



Below is a list of the specific record series that particular local government agencies have been granted approval from Washington State Archives for the early destruction of paper source records after digitization in accordance with Chapter 434-663 WAC.

These agencies may destroy the paper source records after digitization in accordance with DAN GS2010-017 and GS50-09-14 in the *Local Government Common Records Retention Schedule (CORE)*, provided that the digitized images are retained for the minimum retention period for the particular records series.

Disposition Authority Numbers (DAN) denoted with an asterisk (*) indicate that approval is conditional on appraisal of the paper source records by Washington State Archives prior to any destruction.

For further information, please contact Washington State Archives at recordsmanagement@sos.wa.gov.

Index to Agencies	Page
Bellevue, City of – City Clerk	4
Bellingham, City of – Police Department	4
Benton County – Treasurer’s Office.....	5
Bothell, City of.....	5
Bremerton, City of – Prosecuting Attorney	7
Bremerton Housing Authority.....	7
Chelan County PUD #1	8
Clark County.....	8
Clark County – Sheriff’s Office	9
Cowlitz County District Court.....	10
Douglas County – Sheriff’s Office.....	11
Educational Service District #113 – Worker’s Compensation Trust	11
Evergreen School District #114 – Business Division.....	12
Franklin Public Utility District.....	12
Highline School District #401	12
Jefferson County – Clerk	13
Kennewick, City of – City Clerk.....	13
Kent, City of – City Clerk.....	13
King County – Development and Environmental Services.....	16
King County – Mental Health, Chemical Abuse and Dependency Services Division	17



King County – Sheriff’s Office	17
King County/Public Health Seattle – Jail Health Services	17
Kitsap County – Auditor’s Office	17
Lewis County – Sheriff’s Office	20
Lynnwood, City of	21
Mercer Island, City of.....	21
Northshore School District.....	22
Olympia, City of.....	23
Pierce County – Prosecuting Attorney.....	25
Port of Seattle – Records Management.....	26
Port of Vancouver	26
Puget Sound Educational Service – Worker’s Compensation Trust	27
Puyallup, City of	27
Redmond Police Department	27
Sammamish, City of – City Clerk	28
Seattle, City of – Department of Neighborhoods, Citizens Service Bureau.....	29
Seattle, City of – Fire Department	29
Seattle Housing Authority.....	29
Shoreline, City of.....	30
Skagit County – Auditor’s Office	30
Skagit County – Commissioners / Public Health	30
Snohomish County Public Hospital District #2.....	30
Snohomish County PUD #1	31
Spokane County District Court and Public Defender	31
Spokane Regional Health District.....	33
Spokane School District #81 – Special Education Support Center.....	34
Tacoma, City of – Business and Land Use Services Division	34
Tacoma, City of – Public Works Department.....	36
Thurston County – Assessor’s Office	36
Thurston County – Central Services Administration Records Division	37



Thurston County – Sheriff’s Office	43
Valley Medical Center – Health Information Management.....	44
Walla Walla, City of – Police Department.....	44
Vancouver, City of – Development Review Services	44
Vancouver, City of – Police Department.....	45
Yakima County – Public Services.....	45



Bellevue, City of – City Clerk

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	Business and Occupation Tax Computations and Listings <i>(Note: Approval is for records from 2006 forward)</i>	GS50-12D-02	19-Jul-10	19-Jul-15
	Contracts, Agreements, and Warranties <i>(Note: Approval is for "Utility Developer Agreements" from date of approval forward)</i>	GS50-01-11	19-Jul-10	19-Jul-15
	Credit/Debit Purchase Charge Receipts Purchaser's Copy <i>(Note: Approval is for records from 2009 forward)</i>	GS50-08A-04	19-Jul-10	19-Jul-15
	Public Disclosure/Records Requests – After July 23, 2005 <i>(Note: Approval is for records from 2010 forward)</i>	GS2010-014	19-Jul-10	19-Jul-15
	Vouchers <i>(Note: Approval is for records from 2003 forward)</i>	GS50-03A-30	19-Jul-10	19-Jul-15
Local Government General Records Retention Schedule (LGGRRS)	Building Construction And Modification Permit Files (Valid) <i>(Note: Approval is for "Handwritten Inspection Notes" from 2009 forward)</i>	GS50-11-05	19-Jul-10	19-Jul-15

Bellingham, City of – Police Department

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Law Enforcement Records Retention Schedule	Case Files – All Others <i>(Note: Approval is for supplemental documents from Jan 2006 forward)</i>	LE2010-064	11-Oct-11	11-Oct-16
	Case Files – Homicides – Solved <i>(Note: Approval is for supplemental documents from Jan 2006 forward)</i>	LE2010-062*	11-Oct-11	11-Oct-16
	Case Files – Homicides – Unsolved <i>(Note: Approval is for supplemental documents from Jan 2006 forward)</i>	LE2010-061*	11-Oct-11	11-Oct-16
	Case Files – Sex Offenders <i>(Note: Approval is for supplemental documents from Jan 2006 forward)</i>	LE2010-063	11-Oct-11	11-Oct-16



Benton County – Treasurer’s Office

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
County Treasurer	Budgeting Information and Revenue Forecasting Records	CT01-03-03	20-Dec-10	20-Dec-15
	Tax and Assessment Correspondence	CT01-05-12	20-Dec-10	20-Dec-15

Bothell, City of

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	As-Built Construction Project Plans	GS50-18-06*	2-Oct-09	2-Oct-14
	As-Designed Drawings	GS50-18-07	2-Oct-09	2-Oct-14
	Construction Project Files	GS50-18-10	2-Oct-09	2-Oct-14
	Employee Benefit Participation / Enrollment Agreements And Withdrawals	GS50-04D-03	2-Oct-09	2-Oct-14
	Employee Medical and Exposure Records	GS50-04B-30	2-Oct-09	2-Oct-14
	Engineering and Architectural Drawings and Specifications	GS50-06B-02*	2-Oct-09	2-Oct-14
	Individual Employee Pay History	GS50-03E-15	2-Oct-09	2-Oct-14
Local Government General Records Retention Schedule (LGRRS)	Administrative Appeals Case Files	GS50-16B-01*	2-Oct-09	2-Oct-14
	Approved Construction Drawings, Plans, And Specifications	GS50-11-03*	2-Oct-09	2-Oct-14
	Approved Construction Site Plans	GS50-11-02	2-Oct-09	2-Oct-14
	Building Construction And Modification Permit Files (Valid)	GS50-11-05	2-Oct-09	2-Oct-14
	Building Inspection Reports Existing Buildings	GS50-11-07	2-Oct-09	2-Oct-14
	Conditional Use Permits	GS50-16B-04	2-Oct-09	2-Oct-14
	Construction & Planning Project Files Parks And Recreation	GS50-13C-02*	2-Oct-09	2-Oct-14
	Construction Projects: Preliminary Plans And Worksheets	GS50-18-11	2-Oct-09	2-Oct-14
	Daily Maintenance Activity Record/Crew Sheets - Public Works-Engineering	GS50-04B-51	2-Oct-09	2-Oct-14
	Geological Data	GS50-18-15*	2-Oct-09	2-Oct-14



Bothell, City of

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
	Land Division And Development Background/Reference Files	GS50-11-24*	2-Oct-09	2-Oct-14
	Land Division And Development Final Determination Files	GS50-11-11*	2-Oct-09	2-Oct-14
	Local Government Jurisdictional Boundary Change Files	GS52-03A-05*	2-Oct-09	2-Oct-14
	Planning Reports, Studies, Models And Analysis Surface Water, Drainage, And Flood Control	GS50-01-57*	2-Oct-09	2-Oct-14
	Pollution And Pollution Control Studies Sewer And Water System Documentation	GS55-06A-14*	2-Oct-09	2-Oct-14
	Project Files Sewer And Water System Documentation	GS55-06A-19	2-Oct-09	2-Oct-14
	Road Maintenance Project Files	GS50-18-27	2-Oct-09	2-Oct-14
	SEPA (State Environmental Policy Act) Determination Of Significance Or Nonsignificance	GS50-11-13	2-Oct-09	2-Oct-14
	SEPA (State Environmental Policy Act) Environmental Checklist	GS50-11-14	2-Oct-09	2-Oct-14
	SEPA (State Environmental Policy Act) Environmental Impact Statements	GS50-11-17*	2-Oct-09	2-Oct-14
	Shoreline Substantial Development Permits	GS50-11-15*	2-Oct-09	2-Oct-14
	Surface Water/Drainage Capital Improvement Projects	GS50-27-15*	2-Oct-09	2-Oct-14
	Surface Water Management Project Plans And Specifications	GS50-27-14*	2-Oct-09	2-Oct-14
	Temporary Permits	GS50-11-18	2-Oct-09	2-Oct-14
	Transitory Building Construction And Modification Permit Processing Records	GS50-11-19	2-Oct-09	2-Oct-14
	Utility Permit Files	GS50-16B-19	2-Oct-09	2-Oct-14
	Water Availability/Sewer System Hookup Request Forms	GS55-06A-36	2-Oct-09	2-Oct-14
	Water Availability Verification	GS50-11-27	2-Oct-09	2-Oct-14



Bremerton, City of – Prosecuting Attorney

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government General Records Retention Schedule (LGRRS)	Criminal Case Files – Adults - Prosecuting Attorney: C. Class 'C' Felonies and DUI Convictions	GS52-07-04C	1-Sep-10	1-Sep-15
	Criminal Case Files – Adults - Prosecuting Attorney: D. Cases Dismissed and Acquittals	GS52-07-04D	1-Sep-10	1-Sep-15
	Criminal Case Files – Adults - Prosecuting Attorney: E. Cases Declined	GS52-07-04E	1-Sep-10	1-Sep-15
	Criminal Case Files – Adults - Prosecuting Attorney: F. Misdemeanors and Gross Misdemeanors	GS52-07-04F	1-Sep-10	1-Sep-15

Bremerton Housing Authority

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	Accreditation, Certification, and License Documentation for Agency Functions and Operations	GS50-01-42	30-Dec-09	30-Dec-14
	Annual Reports – Adopted	GS50-05A-04*	30-Dec-09	30-Dec-14
	Contracts, Agreements, and Warranties	GS50-01-11	30-Dec-09	30-Dec-14
	Correspondence	GS50-01-12*	30-Dec-09	30-Dec-14
	Employee Corrective Action and Probation Documents	GS50-04B-15	30-Dec-09	30-Dec-14
	Employee Training History File	GS50-04G-01	30-Dec-09	30-Dec-14
	Fiscal, Purchase and Receiving Documents	GS50-01-17	30-Dec-09	30-Dec-14
	Legal Opinions	GS53-02-03	30-Dec-09	30-Dec-14
	Official Agency Policy and Procedure Directives, Regulations, and Rules	GS50-01-24*	30-Dec-09	30-Dec-14
	Personnel File	GS53-04B-06	30-Dec-09	30-Dec-14
	Supervisor’s Employee Performance Background Files	GS50-04B-50	30-Dec-09	30-Dec-14
	Supporting Documents and Reports – Payroll	GS50-03E-25	30-Dec-09	30-Dec-14
	Work Plans	GS50-01-38	30-Dec-09	30-Dec-14
Local Government	Master Planning Files for Re-Development Housing Authorities	GS60-01-32*	30-Dec-09	30-Dec-14



Bremerton Housing Authority

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
General Records Retention Schedule (LGGRRS)	Public Housing Redevelopment Files Housing Authorities	GS60-01-41*	30-Dec-09	30-Dec-14
	Tenant Application Files (Ineligible or Withdrawn) Housing Authorities	GS60-01-51	30-Dec-09	30-Dec-14
	Tenant Files Housing Authorities	GS60-01-52	30-Dec-09	30-Dec-14

Chelan County PUD #1

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	Hazardous Materials Certificate of Destruction	GS50-19-04	07-Dec-10	07-Dec-15

Clark County

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government General Records Retention Schedule (LGGRRS)	Approved Construction Site Plans <i>(Note: Approval is for records from 1993 forward)</i>	GS50-11-02	11-Oct-11	11-Oct-16
	Building Construction and Modification Permit Files (Valid) <i>(Note: Approval is for records from 1970 forward)</i>	GS50-11-05	11-Oct-11	11-Oct-16
	Land Division and Development Background/Reference Files <i>(Note: Approval is for records from 1996 forward)</i>	GS50-11-24*	11-Oct-11	11-Oct-16
	Land Division and Development Final Determination Files <i>(Note: Approval is for records from 1988 forward)</i>	GS50-11-11*	11-Oct-11	11-Oct-16
	SEPA (State Environmental Policy Act) Determination of Significance or Nonsignificance <i>(Note: Approval is for records from 2000 forward)</i>	GS50-11-13	11-Oct-11	11-Oct-16
	Zoning and Land Use Exceptions/Waivers <i>(Note: Approval is for records from 1993 forward)</i>	GS50-11-21	11-Oct-11	11-Oct-16



Clark County – Sheriff's Office

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	Employee Misconduct Investigation Files – Sustained <i>(Note: Approval is for records from Jan 2006 forward)</i>	GS50-04B-46	11-Oct-11	11-Oct-16
	Employee Misconduct Investigation Files – Unfounded <i>(Note: Approval is for records from Jan 2010 forward)</i>	GS50-04B-47	11-Oct-11	11-Oct-16
Law Enforcement Records Retention Schedule	Case Files – All Other Cases <i>(Note: Approval is for records from Jan 2010 forward)</i>	LE2010-064	11-Oct-11	11-Oct-16
	Case Logs <i>(Note: Approval is for records from Jan 2010 forward)</i>	LE12-01-04	11-Oct-11	11-Oct-16
	Citations/Notices of Infraction Issued – All Others	LE07-01-06	11-Oct-11	11-Oct-16
	Collision Reports <i>(Note: Approval is for records from Jan 2010 forward)</i>	LE12-01-13	11-Oct-11	11-Oct-16
	Court Orders – Filed with the Agency <i>(Note: Approval is for records from Jan 2010 forward)</i>	LE07-01-12	11-Oct-11	11-Oct-16
	Court Orders – Fulfilled by the Agency <i>(Note: Approval is for records from Jan 2010 forward)</i>	LE05-01-04	11-Oct-11	11-Oct-16
	Court Orders – Served on the Agency <i>(Note: Approval is for records from Jan 2011 forward)</i>	LE2010-050	11-Oct-11	11-Oct-16
	Court Orders – Warrants and Writs <i>(Note: Approval is for records from Jan 2011 forward)</i>	LE2010-051	11-Oct-11	11-Oct-16
	Criminal History Record Information – Misdemeanors (with Fingerprints) <i>(Note: Approval is for records from Jan 2011 forward)</i>	LE2010-067	11-Oct-11	11-Oct-16
	Criminal History Record Information – Misdemeanors (without Fingerprints) <i>(Note: Approval is for records from Jan 2011 forward)</i>	LE2010-068	11-Oct-11	11-Oct-16
	Daily Bulletins <i>(Note: Approval is for records from Jan 2010 forward)</i>	LE03-01-18	11-Oct-11	11-Oct-16
	Dockets/Process Logs <i>(Note: Approval is for records from Jan 2011 forward)</i>	LE07-01-08	11-Oct-11	11-Oct-16
	Evidence/Property in Custody <i>(Note: Approval is for records from Jan 2010 forward)</i>	LE2010-069	11-Oct-11	11-Oct-16
Executions Against Personal Property <i>(Note: Approval is for records from Jan 2011 forward)</i>	LE05-01-07	11-Oct-11	11-Oct-16	
Expungement <i>(Note: Approval is for records from Jan 2010 forward)</i>	LE2010-070	11-Oct-11	11-Oct-16	



Clark County – Sheriff's Office

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
	Extraditions <i>(Note: Approval is for records from Jan 2010 forward)</i>	LE22-01-03	11-Oct-11	11-Oct-16
	Impounds/Abandoned Vehicles <i>(Note: Approval is for records from Jan 2010 forward)</i>	LE21-01-02	11-Oct-11	11-Oct-16
	Juvenile Sealed Records <i>(Note: Approval is for records from Jan 2010 forward)</i>	LE07-01-10	11-Oct-11	11-Oct-16
	Pawnbroker/Secondhand Dealer Slip Files/Daily Reports <i>(Note: Approval is for records from Jan 2010 forward)</i>	LE17-01-10	11-Oct-11	11-Oct-16
	Property Forfeited <i>(Note: Approval is for records from Jan 2011 forward)</i>	LE2010-058	11-Oct-11	11-Oct-16
	Property Seizure/Sale <i>(Note: Approval is for records from Jan 2011 forward)</i>	LE03-01-08	11-Oct-11	11-Oct-16
	Release Recaps <i>(Note: Approval is for records from Jan 2010 forward)</i>	LE15-01-47	11-Oct-11	11-Oct-16
	Sex/Kidnapping Offender Registration and Contacts <i>(Note: Approval is for records from Jan 2011 forward)</i>	LE20-01-03	11-Oct-11	11-Oct-16

Cowlitz County District Court

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
District and Municipal Court Records Retention Schedule	Criminal Indexes Covering Judgment and Sentencing Records Filed Prior to June 4, 1997 <i>(Note: Approval is for records from 1990-1997)</i>	DM52-06A-07*	21-Jul-11	21-Jul-16
	Criminal Indexes Covering Judgment and Sentencing Records Filed June 4, 1997 and Later <i>(Note: Approval is for records from 1997-2007)</i>	DM52-06A-12	21-Jul-11	21-Jul-16
	Judgment and Sentencing Records Filed Prior to June 4, 1997 <i>(Note: Approval is for records from 1990-1997)</i>	DM52-06A-13*	21-Jul-11	21-Jul-16
	Judgment and Sentencing Records Filed June 4, 1997 and Later <i>(Note: Approval is for records from 1997-2007)</i>	DM52-06A-08	21-Jul-11	21-Jul-16



Douglas County – Sheriff's Office

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	Public Disclosure/Records Requests <i>(Note: Approval is for records from Jan 2010 forward)</i>	GS2010-014	10-Aug-11	10-Aug-16
Law Enforcement Records Retention Schedule	Case Files – All Other Cases <i>(Note: Approval is for records from Jan 1994 forward)</i>	LE2010-064	10-Aug-11	10-Aug-16
	Court Orders – Filed with Agency <i>(Note: Approval is for records from Dec 1994 forward)</i>	LE07-01-12	10-Aug-11	10-Aug-16
	Court Orders – Fulfilled by Agency <i>(Note: Approval is for records from Jan 1994 forward)</i>	LE05-01-04	10-Aug-11	10-Aug-16
	Court Orders – Warrants and Writs <i>(Note: Approval is for records from Feb 1991 forward)</i>	LE2010-051	10-Aug-11	10-Aug-16
	Criminal History Records Information – Misdemeanors (Without Fingerprints) <i>(Note: Approval is for records from Jan 1930 forward)</i>	LE2010-068	10-Aug-11	10-Aug-16
	Investigational Conversation Transcripts <i>(Note: Approval is for records from Jan 1994 forward)</i>	LE2010-077	10-Aug-11	10-Aug-16

Educational Service District #113 – Worker's Compensation Trust

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	Risk Data	GS50-06C-25	26-Oct-06	na
	Safety Committee Minutes	GS51-05D-09	26-Oct-06	na
	Self-Insured Agency Worker's Compensation Claims - Non-Compensable	GS50-06C-31	26-Oct-06	na
	Self-Insured Agency Worker's Compensation Claims - Compensable	GS50-06C-27	26-Oct-06	na
	Self-Insured Employer Certification	GS50-06C-05	26-Oct-06	na
	Workplace Hazard Assessment Certification	GS51-05D-06	26-Oct-06	na



Evergreen School District #114 – Business Division

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	Individual Employee Pay History	GS50-03E-15	21-Feb-07	na

Franklin Public Utility District

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	Contracts, Agreements, and Warranties <i>(Note: Approval only for Service Application Agreements)</i>	GS50-01-11	15-Dec-09	15-Dec-14

Highline School District #401

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	Cash Receipts Transmittals – Internal <i>(Note: Approval is for records from Jan 2009 forward)</i>	GS50-03A-08	11-Oct-11	11-Oct-16
	Construction Project Files <i>(Note: Approval is for records from Jan 2009 forward)</i>	GS50-18-10	11-Oct-11	11-Oct-16
	Contracts and Agreements <i>(Note: Approval is for records from Jan 2009 forward)</i>	GS50-01-11	11-Oct-11	11-Oct-16
	Fund Accounts Supporting Documents and Reports <i>(Note: Approval is for records from Jan 2009 forward)</i>	GS50-03A-13	11-Oct-11	11-Oct-16
	General and Subsidiary Journals <i>(Note: Approval is for records from Jan 2009 forward)</i>	GS50-03A-14	11-Oct-11	11-Oct-16
	Internal Revenue Service (IRS) Forms <i>(Note: Approval is for records from Jan 2009 forward)</i>	GS50-03A-17	11-Oct-11	11-Oct-16
	Purchase/Field Orders <i>(Note: Approval is for records from Jan 2009 forward)</i>	GS50-08A-08	11-Oct-11	11-Oct-16
	Vouchers <i>(Note: Approval is for records from Jan 2009 forward)</i>	GS50-03A-30	11-Oct-11	11-Oct-16



Jefferson County – Clerk

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
County Clerk and Clerk of the Superior Court	Case Files	CL65-01-08*	1-Sep-10	1-Sep-15

Kennewick, City of – City Clerk

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	Administrative Working Files	GS50-01-02*	28-Apr-10	28-Apr-15
	Affidavit of Mailing, Posting, and Publication of Public Notices	GS50-05A-20	28-Apr-10	28-Apr-15
	Agendas/Briefs/Packets	GS50-05A-03*	28-Apr-10	28-Apr-15
	Communications - Executive	GS50-01-12*	28-Apr-10	28-Apr-15
	Correspondence Advisory Councils, Commissions, Committees, and Boards	GS50-01-53*	28-Apr-10	28-Apr-15
	Ordinance and Resolution Development Files	GS50-01-25*	28-Apr-10	28-Apr-15
	Receipts	GS50-03A-21	12-Nov-10	12-Nov-15
	Reports Submitted to Governing Council, Commission, Committee, Board, or Executive by the Advisory Councils, Commissions, Committees, and Boards	GS50-05B-03*	28-Apr-10	28-Apr-15
	Vouchers	GS50-03A-30	12-Nov-10	12-Nov-15
	Warrant/Check Registers	GS50-03A-31	28-Apr-10	28-Apr-15

Kent, City of – City Clerk

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
District and Municipal Courts	Uniform Citation, Complaint, Court Docket and Case Files	GS52-06A-01	18-Nov-05	na
	Uniform Notice Of Infraction, Court Docket, and Case File	GS52-06J-01	18-Nov-05	na
Law Enforcement	Complaint or Incident Report	L15-01-13	18-Nov-05	na
	Criminal or Non Criminal Citations Issued	L07-01-06	18-Nov-05	na



Kent, City of – City Clerk

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
	Housing Unit Log	LAW-15-01-15	18-Nov-05	na
	Internal Investigations (Sustained)	L03-01-23	18-Nov-05	na
	Internal Investigations (Unfounded)	L03-01-23	18-Nov-05	na
	Jail Logs	LAW-15-01-09	18-Nov-05	na
	Key Log	L15-01-31	18-Nov-05	na
	Mail/ Visitor /Attorney Logs	L15-01-32	18-Nov-05	na
	Monthly Jail Report	L15-01-33	18-Nov-05	na
	Police Incident Reports	LAW-05A-07	18-Nov-05	na
	Population Counts (Daily Tank Roster)	L15-01-39	18-Nov-05	na
	Prisoner Case Records (Jackets)	L15-01-40	18-Nov-05	na
	Prisoner Transport Files	L15-01-42	18-Nov-05	na
	Sex Offender Registration Records and Associated Documentation	L20-01-03	18-Nov-05	na
	Visitation Files	L15-01-66	18-Nov-05	na
Local Government Common Records Retention Schedule (CORE)	Individual Employee Pay History	GS50-03D-06	18-Nov-05	na
	Civil Service Commission Meeting Minutes	GS50-04A-07	18-Nov-05	na
	Claims For Damages	GS50-01-10	18-Nov-05	na
	Contracts, Agreements, and Warranties	GS50-01-11	18-Nov-05	na
	Fund Accounts Supporting Documents and Reports	GS50-03A-13	18-Nov-05	na
	Grant Applications - Approved	GS50-03C-06C	18-Nov-05	na
	Historical Files of the Agency	GS50-06F-02	18-Nov-05	na
	Indexes to Minutes, Ordinances, and Resolutions	GS50-05A-12	18-Nov-05	na
	Minutes Advisory Councils, Commissions, Committees, and Boards	GS50-05B-04	18-Nov-05	na
	Position Classification Studies	GS50-04B-07	18-Nov-05	na
	Public Disclosure Request Files	GS50-09-04	18-Nov-05	na
	Public Records Destruction Affidavits	GS50-09-05	18-Nov-05	na
	Public Records Destruction Log	GS50-09-06	18-Nov-05	na



Kent, City of – City Clerk

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
	Public Records Retention Schedule and Destruction Authorization	GS50-09-07	18-Nov-05	na
	Records Destruction Authorization (Office Of Record)	GS50-09-10	18-Nov-05	na
	Union Arbitration Files	GS50-04E-05	18-Nov-05	na
	Union Organization Lists	GS50-04E-04	18-Nov-05	na
	Vouchers	GS50-03A-30	18-Nov-05	na
Local Government General Records Retention Schedule (LGRRS)	Administrative Appeals Case Files	GS50-16B-01	18-Nov-05	na
	Alarm Systems Test and Maintenance Record Fire and Emergency Medical Services	GS53-04-03	18-Nov-05	na
	Approved Construction Site Plans	GS50-11-02	18-Nov-05	na
	Billing Statements (Cards) Utilities Accounting	GS55-05B-01	18-Nov-05	na
	Code Complaint and Violation Case Files	GS50-11-04	18-Nov-05	na
	Comprehensive Land Use Plan and Amendments	GS50-16-01	18-Nov-05	na
	Conditional Use Permits	GS50-16B-04	18-Nov-05	na
	Customer Account Adjustment Files - Utilities Accounting	GS55-05B-05	18-Nov-05	na
	Fire Code Violation Notification	GS53-04-21	18-Nov-05	na
	Fire Incident Reports	GS53-04-14	18-Nov-05	na
	Flow Record Water System Documentation	GS55-06A-06	18-Nov-05	na
	History Files Sewage Treatment Plants	GS55-06B-07	18-Nov-05	na
	Land Division and Development Final Determination Files	GS50-11-11	18-Nov-05	na
	Local Government Jurisdictional Boundary Change History Files	GS50-16-09	18-Nov-05	na
	Maps, Drawings, Photographs (Official)	GS50-16B-02	18-Nov-05	na
	Medical Incident Reports Fire and Emergency Medical Services	GS53-04-20	18-Nov-05	na
	Personnel Assignment Roster - Fire and Emergency Medical Services	GS53-04-22	18-Nov-05	na
	Plat Case Files	GS50-11-12	18-Nov-05	na



Kent, City of – City Clerk

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
	Rezoning-Zoning District Case Files	GS50-11-21A	18-Nov-05	na
	Right-Of-Way Vacation Files	GS55-05A-08	18-Nov-05	na
	SEPA (State Environmental Policy Act) Determination of Significance or Nonsignificance	GS50-11-13	18-Nov-05	na
	SEPA (State Environmental Policy Act) Environmental Checklist	GS50-11-14	18-Nov-05	na
	SEPA (State Environmental Policy Act) Environmental Impact Statements	GS50-11-17	18-Nov-05	na
	Shoreline Substantial Development Permits	GS50-11-15	18-Nov-05	na
	Short Plat Case Files	GS50-11-16	18-Nov-05	na
	Sign Variances	GS50-16B-06A	18-Nov-05	na
	Variances	GS50-16B-06	18-Nov-05	na
	Water Test Reports	GS55-06A-21	18-Nov-05	na
	Zoning Enforcement Case Files	GS50-11-20	18-Nov-05	na

King County – Development and Environmental Services

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
County Assessor	Minor Lot Line Changes/Boundary Line Adjustment or Revision	AS01-05-05	5-May-06	na
Local Government General Records Retention Schedule (LGRRS)	Building Construction and Modification Permit Files (Valid)	GS50-11-05	5-May-06	na
	Code Complaint and Violation Case Files	GS50-11-04	5-May-06	na
	Land and Division and Development Final Determination Files	GS50-11-11	5-May-06	na



King County – Mental Health, Chemical Abuse and Dependency Services Division

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government General Records Retention Schedule (LGGRRS)	Involuntary Commitment Case Files	GS 50-25-05	4-Sep-09	4-Sep-14

King County – Sheriff’s Office

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Agency Unique – Public Safety	Closed Homicide Cases	S91-38 (03)	12-Jan-06	na
	Fire Investigation - Arson Files	S91-38 (06)	12-Jan-06	na
	Gun-Related Crimes	S91-38 (05)	12-Jan-06	na
	Major Accident Reconstruction (MARR) Cases	S91-38 (02)	12-Jan-06	na
	Missing Person Report	S91-38 (04)	12-Jan-06	na
	Motor Vehicle Cards	S91-38 (07)	12-Jan-06	na
	Police Case Report Files	S91-38 (01)	12-Jan-06	na

King County/Public Health Seattle – Jail Health Services

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Health District and Department	Client/Patient Health Care Information Record	GS55-01B-01	16-Mar-07	na

Kitsap County – Auditor’s Office

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	Accounts Payable and Receivable Supporting Documents and Reports	GS50-03A-02	30-Dec-09	30-Dec-14
	Application for Duplicate Instrument, Affidavit, and Bond	GS50-03B-10	30-Dec-09	30-Dec-14
	Audit Subject/Reference Files	GS50-03F-01	30-Dec-09	30-Dec-14
	Authorization for Payroll Deductions	GS50-03E-01	30-Dec-09	30-Dec-14



Kitsap County – Auditor’s Office

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
	Benefit Detail Reports – Payroll	GS50-03E-02	30-Dec-09	30-Dec-14
	Budget Status Reports	GS50-03D-06	30-Dec-09	30-Dec-14
	Cancelled/Substitute Checks/Warrants	GS50-03B-04	30-Dec-09	30-Dec-14
	Check Stubs or Duplicate Copies	GS50-03B-06	30-Dec-09	30-Dec-14
	Citizen’s Complaints/Requests	GS50-01-09	30-Dec-09	30-Dec-14
	Claims for Damages	GS50-01-10	30-Dec-09	30-Dec-14
	Consolidated Omnibus Budget Reconciliation Act (COBRA) Extension Notice and Election Forms	GS50-03E-03	30-Dec-09	30-Dec-14
	Contracts, Agreements, and Warranties	GS50-01-11	30-Dec-09	30-Dec-14
	Correspondence	GS50-01-12*	30-Dec-09	30-Dec-14
	Delegation of Authority and Signature Records (Formerly Signature Records)	GS50-03B-11	30-Dec-09	30-Dec-14
	Direct Payroll Deposit Authorization	GS50-03E-05	30-Dec-09	30-Dec-14
	Direct Payroll Deposit Authorization Cancellation	GS50-03E-06	30-Dec-09	30-Dec-14
	Direct Payroll Deposit Enrollees Detail Data	GS50-03E-07	30-Dec-09	30-Dec-14
	Direct Payroll Deposit Hash Sheet	GS50-03E-08	30-Dec-09	30-Dec-14
	Direct Payroll Deposit Pre-Note Data	GS50-03E-09	30-Dec-09	30-Dec-14
	Direct Payroll Deposit Transmittal Listings	GS50-03E-10	30-Dec-09	30-Dec-14
	Disability, Health and Welfare Claims Employee	GS50-03E-11	30-Dec-09	30-Dec-14
	Distribution of Expenditures	GS50-03A-10	30-Dec-09	30-Dec-14
	Expenditure Transaction Reports	GS50-03A-11	30-Dec-09	30-Dec-14
	Financial Support Documents – Continuing Grants	GS50-03C-03	30-Dec-09	30-Dec-14
	Financial Support Documents – Non-Continuing Grants	GS50-03C-04	30-Dec-09	30-Dec-14
	Final Grant Expenditure Report	GS50-03C-02*	30-Dec-09	30-Dec-14
	Fiscal and Performance Audit Reports	GS50-03F-02*	30-Dec-09	30-Dec-14
	Fiscal, Purchase and Receiving Documents	GS50-01-17	30-Dec-09	30-Dec-14
	Fund Accounts Supporting Documents and Reports	GS50-03A-13	30-Dec-09	30-Dec-14
	General and Subsidiary Journals	GS50-03A-14	30-Dec-09	30-Dec-14



Kitsap County – Auditor’s Office

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
	Grant Agreement	GS50-03C-05	30-Dec-09	30-Dec-14
	Grant Applications – Approved	GS50-03C-06	30-Dec-09	30-Dec-14
	Grant Applications – Not Approved	GS50-03C-07	30-Dec-09	30-Dec-14
	Grant Project Reports	GS50-03C-09*	30-Dec-09	30-Dec-14
	Grant Project Warrants, Checks and Vouchers	GS50-03C-08	30-Dec-09	30-Dec-14
	Grants – Statistical Documentation	GS50-03C-10*	30-Dec-09	30-Dec-14
	Individual Employee Pay History	GS50-03E-15	30-Dec-09	30-Dec-14
	Internal Revenue Service (IRS) Forms	GS50-03A-17	30-Dec-09	30-Dec-14
	Inventory of Fixed Assets	GS50-03A-18	30-Dec-09	30-Dec-14
	Labor and Industries Report on Payroll	GS50-03E-16	30-Dec-09	30-Dec-14
	Leave Buy-Back Acceptance Forms	GS50-03E-17	30-Dec-09	30-Dec-14
	Leave Sharing Authorization	GS50-03E-18	30-Dec-09	30-Dec-14
	Listings of Payroll Deductions	GS50-03E-19	30-Dec-09	30-Dec-14
	Medical Insurance Reports – Payroll	GS50-03E-20	30-Dec-09	30-Dec-14
	Old Age Security Insurance (OASI) Reports	GS50-03E-21	30-Dec-09	30-Dec-14
	Payroll or Expense Checks Log/Sheet	GS50-03A-32	30-Dec-09	30-Dec-14
	Payroll Register	GS50-03E-22	30-Dec-09	30-Dec-14
	Petty Cash Record	GS50-03A-20	30-Dec-09	30-Dec-14
	Records of Attachments or Garnishments of Salaries or Wages	GS50-03E-23	30-Dec-09	30-Dec-14
	Request for Leave/Overtime	GS50-04B-09	30-Dec-09	30-Dec-14
	State Auditor’s Examination Report	GS50-03A-26	30-Dec-09	30-Dec-14
	State Employees Retirement Transmittal	GS50-03E-24	30-Dec-09	30-Dec-14
	Supporting Documents and Reports – Payroll	GS50-03E-25	30-Dec-09	30-Dec-14
	Technical Reference Materials Internal Audit	GS50-03F-03	30-Dec-09	30-Dec-14
	Time Cards/Time Sheets	GS50-03E-04	30-Dec-09	30-Dec-14
	Trial Balances	GS50-03A-28	30-Dec-09	30-Dec-14
	Voucher Register	GS50-03A-29	30-Dec-09	30-Dec-14



Kitsap County – Auditor’s Office

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
	Vouchers	GS50-03A-30	30-Dec-09	30-Dec-14
	Warrant, Check or Voucher Registers Grant Funds	GS50-03C-11	30-Dec-09	30-Dec-14
	Warrant/Check Registers	GS50-03A-31	30-Dec-09	30-Dec-14

Lewis County – Sheriff’s Office

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	Public Disclosure / Records Requests <i>(Note: Approval is for records from Jan 2011 forward)</i>	GS2010-014	09-Nov-11	09-Nov-16
Law Enforcement Records Retention Schedule	Activity Logs (Floor/Bock/Unit) <i>(Note: Approval is for records from 2004 forward)</i>	LE15-01-15	12-May-11	12-May-16
	Commissary Orders <i>(Note: Approval is for records from Jan 2009 forward)</i>	LE2010-033	11-Oct-11	11-Oct-16
	Extraditions <i>(Note: Approval is for records from Jan 2010 forward)</i>	LE22-01-03	11-Oct-11	11-Oct-16
	Grievances – Inmate (Age 18 and Over) <i>(Note: Approval is for records from Jan 2004 forward)</i>	LE2010-040	11-Oct-11	11-Oct-16
	Grievances – Inmate (Under Age 18) <i>(Note: Approval is for records from Jan 2004 forward)</i>	LE2010-041	11-Oct-11	11-Oct-16
	Inmate Custody Files (Age 18 and Over) <i>(Note: Approval is for records from Jan 2001 forward)</i>	LE15-01-40	14-Dec-10	14-Dec-15
	Inmate Custody Files (Under Age 18) <i>(Note: Approval is for records from Jan 2001 forward)</i>	LE2010-38	14-Dec-10	14-Dec-15
	Inspection Logs (Cells/Unit) <i>(Note: Approval is for records from 2005 forward)</i>	LE14-01-29	12-May-11	12-May-16
	Transfer of Custody <i>(Note: Approval is for records from Jan 2007 forward)</i>	LE2010-037	11-Oct-11	11-Oct-16



Lynnwood, City of

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
District and Municipal Court Records Retention Schedule	Traffic Infraction Indexes	DM52-06B-06	30-Dec-09	30-Dec-14
	Uniform Citation, Complaint, Court Docket and Case Files	DM52-06A-01*	30-Dec-09	30-Dec-14
	Uniform Notice of Infraction, Court Docket, and Case File	DM52-06B-01	30-Dec-09	30-Dec-14
Law Enforcement Records Retention Schedule	Offence/Incident Reports	LE12-01-11	30-Dec-09	30-Dec-14
	Traffic Accident Reports	LE12-01-13	30-Dec-09	30-Dec-14
Local Government Common Records Retention Schedule (CORE)	Time Card/Time Sheets	GS50-03E-04	30-Dec-09	30-Dec-14
	Vouchers	GS50-03A-30	30-Dec-09	30-Dec-14
Local Government General Records Retention Schedule (LGGRRS)	Building Construction and Modification Permit Files (Valid)	GS50-11-05	30-Dec-09	30-Dec-14

Mercer Island, City of

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	As-Built Construction Project Plans <i>(Note: Approval is for records from 1960 forward)</i>	GS50-18-06*	11-Oct-11	11-Oct-16
Local Government General Records Retention Schedule (LGGRRS)	Appeal Hearing Case Files <i>(Note: Approval is for records from 1960 forward)</i>	GS50-16B-02	11-Oct-11	11-Oct-16
	Applications and Approval Documentation for Building Construction and Modification Permits <i>(Note: Approval is for records from 1960 forward)</i>	GS50-11-01	11-Oct-11	11-Oct-16
	Approved Construction Drawings, Plans, and Specifications <i>(Note: Approval is for records from 1960 forward)</i>	GS50-11-03*	11-Oct-11	11-Oct-16
	Approved Construction Site Plans <i>(Note: Approval is for records from 1960 forward)</i>	GS50-11-02	11-Oct-11	11-Oct-16



Mercer Island, City of

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
	Building Construction and Modification Permit Files (Valid) <i>(Note: Approval is for records from 1960 forward)</i>	GS50-11-05	11-Oct-11	11-Oct-16
	Code Complaint and Violation Case Files <i>(Note: Approval is for records from 1960 forward)</i>	GS50-11-04	11-Oct-11	11-Oct-16
	Conditional Use Permits <i>(Note: Approval is for records from 1960 forward)</i>	GS50-16B-04	11-Oct-11	11-Oct-16
	Critical (Sensitive) Area Designation <i>(Note: Approval is for records from 1960 forward)</i>	GS50-11-25	11-Oct-11	11-Oct-16
	Land Division and Development Final Determination Files <i>(Note: Approval is for records from 1960 forward)</i>	GS50-11-11*	11-Oct-11	11-Oct-16
	SEPA (State Environmental Policy Act) Determination of Significance or Nonsignificance <i>(Note: Approval is for records from 1960 forward)</i>	GS50-11-13	11-Oct-11	11-Oct-16
	SEPA (State Environmental Policy Act) Environmental Checklist <i>(Note: Approval is for records from 1960 forward)</i>	GS50-11-14	11-Oct-11	11-Oct-16
	SEPA (State Environmental Policy Act) Environmental Impact Statements <i>(Note: Approval is for records from 1960 forward)</i>	GS50-11-17*	11-Oct-11	11-Oct-16
	Shoreline Substantial Development Permits <i>(Note: Approval is for records from 1960 forward)</i>	GS50-11-15*	11-Oct-11	11-Oct-16
	Survey Maps Filed for Record <i>(Note: Approval is for records from 1960 forward)</i>	GS50-18-31*	11-Oct-11	11-Oct-16
	Utility Permit Files <i>(Note: Approval is for records from 1960 forward)</i>	GS50-16B-19	11-Oct-11	11-Oct-16
	Zoning and Land Use Exceptions/Waivers <i>(Note: Approval is for records from 1960 forward)</i>	GS50-11-21	11-Oct-11	11-Oct-16

Northshore School District

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	Vouchers <i>(Note: Approval is for records from Apr 2011 forward)</i>	GS50-03A-30	31-Mar-11	31-Mar-16



Olympia, City of

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Law Enforcement Records Retention Schedule	Access Requests <i>(Note: Approval is for records from 2009 forward)</i>	LE15-01-66	27-Jun-11	27-Jun-16
	Career Criminal Program Files	LE07-01-03	28-Apr-10	27-Jun-11
	Certificate of Nondestruction of, or Notice of Intent to Destroy, Weapon or Dangerous Instrument, Appliance, or Substance	LE09-01-01	28-Apr-10	27-Jun-11
	Concealed Pistol License/Permit Files (Approved)	LE17-01-01	28-Apr-10	27-Jun-11
	Concealed Pistol License/Permit Files (Disapproved)	LE17-01-02	28-Apr-10	27-Jun-11
	Copy of Order Protection	LE22-01-01	28-Apr-10	27-Jun-11
	Crime Analysis Files	LE07-01-04	28-Apr-10	27-Jun-11
	Criminal History Information	LE07-01-05	28-Apr-10	27-Jun-11
	Criminal or Non-Criminal Citations Issued	LE07-01-06	28-Apr-10	27-Jun-11
	Court Orders – Domestic Violence Service Papers	LE05-01-03	28-Apr-10	27-Jun-11
	Dissemination Logs	LE07-01-07	28-Apr-10	27-Jun-11
	Docket File or Process Logs (Arrest Book)	LE07-01-08	28-Apr-10	27-Jun-11
	Extradition Files	LE22-01-03	28-Apr-10	27-Jun-11
	Firearm Purchase/Transfer Request	LE17-01-03	28-Apr-10	27-Jun-11
	Field Interrogation Reports	LE12-01-08	28-Apr-10	27-Jun-11
	Food Services – General <i>(Note: Approval is for records from 2005 forward)</i>	LE15-01-17	27-Jun-11	27-Jun-16
	Food Services – Special Dietary Requirements <i>(Note: Approval is for records from 2008 forward)</i>	LE15-01-09	27-Jun-11	27-Jun-16
	Grievances – Inmate (Age 18 and Over) <i>(Note: Approval is for records from 2005 forward)</i>	LE2010-040	27-Jun-11	27-Jun-16
	Inmate Custody Files (Age 18 and Over) <i>(Note: Approval is for records from 2005 forward)</i>	LE15-01-40	27-Jun-11	27-Jun-16
	Juvenile Record Information Files	LE07-01-09	28-Apr-10	27-Jun-11
Juvenile Sealed Records/Court Orders	LE07-01-10	28-Apr-10	27-Jun-11	
Licensed Firearms Dealers	LE17-01-06	28-Apr-10	27-Jun-11	



Olympia, City of

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
	List of Firearms Dealers	LE17-01-07	28-Apr-10	27-Jun-11
	Miscellaneous Licenses	LE17-01-08	28-Apr-10	27-Jun-11
	Missing Person/Runaway Records	LE12-01-10	28-Apr-10	27-Jun-11
	Narcotics Lab Reports	LE09-01-03	28-Apr-10	27-Jun-11
	National Crime Information Center (NCIC) III (CHRI Appendix A) Inquire Log	LE07-01-11	28-Apr-10	27-Jun-11
	Offense/Incident Reports	LE12-01-11	28-Apr-10	27-Jun-11
	Parade Permits	LE 17-01-09	28-Apr-10	27-Jun-11
	Pass-On and Surveillance Logs <i>(Note: Approval is for records from 2008 forward)</i>	LE15-01-19	27-Jun-11	27-Jun-16
	Pawn Slip Files / Daily Reports	LE17-01-10	28-Apr-10	27-Jun-11
	Pawnbroker / Used Goods Dealer Inspection Report	LE17-01-11	28-Apr-10	27-Jun-11
	Personal Property for Safe Keeping Record	LE09-01-04	28-Apr-10	27-Jun-11
	Personal Property Records (Dangerous Weapons)	LE09-01-05	28-Apr-10	27-Jun-11
	Personal Property Records (General)	LE09-01-06	28-Apr-10	27-Jun-11
	Receipt of Items (Inmate) <i>(Note: Approval is for records from 2008 forward)</i>	LE15-01-46	27-Jun-11	27-Jun-16
	Requests (Inmate) <i>(Note: Approval is for records from 2008 forward)</i>	LE15-01-26	27-Jun-11	27-Jun-16
	Restrictive Area Orders (Soda & Soap)	LE07-01-12	28-Apr-10	27-Jun-11
	Return of Service	LE05-01-06	28-Apr-10	27-Jun-11
	Subpoena or Summons Service Records	LE22-01-06	28-Apr-10	27-Jun-11
	Warrant Execution	LE22-01-07	28-Apr-10	27-Jun-11
Local Government Common Records Retention Schedule (CORE)	Accounts Payable and Receivable Supporting Documentation and Reports <i>(Note: Approval is for records from 2008 forward)</i>	GS50-03A-02	27-Jun-11	27-Jun-16
	Agenda/Briefs/Packets	GS50-05A-03*	28-Apr-10	28-Apr-15
	Bid And Proposal Files (Successful Bids And Proposals Only)	GS 50-08A-01	28-Apr-10	28-Apr-15
	Bills of Sale	GS50-03A-04	28-Apr-10	28-Apr-15



Olympia, City of

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
	Collection Files	GS50-03B-14	28-Apr-10	28-Apr-15
	Contracts, Agreements and Warranties	GS50-01-11	28-Apr-10	28-Apr-15
	Equipment and Vehicle Leases	GS50-06E-05	28-Apr-10	28-Apr-15
	Facility Safety Inspection History Records <i>(Note: Approval is for records from 2004 forward)</i>	GS50-06C-08	27-Jun-11	27-Jun-16
	Fund Accounts Supporting Documents and Reports <i>(Note: Approval is for records from 2008 forward)</i>	GS50-03A-13	27-Jun-11	27-Jun-16
	General and Subsidiary Journals <i>(Note: Approval is for records from 2005 forward)</i>	GS50-03A-14	27-Jun-11	27-Jun-16
	Inspection Documentation <i>(Note: Approval is for records from 2005 forward)</i>	GS50-06B-27	27-Jun-11	27-Jun-16
	Inventory of Materials/Equipment, Changes and Transfers <i>(Note: Approval is for records from 2008 forward)</i>	GS50-08B-02	27-Jun-11	27-Jun-16
	Key/Card Key Inventory <i>(Note: Approval is for records from 2004 forward)</i>	GS50-06B-05	27-Jun-11	27-Jun-16
	Leases	GS55-05A-07	28-Apr-10	28-Apr-15
	Petitions to the Council, Commission or Board	GS50-05A-17	28-Apr-10	28-Apr-15
	Receipts <i>(Note: Approval is for records from 2005 forward)</i>	GS50-03A-21	27-Jun-11	27-Jun-16
	Revenue Bonds and Coupons	GS50-03A-25	28-Apr-10	28-Apr-15
	Trial Balances	GS50-03A-28	28-Apr-10	28-Apr-15
	Vouchers	GS50-03A-30	28-Apr-10	28-Apr-15

Pierce County – Prosecuting Attorney

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government General Records Retention Schedule (LGRRS)	Criminal Case Files – Adults - Prosecuting Attorney: C. Class 'C' Felonies and DUI Convictions	GS52-07-04C	2-Oct-09	2-Oct-14
	Criminal Case Files – Adults - Prosecuting Attorney: D. Cases Dismissed and Acquittals	GS52-07-04D	2-Oct-09	2-Oct-14
	Criminal Case Files – Adults - Prosecuting Attorney: E. Cases Declined	GS52-07-04E	2-Oct-09	2-Oct-14



Pierce County – Prosecuting Attorney

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
	Criminal Case Files – Adults - Prosecuting Attorney: F. Misdemeanors and Gross Misdemeanors	GS52-07-04F	2-Oct-09	2-Oct-14
	District Court Case Files (Prosecuting Attorney): A. Criminal Cases for Which Permanent Orders Have Been Granted	GS52-07-07A	2-Oct-09	2-Oct-14
	District Court Case Files (Prosecuting Attorney): B. DUI	GS52-07-07B	2-Oct-09	2-Oct-14
	District Court Case Files (Prosecuting Attorney): C. Criminal Cases for Which Permanent Orders Have Not Been Granted	GS52-07-07C	2-Oct-09	2-Oct-14
	District Court Case Files (Prosecuting Attorney): D. Infractions and Misdemeanors	GS52-07-07D	2-Oct-09	2-Oct-14

Port of Seattle – Records Management

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	Bid and Proposal Files (Successful Bids and Proposals Only)	GS50-08A-01	16-Jan-08	na
	Construction Project Files	GS50-18-10	16-Jan-08	na
	Correspondence	GS50-01-12	16-Jan-08	na
	Public Disclosure Request Files	GS50-09-04	16-Jan-08	na
	Research/Program Reports, Studies, Surveys, Models and Analyses	GS50-01-32	16-Jan-08	na
	Security ID Badge Application and Issuance Documentation	GS50-06B-21	16-Jan-08	na
	Vouchers	GS50-03A-30	16-Jan-08	na

Port of Vancouver

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records	Supporting Documents and Reports-Payroll (Note: Approval only for records dated 1996-2000)	GS50-03E-25	2-Oct-09	2-Oct-14



Port of Vancouver

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Retention Schedule (CORE)	Time Cards/Time Sheets <i>(Note: Approval only for records dated 1975 and 1996-2000)</i>	GS50-03E-04	2-Oct-09	2-Oct-14

Puget Sound Educational Service – Worker’s Compensation Trust

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	Self Insured Agency Worker's Compensation Claims - Compensable	GS50-06C-27	27-Sep-04	na
	Self Insured Agency Worker's Compensation Claims - Non Compensable	GS50-06C-31	27-Sep-04	na

Puyallup, City of

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	Vouchers <i>(Note: Approval is for records from Jan 2004 forward)</i>	GS50-03A-30	9-Nov-05	11-May-16
Law Enforcement Records Retention Schedule	Inmate Custody Files (Age 18 and Over) <i>(Note: Approval is for records from Jan 2004 forward)</i>	LE15-01-40	11-May-11	11-May-16
	Inmate Custody Files (Under Age 18) <i>(Note: Approval is for records from Jan 2004 forward)</i>	LE2010-38	11-May-11	11-May-16

Redmond Police Department

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Law Enforcement Records Retention Schedule	Alarm Call Reports File	LE12-01-01	30-Dec-09	30-Dec-14
	Alias Name/Moniker Files	LE07-01-01	30-Dec-09	30-Dec-14
	Animal Control Report File	LE12-01-02	30-Dec-09	30-Dec-14
	Audit Trail Files	LE07-01-02	30-Dec-09	30-Dec-14
	Career Criminal Program Files	LE07-01-03	30-Dec-09	30-Dec-14
	Case Assignment Control Records	LE12-01-03	30-Dec-09	30-Dec-14



Redmond Police Department

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
	Case Logs	LE12-01-04	30-Dec-09	30-Dec-14
	Census Tract Files/Grid Files	LE12-01-05	30-Dec-09	30-Dec-14
	Citation/Ticket Accountability Files	LE03-01-11	30-Dec-09	30-Dec-14
	Citation/Ticket Voided Files	LE03-01-12	30-Dec-09	30-Dec-14
	Concealed Pistol License Permit Files (Approved)	LE17-01-01	30-Dec-09	30-Dec-14
	Concealed Pistol License Permit Files (Disapproved)	LE17-01-02	30-Dec-09	30-Dec-14
	Crime Analysis Files	LE07-01-04	30-Dec-09	30-Dec-14
	Crime Classification Files	LE12-01-06	30-Dec-09	30-Dec-14
	Criminal History Information	LE07-01-05	30-Dec-09	30-Dec-14
	Dissemination Logs	LE07-01-07	30-Dec-09	30-Dec-14
	Docket File or Process Logs (Arrest Book)	LE07-01-08	30-Dec-09	30-Dec-14
	Field Interrogation Reports	LE12-01-08	30-Dec-09	30-Dec-14
	Impound or Abandoned Vehicle Records	LE21-01-02	30-Dec-09	30-Dec-14
	Law Enforcement Reports, Studies or Data Queries	LE12-01-09	30-Dec-09	30-Dec-14
	Missing Person/Runaway Reports	LE12-01-10	30-Dec-09	30-Dec-14
	Offence/Incident Reports	LE12-01-11	30-Dec-09	30-Dec-14
	Supplemental Index Files	LE12-01-12	30-Dec-09	30-Dec-14
	Traffic Accident Reports	LE12-01-13	30-Dec-09	30-Dec-14
Local Government Common Records Retention Schedule (CORE)	Correspondence	GS50-01-12*	30-Dec-09	30-Dec-14
	Public Disclosure Request Files	GS50-09-04	30-Dec-09	30-Dec-14
	Public Disclosure Request Logs	GS50-09-13	30-Dec-09	30-Dec-14

Sammamish, City of – City Clerk

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government General Records Retention Schedule (LGGRRS)	Building Construction and Modification Permit Files (Valid) <i>(Note: Approval only for records dated 1999-2004)</i>	GS50-11-05	19-Jul-10	19-Jul-15



Seattle, City of – Department of Neighborhoods, Citizens Service Bureau

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	CSB Complaints and Requests for Services	GS50-01-09	4-Feb-04	na

Seattle, City of – Fire Department

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government General Records Retention Schedule (LGGRRS)	Medical Incident Reports Fire and Emergency Medical Services	GS53-04-20	25-Oct-04	na

Seattle Housing Authority

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government General Records Retention Schedule (LGGRRS)	HUD 50058 Public Housing Reports <i>(Note: Approval is for records from Jan 2007 forward)</i>	GS60-01-27	03-Aug-11	03-Aug-16
	HUD 50059 Section 8 Reports	GS60-01-28	30-Dec-09	30-Dec-14
	HUD 51245 Reports <i>(Note: Approval is for records from Jan 2004 forward)</i>	GS60-01-31	03-Aug-11	03-Aug-16
	Tenant Application Criminal Records Checks <i>(Note: Approval is for records from Jan 2010 forward)</i>	GS60-09-49	03-Aug-11	03-Aug-16
	Tenant Application Files (Eligible) Housing Authorities	GS60-01-50	30-Dec-09	30-Dec-14
	Tenant Application Files (Ineligible) Housing Authorities	GS60-01-51	30-Dec-09	30-Dec-14
	Tenant Files Housing Authorities	GS60-01-52	30-Dec-09	30-Dec-14
	Tenant Files Section 8 Housing <i>(Note: Approval is for records from Jan 2010 forward)</i>	GS60-01-53	03-Aug-11	03-Aug-16
	Tenant Grievance Files Housing Authorities <i>(Note: Approval is for records from Jan 2000 forward)</i>	GS60-01-54	03-Aug-11	03-Aug-16



Shoreline, City of

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government General Records Retention Schedule (LGGRRS)	Approved Construction Site Plans <i>(Note: Approval only for records dated 1995-2009)</i>	GS50-11-02	30-Jul-10	30-Jul-15

Skagit County – Auditor’s Office

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	Vouchers <i>(Note: Approval is for records from Jun 2005 forward)</i>	GS50-03A-30	08-Jun-11	08-Jun-16

Skagit County – Commissioners / Public Health

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	Contracts and Agreements <i>(Note: Approval is for records from Jan 2005 forward)</i>	GS50-01-11	09-Nov-11	09-Nov-16
Public Health Departments and Districts	Food Worker Permits <i>(Note: Approval is for records from Jan 2005 forward)</i>	HE55-02L-06	09-Nov-11	09-Nov-16

Snohomish County Public Hospital District #2

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Public Hospital Districts Records Retention Schedule	Patient Case Files <i>(Note: Approval is for records from Jan 2009 forward)</i>	HO55-03I-07	15-Feb-11	15-Feb-16



Snohomish County PUD #1

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government General Records Retention Schedule (LGRRS)	Billing Stubs – Utilities Accounting	GS50-05B-02	19-Jul-10	19-Jul-15

Spokane County District Court and Public Defender

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
District and Municipal Courts Records Retention Schedule	Civil Case Files	DM52-06C-02	3-Feb-10	3-Feb-15
	Civil Dockets	DM52-06C-01*	3-Feb-10	3-Feb-15
	Civil Indexes	DM52-06C-07*	3-Feb-10	3-Feb-15
	Clerk's Minutes Book	DM52-06G-03	3-Feb-10	3-Feb-15
	Court Calendar	DM52-06G-01	3-Feb-10	3-Feb-15
	Criminal Indexes Covering Judgment and Sentencing Records Filed Prior to June 4, 1997	DM52-06A-07*	3-Feb-10	3-Feb-15
	Criminal Indexes Covering Judgment and Sentencing Records Filed June 4, 1997 and Later	DM52-06A-12	3-Feb-10	3-Feb-15
	Domestic Violence and Anti-Harassment Case Files	DM52-06E-02	3-Feb-10	3-Feb-15
	Domestic Violence and Anti-Harassment Dockets	DM52-06E-01	3-Feb-10	3-Feb-15
	Domestic Violence and Anti-Harassment Indexes of Case Files	DM52-06E-05	3-Feb-10	3-Feb-15
	Electronic Recording Log	DM52-06C-05	3-Feb-10	3-Feb-15
	Electronic Recordings of Court Proceedings – Cases Appealed	DM52-06C-03	3-Feb-10	3-Feb-15
	Electronic Recordings of Court Proceedings – Cases Not Appealed	DM52-06C-04	3-Feb-10	3-Feb-15
	Exhibits – Case Appealed	DM52-06C-06	3-Feb-10	3-Feb-15
	Exhibits – Case Appealed	DM52-06C-10	3-Feb-10	3-Feb-15
	Exhibits – Case Not Appealed	DM52-06C-08	3-Feb-10	3-Feb-15
Involuntary Commitment Orders (a.k.a. 72 Hour Holds)	DM52-06C-09	3-Feb-10	3-Feb-15	



Spokane County District Court and Public Defender

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
	Judgment and Sentencing Records of the Courts Filed June 4, 1997 and Later	DM52-06A-08	3-Feb-10	3-Feb-15
	Juror Questionnaires	DM52-06F-05	3-Feb-10	3-Feb-15
	Juror Registration or Sign-In Sheet	DM52-06F-06	3-Feb-10	3-Feb-15
	Juror Summons	DM52-06F-04	3-Feb-10	3-Feb-15
	Jury Cost Bills	DM52-06F-03	3-Feb-10	3-Feb-15
	Jury Lists	DM52-06F-01	3-Feb-10	3-Feb-15
	Log Books	DM52-06G-02	3-Feb-10	3-Feb-15
	Notice of Failure to Respond, Appear, or Pay	DM52-06B-02	3-Feb-10	3-Feb-15
	Parking Delinquent Notices or Vehicle Holds	DM52-06J-02	3-Feb-10	3-Feb-15
	Parking Infraction Indexes	DM52-06J-06	3-Feb-10	3-Feb-15
	Petition and Order Deferred Prosecution	DM52-06A-03	3-Feb-10	3-Feb-15
	Probation Case Files	DM52-06H-01	3-Feb-10	3-Feb-15
	Procedural Manuals and Materials	DM52-06G-05	3-Feb-10	3-Feb-15
	Search Warrants	DM52-06A-02	3-Feb-10	3-Feb-15
	Small Claims Case Files	DM52-06D-02	3-Feb-10	3-Feb-15
	Small Claims Docket	DM52-06D-01	3-Feb-10	3-Feb-15
	Small Claims Index	DM52-06D-03	3-Feb-10	3-Feb-15
	Traffic Infraction Indexes	DM52-06B-06	3-Feb-10	3-Feb-15
	Uniform Citation, Complaint, Court Docket and Case Files	DM52-06A-01*	3-Feb-10	3-Feb-15
	Uniform Notice of Infraction, Court Docket and Case File	DM52-06B-01	3-Feb-10	3-Feb-15
	Uniform Notice of Infraction, Court Docket, and Case File	DM52-06J-01	3-Feb-10	3-Feb-15
	Waver from Jury Duty	DM52-06F-02	3-Feb-10	3-Feb-15
	Wiretaps and Recordings Applications and Authorizations	DM52-06A-09	3-Feb-10	3-Feb-15



Spokane County District Court and Public Defender

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government General Records Retention Schedule (LGGRRS)	Indigent Client Defense Files – Adults – Class ‘A’ Felonies / Major Cases – Convictions <i>(Note: Approval is for records from Jan 1980 forward)</i>	GS50-30-02A	25-Aug-11	25-Aug-16
	Indigent Client Defense Files – Adults – Class ‘B’ Felonies <i>(Note: Approval is for records from Jan 1980 forward)</i>	GS50-30-02B	25-Aug-11	25-Aug-16
	Indigent Client Defense Files – Adults – Class ‘C’ Felonies and DUI <i>(Note: Approval is for records from Jan 1980 forward)</i>	GS50-30-02C	3-Feb-10	25-Aug-16
	Indigent Client Defense Files – Adults – Cases Dismissed and Acquittals <i>(Note: Approval is for records from Jan 1980 forward)</i>	GS50-30-02D	3-Feb-10	25-Aug-16
	Indigent Client Defense Files – Juvenile – Class ‘A’ Felonies / Major Cases – Convictions <i>(Note: Approval is for records from Jan 1980 forward)</i>	GS50-30-03A	3-Feb-10	25-Aug-16
	Indigent Client Defense Files – Juvenile – Class ‘B’ Felonies <i>(Note: Approval is for records from Jan 1980 forward)</i>	GS50-30-03B	3-Feb-10	25-Aug-16
	Indigent Client Defense Files – Juvenile – Class ‘C’ Felonies and DUI <i>(Note: Approval is for records from Jan 1980 forward)</i>	GS50-30-03C	3-Feb-10	25-Aug-16
	Indigent Client Defense Files – Adults – Cases Dismissed and Acquittals <i>(Note: Approval is for records from Jan 1980 forward)</i>	GS50-30-03D	3-Feb-10	25-Aug-16
	Promissory Notes – Public Defender <i>(Note: Approval is for records from Jan 1980 forward)</i>	GS50-30-04	3-Feb-10	25-Aug-16

Spokane Regional Health District

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Various	Various	Various	31-Mar-06	na



Spokane School District #81 – Special Education Support Center

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	ADA (Americans with Disabilities Act/ Rehabilitation Act of 1973) Section 504 Claim and Accommodation or Denial Files	GS50-04C-01	20-Jun-05	na
School Districts and Educational Service Districts	Report for Student Not Assigned to Special Education Program	SD51-051-04	20-Jun-05	na
	Special Education History File	SD51-051-02	20-Jun-05	na
	Special Education Student History File Disposition Notice Record	SD51-051-03	20-Jun-05	na

Tacoma, City of – Business and Land Use Services Division

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	As-Built Construction Project Plans <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-18-06*	1-Dec-10	1-Dec-15
	As-Designed Drawings <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-18-07	1-Dec-10	1-Dec-15
Local Government General Records Retention Schedule (LGRRS)	Administrative Appeals Case Files <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-16B-01*	1-Dec-10	1-Dec-15
	Approved Construction Drawings, Plans and Specifications <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-11-03*	1-Dec-10	1-Dec-15
	Approved Construction Site Plans <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-11-02	1-Dec-10	1-Dec-15
	Applications and Approval Documentation for Build Construction and Modification Files <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-11-01	1-Dec-10	1-Dec-15
	Building Construction and Modification Permit Files (Valid) <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-11-05	1-Dec-10	1-Dec-15
	Building Inspection Reports – Existing Buildings <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-11-07	1-Dec-10	1-Dec-15
	Code Complaint and Violation Case Files <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-11-04	1-Dec-10	1-Dec-15



Tacoma, City of – Business and Land Use Services Division

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
	Conditional Use Permits <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-16B-04	1-Dec-10	1-Dec-15
	Land Division and Development Background/Reference Files <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-11-24	1-Dec-10	1-Dec-15
	Land Division and Development Final Determination Files <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-11-11*	1-Dec-10	1-Dec-15
	Maps, Drawings, Photographs (Official) <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-16-02*	1-Dec-10	1-Dec-15
	Maps, Drawings, Photographs (Reference) <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-16-03*	1-Dec-10	1-Dec-15
	Project Files – Sewer and Water System Documentation <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-06A-19	1-Dec-10	1-Dec-15
	SEPA (State Environmental Policy Act) Determination of Significance or Nonsignificance <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-11-13	1-Dec-10	1-Dec-15
	SEPA (State Environmental Policy Act) Environmental Checklist <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-11-14	1-Dec-10	1-Dec-15
	SEPA (State Environmental Policy Act) Environmental Impact Statements <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-11-17*	1-Dec-10	1-Dec-15
	Shoreline Substantial Development Permits <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-11-15*	1-Dec-10	1-Dec-15
	Surface Water Management Project Plans and Specifications <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-27-14*	1-Dec-10	1-Dec-15
	Temporary Permits <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-11-18	1-Dec-10	1-Dec-15
	Utility Permit Files <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-16B-19	1-Dec-10	1-Dec-15
	Zoning and Land Use Exceptions/Waivers <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-11-21	1-Dec-10	1-Dec-15



Tacoma, City of – Public Works Department

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	As-Built Construction Project Plans	GS50-18-06	6-Jul-06	na
	As-Designed Drawings	GS50-18-07	6-Jul-06	Na
Local Government General Records Retention Schedule (LGGRRS)	Administrative Appeals Case Files	GS50-16B-01*	2-Oct-09	2-Oct-14
	Building Construction and Modification Permit Files (Valid)	GS50-11-05	2-Oct-09	2-Oct-14
	Conditional Use Permits	GS50-16B-04	2-Oct-09	2-Oct-14
	Critical (Sensitive) Area Designation	GS50-11-25	2-Oct-09	2-Oct-14
	Land Division and Development Final Determination Files	GS50-11-11*	2-Oct-09	2-Oct-14
	Maps, Drawings, Photographs (Official)	GS50-16-02*	2-Oct-09	2-Oct-14
	SEPA (State Environmental Policy Act) Determination of Significance or Nonsignificance	GS50-11-13	2-Oct-09	2-Oct-14
	SEPA (State Environmental Policy Act) Environmental Impact Statements	GS50-11-17*	2-Oct-09	2-Oct-14
	Shoreline Substantial Development Permits	GS50-11-15*	2-Oct-09	2-Oct-14
	Zoning and Land Use Exceptions/Waivers	GS50-11-21	2-Oct-09	2-Oct-14

Thurston County – Assessor’s Office

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
County Assessor	Board of Equalization Appeal Case Transcript <i>(Note: Approval is for records from Dec 2010 forward)</i>	AS01-06C-02	20-Dec-10	20-Dec-15
	Department of Revenue Notice of Exemption Letters <i>(Note: Approval is for records from Dec 2010 forward)</i>	AS01-04-02	20-Dec-10	20-Dec-15



Thurston County – Assessor’s Office

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
	Non-Profit Exemptions and Claims File <i>(Note: Approval is for records from Dec 2010 forward)</i>	AS01-04-06	20-Dec-10	20-Dec-15
	Open Space, Forest, Agricultural Classification Applications, Notices, and Value Summaries <i>(Note: Approval is for records from Dec 2010 forward)</i>	AS01-03B-03*	20-Dec-10	20-Dec-15
	Personal Property Valuation Documentation <i>(Note: Approval is for records from Dec 2010 forward)</i>	AS01-03C-03	20-Dec-10	20-Dec-15
	Real Property Appraisal Statement <i>(Note: Approval is for records from Dec 2010 forward)</i>	AS01-03B-05	20-Dec-10	20-Dec-15
	Recorded and Unrecorded Plat Maps <i>(Note: Approval is for records from Dec 2010 forward)</i>	AS01-05-07	20-Dec-10	20-Dec-15
	Remodeling Assessment Deferral – 30% <i>(Note: Approval is for records from Dec 2010 forward)</i>	AS01-04-01	20-Dec-10	20-Dec-15
	Segregation and Merger Log <i>(Note: Approval is for records from Dec 2010 forward)</i>	AS01-05-08*	20-Dec-10	20-Dec-15
	Segregation and Merger Orders if Assessor has Primary Copy <i>(Note: Approval is for records from Dec 2010 forward)</i>	AS01-05-09	20-Dec-10	20-Dec-15
	Senior Citizens Exemptions <i>(Note: Approval is for records from Dec 2010 forward)</i>	AS01-04-07	20-Dec-10	20-Dec-15
	Senior Citizens Tax Deferrals <i>(Note: Approval is for records from Dec 2010 forward)</i>	AS01-04-08	20-Dec-10	20-Dec-15
	Survey File <i>(Note: Approval is for records from Dec 2010 forward)</i>	AS-05-12	20-Dec-10	20-Dec-15
	Tax and Levy Certifications, Letters, Resolutions, and Calculations	AS01-03A-16	21-Jan-09	21-Jan-14
	Tax Deferrals <i>(Note: Approval is for records from Dec 2010 forward)</i>	AS01-04-04	20-Dec-10	20-Dec-15

Thurston County – Central Services Administration Records Division

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Health District and Department	Inspection Reports <i>(Note: Approval is for records from Dec 2010 forward)</i>	HE55-01J-08	20-Dec-10	20-Dec-15
	Perk Tests <i>(Note: Approval is for records from Dec 2010 forward)</i>	HE55-01J-12	20-Dec-10	20-Dec-15



Thurston County – Central Services Administration Records Division

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
	Permits and Approvals	GS55-01J-14	21-Jan-09	21-Jan-14
	Septic System Approvals and Permits <i>(Note: Approval is for records from Dec 2010 forward)</i>	HE55-01J-18	20-Dec-10	20-Dec-15
	Septic System Lapsed Permit <i>(Note: Approval is for records from Dec 2010 forward)</i>	HE55-01J-19	20-Dec-10	20-Dec-15
	Septic System Permits Disapproved <i>(Note: Approval is for records from Dec 2010 forward)</i>	HE55-01J-20	20-Dec-10	20-Dec-15
	Water Supply System Approvals Public and Private <i>(Note: Approval is for records from Dec 2010 forward)</i>	HE55-01J-25	20-Dec-10	20-Dec-15
	Water Well Logs <i>(Note: Approval is for records from Dec 2010 forward)</i>	HE55-01J-26	20-Dec-10	20-Dec-15
Local Government Common Records Retention Schedule (CORE)	Accident Claims for Damages Filed either Against the Agency by Other Parties, or by the Agency Against Other Parties	GS50-06C-12	21-Jan-09	21-Jan-14
	Accidents/Incidents – No Claim Filed (Age 18 and Older) <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS2010-081	20-Dec-10	20-Dec-15
	Accounts Payable and Receivable Supporting Documents and Reports	GS50-03A-02	21-Jan-09	21-Jan-14
	Administrative Working Files <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-01-02*	20-Dec-10	20-Dec-15
	Agendas/Briefs/Packets – Council, Commission or Board Member <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-05A-03*	20-Dec-10	20-Dec-15
	Agenda Packets – Advisory Councils, Commissions, Committees and Boards <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-05B-02*	20-Dec-10	20-Dec-15
	Appeal Hearings Case Files/Hearings Examiner <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-16B-02	20-Dec-10	20-Dec-15
	Approved Construction Site Plans <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-11-02	20-Dec-10	20-Dec-15
	As-Designed Drawings <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-18-07	20-Dec-10	20-Dec-15
	Authorization for Payroll Deductions	GS50-03E-01	21-Jan-09	21-Jan-14
	Bank Statements	GS50-03B-03	21-Jan-09	21-Jan-14



Thurston County – Central Services Administration Records Division

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
	Budget Development or Working Files	GS50-03D-03	21-Jan-09	21-Jan-14
	Claims for Damages	GS50-01-10	21-Jan-09	21-Jan-14
	Collection Files <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-03B-14	20-Dec-10	20-Dec-15
	Communications – Executive <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-01-12*	20-Dec-10	20-Dec-15
	Continuing Professional Education Records <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-05A-23	20-Dec-10	20-Dec-15
	Cumulative Leave Record	GS50-04B-02	21-Jan-09	21-Jan-14
	Departmental Budget Requests	GS50-03D-07	21-Jan-09	21-Jan-14
	Employee Award Files <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-04B-44*	20-Dec-10	20-Dec-15
	Employee Benefit Participation/Enrollment Agreements and Withdrawals	GS50-04D-03	20-Dec-10	20-Dec-15
	Employee Corrective Action and Probation Documents <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-04B-15	20-Dec-10	20-Dec-15
	Employee Misconduct Reports <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-04B-48	20-Dec-10	20-Dec-15
	Employee Training History File <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-04G-01	20-Dec-10	20-Dec-15
	Financial Support Documents - Continuing Grants	GS50-03C-03	21-Jan-09	21-Jan-14
	Financial Support Documents - Non-Continuing Grants	GS50-03C-04	21-Jan-09	21-Jan-14
	Fire Inspection Report	GS50-06C-14	21-Jan-09	21-Jan-14
	Grant Agreement <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-03C-05	20-Dec-10	20-Dec-15
	Grant Applications – Approved <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-03C-06	20-Dec-10	20-Dec-15
	Grant Project Reports <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-03C-09*	20-Dec-10	20-Dec-15
	Grant Project Warrants, Checks and Vouchers <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-03C-08	20-Dec-10	20-Dec-15
	Incident Reports Filed by Employees or Students	GS50-06C-03	21-Jan-09	21-Jan-14



Thurston County – Central Services Administration Records Division

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
	Installed Equipment/System Documentation Facility and Property Management <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-06B-22	20-Dec-10	20-Dec-15
	Insurance Policies Purchased <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-06C-16	20-Dec-10	20-Dec-15
	Insurance Policy Certificates <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-06C-04	20-Dec-10	20-Dec-15
	Internal Revenue Service (IRS) Forms <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-03A-17	20-Dec-10	20-Dec-15
	Official Agency Policy and Procedure Directives, Regulations, and Rules <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-01-24*	20-Dec-10	20-Dec-15
	Payroll Register	GS50-03E-22	21-Jan-09	21-Jan-14
	Personnel File	GS50-04B-06	21-Jan-09	21-Jan-14
	Preliminary Budgets	GS50-03D-10	21-Jan-09	21-Jan-14
	Press Releases <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-06F-07*	20-Dec-10	20-Dec-15
	Project Files (Miscellaneous) <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-01-39*	20-Dec-10	20-Dec-15
	Public Disclosure/Records Request Logs <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-09-13	20-Dec-10	20-Dec-15
	Public Records Destruction Log	GS50-09-06	21-Jan-09	21-Jan-14
	Records Center Transmittals, Inventories, and Indexes	GS50-09-08	21-Jan-09	21-Jan-14
	Records Destruction Authorization (Office of Record)	GS50-09-10	21-Jan-09	21-Jan-14
	Research/Program Reports, Studies, Surveys, Models and Analyses <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-01-32*	20-Dec-10	20-Dec-15
	Vouchers	GS50-03A-30	21-Jan-09	21-Jan-14
	Warrant / Check Registers	GS50-03A-31	21-Jan-09	21-Jan-14
Local Government General Records Retention Schedule	Approved Construction Drawings, Plans, and Specifications <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-11-03*	20-Dec-10	20-Dec-15
	As-Built Construction Project Plans	GS50-18-06*	30-Dec-09	30-Dec-14



Thurston County – Central Services Administration Records Division

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
(LGGRRS)	Bid and Proposal Files (Successful Bids and Proposals Only)	GS50-08A-01	30-Dec-09	30-Dec-14
	Building Construction and Modification Permit Files (Valid)	GS50-11-05	21-Jan-09	21-Jan-14
	Building Inspection Reports Existing Buildings	GS50-11-07	21-Jan-09	21-Jan-14
	Civil Litigation Files <i>(Note: Approval is for Prosecuting Attorney's records from 1990 forward)</i>	GS52-07-15*	20-Dec-10	20-Dec-15
	Civil Topical and Working Files <i>(Note: Approval is for records from 1990 forward)</i>	GS52-07-03*	20-Dec-10	20-Dec-15
	Code Complaint and Violation Case Files	GS50-11-04	21-Jan-09	21-Jan-14
	Construction Projects: Preliminary Plans and Worksheets	GS50-18-11	21-Jan-09	30-Dec-14
	Criminal Case Files - Adults - Prosecuting Attorney – Class 'A' Felonies / Major Cases	GS52-07-04A	21-Jan-09	21-Jan-14
	Criminal Case Files - Adults - Prosecuting Attorney – Class 'B' Felony Convictions	GS52-07-04B	21-Jan-09	21-Jan-14
	Criminal Case Files - Adults - Prosecuting Attorney – Class 'C' Felonies and DUI Convictions	GS52-07-04C	21-Jan-09	21-Jan-14
	Criminal Case Files – Adults – Prosecuting Attorney – Cases Dismissed and Acquittals <i>(Note: Approval is for records from 1990 forward)</i>	GS52-07-04D	20-Dec-10	20-Dec-15
	Criminal Case Files - Adults - Prosecuting Attorney – Cases Declined	GS52-07-04E	21-Jan-09	21-Jan-14
	Criminal Case Files – Adults – Prosecuting Attorney – Misdemeanors and Gross Misdemeanors <i>(Note: Approval is for records from 1990 forward)</i>	GS52-07-04F	20-Dec-10	20-Dec-15
	Criminal Case Files – Juveniles – Class 'A' Felonies / Major Cases (Prosecuting Attorney)	GS52-07-05A	21-Jan-09	21-Jan-14
	Criminal Case Files – Juveniles – Class 'B' Felony Convictions (Prosecuting Attorney)	GS52-07-05B	21-Jan-09	21-Jan-14
	Criminal Case Files – Juveniles – Class 'C' Felonies and DUI Convictions (Prosecuting Attorney)	GS52-07-05C	21-Jan-09	21-Jan-14
	Criminal Case Files – Juveniles – Cases Dismissed and Acquittals (Prosecuting Attorney) <i>(Note: Approval is for records from 1990 forward)</i>	GS52-07-05D	20-Dec-10	20-Dec-15



Thurston County – Central Services Administration Records Division

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
	Criminal Case Files – Juveniles – Cases Declined (Prosecuting Attorney)	GS52-07-05E	21-Jan-09	21-Jan-14
	Criminal Case Files – Juveniles – Misdemeanors and Gross Misdemeanors (Prosecuting Attorney) <i>(Note: Approval is for records from 1990 forward)</i>	GS52-07-05F	20-Dec-10	20-Dec-15
	District Court Case Files – Criminal Cases for Which Permanent Orders Have Been Granted (Prosecuting Attorney) <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS52-07-07A	20-Dec-10	20-Dec-15
	District Court Case Files – DUI (Prosecuting Attorney)	GS52-07-07B	21-Jan-09	21-Jan-14
	District Court Case Files – Criminal Cases for Which Permanent Orders Have Not Been Granted (Prosecuting Attorney) <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS52-07-07C	20-Dec-10	20-Dec-15
	District Court Case Files – Infractions and Misdemeanors (Prosecuting Attorney)	GS52-07-07D	21-Jan-09	21-Jan-14
	District Court Case Files – Civil Case Files (Prosecuting Attorney) <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS52-07-07E	20-Dec-10	20-Dec-15
	Engineering and Architectural Drawings and Specifications	GS50-06B-02*	30-Dec-09	30-Dec-14
	Extraditions	GS52-07-08	21-Jan-09	21-Jan-14
	Indigent Client Defense Files – Adults	GS50-30-02A	21-Jan-09	21-Jan-14
	Indigent Client Defense Files – Adults	GS50-30-02B	21-Jan-09	21-Jan-14
	Indigent Client Defense Files – Adults	GS50-30-02C	21-Jan-09	21-Jan-14
	Indigent Client Defense Files – Juvenile	GS50-30-03A	21-Jan-09	21-Jan-14
	Indigent Client Defense Files – Juvenile	GS50-30-03B	21-Jan-09	21-Jan-14
	Indigent Client Defense Files – Juvenile	GS50-30-03C	21-Jan-09	21-Jan-14
	Indigent Client Defense Files – Juvenile	GS50-30-03D	21-Jan-09	21-Jan-14
	Involuntary Commitment Case Files	GS52-07-10	21-Jan-09	21-Jan-14
	Legal Opinions	GS53-02-03*	30-Dec-09	30-Dec-14



Thurston County – Central Services Administration Records Division

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
	Medical Incident Reports Fire and Emergency Medical Services <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS53-04-20	20-Dec-10	20-Dec-15
	Pre-Prosecution Diversion Billing and Support Files (Prosecuting Attorney) <i>(Note: Approval is for records from 1990 forward)</i>	GS52-07-13	20-Dec-10	20-Dec-15
	Pre-Prosecution Diversion Case Files (Prosecuting Attorney) <i>(Note: Approval is for records from 1990 forward)</i>	GS52-07-12	20-Dec-10	20-Dec-15
	Septic System Approvals and Permits	GS55-01J-18	21-Jan-09	21-Jan-14
	Social Files Juvenile Services	GS50-28-13	21-Jan-09	21-Jan-14
	Unsuccessful Bids and Proposals	GS50-08A-11	30-Dec-09	30-Dec-14
	Victim / Witness Case Files (Prosecuting Attorney) <i>(Note: Approval is for records from 1990 forward)</i>	GS52-07-14	20-Dec-10	20-Dec-15
Public Utilities	Diking and Drainage Facility Maintenance History Files <i>(Note: Approval is for records from Dec 2010 forward)</i>	GS50-27-02	20-Dec-10	20-Dec-15

Thurston County – Sheriff’s Office

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Law Enforcement	Copy of Order Protection	L22-01-01	21-Jan-09	21-Jan-14
	Court Orders – Domestic Violence Service Papers	L05-01-03	21-Jan-09	21-Jan-14
	Executions	L05-01-07	21-Jan-09	21-Jan-14
	Return of Service	L05-01-06	21-Jan-09	21-Jan-14
	Sex/Kidnapping Offender Registration and Contacts <i>(Note: Approval is for records from 1990 forward)</i>	LE20-01-03	20-Dec-10	20-Dec-15
	Subpoena or Summons Service Records	L22-01-06	21-Jan-09	21-Jan-14
	Warrant Execution	L22-01-07	21-Jan-09	21-Jan-14



Valley Medical Center – Health Information Management

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Agency Unique	Client/Patient Health Care Information Record	GS55-01B-01	30-Jan-03	na

Walla Walla, City of – Police Department

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Law Enforcement	Alarm Call Reports File	L12-01-01	30-Mar-06	na
	Animal Control Report File	L12-01-02	30-Mar-06	na
	Field Interrogation Reports	L12-01-08	30-Mar-06	na
	Law Enforcement Reports, Studies or Data Queries	L12-01-09	30-Mar-06	na

Vancouver, City of – Development Review Services

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government General Records Retention Schedule (LGGRRS)	Applications and Approval Documentation for Building Construction and Modification Permits <i>(Note: Approval is for records from 2008 forward)</i>	GS50-11-01	26-Oct-10	26-Oct-15
	Approved Construction Drawings, Plans and Specifications <i>(Note: Approval is for records from 2009 forward)</i>	GS50-11-03*	26-Oct-10	26-Oct-15
	Approved Construction Site Plans <i>(Note: Approval is for records from 1990 forward)</i>	GS50-11-02	26-Oct-10	26-Oct-15
	Building Construction and Modification Permit Files (Invalid) <i>(Note: Approval is for records from 2007 forward)</i>	GS50-11-07	26-Oct-10	26-Oct-15
	Building Construction and Modification Permit Files (Valid) <i>(Note: Approval is for records from 1990 forward)</i>	GS50-11-05	26-Oct-10	26-Oct-15
	Code Complaint and Violation Case Files <i>(Note: Approval is for records from 2004 forward)</i>	GS50-11-04	26-Oct-10	26-Oct-15
	Inspection Reports <i>(Note: Approval is for records from 2004 forward)</i>	GS50-11-07	26-Oct-10	26-Oct-15
	Temporary Permits (Demolition, Right of Way Use, Etc.) <i>(Note: Approval is for records from 2007 forward)</i>	GS50-11-18	26-Oct-10	26-Oct-15



Vancouver, City of – Development Review Services

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
	Withdrawn or Abandoned Land Use, Building Construction and Modification Permit Applications, Appeals, Land Use Development, Land Division, and Support Documentation <i>(Note: Approval is for records from 2009 forward)</i>	GS50-11-23	26-Oct-10	26-Oct-15

Vancouver, City of – Police Department

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government Common Records Retention Schedule (CORE)	Employee Misconduct Investigation Files Sustained <i>(Note: Approval is for records from 2008 forward)</i>	GS50-04B-46	13-Oct-10	13-Oct-15
	Employee Misconduct Reports <i>(Note: Approval is for records from 2008 forward)</i>	GS50-04B-48	13-Oct-10	13-Oct-15
	Employee Training History File <i>(Note: Approval is for records from 1976 forward)</i>	GS50-04G-02	13-Oct-10	13-Oct-15
	Personnel File <i>(Note: Approval is for records from 1976 forward)</i>	GS50-04B-06	13-Oct-10	13-Oct-15
	Training/Class Completion Report <i>(Note: Approval is for records from 2007 forward)</i>	GS50-04G-02	13-Oct-10	13-Oct-15
Law Enforcement	Department Shooting Qualification Records	LE02-01-01	30-Dec-09	13-Oct-10
	Employee Traffic Accident Report File	LE02-01-03	30-Dec-09	13-Oct-10
	Employee Training Records File	LE02-01-04	30-Dec-09	13-Oct-10
	Field Training Manuals	LE02-01-05	30-Dec-09	13-Oct-10
	Polygraphs, Polograph Reports, Voice Stress Analyzer Reports	LE02-01-06	30-Dec-09	13-Oct-10
	Reserve or Auxiliary Officer Files	LE02-01-07	30-Dec-09	13-Oct-10
	SWAT Training Activities	LE02-01-08	30-Dec-09	13-Oct-10

Yakima County – Public Services

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Local Government General Records	Applications and Approval Documentation for Building Construction and Modification Permits	GS50-11-01	19-Jul-10	19-Jul-15



Yakima County – Public Services

RETENTION SCHEDULE	SERIES TITLE	DISPOSITION AUTHORITY NUMBER	GRANTED	EXPIRES
Retention Schedule (LGGRRS)	Approved Construction Drawings, Plans, and Specifications	GS50-11-03*	19-Jul-10	19-Jul-15
	Building Construction and Modification Permit Files (Invalid)	GS50-11-08	19-Jul-10	19-Jul-15
	Building Construction and Modification Permit Files (Valid) <i>(Note: Approved subject to the creation of security microfilm)</i>	GS50-11-05	19-Jul-10	19-Jul-15
	Withdrawn or Abandoned Land Use, Building Construction, and Modification Permit Applications, Appeals, Land Use Development, Land Division, and Support Documentation	GS50-11-23	19-Jul-10	19-Jul-15