

Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Red Raspberry Commission - Office# 100	<p style="text-align: center;"><b>ACCOUNTS PAYABLE</b></p> <p>Provides a record of requests, orders, invoices, travel vouchers and other record items including approval of payment documentation.</p>	87-05-39989 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Red Raspberry Commission - Office# 100	<p style="text-align: center;"><b>ADVERTISING AND PROMOTION</b></p> <p>Provides a record of planned and executed promotional efforts of the commission.</p>	87-05-40002 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Archival OFM
Red Raspberry Commission - Office# 100	<p style="text-align: center;"><b>AGREEMENTS AND CONTRACTS</b></p> <p>Documentation providing a record of those persons, companies, associations and organizations who are authorized by contract or agreement to perform various services for the commission.</p>	87-05-39993 Rev.0	TERMINATION OF CONTRACT	72 Months	0 Months	6 Years	Non-Archival OPR
Red Raspberry Commission - Office# 100	<p style="text-align: center;"><b>ASSESSMENTS &amp; COLLECTIONS</b></p> <p>Documentation providing a record of monies received from industry to satisfy statutorily mandates assessments to be used for research, promotion and operational costs as well as the investigation of unfair trade practices.</p>	87-05-39988 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Red Raspberry Commission - Office# 100	<p style="text-align: center;"><b>AUDIT REPORTS</b></p> <p>Provides a record of audit examinations performed by the Office of the State Auditor.</p>	87-05-39992 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Red Raspberry Commission - Office# 100	<p style="text-align: center;"><b>BANKING RECORDS</b></p> <p>Cancelled and voided checks, bank statements, reconciliation reports, and other documentation pertaining to banking activities of the commission.</p>	87-05-39987 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Red Raspberry Commission - Office# 100	<p style="text-align: center;"><b>BOARD MEETING MINUTES</b></p> <p>Provides a record of quarterly, annual and other meetings held by the board of directors.</p>	87-05-39995 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Archival OPR
Red Raspberry Commission - Office# 100	<p style="text-align: center;"><b>BUDGET WORKPAPERS</b></p> <p>Provides a record of yearly budget projections and operating expenditures.</p>	87-05-39991 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Red Raspberry Commission - Office# 100	<p style="text-align: center;"><b>CANADIAN BERRY IMPORTS</b></p> <p>Provides a record of berries stored in the United States for which assesment is paid.</p>	87-05-40006 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Non-Archival OFM

Red Raspberry Commission - Office# 100	CERTIFICATION OF CANEBERRY PLANTS Provides documentation concerning cranberry plant certification and grades and standards as set forth in federal regulation and state statutes.	87-05-39999 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Red Raspberry Commission - Office# 100	CHEMICALS AND PESTICIDES Correspondence and other documentation on chemical use, requests for renewal and statements concerning the use of chemicals.	87-05-39998 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Archival OFM
Red Raspberry Commission - Office# 100	COMMISSION NEWSLETTERS Historical record containing copies of all commission newsletters sent to growers, commission members and others.	87-05-39997 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Archival OFM
Red Raspberry Commission - Office# 100	ELECTIONS Documents election proceedings and appointments made of members to serve on the board of directors.	87-05-39994 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Archival OFM
Red Raspberry Commission - Office# 100	FINANCIAL REPORTS Provides a monthly and annual summary of cash receipts and expenditures.	87-05-39990 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Red Raspberry Commission - Office# 100	GROWER REPORTS Annual production reports of Washington State Red Raspberry growers on which commission assessments are based.	87-05-40004 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Archival OFM
Red Raspberry Commission - Office# 100	HISTORY, WASHINGTON RED RASBERRY COMMISSION Historical documentation of the formation and organization of the commission.	87-05-39996 Rev.0	TERMINATION OF COMMISSION	72 Months	0 Months	6 Years	Archival OFM
Red Raspberry Commission - Office# 100	LEGISLATION FILE To provide a record of legislative activities concerning administrative orders and change and/or amendments to the Revised Code of Washington pertaining to the commission.	87-05-40000 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Archival OPR
Red Raspberry Commission - Office# 100	LITIGATION & LEGAL MATTER Correspondence and other documentation pertaining to legal matters that involve the commission. Includes correspondence with the Washington State Attorney General Office.	87-05-40001 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Archival OPR

Red Raspberry Commission - Office# 100	<p style="text-align: center;">PROCESSOR REPORTS</p> <p>To provide a record of assessment data. Includes report of berries delivered to processing facilities each year. Also includes information regarding the deduction of various grower proceeds for annual commission assessment.</p>	87-05-40005 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Red Raspberry Commission - Office# 100	<p style="text-align: center;">PRODUCTION REPORTS</p> <p>Provides a summary record of raspberry production in the state of Washington. Includes pounds produced by growers who pay an assessment to the commission as well as those whose production is under 6,000 pounds for which no assessment is required.</p>	87-05-40007 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Archival OFM
Red Raspberry Commission - Office# 100	<p style="text-align: center;">RESEARCH RECORDS</p> <p>Documentation of research projects approved and carried out by various researchers for the purpose of providing information to improve the fruit varieties, control growing problems and generally improve the crop and increase production.</p>	87-05-40003 Rev.0	CALENDAR YEAR	72 Months	0 Months	6 Years	Archival OFM