 Years</p>	<p>Non-Archival OFM</p>
<p>Liquor Control Board - Office# 335</p>	<p style="text-align: center;">Criminal Case Files</p> <p>Summary of criminal case records. NOTE: Transfer From office 330/337 to Office 335/337/330 - 10/09/08</p>	<p>77-07-19488 Rev.0</p>	<p>Action on Claim Resolved</p>	<p>36 Months</p>	<p>0 Months</p>	<p>3 Years</p>	<p>Non-Archival OFM</p>
<p>Liquor Control Board - Office# 335</p>	<p style="text-align: center;">Discontinued Business Licensee File</p> <p>Licensees who have discontinued business - Contains assumptions, DAR's, change of location and other activity requested by licensee &amp; approved by Board. REV 1: Changed retention from 24/0/2 to 12/24/3. Changed cut off from "None Designated" to "Date of Action" - 10/8/08 REV 2: Change retention from 12/24/3 to 0/36/3 - 06/22/09</p>	<p>95-12-56347 Rev.2</p>	<p>Date of Action</p>	<p>0 Months</p>	<p>36 Months</p>	<p>3 Years</p>	<p>Non-Archival OFM</p>
<p>Liquor Control Board - Office# 335</p>	<p style="text-align: center;">Licensee Active/Inactive File</p> <p>File includes licensee suspension reports, complaints, renewals, alteration requests/approvals, annual inspection checklists and AVNs (copy) REV 1: Added copy to description. Changed retention from 36/0/3 to 12/24/3. Changed cut off from "Fiscal Year" to "Termination of Licensee" - 10/08/08 REV 2: Change retention from 12/24/3 to 0/36/3 - 06/22/09</p>	<p>00-12-59968 Rev.2</p>	<p>Termination of Licensee</p>	<p>0 Months</p>	<p>36 Months</p>	<p>3 Years</p>	<p>Non-Archival OFM</p>
<p>Liquor Control Board - Office# 335</p>	<p style="text-align: center;">Monthly DWI/WSP Data Sheets(Copy)</p> <p>Record of tobacco violations issued to licensees. NOTE: In-house transfer from office #330 to #335 effective 9/95 as per schedule 4/29/97. REV 1: Change retention from 24/0/2 to 0/24/2 - 06/22/09</p>	<p>95-12-56345 Rev.1</p>	<p>Fiscal Year</p>	<p>0 Months</p>	<p>24 Months</p>	<p>2 Years</p>	<p>Non-Archival OFM</p>

Liquor Control Board - Office# 335	Special Occassion File  Record of actions pertaining to special occasion liquor licensee applications and renewals - Field copy. REV 1: Added "field copy" to end of description and transferred to Office 335 from 330 - 10/08/08 REV 2: Change retention from 12/0/1 to 1/12/1 - 06/22/09	77-07-19655 Rev.2	Fiscal Year	0 Months	12 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 335	Tobacco Administrative Violation Notice (LIQ 297-61)  Record of tobacco violations issued to licensees. REV 1: Changed cut off from Fiscal Year to Case Closed. Transfer from Office 330 to 330/335 - 10/08/08	95-12-56350 Rev.1	Case Closed	24 Months	48 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 337	Cigarette Assessment  Assessments issued due to seizures of contraband cigarettes. REV 1: Change retention from 36/36/6 to 0/72/6 - 06/22/09	00-12-59972 Rev.1	Fiscal Year	0 Months	72 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 337	Pre-Notification of Unstamped Cigarette Shipment (LIQ 662) (Copy)  Used to notify the LCB of shipments of untaxes, unstamped cigarettes coming into or leaving the state. REV 1: Change retention from 72/0/6 to 0/72/6 -06/22/09	00-12-59969 Rev.1	Fiscal Year	0 Months	72 Months	6 Years	Non-Archival OFM
Liquor Control Board - Office# 337/Dept. of Rev*	Schedule C'S (Copy) (Form REV 82 2103-1)  Reports filed by out-of-state cigarette wholesalers of incoming cigarette shipments. Also, reports filed by in-state wholesalers for exempt Native Americans of interstate sales. REV 1: Change retention from 60/0/5 to 0/60/5 - 06/22/09	00-12-59970 Rev.1	Fiscal Year	0 Months	60 Months	5 Years	Non-Archival OFM
Liquor Control Board - Office# 410	13 MONTH CASE SALES BY BRAND (B8008195-2)  Computer printout of sales by brand for all items carried over a 13 month period.	77-07-19604 Rev.0	UNTIL UPDATED	0 Months	0 Months	0 Years	Non-Archival OFM
Liquor Control Board - Office# 410	Alcohol Purchase Order File (Copy 1)  Report of ethyl alcohol ordered, permit, invoice, and correspondence. REV 1: Change retention from 36/0/3 to 12/24/3 after end of fiscal year - 07/18/08	78-10-21094 Rev.1	Fiscal Year	12 Months	24 Months	3 Years	Non-Archival OFM
Liquor Control Board - Office# 410	Application for Agent's License  Agent application showing address and respective company. NOTE: The Financial Department, Office 210, now keeps these records - 07/18/08	77-07-49220 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM

Liquor Control Board - Office# 410	CONFISCATED LIQUOR  Records of purchases of confiscated liquor	91-09-49205 Rev.0	CALENDAR YEAR	36 Months	36 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 410	DAILY WAREHOUSE RECEIPT SUMMARY  Record of receipt of goods by Distribution Center. REV 1: Increase office retention from 1 year effective 1/95 (approved 11/95) as per schedule 1/29/98.	91-09-49206 Rev.1	CALENDAR YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 410	Discount/Post Off File  Information documenting discounts received from suppliers and passed to public. REV 1: Reduced retention from 7 years to 3 years and changed designation from OPR as per schedule 9/15/00. REV 2: This record will now also contain DAN 77-07-19600. Changing retention to 3 yrs in office, 3 yrs in records center (36/36/6) after end of fiscal year - 07/18/08 REV 3: Change retention from 36/36/6 to 36/0/3 - 01/08/10 approved 02/03/10	77-07-47613 Rev.3	Fiscal Year	36 Months	0 Months	3 Years	Non-Archival OFM
Liquor Control Board - Office# 410	LIQUOR PURCHASE ORDER/INVOICE  Payment document for goods withdrawn from Bailment Warehouse. REV 1: Increase total retention from 2 years to 3 years effective 9/95 as per schedule 1/29/98.	77-07-49229 Rev.1	FISCAL YEAR	36 Months	0 Months	3 Years	Non-Archival OFM
Liquor Control Board - Office# 410	LIQUOR PURCHASING CORRESPONDENCE  Provides documentation pertaining to the operation of the office.	95-12-56258 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 410	LIQUOR VENDOR'S PRICE QUOTATIONS (Special Orders)  Vendor form required for special order for customer (3-ring binders).	77-07-49227 Rev.0	UNTIL UPDATED	0 Months	0 Months	0 Years	Non-Archival OFM
Liquor Control Board - Office# 410	Monthly Inventory Status in Cases by Brand (B8808195-2)  Monthly inventory carried in Distribution Center, stores & Agencies and liquor sales. REV 1: Increased retention from 0/0/0 to 12/0/1, changed cut off to "Until Superseded" - 07/18/08	77-07-19605 Rev.1	Until Superseded	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 410	Official Retail Liquor Price List  List of all alcoholic beverages carried by Board in code sequence (size, price and proof). REV 1: Change retention from 360/540/75 to 120/480/50 after end of fiscal year - 07/18/08	77-07-49224 Rev.1	Fiscal Year	120 Months	480 Months	50 Years	Non-Archival OFM

Liquor Control Board - Office# 410	Permanent Liquor Listing Record Card  Permanent reference of all current and previously carried alcoholic beverages listed by the Board. REV 1: Change office retention from 900/0/75 to 120/480/50 after and of fiscal year - 07/18/08	77-07-49221 Rev.1	Fiscal Year	120 Months	480 Months	50 Years	Non-Archival OPR
Liquor Control Board - Office# 410	PURCHASE ORDER FILE (REGULAR)  Order required for regular orders of alcoholic beverages, scratch sheets, invoices, correspondence copies. (Copy 1)	78-10-21095 Rev.0	FISCAL YEAR	36 Months	0 Months	3 Years	Non-Archival OFM
Liquor Control Board - Office# 410	RECOMMENDED BAILMENT STOCK REPLENISHMENT REPORT  Computer generated summary of SR's - Same as PO register.	77-07-49228 Rev.0	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 410	Special Order Requests/Invoice  Customer form and invoice to obtain alcoholic beverages not carried by the Board and to record sales for special offer. Correspondence may be attached. REV 1: This record will now also contain DAN 77-07-19599 and 78-10-21096. Retention changed from 24/0/2 to 12/24/3 after end of fiscal year - 07/18/08. REV 2: Changed the word "records" above to "record" - 09/16/08	71-05-01575 Rev.2	Fiscal Year	12 Months	24 Months	3 Years	Non-Archival OFM
Liquor Control Board - Office# 410	Supplier Correspondence File  Reference documents supporting purchasing function. REV 1: NO HARD COPY OF THIS REVISION ON HARD COPY IN FILE - Description changed from "General Correspondence and information to document supplier transactions" effective sometime after 1977. Changed retention period from 2/0/2 years to 2/4/6 years as per schedule 1/29/98. REV 2: Changed retention period from 7 years to 4/0/4 years as per schedule 9/15/00. Previous schedule was 2/4/6, no mention of 7 years REV 3: Change retention from 48/0/4 to 24/24/4 after end of fiscal year - 07/18/08	71-03-01544 Rev.3	After Superseded	24 Months	24 Months	4 Years	Non-Archival OFM

Liquor Control Board - Office# 420	SECURITY REPORTS (S & A) (COPY)  Documentation of security activities of S&A outlets (shoplifting; burglaries/robberies; vandalism; bad checks) REV 1: Transfer of custody of this portion of the records from this office to Accounting, Financial Division in July 1978 as per schedule 2/1/80. REV 2: Designation changed from OPR and lowered retention from 7 years to 1 year as per schedule 7/29/91.	77-07-19663 Rev.2	ACTION ON CLAIM RESOLVE D	84 Months	0 Months	7 Years	Non-Archival OFM
Liquor Control Board - Office# 420	SHOPPING SERVICE PERSONNEL  Personnel information and payroll information, individual employee files pertaining to internal security operations of stores.	77-07-19665 Rev.0	CALENDAR YEAR	36 Months	0 Months	3 Years	Non-Archival OFM
Liquor Control Board - Office# 420	STORE LEASE NEGOTIATION MATERIAL (ORIGINAL)  Documentation pertaining to lease negotiations for establishing and operating state liquor stores (proposals; blue prints/floor plans; site drawings/diagrams).	77-07-19662 Rev.0	TERMINAT ION OF LEASE	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 420	SURVEILLANCE CAMERA FILM  Used for security purposes at problem stores to check internal security and at those stores subject to numerous robberies/burglaries.	77-07-19664 Rev.0	Until problem/ca se resolved	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 424	ACCIDENT REPORT FORM (LIQ 222-14) (Copy 2)  To record circumstances concerning accident of employee in performance of duty. REV 1: Lowered retention period from 5 years to 2 years as per schedule 3/30/89.	76-01-16502 Rev.1	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 424	Agreement for Acceptance by the Board of Personal Checks in Payment for Liquor and Waiver of Hearing  TITLE CONTINUED: ... (LIQ 426) Allows class H licensees to purchase liquor with personal or business check without a letter of credit from their bank. REV 1: Add (LIQ 426) to title, transfer from Office 231 to Office 424 - 12/03/08	97-12-58198 Rev.1	Terminatin of Agreement	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 424	ANNUAL BOTTLE SALES REPORT (C-50-2) (COPY)  Computer printed annual bottle sales by brand code by month used for ordering purpose.	76-01-16470 Rev.0	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 424	AUDIT REPORT (forms 442A-12 thru 442D-12) & INVENTORY RECONCILIATION FORM (442-12) (COPY)  Prepared by LCB Auditor to record results of audit of store.	76-01-16487 Rev.0	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM

Liquor Control Board - Office# 424	B-SALES TICKET BOOKS (LIQ 175-12)  To record sales; utilized by Self Service outlets when customer requests a detail purchase receipt.	76-01-16455 Rev.0	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 424	Baled Carton Pickup Ticket, Form 68-15, Copy  Record number of bales of cartons picked up by salvage contractor.	76-01-16508 Rev.0	QUARTER LY	6 Months	0 Months	0.5 Years	Non-Archival OFM
Liquor Control Board - Office# 424	BANQUET PERMIT RECORD (LIQ 64-12)  To record banquet permits issued, permit No., date, LIQ 158-33. REV 1: Lowered the retention period from 5 years to 2 years as per schedule 3/30/89. REV 2: Change retention from 24/0/2 to 0/24/2 - 09/25/09 approved 09/30/09	76-01-16483 Rev.2	FISCAL YEAR	0 Months	24 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 424	BILL OF LADING, COPY  Computer printed list by brand code, quantity, value carrier covering all deliveries to stores from Warehouse.	76-01-16471 Rev.0	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 424	CASHIER & STORE BALANCING REPORT (LIQ 68-12)  Used by stores to summarize daily sales transactions for each store employee, Class H and military sales. REV 1: Lowered retention period from 7 years to 2 years as per schedule 3/20/1980. NOTE: On schedule 3/30/89 there is another REV 1 for lowering the retention period from 7 years to 6 years.	76-01-16461 Rev.1	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 424	CHECK CASHING I.D. RECORD (LIQ 160-44)  To record I.D. numbers used to cash customer's checks for retail purchases.	76-01-16517 Rev.0	UNTIL UPDATED	0 Months	0 Months	0 Years	Non-Archival OFM

Liquor Control Board - Office# 424	<p>Claims and Damaged Merchandise</p> <p>Store claim form requesting product credit for products that were damaged in transit or by a customer as well as a listing of approved claims awaiting destruction.</p> <p>REV 1: Changed title from "DAMAGED MERCHANDISE (LIQ 174-12) (COPY 2)" to "Claims and Damaged Merchandise" to include both forms used in the process. Revised description from "To record all claims for damage or shortage in store." to "Store claim form requesting product credit for products that were damaged in transit or by a customer as well as a listing of approved claims awaiting destruction." in order to clarify the entire process. Change retention from 24/0/2 to 12/60/6 - 02/25/09</p> <p>REV 2: Change retention from 12/60/6 to 0/72/6 - 09/25/09 approved 09/30/09</p>	76-01-16477 Rev.2	Fiscal Year	0 Months	72 Months	6 Years	Non-Archival OFM
Liquor Control Board - Office# 424	<p>Contract Store Files</p> <p>Store contracts, appointing manager documentation, resignations, and disciplinary actions for contract liquor stores. May contain casual labor form, position descriptions, payroll forms, planning schedules, and transfer from State employee manager to contracted Manager - 12/5/08</p>	09-04-61987 Rev.0	Store Closure	24 Months	48 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 424	<p>Daily Journal of Operations</p> <p>To record sales, permits, cash over/short, change withheld and returned, bank deposit, claims, breakage price change, transfer shipment, stock on hand.</p> <p>REV 1: Lowered total retention from 6 years to 2 years effective 3/92 as per schedule 4/23/92</p> <p>REV 2: Removed (LIQ 223-21) from title since often times the Daily Journal of Operations is completed on standard bar paper, not a numbered form. Transfer from office 425 to 424 - 11/20/08</p>	76-01-16421 Rev.2	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 424	<p>EQUIPMENT RECORD CARD (LIQ 414-12) (Copy 2)</p> <p>Record card prepared by OS Supply for each equipment item. NOTE: Retention period says "Destroy when equipment disposed and expended"</p>	76-01-16507 Rev.0	Last piece of equipment removed from inventory	0 Months	0 Months	0 Years	Non-Archival OFM
Liquor Control Board - Office# 424	<p>EQUIPMENT TRANSFER (COPY 3) (COPY 2) (LIQ 413-12)</p> <p>To transfer and receive equipment between Liquor Board division office, stores and distribution center.</p>	76-01-16506 Rev.0	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM



Liquor Control Board - Office# 424	INVENTORY CARD (LIQ 207-12)  Used to maintain manual perpetual inventory of each brand code.	77-07-19661 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 424	LICENSEES & MILITARY SALES SLIP RECORD (LIQ 518-12)  To record LIQ 24-12 (Sales to Licensees: DAN 76-1-16457)	76-01-16466 Rev.0	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 424	LIQUOR REQUISITION AND INVENTORY (LIQ 348-12) (COPY)  Prepared to requisition and inventory liquor stock items not listed in catalog. (Inventory and Requisition Summary: DAN 76-1-16469)  NOTE: Discontinued in 1/80 as per schedule 3/30/89.	77-07-19660 Rev.0	DAILY	0 Months	0 Months	0 Years	Non-Archival OFM
Liquor Control Board - Office# 424	Merchandise Bulletins  Issued by Purchasing Division to cover new items, close outs, merchandise sequences, Christmas specials, etc. REV 1: Reduced retention from 2 years to 1 month as per schedule 3/18/99 REV 2: Updated title to remove (Copy), change retention from 1/0/0 to 24/0/2. Archival status added - 12/3/08	76-01-16520 Rev.2	Fiscal Year	24 Months	0 Months	2 Years	Archival OFM
Liquor Control Board - Office# 424	PART-TIME AVAILABILITY FOR WORK CARD (LIQ 114-44)  Used by part-time employees who want to work additional hours as needed, on call, etc.	76-01-16501 Rev.0	Until employee not available	0 Months	0 Months	0 Years	Non-Archival OFM
Liquor Control Board - Office# 424	RECEIPT FOR PETTY CASH EXPENDED (LIQ 415-12) (COPY 2)  Prepared for each petty cash payment to itemize expenditure. Attached to Petty Cash fund Disbursement: DAN 76-1-16480	76-01-16481 Rev.0	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 424	REPORT OF COUNSELING (LIQ 329-44) (Copy)  Recommend disciplinary action.	76-01-16496 Rev.0	Until action resolved	0 Months	0 Months	0 Years	Non-Archival OFM
Liquor Control Board - Office# 424	REQUISITION FOR SUPPLIES (LIQ 90-12) (Copy 2)  To request supplies, equipment and services from Seattle DC stock, Olympia stock, contract or buy out.	76-01-16505 Rev.0	UNTIL ORDER RECEIVED	0 Months	0 Months	0 Years	Non-Archival OFM

Liquor Control Board - Office# 424	Sales to Licensees & Military Form (LIQ 24-21) (Original)  To record all sales to licensees, military, alcohol and wine. REV 1: Series now holds the most important copy effective 3/92 as per schedule 4/23/92  REV 2: Retention period changed from 6/0/6 years (office/records center/total) to 2/4/6 years as per schedule 2/21/97.  REV 3: Change retention from 24/48/6 to 0/72/6 - 09/25/09 approved 09/30/09  NOTE: Transfer from Office 425 to 424 - 11/20/08	76-01-16422 Rev.3	Fiscal Year	0 Months	72 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 424	SHOPLIFTING FORM 495 A-44 (Copy)  To record details of persons apprehended shoplifting merchandise. REV 1: Lowered retention period from 5 years to 1 year as per schedule 3/30/89	76-01-16513 Rev.1	FISCAL YEAR	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 424	STOCK STATUS IN BOTTLES (REPORT B70-2) (COPY 2)  Computer printed report to show inventory overage/shortage by month and year to date.	76-01-16479 Rev.0	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 424	TRANSACTION SUMMARY (LIQ 276-12) (Copy 2)  Provide Financial Division monthly summary store transactions for balancing.	76-01-16459 Rev.0	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 424	VACATION PLANNING SCHEDULE (LIQ 23-44)  Prepared annually showing scheduled vacation for employees.	76-01-16516 Rev.0	CALENDA R YEAR	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 424	Validated Lottery Tickets  Validated winning lottery tickets for Instant Scratch games, or any on-line Lottery games - 02/25/09 REV 1: Change retention from 12/60/6 to 0/72/6 - 09/25/09 approved 09/30/09	09-04-61989 Rev.1	Fiscal Year	0 Months	72 Months	6 Years	Non-Archival OPR
Liquor Control Board - Office# 424	WORK SCHEDULE CALL IN AVAILABILITY (LIQ 420-42)  Weekly work schedule for store employees call-in availability. REV 1: Reduce retention from 3 years to 1 year as per schedule 3/30/89.  REV 2: Increase retention from 1 year to 6 years and added "Call in Availability" to title as per schedule 3/18/99.	76-01-16500 Rev.2	CALENDA R YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Liquor Control Board - Office# 425	AGENCY DAILY BALANCING REPORT (LIQ 555-12)  To record sales and receipts for previous workday.	92-06-50540 Rev.0	Fiscal Year	24 Months	0 Months	2 Years	Non-Archival OFM

Liquor Control Board - Office# 425	APPLICATION FOR CREDIT ON BREAKAGE (LIQ 279-12) (COPY)  To record breakage in agency caused by employee or customer, prepared by Liquor Control Board Auditor. REV 1: Discontinued effective 3/92 as per schedule 4/23/92	76-01-16436 Rev.1	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 425	CLAIMS AND BREAKAGE RECORD (LIQ 251-12) (ORIGINAL)  To report shortage, breakage unsaleability for use in preparing form LIQ 174-12. REV 1: Discontinued effective 3/92 as per schedule 4/23/92	76-01-16438 Rev.1	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 425	Class H Check Authorization (LIQ 345-12)  Memo authorizing applicable outlet to accept personal checks from Class H licensees for purchase of liquor, based on letters received from licensees bank. REV 1: Title change from "Class H Letters of Guarantee" to current title and lowered retention period from 5 years to 1 year as per schedule 3/20/80	78-10-21183 Rev.1	Termination of Bank Authority	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 425	DESCRIPTION FORM 416-44  To record description of person involved in robbery, hold up, suspicious persons, alleged shoplifters who were not apprehended. REV 1: Lowered retention period from 5 years to 3 years as per schedule 3/20/80	77-07-19644 Rev.1	FISCAL YEAR	36 Months	0 Months	3 Years	Non-Archival OFM
Liquor Control Board - Office# 425	EXPIRED AND/OR CANCELLED CLASS H CHECK AUTHORIZATION (310-12)  Memo cancelling authorization to accept personal checks from Class H licensees or bank authorization has been expired or been cancelled. REV 1: Title change from "Expired and/or Cancelled Class H Letters of Guarantee" to current title and lowered retention period from 5 years to 1 year as per schedule 3/20/80	78-10-21184 Rev.1	TERMINAT ION OF BANK AUTHORIT Y	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 425	Extra Labor Supplied by Carrier, Form 449-12, Copy  To authorize use of and payment of extra labor Furnished by carrier.	76-01-16444 Rev.0	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 425	INVENTORY & REQUISITION SUMMARY CATALOG REPORT (ORIGINAL) B1708195-2  Computer listing of stock item carried in store showing monthly usage.	76-01-16429 Rev.0	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM

Liquor Control Board - Office# 425	LICENSEE AND MILITARY SALES SLIP RECORD FORM (LIQ 58-12) (Original)  To record form 24-12 "Sales to Licensees & to Military"	76-01-16427 Rev.0	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 425	LICENSEE CERTIFICATION CARD (LIQ 579-33) (Original)  To insure adequate ID of persons questionable age desiring to purchase liquor.	76-01-16442 Rev.0	Until action resolved	0 Months	0 Months	0 Years	Non-Archival OFM
Liquor Control Board - Office# 425	LICENSEE CERTIFICATION CARD RECORD (LIQ 515-12) (ORIGINAL)  To record inventory and sale of License Certification Cards to Licensees, LIQ 579-33 (Item 26 on schedule). REV 1: Lowered retention from 5 years to 2 years as per schedule 3/20/80	76-01-16443 Rev.1	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 425	MILITARY LIQUOR CUSTODIAN SIGNATURE (91-32) (COPY)  To identify military personnel authorized to purchase merchandise for military installations.	76-01-16452 Rev.0	UNTIL NEW AUTHORIT Y RECEIVED	0 Months	0 Months	0 Years	Non-Archival OFM
Liquor Control Board - Office# 425	OMR CODING STRIPS SUPPLY CODE 0075  Prepared to requisition and inventory liquor stock. REV 1: Discontinued effective 3/92 as per schedule 4/23/92	77-07-19642 Rev.1	DAILY	0 Months	0 Months	0 Years	Non-Archival OFM
Liquor Control Board - Office# 425	REQUISITION FOR SUPPLIES (LIQ 90-12) (was 2128-15) (COPY)  To request supplies, equipment and services from Seattle Warehouse stock, Olympia Stock, contract or buy.	76-01-16448 Rev.0	Until order received	0 Months	0 Months	0 Years	Non-Archival OFM
Liquor Control Board - Office# 425	RETURNED TO WAREHOUSE (RECEIVING REPORT) (LIQ 22-12) (5TH COPY GOLD)  To record stock returned to the warehouse by store or agency.	76-01-16435 Rev.0	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 425	S AND A AUDIT REPORT (442 A-D--12) & INVENTORY RECONCILIATION RECORD (444--12)  Prepared by LCB Auditor to record results of audit of agency.	76-01-16445 Rev.0	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 425	SPECIAL ORDER REQUEST FORM (LIQ 321-42) (Copy) (was form 9861)  For customers to order liquor not regularly sold by board.	76-01-16449 Rev.0	MONTHLY	6 Months	0 Months	0.5 Years	Non-Archival OFM

Liquor Control Board - Office# 425	STOCK STATUS IN DOLLARS REPORT C02-2 (COPY)  Computer printed report to show inventory overage/shortage by month and year to date.	76-01-16439 Rev.0	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 425	SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESS BY CALENDAR YEAR  To summarize annually categories of occupational illness. REV 1: Discontinued in 1/78; existing copies of this records series will be retained for their established retention period before disposal as per schedule 3/20/80	76-01-16447 Rev.1	FISCAL YEAR	60 Months	0 Months	5 Years	Non-Archival OFM
Liquor Control Board - Office# 430	ABSENTEE REPORT LOG  Daily record of warehouse employees who call in to notify that they will be absent from work.	80-01-24114 Rev.0	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 430	ANALYTICAL SPECIMEN AND SUPPLY RECEIVING REPORT (LIQ 263-45) (COPY 1)  Completed by receiving checker. Shows supplies and analytical specimens received at the warehouse. Form 462-42 is typed from this form. REV 1: Discontinued in 10/78 "existing copies of this records series will be retained for their established retention period before disposal" as per schedule 10/23/79	77-07-19524 Rev.1	FISCAL YEAR	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 430	BILLS OF LADING (CHECKER COPY)  Computer print-out listing liquor and supplies shipped to a store or agency in their weekly shipment.	77-07-19530 Rev.0	FISCAL YEAR	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 430	CASES SHORT AT COUNTER REPORT  Completed by console checker when there is a discrepancy between the picking list and what is actually being shipped over the conveyor.	77-07-19535 Rev.0	FISCAL YEAR	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 430	Critical Stock Status Report #H1406195-2  Indicates how much of a certain product remains in the warehouse and the lead time before it will be out-of-stock.	80-01-24104 Rev.0	MONTHLY	1 Months	0 Months	0.08333333 33333333 Years	Non-Archival OFM
Liquor Control Board - Office# 430	DAILY SHIPMENTS AND WAREHOUSE INVENTORY REPORT A7508195-2  Computer printout which indicates amount of stock shipped from warehouse, destination, retail and wholesale cost.	80-01-24102 Rev.0	SEMI- ANNUALLY	6 Months	0 Months	0.5 Years	Non-Archival OFM

Liquor Control Board - Office# 430	DAILY WAREHOUSE INPUT TRANSACTION DETAILS REPORT #D0508195-2  Detailed listings of all warehouse inputs into the computer of liquor receipts and internal transactions. Used to verify input accuracy and trace inventory errors.	80-01-24107 Rev.0	SEMI- ANNUALLY	6 Months	0 Months	0.5 Years	Non-Archival OFM
Liquor Control Board - Office# 430	DAILY WAREHOUSE TRANSACTION SUMMARY REPORT #A1608195-2  Verification of computer input for Warehouse Daily commodity transactions.	80-01-24106 Rev.0	SEMI- ANNUALLY	6 Months	0 Months	0.5 Years	Non-Archival OFM
Liquor Control Board - Office# 430	LETTERS REQUESTING LABELS (COPY)  Copies of letters sent to suppliers requesting labels to recondition merchandise.	76-01-16417 Rev.0	MONTHLY	6 Months	0 Months	0.5 Years	Non-Archival OFM
Liquor Control Board - Office# 430	Liquor Receiving Report, Form 2121-42, Copy  Copy documenting liquor shipments received at Warehouse.	76-01-16419 Rev.0	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 430	Monitoring Reports  Daily reports from Alarm Monitoring Company for Managers as well as Daily Alarm Reports from Alarm Monitoring PC for false alarms. These reports are used to monitor workloads and monitor impacts on those workloads. They are also used to determine which stores have high false alarm activity and to monitor problem stores. - 05/11/10 approved 06/02/10	10-06-62221 Rev.0	Fiscal Year	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 430	OFFICE EQUIPMENT AND WAREHOUSE EQUIPMENT INVENTORY  Provides accountability for all office and warehouse equipment.	80-01-24110 Rev.0	Last piece of equipment removed from inventory	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 430	OVERTIME REGISTERS  Record of Warehouse Workers I and II who volunteer for overtime work.	77-07-19527 Rev.0	FISCAL YEAR	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 430	POOLING REPORT  Information for compiling daily shipping schedule, consolidating shipments, and keeping a record of which freight bills have been received.	77-07-19529 Rev.0	CALENDAR YEAR	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 430	PURCHASE ORDERS BY BRAND REPORT #H1506195-2  Aids Receiving in tracing inventory errors. Indicates most logical Purchase Order that merchandise was shipped on.	80-01-24108 Rev.0	MONTHLY	1 Months	0 Months	0.08333333 33333333 Years	Non-Archival OFM

Liquor Control Board - Office# 430	SAMPLES FOR CHEMICAL ANALYSIS RECEIVING REPORT AND BILL OF LADING (LIQ 54-12) (COPY 2)  Copy of documentation of samples of liquor for analysis received at Warehouse and forwarded to Manufacturers, Importers, and Wholesalers Division.	77-07-19521 Rev.0	FISCAL YEAR	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 430	SHIPPING LOG AND DAILY COUNT SHEET (LIQ 318-45)  Record of Outboard shipments to Stores & Agencies.	77-07-19534 Rev.0	FISCAL YEAR	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 430	SLOW MOVER AND SPLIT CASE ORDER CHANGE FORMS  Report out of stock condition or cancellation on a liquor order. Used as back-up for Discrepancies in Shipment.	77-07-19536 Rev.0	FISCAL YEAR	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 430	SUPPLEMENTAL BILLS OF LADING (LIQ 218-45)  Lists emergency orders and add-to's to a liquor order for a store or agency. Lists the consolidation of shipments to stores and agencies. Also used to show free return of pallets to suppliers.	77-07-19532 Rev.0	FISCAL YEAR	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 430	Supply Receiving Report, Form 2121-42, Copy  Copy documenting supply items received by the Warehouse Division and supporting GS-1-40 and GS-1-36.	76-01-16418 Rev.0	FISCAL YEAR	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 430	SWIPE READER  Documentation of employee work hours. REV 1: Changed title from "TIMECARDS" to current title effective 1/93 as per schedule 2/1/94	76-01-16415 Rev.1	FISCAL YEAR	36 Months	0 Months	3 Years	Non-Archival OFM
Liquor Control Board - Office# 430	WAREHOUSE (LIQUOR) RECEIVING REPORT (LIQ 462-42) (Copy 3)  Copy documenting liquor shipments received at Warehouse. NOTE: Supersedes DAN 76-1-19419 as per schedule 12/15/88	77-07-19523 Rev.0	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Liquor Control Board - Office# 430	WAREHOUSE DAILY OUT OF STOCK REPORT A2008195-3  Reference for liquor warehouse out-of-stock merchandise. Used for receiving stock to determine unloading priority railroad cars or trucks. It can also be used for tracing shipments.	80-01-24103 Rev.0	MONTHLY	1 Months	0 Months	0.08333333 33333333 Years	Non-Archival OFM

Liquor Control Board - Office# 430	WAREHOUSE DAILY TRANSACTIONS REPORT #A2008195- 2  Computer printout which indicates what commodity transactions have taken place at the warehouse daily.	80-01-24105 Rev.0	SEMI- ANNUALLY	6 Months	0 Months	0.5 Years	Non-Archival OFM
Liquor Control Board - Office# 430	WAREHOUSE SHORTAGE/DAMAGE REPORT (LIQ 209-45) (Copy 4)  Forms used to submit claims against suppliers and carriers for shortages and damages to liquor shipments.	77-07-19537 Rev.0	FISCAL YEAR	36 Months	0 Months	3 Years	Non-Archival OFM
Liquor Control Board - Office# 430	WAREHOUSE SUPPLEMENT BILL OF LADING (LIQ 218-45)  Indicates what merchandise was returned to the supplier. Provided an audit trail for merchandise not sold but returned in lieu of selling.	80-01-24109 Rev.0	FISCAL YEAR	12 Months	0 Months	1 Years	Non-Archival OFM
Liquor Control Board - Office# 435	MONITOR ROOM SCHEDULE  Posted monthly schedule of Security Section employees work shift.  Note: Transfer from Distribution Center 430 to Financila/Security 435 effective 1/94 as per schedule 2/1/94	80-01-24111 Rev.0	FISCAL YEAR	24 Months	0 Months	2 Years	Non-Archival OFM



<p>Liquor Control Board - Office# 435</p>	<p>Security Activity Log &amp; Building Sign In</p> <p>Report of non-employees who enter and depart the warehouse as well as employees who enter and depart the warehouse outside of thier regularly scheduled hours, or those whos main office is at a different location. Also includes a daily log for each security guard shift, including but not limited to, time assuming duty, work completed during shift and time shift ended.</p> <p>Note: Transfer from Distribution Center 430 to Financila/Security 435 effective 1/94 as per schedule 2/1/94</p> <p>REV 1: Change titld from "SECURITY LOG" to "Security Activity Log &amp; Building Sign In"; change description from "Report of non-employees who enter and depart the warehouse after hours. Also includes Esterline printer reports which is the security system that monitors all fire alarms and security alarms. " to " Report of non-employees who enter and depart the warehouse as well as employees who enter and depart the warehouse outside of thier regularly scheduled hours, or those whos main office is at a different location. Also includes a daily log for each security guard shift, including but not limited to, time assuming duty, work completed during shift and time shift ended." - 05/10/10 approved 06/02/10</p>	<p>80-01-24112 Rev.1</p>	<p>Fiscal Year</p>	<p>24 Months</p>	<p>0 Months</p>	<p>2 Years</p>	<p>Non-Archival OFM</p>
<p>Liquor Control Board - Office# 450</p>	<p>Retail Store Digital Video Recorder (DVR) Recordings</p> <p>Original Digital Video recordings from each store. The cameras monitor activity inside of state liquor the stores on a 24 hour basis as they are triggered by activity or movement. These recordings are overwritten when full, but DVDs are created, per Washington State Liquor Control Board (WSLCB)Policy 305, any time a known incident occurs within the store. All recordings will be retained per the Store incident DVDs Unique or until final resolution of case, whichever is longer. Note: Per RCW 66.16.090 and WAC 314-60-100(e) all records whatsoever of the board showing purchases by any individual or establishment of liquor shall be deemed confidential and the board is prohibited from disclosing them. Much of the information contained on a Retail Store Digital Video Recorder would not be subject to disclosure.</p>	<p>11-02-62420 Rev.0</p>	<p>Date of Recording</p>	<p>1 Months</p>	<p>0 Months</p>	<p>0.08333333 33333333 Years</p>	<p>Non-Archival OPR</p>
<p>Liquor Control Board - Office# 450</p>	<p>Store Incident DVDs</p> <p>DVD recordings of an incident which occurred within a store per Washington State Liquor Control Board (WSLCB)Policy 305.</p>	<p>11-02-62421 Rev.0</p>	<p>Date of Incident</p>	<p>24 Months</p>	<p>48 Months</p>	<p>6 Years</p>	<p>Non-Archival OPR</p>