

Summary of Changes
State Government General Records Retention Schedule v.6.0 (June 2016)

New Records Series Added

- Sixty-two (62) new records series have been added to this records retention schedule:
 1. **Advisory Body Records (DAN GS 10015) p.25**
“6 years after end of calendar year (Archival – Appraisal Required)”
 2. **Authorizations/Certifications – Assets (DAN GS 21013) p.47**
“6 years after authorization expired/superseded/terminated (Non-Archival)”
 3. **Authorizations/Certifications – Human Resources (General) (DAN GS 03046) p.82**
“6 years after authorization/certification superseded or terminated or 6 years after separation from agency, whichever is sooner (Non-Archival)”
 4. **Authorization to Use Personal Equipment/Devises for Work Purposes (DAN GS 03047) p.82**
“6 years after approval superseded/terminated/request denied (Non-Archival)”
 5. **Benefits Enrollment and Participation (DAN GS 03048) p.83**
“6 years after date of separation from agency or 6 years after withdrawal from participation, whichever is sooner (Non-Archival)”
 6. **Brainstorming and Collaborating (DAN GS 50006) p.123**
“Until no longer needed for agency business (Non-Archival)”
 7. **Capital Construction Projects – Project Administration and Process (DAN GS 21014) p.48**
“6 years after project completion/acceptance (Non-Archival)”
 8. **Celebrations/Ceremonies/Events – Routine (DAN GS 05008) p.13**
“Until no longer needed for agency business (Non-Archival)”
 9. **Celebrations/Ceremonies/Events – Significant (DAN GS 05009) p.14**
“Until no longer needed for agency business (Archival – Appraisal Required)”
 10. **Contact Information (DAN GS 50007) p.124**
“Until no longer needed for agency business (Non-Archival)”
 11. **Corrective Actions – Audits (DAN GS 04007) p.6**
“6 years after matter resolved (Non-Archival)”
 12. **Corrective Actions – Audits (Development of Plans) (DAN GS 04008) p.7**
“Until completion and acceptance of final plan (Non-Archival)”
 13. **Disclosure of Former Employee Information to Prospective Employers (DAN GS 03053) p.98**

“3 years after disclosure of information (Non-Archival)”

Rationale: Retention based on 3 year statute of limitations for personal injury (RCW 4.16.080) and 2 year requirement in RCW 4.24.730.

14. **Drafting and Editing (DAN GS 50008) p.125**
“Until no longer needed for agency business (Non-Archival)”
15. **Electronic Documents Used to Create Signed Paper Records (DAN GS 50009) p.125**
“Until no longer needed for agency business (Non-Archival)”
16. **Emergency/Disaster Preparedness – Contact Information (DAN GS 25004) p.39**
“Until obsolete or superseded (Non-Archival)”
17. **Emergency/Disaster Response/Recovery – Minor/Routine (DAN GS 25005) p.40**
“6 years after matter resolved/recovery complete (Non-Archival)”
18. **Emergency/Disaster Response/Recovery – Significant (DAN GS 25006) p.41**
“6 years after matter resolved/recovery complete (Archival – Appraisal Required)”
19. **Entry/Exit Logs – Facilities (DAN GS 25007) p.63**
“6 years after end of fiscal year (Non-Archival)”
20. **External Audits/Reviews of the Agency – Interactions (DAN GS 04009) p.8**
“Until conclusion of audit (Non-Archival)”
21. **Facility Systems and Equipment – Installation (DAN GS 21015) p.51**
“6 years after disposal of systems/equipment (Non-Archival)”
22. **Financial Transactions – Sensitive Cardholder Data (DAN GS 01070) p.68**
“Until completion of transaction (Non-Archival)”
23. **Grants Received by Agency – Unsuccessful Applications (DAN GS 23006) p.79**
“Until no longer needed for agency business (Non-Archival)”
24. **Inspections/Monitoring – Regulated (DAN GS 21016) p.57**
“6 years after end of calendar year and correction of any violations (Non-Archival)”
25. **Inspections/Monitoring – Routine/Non-Regulated (DAN GS 21017) p.57**
“Until no longer needed for agency business (Non-Archival)”
26. **Interagency Transfers (DAN GS 03057) p.106**
“6 months after transfer verification (Non-Archival)”
27. **Internet Browsing (DAN GS 50010) p.128**
“Until no longer needed for agency business (Non-Archival)”
28. **Internal Audit Programs – Quality Assurance Reviews (Development) (DAN GS 04011) p.9**
“Until conclusion of review (Non-Archival)”

29. **Internal Audit Programs – Quality Assurance Reviews (Final Reports) (DAN GS 04012) p.10**
“6 years after review report date (Non-Archival)”
30. **Internal Audits/Consultations – Development (DAN GS 04010) p.8**
“Until conclusion of audit/consultation (Non-Archival)”
31. **Internal Revenue Service (IRS) Forms – Payroll (DAN GS 03052) p.94**
“4 years after superseded or 4 years after date of separation from agency, whichever is sooner (Non-Archival)”
32. **Litigation Case Files – Significant (DAN GS 18009) p.22**
“6 years after resolution of case (including appeals) (Archival – Appraisal Required)”
33. **Lost and Found Property (DAN GS 21012) p.46**
“3 years after return/disposal of item (Non-Archival)”
34. **Meeting Arrangements (DAN GS 09024) p.27**
“Until no longer needed for agency business (Non-Archival)”
35. **Meeting Materials – Ballots (DAN GS 09025) p.28**
“Until no longer needed for agency business (Non-Archival)”
36. **Meeting Materials – Members’ Copies/Notes (DAN GS 09026) p.28**
“Until no longer needed for agency business (Non-Archival)”
37. **Operating Manuals (DAN GS 16011) p.61**
“Until superseded or disposal of asset, whichever is sooner (Non-Archival)”
38. **Organizing/Monitoring Work in Progress (DAN GS 50011) p.128**
“Until no longer needed for agency business (Non-Archival)”
39. **Personnel – Health-Related Records (Routine) (DAN GS 03054) p.100**
“6 years after date of separation from agency (Non-Archival)”
40. **Personnel – Routine Transactions (DAN GS 03055) p.101**
“Until superseded (Non-Archival)”
41. **Pesticide Applications (DAN GS 21018) p.60**
“7 years after date of pesticide application (Non-Archival)”
42. **Policies and Procedures – Administrative Functions (DAN GS 09028) p.32**
“6 years after superseded (Non-Archival)”
43. **Records Documented as Part of More Formalized Records (DAN GS 50012) p.129**
“Until verification of successful conversion/keying/transcription (Non-Archival)”
44. **Reference Materials (DAN GS 50013) p.130**
“Until no longer needed for agency business (Non-Archival)”

45. **Reporting/Filing (Mandatory) – Employment-Related (DAN GS 03056) p.105**
“4 years after compiled/submitted to regulatory agency (Non-Archival)”
46. **Reporting Internally – Routine Program/Project/Work Unit Reports/Statistics (DAN GS 09029) p.35**
“2 years after end of fiscal year (Non-Archival)”
47. **Safety Records (DAN GS 03050) p.93**
“5 years after end of calendar year (Non-Archival)”
48. **Scheduling – Appointments/Meetings (DAN GS 50014) p.131**
“Until no longer needed for agency business (Non-Archival)”
49. **Security Incidents and Data/Privacy Breaches (DAN GS 25008) p.64**
“6 years after matter resolved (Non-Archival)”
50. **Signature Authority/Delegation Records (DAN GS 01072) p.71**
“6 years after end of fiscal year in which signature authority was superseded/rescinded (Non-Archival)”
51. **Stakeholder Group Relations (DAN GS 05010) p.18**
“2 years after end of calendar year (Non-Archival)”
52. **State Publications – Transfer to Library (Agency Compliance Records) (DAN GS 15011) p.115**
“6 years after end of calendar year (Non-Archival)”
53. **Strategic Plans – Development (DAN GS 09027) p.31**
“Until no longer needed for agency business (Non-Archival)”
54. **Studies (Major) – Final Reports (Unpublished) (DAN GS 10016) p.37**
“6 years after conclusion of study (Archival – Appraisal Required)”
55. **Studies (Major) – Working Papers/Development (DAN GS 09030) p.37**
“6 years after conclusion of study (Non-Archival)”
56. **Tax Reporting/Returns – State and Local Taxes (DAN GS 01071) p.70**
“5 years after filing (Non-Archival)”
57. **Training – Development (DAN GS 22006) p.42**
“Until training no longer provided by agency (Non-Archival)”
58. **Training – General (DAN GS 22007) p.43**
“3 years after training provided (Non-Archival)”
59. **Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008) p.44**
“6 years after training provided (Non-Archival)”
60. **Unemployment Insurance Claims (DAN GS 03049) p.86**
“6 years after final resolution of claim (Non-Archival)”

61. **Unsolicited Additional Materials (DAN GS 50015) p.132**

“Upon Receipt (Non-Archival)”

62. **Wellness Programs (DAN GS 03051) p.93**

“2 years after end of calendar year (Non-Archival)”

Retention Changes

- Sixty (60) records series have changes to their retention period/cutoff:
 1. **Accidents – Vehicles/Vessels (DAN GS 16010) p.61**
Changed from “3 years after date of document (Non-Archival)” to “3 years after matter resolved (Non-Archival)”
 2. **Acquisition and Disposal – Assets (Other than Real Property) (DAN GS 21001) p.45**
Changed from “6 years after disposition of asset (Non-Archival)” to “6 years after disposal of asset (Non-Archival)”
 3. **Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004) p.46**
Increased from “6 years after disposition of parcel (Archival – Appraisal Required)” to “10 years after disposal of asset (Archival – Permanent Retention)”
Rationale: The statute of limitations relating to real property transactions is 10 years (RCW 4.16.020).
 4. **Advertising and Promotion (DAN GS 05006) p.12**
Changed from “6 years after end of fiscal year (Non-Archival)” to “Until no longer needed for agency business (Archival – Appraisal Required)”
 5. **Applications/Resumes – Unsolicited (DAN GS 03022) p.103**
Increased from “6 months after date of document (Non-Archival)” to “2 years after received (Non-Archival)”
Rationale: 2 year retention is based on requirements of 29 CFR § 1602.31.
 6. **Applications/Systems – Technical Design (DAN GS 14001) p.52**
Decreased from “1 years after disposition or transfer of system data to a new operating environment (Non-Archival)” to “Until application or version is no longer needed for agency business and all records within the application have been migrated/deleted/transferred in accordance with a current approved records retention schedule (Non-Archival)”
 7. **Audit Trails and System Usage Monitoring (DAN GS 14020) p.53**
Changed from “3 backup cycles (Non-Archival)” to “1 year after date of activity (Non-Archival)”
 8. **Authorization – Systems/Telecommunications Access (DAN GS 14012) p.53**
Increased from “2 years after termination of user account (Non-Archival)” to “6 years after end of fiscal year in which user account/access was terminated (Non-Archival)”
Rationale: Increased retention to cover authorizing access to financial systems/data and for consistency with Authorization – Building/Facility Access (DAN GS 25001).

9. **Automated/Scheduled Tasks and Work/Intermediate/Test Files (DAN GS 14015) p.54**
 Changed from “30 days after date of document (Non-Archival)” to “Until no longer needed for agency business (Non-Archival)”
10. **Backups for Disaster Preparedness/Recovery (DAN GS 14011) p.54**
 Changed from “Until after 3 backup cycles (Non-Archival)” to “Until no longer needed for agency business (Non-Archival)”
11. **Bids and Proposals – Successful (DAN GS 06004) p.73**
 Increased from “6 years after closure or cancellation date (Non-Archival)” to “6 years after completion of purchase or fulfillment of contract (Non-Archival)”
12. **Business/Work Plans (DAN GS 09008) p.30**
 Changed from “2years after date of document (Non-Archival)” to “2 years after completion/expiration of plan (Non-Archival)”
13. **Calendars – Elected Officials and Agency Heads (DAN GS 10008) p.11**
 Changed from “4 years after date of document (Archival – Appraisal Required)” to “4 years after end of calendar year (Archival – Permanent Retention)”
14. **Capital Construction Projects – Routine Buildings/Facilities (DAN GS 21010) p.49**
 Increased from “6 years after project completed (Non-Archival)” to “6 years after disposal of asset/abandonment of project (Non-Archival)”
15. **Capital Construction Projects – Significant Buildings/Facilities (DAN GS 21011) p.50**
 Changed from “6 years after disposition of building (Archival – Appraisal Required)” to “6 years after completion/abandonment of project (Archival – Permanent Retention)”
16. **Client/Customer Feedback and Complaints (DAN GS 09016) p.16**
 Changed from “3 years after resolution of complaint (Non-Archival)” to “3 years after feedback received/resolution of complaint (Non-Archival)”
17. **Complaints and Grievances – Upheld (DAN GS 03003) p.89**
 Changed from “6 years after resolution of case (Non-Archival)” to “6 years after final determination of case (Non-Archival)”
18. **Disbursement of Agency Supplies/Consumables (DAN GS 16005) p.61**
 Changed from “6 years after date of document (Non-Archival)” to “6 years after end of fiscal year (Non-Archival)”
19. **Emergency/Disaster Preparedness and Recovery Plans (DAN GS 14010) p.40**
 Increased from “Until superseded (Non-Archival)” to “3 years after obsolete or superseded (Non-Archival)”
Rationale: Retention based on 3 year statute of limitations for personal injury (RCW 4.16.080).
20. **Employee Medical and Exposure Records (DAN GS 03039) p.90**
 Changed from “30 years after termination of employment (Non-Archival)” to “30 years after date of separation from agency (Non-Archival)”
21. **Employment Eligibility – U.S. Citizenship and Immigration Services (USCIS) (DAN GS 03036) p.103**
 Changed from “Until after date of hire plus 3 years or termination of employment plus 1 year, whichever is later (Non-Archival)” to “3 years after date of hire or 1 year after separation from agency, whichever is later (Non-Archival)”

22. **Establishment/Development History of Agency/Programs (DAN GS 10013) p.31**
Increased from “5 years after end of calendar year (Archival – Appraisal Required)” to “6 years after end of calendar year (Archival – Appraisal Required)”
23. **Exit Interview – Personnel (DAN GS 03040) p.106**
Decreased from “6 years after end of calendar year (Non-Archival)” to “3 years after exit interview completed (Non-Archival)”
24. **External Audits/Reviews of Agency – Final Reports (DAN GS 04006) p.7**
Increased from “3 years after exit conference date (Non-Archival)” to “6 years after audit report date (Non-Archival)”
25. **Financial Disputes and Collections (DAN GS 01003) p.66**
Changed from “6 years after payment made (Non-Archival)” to “6 years after matter resolved (Non-Archival)”
26. **Financial Transactions – General (DAN GS 01001) p.67**
Changed from “6 years after date of document (Non-Archival)” to “6 years after end of fiscal year (Non-Archival)”
27. **Forms – Accountable (DAN GS 12004) p.108**
Changed from “6 years after end of fiscal year (Non-Archival)” to “6 years after end of fiscal year in which form was created/printed (Non-Archival)”
28. **Governing/Executive/Policy-Setting Body Records (DAN GS 10004) p.26**
Changed from “6 years after date of document (Archival – Appraisal Required)” to “6 years after end of calendar year (Archival – Permanent Retention)”
29. **Grants Issued by Agency – Applications (Successful) (DAN GS 23001) p.77**
Changed from “6 years after end of grant period (Non-Archival)” to “6 years after end of funding period/grant cycle and completion of all grant requirements for that cycle (Non-Archival)”
30. **Grants Issued by Agency – Program Administration (DAN GS 23003) p.78**
Changed from “6 years after administrative purpose served (Non-Archival)” to “6 years after end of funding period/grant cycle (Non-Archival)”
31. **Grants Received by Agency (DAN GS 23004) p.79**
Changed from “6 years after end of grant period (Non-Archival)” to “6 years after end of funding period/grant cycle and completion of all grant requirements for that cycle (such as federal retention requirements, submission of financial status report, etc.) (Non-Archival)”
Rationale: Retention changed to ensure that varying federal retention requirements (if applicable) are also met and for ongoing grants, the retention only applies to the particular funding period/grant cycle.
32. **Helpdesk Requests (DAN GS 14029) p.54**
Decreased from “1 year after date of document (Non-Archival)” to “Until finalization of request (Non-Archival)”
33. **Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001) p.9**
Changed from “6 years after audit report date (Non-Archival)” to “6 years after conclusion of audit/consultation (Non-Archival)”

- 34. **Inventories – Supplies, Commodities and Parts (DAN GS 16004) p.56**
 Changed from “6 years after date of document (Non-Archival)” to “6 years after end of fiscal year (Non-Archival)”
- 35. **Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002) p.23**
 Changed from “2 years after end of legislative session (Archival – Appraisal Required)” to “2 years after end of calendar year (Non-Archival)”
- 36. **Litigation Case Files – Routine (DAN GS 18004) p.21**
 Increased from “Until the case resolved and appeal period expired and administrative purpose served (Non-Archival)” to “6 years after resolution of case (including appeals) (Non-Archival)”
- 37. **Maintenance – Major and/or Regulated (DAN GS 21008) p.58**
 Changed from “6 years after disposition of building or equipment (Non-Archival)” to “6 years after disposal of asset (Non-Archival)”
- 38. **Media Releases and Coverage (DAN GS 05003) p.17**
 Changed from “2 years after date of issue (Archival – Appraisal Required)” to “2 years after end of calendar year (Archival – Appraisal Required)”
- 39. **Meetings – Staff and Internal Committees (DAN GS 09009) p.29**
 Changed from “2 years after date of document (Non-Archival)” to “2 years after end of calendar year and until no longer needed for agency business (Non-Archival)”
- 40. **Network – Design and Build (DAN GS 14031) p.55**
 Changed from “Until circuit is no longer in use (Non-Archival)” to “Until no longer needed for agency business (Non-Archival)”
- 41. **Payroll Files – Employee Pay History (DAN GS 03031) p.94**
 Decreased from “7 years after termination of employment (Non-Archival)” to “6 years after date of separation from agency (Non-Archival)”
- 42. **Payroll Register (DAN GS 01060) p.95**
 Changed from “60 years after the date of document (Non-Archival)” to “60 years after date certified (Non-Archival)”
- 43. **Payroll Processing, Distribution and Reporting (DAN GS 03033) p.96**
 Changed from “6 years after report received and verified (Non-Archival)” to “6 years after end of fiscal year (Non-Archival)”
- 44. **Performance Evaluations – Supervisor Preparation (DAN GS 03024) p.97**
 Changed from “Until completion of evaluation (Non-Archival)” to “Until completion of evaluation and resolution of any ongoing performance issues (Non-Archival)”
- 45. **Personnel – Employment History Files (DAN GS 03042) p.99**
 Decreased from “10 years after termination of employment (Non-Archival)” to “6 years after date of separation from agency (Non-Archival)”
- 46. **Position History (DAN GS 03010) p.102**
 Changed from “Until position abolished or revised (Non-Archival)” to “Until no longer needed for agency business (Non-Archival)”
- 47. **Process Improvement (DAN GS 09012) p.34**
 Increased from “2 years after date of document (Non-Archival)” to “6 years after end of improvement cycle/project (Non-Archival)”

48. **Public Disclosure/Records Requests (DAN GS 05001) p.113**
 Decreased from “6 years after public records request fulfilled (Non-Archival)” to “2 years after public records request fulfilled (Non-Archival)”
Rationale: To align retention period with how some courts are interpreting the 1 year statute of limitations in relation to public records requests (RCW 42.56.550(6)).
49. **Reporting to External Agencies (Mandatory) (DAN GS 19004) p.36**
 Increased from “4 years after end of legislative session (Non-Archival)” to “6 years after submitted (Non-Archival)”
50. **Retirement Verification (DAN GS 03032) p.85**
 Changed from “60 years after termination of employment (Non-Archival)” to “60 years after date of separation from agency (Non-Archival)”
51. **Rule Making (Washington Administrative Code – WAC) (DAN GS 10009) p.24**
 Decreased from “6 years after superseded (Archival – Appraisal Required)” to “Until rule superseded/not proceeded with (Archival – Permanent Retention)”
52. **Security Monitoring – No Incident (DAN GS 25003) p.64**
 Changed from “30 days after date of recording (Non-Archival)” to “30 days after date record created or until determined that no security incident has occurred, whichever is sooner (Non-Archival)”
Rationale: To allow for earlier destruction of record if it has been determined that no incident has occurred.
53. **Strategic Plans – Final (Unpublished) (DAN GS 10001) p.31**
 Decreased from “4 years after superseded or no longer applicable (Archival – Appraisal Required)” to “Until no longer needed for agency business (Archival – Permanent Retention)”
54. **Studies (Minor/Routine) (DAN GS 09006) p.38**
 Changed from “2 years after date of document (Non-Archival)” to “2 years after conclusion of study (Non-Archival)”
55. **Tax Reporting/Returns – Internal Revenue Service (IRS) (DAN GS 01019) p.69**
 Changed from “4 years after date of document (Non-Archival)” to “4 years after filing (Non-Archival)”
56. **Training – Arrangements (DAN GS 22001) p.42**
 Changed from “Until superseded or obsolete (Non-Archival)” to “Until no longer needed for agency business (Non-Archival)”
57. **Training History Files – Employee (DAN GS 22003) p.107**
 Decreased from “7 years after termination of employment (Non-Archival)” to “6 years after separation from agency (Non-Archival)”
58. **Travel (DAN GS 07001) p.80**
 Changed from “6 years after end of fiscal year (Non-Archival)” to “6 years after end of fiscal year in which travel was completed (Non-Archival)”
Rationale: To clarify the retention when travel spans more than one fiscal year.
59. **Use of Agency Facilities/Equipment/Vehicles (DAN 07003) p.62**

Changed from “3 years after date of document (Non-Archival)” to “3 years after asset returned/use completed (Non-Archival)”

60. **Voluntary Employee’s Beneficiary Association (VEBA) (DAN 03045) p.86**

Changed from “6 years until superseded (Non-Archival)” to “6 years after end of calendar year (Non-Archival)”

Other Minor Changes

- Most records series have changes to their title and/or description.
- There have also been changes to the functions and activities sections throughout the schedule.

Archival Designation Changes

- Five (5) records series are changing from “Archival (Appraisal Required)” to “Archival (Permanent Retention)”:
 1. **Calendars – Elected Officials and Agency Heads (DAN GS 10008) p.11**
 2. **Capital Construction Projects – Significant Buildings/Facilities (DAN GS 21011) p.50**
 3. **Meetings – Governing/Executive/Policy-Setting (DAN GS 10004) p.26**
 4. **Rule Making (Washington Administrative Code – WAC) (DAN GS 10009) p.24**
 5. **Strategic Plans – Final (Unpublished) (DAN GS 10001) p.31**
- Two (2) records series are changing from “Archival (Appraisal Required)” to “Non-Archival”:
 1. **Legal Advice and Issues (DAN GS 18003) p.20**
 2. **Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002) p.23**
- One (1) records series is changing from “Non-Archival” to “Archival (Appraisal Required)”:
 1. **Advertising and Promotion (DAN GS 05006) p.12**

Archival Series Being Revoked

- A total of twenty-five (25) “Archival” records series are being revoked.
- Ten (10) “Archival” records series are being revoked as they are covered by another “Archival” records series:
 1. **Condemnations of Land (DAN GS 24006)** covered by Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004)
 2. **Conservation (Archival) (DAN GS 11016)** covered by Conversion/Conservation – Archival Records (DAN GS 11011)
 3. **Deliverables (DAN GS 23005)** covered by State Publications (DAN GS 15008) and Studies (Major) – Final Reports (Unpublished) (DAN GS 10016)
 4. **Interpretive and Policy Statements (DAN GS 10014 – incorrectly listed as GS 10010)** covered by Policies and Procedures – Agency Core Mission (DAN GS 10002)

5. **Land Sales and Conveyance Documentation (DAN GS 24009)** covered by Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004)
 6. **Land Title Documents (DAN GS 24008)** covered by Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004)
 7. **Lands Escheated to the State (DAN GS 24005)** covered by Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004)
 8. **Papers of Executive Direction (DAN GS 10005)** covered by Policies and Procedures – Agency Core Mission (DAN GS 10002)
 9. **Speeches and Writings (DAN 10006)** covered by Media Releases and Coverage (DAN GS 05003)
 10. **Water Rights Acquired by the State (DAN GS 24007)** covered by Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004)
- Two (2) “Archival” records series are being revoked as they are covered by other “Archival” and “Non-Archival” records series:
 1. **Appointment Records, Official (DAN GS 10012)** covered by Advisory Body Records (DAN GS 10015) and Governing/Executive/Policy-Setting Body Records (DAN GS 10004) and Meetings – Staff and Internal Committees (DAN GS 09009)
 2. **Project Files (DAN GS 09018)** covered by Studies (Major) – Final Reports (Unpublished) (DAN GS 10016) and Studies (Major) – Working Papers/Development (DAN GS 09030) and Business/Work Plans (DAN GS 09008) and Reporting Internally – Routine Program/Project/Work Unit Report/Statistics (DAN GS 09029) and Organizing/Monitoring Work in Progress (DAN GS 50011)
 - Ten (10) “Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Affirmative Action Plans, Goals and Reports (DAN GS 20002)** covered by Business/Work Plans (DAN GS 09008) and Reporting/Filing (Mandatory) – Employment Related (DAN GS 03056)
 2. **Attorney General Letters, Informal Opinions and Correspondence (DAN GS 18002)** covered by Legal Advice and Issues (DAN GS 18003)
 3. **Attorney General Opinions (DAN GS 18001)** covered by Legal Advice and Issues (DAN GS 18003)
Rationale: Records of the Office of the Attorney General as designated as “Archival (Permanent Retention)”
 4. **Collection Control – Special Collections (DAN GS 15024)** covered by Collection Control (DAN GS 15023)
 5. **External Audit, Final Audit or Examination Report (DAN GS 04005)** covered by External Audits/Reviews of Agency – Final Reports (DAN GS 04006)
 6. **Internal Audit, Final Audit or Examination Report (DAN GS 04002)** covered by Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001)
 7. **Photographs, Graphics and Visual Resources (DAN GS 15007)** covered by Publications – Development (DAN GS 15009)
 8. **Public Information Office, Reference Files (DAN GS 05005)** covered by Reference Materials (DAN GS 50013) and Secondary (Duplicate) Copies (DAN GS 50005)
 9. **Quality and Performance Improvement Documentation (DAN GS 10011)** covered by Process Improvement (DAN GS 09012)
 10. **Year 2000 Project Files (DAN GS 14035)** covered by Business/Work Plans (DAN GS 09008) and Reporting Internally – Routine Program/Project/Work Unit Reports/Statistics (DAN GS 09029) and Organizing/Monitoring Work in Progress (DAN GS 50011)

- Three (3) “Archival” records series are being revoked as the records are more appropriately covered other records series based on the function/content of the record:
 1. **Correspondence – Executive/Official (DAN GS 10007)**
 2. **Special Collections (DAN GS 15025)**
 3. **Subject Files, Executive Level (DAN GS 10003)**

Non-Archival Series Being Revoked

- A total of ninety-one (91) “Non-Archival” records series are being revoked.
- One (1) “Non-Archival” records series is being revoked as it is covered by other “Archival” and “Non-Archival” records series:
 1. **Source Records – Migrated (DAN GS 11015)** covered by Source Records – Imaged/Migrated (DAN GS 11014) and Source Records – Imaged/Migrated (DAN GS 11012)
- Eighty-nine (89) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Accounts Payable (DAN GS 01007)** covered by Financial Transactions – General (DAN GS 01001)
 2. **Accounts Receivable (DAN GS 01016)** covered by Financial Transactions – General (DAN GS 01001)
 3. **Affirmative Action Complaint Files (DAN GS 20004)** covered by Complaints and Grievances – Upheld (DAN GS 03003)
 4. **Allotment Records, Revenue and Expenditure (DAN GS 01043)** covered by Allotment Management and Budget Development (DAN GS 01040)
 5. **Asset Depreciation Reports (DAN GS 16002)** covered by Financial Transactions – General (DAN GS 01001) and Secondary (Duplicate) Copies (DAN GS 50005)
 6. **Cash Receipt Records (DAN GS 01010)** covered by Financial Transactions – General (DAN GS 01001)
 7. **Complaints, Harassment and Discrimination (DAN GS 03038)** covered by Complaints and Grievances – Upheld (DAN GS 03003)
 8. **Computer Usage Files (DAN GS 14013)** covered by Audit Trails and System Usage Monitoring (DAN GS 14020)
 9. **Conferences and Seminars, Agency (DAN GS 22005)** covered by Training – Arrangements (DAN GS 22001) and Training – Development (DAN GS 22006) and Training – General (DAN GS 22007) and Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008)
 10. **Conservation (Non-Archival) (DAN GS 11017)** covered by Conversion/Conservation – Non-Archival Records (DAN GS 11013)
 11. **Correspondence – General (DAN GS 09005)** covered by Provision of Advice, Assistance or Information (DAN GS 09022) and Informational Notifications/Communications (DAN GS 50001)
 12. **Course Registration Processing Records (DAN GS 22002)** covered by Training – Arrangements (DAN GS 22001) and Training – Development (DAN GS 22006) and Training – General (DAN GS 22007) and Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008)
 13. **Credit Card Records (DAN GS 01017)** covered by Financial Transactions – General (DAN GS 01001)
 14. **Data Documentation (DAN GS 14003)** covered by Applications/Systems – Technical Design (DAN GS 14001)

15. **Data or Database Dictionary Reports (DAN GS 14025)** covered by Secondary (Duplicate) Copies (DAN GS 50005)
16. **Data Processing Operating Procedures (DAN GS 14007)** covered by Policies and Procedures – Administrative Functions (DAN GS 09028)
17. **Data Processing Unit’s Copies of Output Reports (DAN GS 14021)** covered by Secondary (Duplicate) Copies (DAN GS 50005)
18. **Destruction (Scratch) Reports (DAN GS 14024)** covered by Destruction of Public Records (DAN GS 11005)
19. **Disbursement Reporting System Report – DRS (DAN GS 02009)** covered by Financial Transactions – General (DAN GS 01001) and Secondary (Duplicate) Copies (DAN GS 50005)
20. **Disposition Records, Asset (DAN GS 16003)** covered by Acquisition and Disposal – Assets (Other than Real Property) (DAN GS 21001)
21. **Distribution of Payroll and Related Costs (DAN GS 01062)** covered by Payroll Processing, Distribution and Reporting (DAN GS 03033)
22. **Employee Recognition/Appreciation Ceremonies or Awards (DAN GS 03021)** covered by Celebrations/Ceremonies/Events – Routine (DAN GS 05008) and Meetings – Staff and Internal Committees (DAN GS 09009)
23. **Employee Suggestion Program (DAN GS 09013)** covered by Process Improvement (DAN GS 09012)
24. **Equipment Maintenance and Repair Records (DAN GS 16006)** covered by Maintenance – Major and/or Regulated (DAN GS 21008) and Maintenance – Minor Non-Regulated (DAN GS 21002)
25. **Extracted Data Files, Summary (DAN GS 14022)** covered by Secondary (Duplicate) Copies (DAN GS 50005)
26. **Family Medical Leave and Shared Leave (DAN GS 03034)** covered by Attendance and Leave Records (DAN GS 03030) and Personnel – Health-Related Records (Routine) (DAN GS 03054)
27. **Financial Reporting Working Documents, Fiscal Year End (DAN GS 02020)** covered by Financial Transactions – General (DAN GS 01001) and Secondary (Duplicate) Copies (DAN GS 50005)
28. **Financial Reports, Fiscal Year End, Agency Copy (DAN GS 01067)** covered by Financial Transactions – General (DAN GS 01001) and Secondary (Duplicate) Copies (DAN GS 50005)
29. **Financial Reports, Quarterly, Monthly & Daily, Agency Copy (DAN GS 02005)** covered by Financial Transactions – General (DAN GS 01001) and Secondary (Duplicate) Copies (DAN GS 50005)
30. **Finding Aids, Indexes and Tracking Systems (DAN GS 14023)** covered by Records Control (DAN GS 11009)
31. **General Ledger Trial Balance (DAN GS 01009)** covered by Financial Transactions – General (DAN GS 01001)
32. **Input Documents (DAN GS 14016)** covered by Records Documented as Part of More Formalized Records (DAN GS 50012)
33. **Job Specifications (DAN GS 03008)** covered by Position History (DAN GS 03010)
34. **Journal Vouchers (DAN GS 01006)** covered by Financial Transactions – General (DAN GS 01001)
35. **Land Appraisals (DAN GS 24001)** covered by Inventories – Capital Assets (DAN GS 16008)
36. **Lands Inventory (DAN GS 24003)** covered by Inventories – Capital Assets (DAN GS 16008)
37. **Management Reporting System – MRS (DAN GS 02008)** covered by Financial Transactions – General (DAN GS 01001) and Secondary (Duplicate) Copies (DAN GS 50005)
38. **Master Printing Job Documentation (DAN GS 15001)** covered by Publications – Development (DAN GS 15009)

39. **Motor Vehicle Maintenance, Repair and Disposition Records (DAN GS 16007)** covered by Maintenance – Major and/or Regulated (DAN GS 21008) and Maintenance – Minor Non-Regulated (DAN GS 21002) and Acquisition and Disposal – Assets (Other than Real Property) (DAN GS 21001)
40. **Motor Vehicle Title (DAN GS 16009)** covered by Acquisition and Disposal – Assets (Other than Real Property) (DAN GS 21001)
41. **Network Usage Files (DAN GS 14032)** covered by Audit Trails and System Usage Monitoring (DAN GS 14020)
42. **Network Usage Summary (DAN GS 14033)** covered by Audit Trails and System Usage Monitoring (DAN GS 14020)
43. **Non-Attorney General Legal Case Files (DAN GS 18005)** covered by Litigation Case Files – Significant (DAN GS 18009) and Litigation Case Files – Routine (DAN GS 18004)
44. **Notes, Legislative (DAN GS 01065)** covered by Allotment Management and Budget Development (DAN GS 01040)
45. **On-The-Job-Training Files (DAN GS 03023)** covered by Training History Files – Employee (DAN GS 22003)
46. **Operating System/Hardware Conversion Plan (DAN GS 14009)** covered by Business/Work Plans (DAN GS 09008)
47. **Operations and Inspection Records, Physical Plant Systems (DAN GS 21007)** covered by Facility Systems and Equipment – Installation (DAN GS 21015) and Inspections/Monitoring – Regulated (DAN GS 21016) and Inspections/Monitoring – Routine/Non-Regulated (DAN GS 21017)
48. **Payroll Register, Deductions (DAN GS 01061)** covered by Payroll Files – Employee Pay History (DAN GS 03031)
49. **Payroll Register, Year-to-Date (DAN GS 01063)** covered by Payroll Files – Employee Pay History (DAN GS 03031)
50. **Personnel Action Appeals (DAN GS 03004)** covered by Complaints and Grievances – Upheld (DAN GS 03003)
51. **Personnel Complaints, Exonerated, Represented Employees (DAN GS 03043)** covered by Complaints and Grievances – Exonerated (DAN GS 03006)
52. **Personnel Complaints, Upheld, Non-Represented Employees (DAN GS 03005)** covered by Complaints and Grievances – Upheld (DAN GS 03003)
53. **Personnel Complaints, Upheld, Represented Employees (DAN GS 03044)** covered by Complaints and Grievances – Upheld (DAN GS 03003)
54. **Personnel Record Folders, Non-Retired Employees (DAN GS 03001)** covered by Personnel – Employment History Files (DAN GS 03042) and Retirement Verification (DAN GS 03032)
55. **Personnel Record Folders, Retired Employees (DAN GS 03041)** covered by Personnel – Employment History Files (DAN GS 03042) and Retirement Verification (DAN GS 03032)
56. **Policies and Procedures, Fiscal (DAN GS 01014)** covered by Policies and Procedures – Administrative Functions (DAN GS 09028)
57. **Policy, Rules and Regulations for Employees, Agency (DAN GS 03020)** covered by Policies and Procedures – Administrative Functions (DAN GS 09028)
58. **Portfolio Management Documentation, Agency Copy (DAN GS 14036)** covered by Reporting to External Agencies (Mandatory) (DAN GS 19004)
59. **Program Listing and Source Code (DAN GS 14004)** covered by Applications/Systems – Technical Design (DAN GS 14001)
60. **Public Works Requisition (DAN GS 01012)** covered by Financial Transactions – General (DAN GS 01001)

61. **Publication and Duplication Service Job Files (DAN GS 15005)** covered by Publications – Development (DAN GS 15009)
62. **Reasonable Accommodation Files (DAN 03011)** covered by Personnel – Health-Related Records (Routine) (DAN GS 03054)
63. **Reference Copies of Drawings and Files, Maintenance and Operations, Physical Plant (DAN GS 21003)** covered by Secondary (Duplicate) Copies (DAN GS 50005)
64. **Reference Files (Convenience Copies) (DAN GS 09002)** covered by Reference Materials (DAN GS 50013) and Secondary (Duplicate) Copies (DAN GS 50005)
65. **Reports, Personnel (DAN GS 03009)** covered by Secondary (Duplicate) Copies (DAN GS 50005)
66. **Reports and Information, Telecommunications (DAN GS 08005)** covered by Audit Trails and System Usage Monitoring (DAN GS 14020)
67. **Requests for Information, General (DAN GS 05002)** covered by Provision of Advice, Assistance or Information (DAN GS 09022)
68. **Revenue Reports (DAN GS 01011)** covered by Financial Transactions – General (DAN GS 01001) and Secondary (Duplicate) Copies (DAN GS 50005)
69. **SCAN Account Detail Report (DAN GS 08004)** covered by Financial Transactions – General (DAN GS 01001)
70. **SCAN System Authorization Requests (DAN GS 08002)** covered by Authorization – Systems/Telecommunications Access (DAN GS 14012)
71. **Software Evaluations/Reviews (DAN GS 14028)** covered by Bids and Proposals – Successful (DAN GS 06004) and Bids and Proposals – Unsuccessful (DAN GS 06007)
72. **Services and Order Requests, Telecommunications (DAN GS 08001)** covered by Helpdesk Requests (DAN GS 14029) and Maintenance – Minor Non-Regulated (DAN GS 21002)
73. **Site and Equipment Support Files (DAN GS 14026)** covered by Maintenance – Major and/or Regulated (DAN GS 21008) and Maintenance – Minor Non-Regulated (DAN GS 21002)
74. **Space Allocation Planning Files (DAN GS 21006)** covered by Business/Work Plans (DAN GS 09008)
75. **Summary Computer Usage Report (DAN GS 14014)** covered by Audit Trails and System Usage Monitoring (DAN GS 14020)
76. **Survey Responses, Individual (DAN GS 09020)** covered by Provision of Advice, Assistance or Information (DAN GS 09022) and Records Documented as Part of More Formalized Records (DAN GS 50012)
77. **System Documentation (DAN GS 14008)** covered by Applications/Systems – Technical Design (DAN GS 14001)
78. **System Specifications (DAN GS 14002)** covered by Applications/Systems – Technical Design (DAN GS 14001)
79. **Technical Program Documentation (DAN GS 14005)** covered by Applications/Systems – Technical Design (DAN GS 14001)
80. **Test Data Base Files (DAN GS 14006)** covered by Automated/Scheduled Tasks and Work/Intermediate/Test Files (DAN GS 14015)
81. **Time Keeping/Time and Effort (DAN GS 03035)** covered by Grants Received by Agency (DAN GS 23004)
82. **Training and Development Files (State Employees, Contractors and Customers) (DAN GS 22004)** covered by Training – Arrangements (DAN GS 22001) and Training – Development (DAN GS 22006) and Training – General (DAN GS 22007) and Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008)

- 83. **Training Files, General Public (DAN GS 05007)** covered by Training – Arrangements (DAN GS 22001) and Training – Development (DAN GS 22006) and Training – General (DAN GS 22007) and Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008)
- 84. **Training, Employee/Clock Hour Credits (DAN GS 03007)** covered by Training History Files – Employee (DAN GS 22003)
- 85. **Valid Transaction Files (DAN GS 14018)** covered by Automated/Scheduled Tasks and Work/Intermediate/Test Files (DAN GS 14015)
- 86. **Vendor Payments Files (DAN GS 01004)** covered by Financial Transactions – General (DAN GS 01001)
- 87. **Volunteer Files (DAN GS 03017)** covered by Personnel – Employment History Files (DAN GS 03042)
- 88. **Wage, Quarterly Report of (DAN GS 01064)** covered by Payroll Processing, Distribution and Reporting (DAN GS 03033)
- 89. **Work or Intermediate Files (DAN GS 14017)** covered by Automated/Scheduled Tasks and Work/Intermediate/Test Files (DAN GS 14015)
- One (1) “Non-Archival” records series is being revoked as the records are more appropriately covered other records series based on the function/content of the record:
 - 1. **Subject Files (DAN GS 09019)**

Net Reduction in Record Series: 54 (from 237 series down to 183 series)

Mapping from Version 5.1 to Version 6.0

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
AGENCY MANAGEMENT – COMMUNITY RELATIONS	
<p>Advertising and Promotion (DAN GS 05006) <i>6 years after end of fiscal year (Non-Archival)</i></p>	<p><u>Revised:</u> AGENCY ADMINISTRATION AND MANAGEMENT – COMMUNITY AND EXTERNAL RELATIONS Advertising and Promotion (DAN GS 05006) <i>Until no longer needed for agency business (Archival – Appraisal Required)</i></p>
<p>Charity Fundraising (DAN GS 09021) <i>6 years after end of fiscal year (Non-Archival)</i></p>	<p><u>Revised:</u> AGENCY ADMINISTRATION AND MANAGEMENT – COMMUNITY AND EXTERNAL RELATIONS Charity Fundraising (DAN GS 09021) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Press Releases (DAN GS 05003) <i>2 years after date of issue (Archival – Appraisal Required)</i></p>	<p><u>Revised:</u> AGENCY ADMINISTRATION AND MANAGEMENT – COMMUNITY AND EXTERNAL RELATIONS Media Releases and Coverage (DAN GS 05003) <i>2 years after end of calendar year (Archival – Appraisal Required)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Public Information Office, Reference Files (DAN GS 05005) <i>2 years after date of document (Archival – Appraisal Required)</i></p>	<p><u>Discontinued</u> – Now covered by: RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS) Reference Materials (DAN GS 50013) <i>Until no longer needed for agency business (Non-Archival)</i></p> <p>AND</p> <p>RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS) Secondary (Duplicate) Copies (DAN GS 50005) <i>Until no longer needed for agency business (Non-Archival)</i></p>
AGENCY MANAGEMENT – CONTRACTS AND PURCHASING RECORDS	
<p>Bid, Invitation To/Request for Proposal (DAN GS 06004) <i>6 years after closure or cancellation date (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Bids and Proposals – Successful (DAN GS 06004) <i>6 years after completion of purchase or fulfillment of contract (Non-Archival)</i></p>
<p>Bids/Proposal, Unsuccessful (DAN GS 06007) <i>3 years after bid award or cancellation date (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Bids and Proposals – Unsuccessful (DAN GS 06007) <i>3 years after bid award or cancellation date (Non-Archival)</i></p>
<p>Contracts and Agreements (DAN GS 01050) <i>6 years after termination or expiration of instrument (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Contracts and Agreements (DAN GS 01050) <i>6 years after termination or expiration of instrument (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Purchase Authority (DAN GS 06002) <i>6 years after superseded (Non-Archival)</i></p>	<p><u>Relocated (No Change):</u> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Purchase Authority (DAN GS 06002) <i>6 years after superseded (Non-Archival)</i></p>
<p>Supply and Equipment Requests (DAN GS 06001) <i>30 days after date of receipt (Non-Archival)</i></p>	<p><u>Relocated (No Change):</u> FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Supply and Equipment Requests (DAN GS 06001) <i>30 days after date of receipt (Non-Archival)</i></p>
AGENCY MANAGEMENT – EXECUTIVE LEVEL RECORDS	
<p>Appointment Records, Official (DAN GS 10012) <i>6 years after termination of appointment (Archival – Appraisal Required)</i></p>	<p><u>Discontinued</u> – Now covered by: AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT Advisory Body Records (DAN GS 10015) <i>6 years after end of calendar year (Archival – Appraisal Required)</i></p> <p style="text-align: center;"><u>AND</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT Governing/Executive/Policy-Setting Body Records (DAN GS 10004) <i>6 years after end of calendar year (Archival – Permanent Retention)</i></p> <p style="text-align: center;"><u>AND</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT Meetings – Staff and Internal Committees (DAN GS 09009) <i>2 years after end of calendar year and until no longer needed for agency business (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Calendars, Executive (DAN GS 10008)</p> <p><i>4 years after date of document (Archival – Appraisal Required)</i></p>	<p><u>Revised and Split Between:</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – CALENDARS Calendars – Elected Officials and Agency Heads (DAN GS 10008) <i>4 years after end of calendar year (Archival – Permanent Retention)</i></p> <p><u>AND</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – CALENDARS Calendars – Employees (Other than Elected Officials and Agency Heads) (DAN GS 09023) <i>1 year after end of calendar year (Non-Archival)</i></p> <p><u>AND</u></p> <p>RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS) Scheduling – Appointments/Meetings (DAN GS 50014) <i>Until no longer needed for agency business (Non-Archival)</i></p> <p><u>AND</u></p> <p>RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS) Organizing/Monitoring Work in Progress (DAN GS 50011) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Correspondence – Executive/Official (DAN GS 10007)</p> <p><i>4 years after communication received or provided, whichever is later (Archival – Appraisal Required)</i></p>	<p><u>Discontinued</u> – Now covered by:</p> <p><i>More specific records series based on the function/content of the record</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>History Files (DAN GS 10013) <i>5 years after end of calendar year (Archival – Appraisal Required)</i></p>	<p><u>Revised and Split Between:</u> AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING Establishment/Development History of Agency/Programs (DAN GS 10013) <i>6 years after end of calendar year (Archival – Appraisal Required)</i> AND AGENCY ADMINISTRATION AND MANAGEMENT – COMMUNITY AND EXTERNAL RELATIONS Celebrations/Ceremonies/Events – Significant (DAN GS 05009) <i>Until no longer needed for agency business (Archival – Appraisal Required)</i></p>
<p>Interpretive and Policy Statements (DAN GS 10014 – incorrectly listed as GS 10010) <i>3 years after superseded (Archival – Appraisal Required)</i></p>	<p><u>Discontinued</u> – Now covered by: AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES Policies and Procedures – Agency Core Mission (DAN GS 10002) <i>6 years after superseded (Archival – Appraisal Required)</i></p>
<p>Minutes and Files of Policy-Setting Meetings (DAN GS 10004) <i>6 years after date of document (Archival – Appraisal Required)</i></p>	<p><u>Revised and Relocated:</u> AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT Governing/Executive/Policy-Setting Body Records (DAN GS 10004) <i>6 years after end of calendar year (Archival – Permanent Retention)</i></p>
<p>Papers of Executive Direction (DAN GS 10005) <i>6 years after date of document (Archival – Appraisal Required)</i></p>	<p><u>Discontinued</u> – Now covered by: AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES Policies and Procedures – Agency Core Mission (DAN GS 10002) <i>6 years after superseded (Archival – Appraisal Required)</i></p>
<p>Policies and Procedures (DAN GS 10002) <i>6 years after superseded (Archival – Appraisal Required)</i></p>	<p><u>Revised and Relocated:</u> AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES Policies and Procedures – Agency Core Mission (DAN GS 10002) <i>6 years after superseded (Archival – Appraisal Required)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Quality and Performance Improvement Documentation (DAN GS 10011) <i>6 years after date of document (Archival – Appraisal Required)</i></p>	<p><u>Discontinued</u> – Now covered by: AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES Process Improvement (DAN GS 09012) <i>6 years after end of improvement cycle/project (Non-Archival)</i></p>
<p>Rules and Regulations (Washington Administrative Code) (DAN GS 10009) <i>6 years after superseded (Archival – Appraisal Required)</i></p>	<p><u>Revised and Relocated:</u> AGENCY ADMINISTRATION AND MANAGEMENT – LEGISLATION AND RULE MAKING Rule Making (Washington Administrative Code – WAC) (DAN GS 10009) <i>Until rule superseded/not proceeded with (Archival – Permanent Retention)</i></p>
<p>Speeches and Writings (DAN GS 10006) <i>6 years after date of document (Archival – Appraisal Required)</i></p>	<p><u>Discontinued</u> – Now covered by: AGENCY ADMINISTRATION AND MANAGEMENT – COMMUNITY AND EXTERNAL RELATIONS Media Releases and Coverage (DAN GS 05003) <i>2 years after end of calendar year (Archival – Appraisal Required)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Studies and Operational Plans (DAN GS 10001)</p> <p><i>4 years after superseded or no longer applicable (Archival – Appraisal Required)</i></p>	<p><u>Revised and Split Between:</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING Strategic Plans – Final (Unpublished) (DAN GS 10001) <i>Until no longer needed for agency business (Archival – Permanent Retention)</i></p> <p><u>AND</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING Strategic Plans – Development (DAN GS 09027) <i>Until no longer needed for agency business (Non-Archival)</i></p> <p><u>AND</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Studies (Major) – Final Reports (Unpublished) (DAN GS 10016) <i>6 years after conclusion of study (Archival – Appraisal Required)</i></p> <p><u>AND</u></p> <p>INFORMATION MANAGEMENT – PUBLISHING State Publications (DAN GS 15008) <i>Upon publication (Archival – Permanent Retention)</i></p> <p><u>AND</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Studies (Major) – Working Papers/Development (DAN GS 09030) <i>6 years after conclusion of study (Non-Archival)</i></p>
<p>Subject Files, Executive Level (DAN GS 10003)</p> <p><i>4 years after date of document (Archival – Appraisal Required)</i></p>	<p><u>Discontinued</u> – Now covered by:</p> <p><i>More specific records series based on the function/content of the record</i></p>
<p>AGENCY MANAGEMENT – GENERAL OFFICE OPERATIONS (NON-EXECUTIVE)</p>	

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Administrative Plans, Working Files, Reports and Survey Results (DAN GS 09006)</p> <p><i>2 years after date of document (Non-Archival)</i></p>	<p><u>Revised and Split Between:</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Studies (Minor/Routine) (DAN GS 09006) <i>2 years after conclusion of study (Non-Archival)</i></p> <p><u>AND</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING Business/Work Plans (DAN GS 09008) <i>2 years after completion/expiration of plan (Non-Archival)</i></p> <p><u>AND</u></p> <p>RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS) Organizing/Monitoring Work in Progress (DAN GS 50011) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Brainstorm/Team Incentive Program (TIP) Documentation (DAN GS 09012)</p> <p><i>2 years after date of document (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES Process Improvement (DAN GS 09012) <i>6 years after end of improvement cycle/project (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Calendars, Non-Executive (DAN GS 09023) <i>1 year after end of calendar year (Non-Archival)</i></p>	<p><u>Revised and Split Between:</u> AGENCY ADMINISTRATION AND MANAGEMENT – CALENDARS Calendars – Employees (Other than Elected Officials and Agency Heads) (DAN GS 09023) <i>1 year after end of calendar year (Non-Archival)</i></p> <p><u>AND</u> RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS) Scheduling – Appointments/Meetings (DAN GS 50014) <i>Until no longer needed for agency business (Non-Archival)</i></p> <p><u>AND</u> RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS) Organizing/Monitoring Work in Progress (DAN GS 50011) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Complaints, Policy or Procedural (DAN GS 09016) <i>3 years after resolution of complaint (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u> AGENCY ADMINISTRATION AND MANAGEMENT – COMMUNITY AND EXTERNAL RELATIONS Client/Customer Feedback and Complaints (DAN GS 09016) <i>3 years after feedback received/resolution of complaint (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Correspondence – General (DAN GS 09005) <i>30 days after date of document (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: AGENCY ADMINISTRATION AND MANAGEMENT – ADVICE AND TECHNICAL ASSISTANCE Provision of Advice, Assistance or Information (DAN GS 09022) <i>2 years after communication received or provided, whichever is later (Non-Archival)</i></p> <p><u>AND</u> RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS) Informational Notifications/Communications (DAN GS 50001) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Correspondence – Program (DAN GS 09022) <i>2 years after communication received or provided, whichever is later (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u> AGENCY ADMINISTRATION AND MANAGEMENT – ADVICE AND TECHNICAL ASSISTANCE Provision of Advice, Assistance or Information (DAN GS 09022) <i>2 years after communication received or provided, whichever is later (Non-Archival)</i></p>
<p>Employee Suggestion Program (DAN GS 09013) <i>6 years after date of document (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES Process Improvement (DAN GS 09012) <i>6 years after end of improvement cycle/project (Non-Archival)</i></p>
<p>Material Safety Data Sheets (MSDS) or Allowed Substitute Record (DAN GS 09017) <i>30 years after superseded or 30 years after chemicals are no longer used (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u> HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY Safety Data Sheets (SDS) or Allowed Substitute Record (DAN GS 09017) <i>30 years after superseded or 30 years after chemicals are no longer used (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Minutes and Files of General Office Meetings (DAN GS 09009)</p> <p><i>2 years after date of document (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT</p> <p>Meetings – Staff and Internal Committees (DAN GS 09009)</p> <p><i>2 years after end of calendar year and until no longer needed for agency business (Non-Archival)</i></p>
<p>Plans, Routine (DAN GS 09008)</p> <p><i>2 years after date of document (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING</p> <p>Business/Work Plans (DAN GS 09008)</p> <p><i>2 years after completion/expiration of plan (Non-Archival)</i></p>
<p>Policies and Procedures, General Office, Routine (DAN GS 09001)</p> <p><i>Until superseded (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES</p> <p>Work Instructions/Desk Manuals (DAN GS 09001)</p> <p><i>Until superseded (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Project Files (DAN GS 09018) <i>6 years after end of project (Archival – Appraisal Required)</i></p>	<p><u>Discontinued</u> – Now covered by:</p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Studies (Major) – Final Reports (Unpublished) (DAN GS 10016) <i>6 years after conclusion of study (Archival – Appraisal Required)</i></p> <p><u>AND</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Studies (Major) – Working Papers/Development (DAN GS 09030) <i>6 years after conclusion of study (Non-Archival)</i></p> <p><u>AND</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING Business/Work Plans (DAN GS 09008) <i>2 years after completion/expiration of plan (Non-Archival)</i></p> <p><u>AND</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Reporting Internally – Routine Program/Project/Work Unit Reports/Statistics (DAN GS 09029) <i>2 years after end of fiscal year (Non-Archival)</i></p> <p><u>AND</u></p> <p>RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Organizing/Monitoring Work in Progress (DAN GS 50011) <i>Until no longer needed for agency business (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Reference Files (Convenience Copies) (DAN GS 09002) <i>Until no longer needed for agency business (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS) Reference Materials (DAN GS 50013) <i>Until no longer needed for agency business (Non-Archival)</i></p> <p style="text-align: center;">AND</p> <p>RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS) Secondary (Duplicate) Copies (DAN GS 50005) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Subject Files (DAN GS 09019) <i>2 years after end of calendar year (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: <i>More specific records series based on the function/content of the record</i></p>
<p>Survey Responses, Individual (DAN GS 09020) <i>Until no longer needed (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: AGENCY ADMINISTRATION AND MANAGEMENT – ADVICE AND TECHNICAL ASSISTANCE Provision of Advice, Assistance or Information (DAN GS 09022) <i>2 years after communication received or provided, whichever is later (Non-Archival)</i></p> <p style="text-align: center;">AND</p> <p>RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS) Records Documented as Part of More Formalized Records (DAN GS 50012) <i>Until verification of successful conversion/keying/transcription (Non-Archival)</i></p>
AGENCY MANAGEMENT – LEGAL FILES	

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Attorney General Letters, Informal Opinions and Correspondence (DAN GS 18002)</p> <p><i>6 years after date of document (Archival – Appraisal Required)</i></p>	<p><u>Discontinued</u> – Now covered by:</p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS Legal Advice and Issues (DAN GS 18003) <i>6 years after issue resolved and until advice no longer needed for agency business (Non-Archival)</i></p>
<p>Attorney General Opinions (DAN GS 18001)</p> <p><i>6 years after date of document (Archival – Appraisal Required)</i></p>	<p><u>Discontinued</u> – Now covered by:</p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS Legal Advice and Issues (DAN GS 18003) <i>6 years after issue resolved and until advice no longer needed for agency business (Non-Archival)</i></p>
<p>Attorney General’s Case Files – Agency Copy (DAN GS 18004)</p> <p><i>Until the case resolved and appeal period expired and administrative purpose served (Non-Archival)</i></p>	<p><u>Revised and Split Between:</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS Litigation Case Files – Significant (DAN GS 18009) <i>6 years after resolution of case (including appeals) (Archival – Appraisal Required)</i></p> <p style="text-align: center;"><u>AND</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS Litigation Case Files – Routine (DAN GS 18004) <i>6 years after resolution of case (including appeals) (Non-Archival)</i></p>
<p>Legal Issue Files (DAN GS 18003)</p> <p><i>6 years after issue resolved (Archival – Appraisal Required)</i></p>	<p><u>Revised:</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS Legal Advice and Issues (DAN GS 18003) <i>6 years after issue resolved and until advice no longer needed for agency business (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Non-Attorney General Legal Case Files (DAN GS 18005)</p> <p><i>6 years after case resolved (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by:</p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS Litigation Case Files – Significant (DAN GS 18009) <i>6 years after resolution of case (including appeals) (Archival – Appraisal Required)</i></p> <p>AND</p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS Litigation Case Files – Routine (DAN GS 18004) <i>6 years after resolution of case (including appeals) (Non-Archival)</i></p>
<p>Court Orders Served on the Agency (Not Party to Litigation) (DAN GS 18006)</p> <p><i>Until no longer needed for agency business (Non-Archival)</i></p>	<p><u>Revised:</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS Compulsory Process Served on the Agency (Not Party to Litigation) (DAN GS 18006) <i>Until no longer needed for agency business (Non-Archival)</i></p>
AGENCY MANAGEMENT – LEGISLATIVE RELATIONS	
<p>Agency Request Legislation (DAN GS 19001)</p> <p><i>2 years after end of legislative session (Archival – Appraisal Required)</i></p>	<p><u>Revised and Split Between:</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – LEGISLATION AND RULE MAKING Legislation – Development and Analysis (DAN GS 19001) <i>2 years after end of legislative session (Archival – Appraisal Required)</i></p> <p>AND</p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – LEGISLATION AND RULE MAKING Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002) <i>2 years after end of calendar year (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Bill Files, Legislative (DAN GS 19002)</p> <p><i>2 years after end of legislative session (Archival – Appraisal Required)</i></p>	<p><u>Revised and Split Between:</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – LEGISLATION AND RULE MAKING Legislation – Development and Analysis (DAN GS 19001) <i>2 years after end of legislative session (Archival – Appraisal Required)</i></p> <p>AND</p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – LEGISLATION AND RULE MAKING Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002) <i>2 years after end of calendar year (Non-Archival)</i></p>
<p>Public Disclosure Report, Agency Copy (DAN GS 19004)</p> <p><i>4 years after end of legislative session (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Reporting to External Agencies (Mandatory) (DAN GS 19004) <i>6 years after submitted (Non-Archival)</i></p>
AGENCY MANAGEMENT – RISK MANAGEMENT	
<p>Accidents/Incidents – No Claim Filed (Under Age 18) (DAN GS 18007)</p> <p><i>3 years after individual reaches age 18 (Non-Archival)</i></p>	<p><u>No Change:</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – RISK MANAGEMENT AND DISASTER PREPAREDNESS/RESPONSE Accidents/Incidents – No Claim Filed (Under Age 18) (DAN GS 18007) <i>3 years after individual reaches age 18 (Non-Archival)</i></p>
<p>Accidents/Incidents – No Claim Filed (Age 18 and Older) (DAN GS 18008)</p> <p><i>3 years after date of incident (Non-Archival)</i></p>	<p><u>No Change:</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – RISK MANAGEMENT AND DISASTER PREPAREDNESS/RESPONSE Accidents/Incidents – No Claim Filed (Age 18 and Older) (DAN GS 18008) <i>3 years after date of incident (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Disaster Preparedness and Recovery Plans (DAN GS 14010)</p> <p><i>Until superseded (Non-Archival)</i></p>	<p><u>Revised:</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – RISK MANAGEMENT AND DISASTER PREPAREDNESS/RESPONSE</p> <p>Emergency/Disaster Preparedness and Recovery Plans (DAN GS 14010)</p> <p><i>3 years after obsolete or superseded (Non-Archival)</i></p>
<p>Safety Drills/Disaster Recovery Exercise (DAN GS 25002)</p> <p><i>6 years after date of drill or exercise (Non-Archival)</i></p>	<p><u>Revised:</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – RISK MANAGEMENT AND DISASTER PREPAREDNESS/RESPONSE</p> <p>Safety Drills/Disaster Recovery Exercises (DAN GS 25002)</p> <p><i>6 years after date of drill/exercise (Non-Archival)</i></p>
<p>AGENCY MANAGEMENT – TRAINING</p>	

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Conferences and Seminars, Agency (DAN GS 22005) <i>3 years after end of event (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by:</p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – Arrangements (DAN GS 22001) <i>Until no longer needed for agency business (Non-Archival)</i></p> <p><u>AND</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – Development (DAN GS 22006) <i>Until training no longer provided by agency (Non-Archival)</i></p> <p><u>AND</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – General (DAN GS 22007) <i>3 years after training provided (Non-Archival)</i></p> <p><u>AND</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008) <i>6 years after training provided (Non-Archival)</i></p>
<p>Course Information Records (DAN GS 22001) <i>Until superseded or obsolete (Non-Archival)</i></p>	<p><u>Revised:</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – Arrangements (DAN GS 22001) <i>Until no longer needed for agency business (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Course Registration Processing Records (DAN GS 22002) <i>3 years after application for course (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by:</p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – Arrangements (DAN GS 22001) <i>Until no longer needed for agency business (Non-Archival)</i></p> <p><u>AND</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – Development (DAN GS 22006) <i>Until training no longer provided by agency (Non-Archival)</i></p> <p><u>AND</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – General (DAN GS 22007) <i>3 years after training provided (Non-Archival)</i></p> <p><u>AND</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008) <i>6 years after training provided (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Training and Development Files (State Employees, Contractors and Customers) (DAN GS 22004)</p> <p><i>1 year after administrative purpose served (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by:</p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – Arrangements (DAN GS 22001) <i>Until no longer needed for agency business (Non-Archival)</i></p> <p><u>AND</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – Development (DAN GS 22006) <i>Until training no longer provided by agency (Non-Archival)</i></p> <p><u>AND</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – General (DAN GS 22007) <i>3 years after training provided (Non-Archival)</i></p> <p><u>AND</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008) <i>6 years after training provided (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Training Files, General Public (DAN GS 05007) <i>Until superseded or obsolete (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by:</p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – Arrangements (DAN GS 22001) <i>Until no longer needed for agency business (Non-Archival)</i></p> <p><u>AND</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – Development (DAN GS 22006) <i>Until training no longer provided by agency (Non-Archival)</i></p> <p><u>AND</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – General (DAN GS 22007) <i>3 years after training provided (Non-Archival)</i></p> <p><u>AND</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008) <i>6 years after training provided (Non-Archival)</i></p>
<p>ASSET MANAGEMENT – FACILITIES MANAGEMENT</p>	

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Construction Documentation, General Administration Capital Projects (DAN GS 21010)</p> <p><i>6 years after completed and accepted (Non-Archival)</i></p>	<p><u>Revised, Relocated and Split Between:</u></p> <p>ASSET MANAGEMENT – DESIGN AND CONSTRUCTION Capital Construction Projects – Routine Buildings/Facilities (DAN GS 21010) <i>6 years after disposal of asset/abandonment of project (Non-Archival)</i></p> <p><u>AND</u></p> <p>ASSET MANAGEMENT – DESIGN AND CONSTRUCTION Capital Construction Projects – Significant Buildings/Facilities (DAN GS 21011) <i>6 years after completion/abandonment of project (Archival – Permanent Retention)</i></p>
<p>Construction Documentation, Non-General Administration Capital Projects (DAN GS 21011)</p> <p><i>6 years after disposition of building (Archival – Appraisal Required)</i></p>	<p><u>Revised, Relocated and Split Between:</u></p> <p>ASSET MANAGEMENT – DESIGN AND CONSTRUCTION Capital Construction Projects – Routine Buildings/Facilities (DAN GS 21010) <i>6 years after disposal of asset/abandonment of project (Non-Archival)</i></p> <p><u>AND</u></p> <p>ASSET MANAGEMENT – DESIGN AND CONSTRUCTION Capital Construction Projects – Significant Buildings/Facilities (DAN GS 21011) <i>6 years after completion/abandonment of project (Archival – Permanent Retention)</i></p>
<p>Facility Maintenance and Routine Repairs (DAN GS 21002)</p> <p><i>6 years after completion of work (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u></p> <p>ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Minor Non-Regulated (DAN GS 21002) <i>6 years after completion of work (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Fixed Assets Files (DAN GS 21001) <i>6 years after disposition of asset (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u> ASSET MANAGEMENT – ACQUISITION AND DISPOSAL Acquisition and Disposal – Assets (Other than Real Property) (DAN GS 21001) <i>6 years after disposal of asset (Non-Archival)</i></p>
<p>Major Repair and Replacement Records, Building and Equipment (DAN GS 21008) <i>6 years after disposition of building or equipment (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u> ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Major and/or Regulated (DAN GS 21008) <i>6 years after disposal of asset (Non-Archival)</i></p>
<p>Operations and Inspection Records, Physical Plant Systems (DAN GS 21007) <i>6 years after disposition of asset (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: ASSET MANAGEMENT – DESIGN AND CONSTRUCTION Facility Systems and Equipment – Installation (DAN GS 21015) <i>6 years after disposal of systems/equipment (Non-Archival)</i></p> <p style="text-align: center;"><u>AND</u></p> <p>ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Inspections/Monitoring – Regulated (DAN GS 21016) <i>6 years after end of calendar year and correction of any violations (Non-Archival)</i></p> <p style="text-align: center;"><u>AND</u></p> <p>ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Inspections/Monitoring – Routine/Non-Regulated (DAN GS 21017) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Reference Copies of Drawings and Files, Maintenance and Operations, Physical Plant (DAN GS 21003) <i>3 years after superseded (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS) Secondary (Duplicate) Copies (DAN GS 50005) <i>Until no longer needed for agency business (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
Space Allocation Planning Files (DAN GS 21006) <i>4 years after completion of action (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING Business/Work Plans (DAN GS 09008) <i>2 years after completion of plan (Non-Archival)</i>
ASSET MANAGEMENT – INFORMATION SERVICES	
Audit Trail Files (DAN GS 14020) <i>3 backup cycles (Non-Archival)</i>	<u>Revised:</u> ASSET MANAGEMENT – INFORMATION SERVICES Audit Trails and System Usage Monitoring (DAN GS 14020) <i>1 year after date of activity (Non-Archival)</i>
Computer Run Scheduling Records (DAN GS 14015) <i>30 days after date of document (Non-Archival)</i>	<u>Revised:</u> ASSET MANAGEMENT – INFORMATION SERVICES Automated/Scheduled Tasks and Work/Intermediate/Test Files (DAN GS 14015) <i>Until no longer needed for agency business (Non-Archival)</i>
Computer Usage Files (DAN GS 14013) <i>6 months after date of document (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: ASSET MANAGEMENT – INFORMATION SERVICES Audit Trails and System Usage Monitoring (DAN GS 14020) <i>1 year after date of activity (Non-Archival)</i>
Data Documentation (DAN GS 14003) <i>1 year after disposition of data (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: ASSET MANAGEMENT – INFORMATION SERVICES Applications/Systems – Technical Design (DAN GS 14001) <i>Until application or version no longer needed for agency business and all records within the application have been migrated/deleted/transferred in accordance with a current approved records retention schedule (Non-Archival)</i>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Data or Database Dictionary Reports (DAN GS 14025) <i>Until superseded (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS) Secondary (Duplicate) Copies (DAN GS 50005) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Data Processing Operating Procedures (DAN GS 14007) <i>1 year after superseded or discontinued (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES Policies and Procedures – Administrative Functions (DAN GS 09028) <i>6 years after superseded (Non-Archival)</i></p>
<p>Data Processing Unit's Copies of Output Reports (DAN GS 14021) <i>Until acceptance by client (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS) Secondary (Duplicate) Copies (DAN GS 50005) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Destruction (Scratch) Reports (DAN GS 14024) <i>1 year or when superseded (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: INFORMATION MANAGEMENT – RECORDS MANAGEMENT Destruction of Public Records (DAN GS 11005) <i>Life of the agency (Non-Archival)</i></p>
<p>Extracted Data Files, Summary (DAN GS 14022) <i>Until data is distributed (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS) Secondary (Duplicate) Copies (DAN GS 50005) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Finding Aids, Indexes and Tracking Systems (DAN GS 14023) <i>Until the disposition of indexed data (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: INFORMATION MANAGEMENT – RECORDS MANAGEMENT Records Control (DAN GS 11009) <i>Until no longer needed for agency business (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
Information Technology Assistance Requests (DAN GS 14029) <i>1 year after date of document (Non-Archival)</i>	<u>Revised:</u> ASSET MANAGEMENT – INFORMATION SERVICES Helpdesk Requests (DAN GS 14029) <i>Until finalization of request (Non-Archival)</i>
Input Documents (DAN GS 14016) <i>Until data input and any necessary verification (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS) Records Documented as Part of More Formalized Records (DAN GS 50012) <i>Until verification of successful conversion/keying/transcription (Non-Archival)</i>
Network Circuit Files (DAN GS 14031) <i>Until circuit is no longer in use (Non-Archival)</i>	<u>Revised:</u> ASSET MANAGEMENT – INFORMATION SERVICES Network – Design and Build (DAN GS 14031) <i>Until no longer needed for agency business (Non-Archival)</i>
Network Usage Files (DAN GS 14032) <i>Until scheduled review/audit or until 3 backup cycles (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: ASSET MANAGEMENT – INFORMATION SERVICES Audit Trails and System Usage Monitoring (DAN GS 14020) <i>1 year after date of activity (Non-Archival)</i>
Network Usage Summary (DAN GS 14033) <i>1 year after date of document (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: ASSET MANAGEMENT – INFORMATION SERVICES Audit Trails and System Usage Monitoring (DAN GS 14020) <i>1 year after date of activity (Non-Archival)</i>
Operating System/Hardware Conversion Plan (DAN GS 14009) <i>6 months after plan implementation complete (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING Business/Work Plans (DAN GS 09008) <i>2 years after completion/expiration of plan (Non-Archival)</i>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Portfolio Management Documentation, Agency Copy (DAN GS 14036) <i>Until superseded (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Reporting to External Agencies (Mandatory) (DAN GS 19004) <i>6 years after submitted (Non-Archival)</i></p>
<p>Program Listing and Source Code (DAN GS 14004) <i>1 year after 2 update cycles after code is modified or replaced 1 year after discontinuance of system (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: ASSET MANAGEMENT – INFORMATION SERVICES Applications/Systems – Technical Design (DAN GS 14001) <i>Until application or version no is longer needed for agency business and all records within the application have been migrated/deleted/transferred in accordance with a current approved records retention schedule (Non-Archival)</i></p>
<p>Project Planning and Documentation, Information Technology (DAN GS 14037) <i>6 years after termination of project (Non-Archival)</i></p>	<p><u>Revised:</u> ASSET MANAGEMENT – INFORMATION SERVICES Applications/Systems – Implementation Projects (DAN GS 14037) <i>6 years after end of project (Non-Archival)</i></p>
<p>Site and Equipment Support Files (DAN GS 14026) <i>1 year after disposition of equipment (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Major and/or Regulated (DAN GS 21008) <i>6 years after disposal of asset (Non-Archival)</i></p> <p style="text-align: center;"><u>AND</u></p> <p>ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Minor Non-Regulated (DAN GS 21002) <i>6 years after completion of work (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Software Review Files (DAN GS 14028)</p> <p><i>Until software is no longer in use (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by:</p> <p>FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Bids and Proposals – Successful (DAN GS 06004) <i>6 years after completion of purchase or fulfillment of contract (Non-Archival)</i></p> <p>AND</p> <p>FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING Bids and Proposals – Unsuccessful (DAN GS 06007) <i>3 years after bid award or cancellation date (Non-Archival)</i></p>
<p>Summary Computer Usage Report (DAN GS 14014)</p> <p><i>6 months after date of document (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by:</p> <p>ASSET MANAGEMENT – INFORMATION SERVICES Audit Trails and System Usage Monitoring (DAN GS 14020) <i>1 year after date of activity (Non-Archival)</i></p>
<p>System and Backup Files (DAN GS 14011)</p> <p><i>Until after 3 backup cycles (Non-Archival)</i></p>	<p><u>Revised:</u></p> <p>ASSET MANAGEMENT – INFORMATION SERVICES Backups for Disaster Preparedness/Recovery (DAN GS 14011) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>System Documentation (DAN GS 14008)</p> <p><i>Until hardware or software is discontinued but, not before data is migrated to a new system (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by:</p> <p>ASSET MANAGEMENT – INFORMATION SERVICES Applications/Systems – Technical Design (DAN GS 14001) <i>Until application or version is no longer needed for agency business and all records within the application have been migrated/deleted/transferred in accordance with a current approved records retention schedule (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>System Specifications (DAN GS 14002)</p> <p><i>1 year after disposition or transfer of system data to a new system (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by:</p> <p>ASSET MANAGEMENT – INFORMATION SERVICES Applications/Systems – Technical Design (DAN GS 14001) <i>Until application or version is no longer needed for agency business and all records within the application have been migrated/deleted/transferred in accordance with a current approved records retention schedule (Non-Archival)</i></p>
<p>System Users Access Files (DAN GS 14012)</p> <p><i>2 years after termination of user account (Non-Archival)</i></p>	<p><u>Revised:</u></p> <p>ASSET MANAGEMENT – INFORMATION SERVICES Authorization – Systems/Telecommunications Access (DAN GS 14012) <i>6 years after end of fiscal year in which user account/access was terminated (Non-Archival)</i></p>
<p>Systems and Applications Development (DAN GS 14001)</p> <p><i>1 year after disposition or transfer of system data to a new operating environment (Non-Archival)</i></p>	<p><u>Revised:</u></p> <p>ASSET MANAGEMENT – INFORMATION SERVICES Applications/Systems – Technical Design (DAN GS 14001) <i>Until application or version is no longer needed for agency business and all records within the application have been migrated/deleted/transferred in accordance with a current approved records retention schedule (Non-Archival)</i></p>
<p>Technical Program Documentation (DAN GS 14005)</p> <p><i>1 year after authorized retention of the data (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by:</p> <p>ASSET MANAGEMENT – INFORMATION SERVICES Applications/Systems – Technical Design (DAN GS 14001) <i>Until application or version is no longer needed for agency business and all records within the application have been migrated/deleted/transferred in accordance with a current approved records retention schedule (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Test Data Base Files (DAN GS 14006)</p> <p><i>Until no longer needed, but not before acceptance of test results (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by:</p> <p>ASSET MANAGEMENT – INFORMATION SERVICES Automated/Scheduled Tasks and Work/Intermediate/Test Files (DAN GS 14015) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Valid Transaction Files (DAN GS 14018)</p> <p><i>Until after 3 backup cycles (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by:</p> <p>ASSET MANAGEMENT – INFORMATION SERVICES Automated/Scheduled Tasks and Work/Intermediate/Test Files (DAN GS 14015) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Work or Intermediate Files (DAN GS 14017)</p> <p><i>Until completion of transaction (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by:</p> <p>ASSET MANAGEMENT – INFORMATION SERVICES Automated/Scheduled Tasks and Work/Intermediate/Test Files (DAN GS 14015) <i>Until no longer needed for agency business (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Year 2000 Project Files (DAN GS 14035)</p> <p><i>6 years after termination of project and/or contract (Archival – Appraisal Required)</i></p>	<p><u>Discontinued</u> – Now covered by:</p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING Business/Work Plans (DAN GS 09008) <i>2 years after completion/expiration of plan (Non-Archival)</i></p> <p><u>AND</u></p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Reporting Internally – Routine Program/Project/Work Unit Reports/Statistics (DAN GS 09029) <i>2 years after end of fiscal year (Non-Archival)</i></p> <p><u>AND</u></p> <p>RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Organizing/Monitoring Work in Progress (DAN GS 50011) <i>Until no longer needed for agency business (Non-Archival)</i></p>
ASSET MANAGEMENT – REAL PROPERTY MANAGEMENT	
<p>Condemnations of Land (DAN GS 24006)</p> <p><i>6 years after disposition of parcel (Archival – Appraisal Required)</i></p>	<p><u>Discontinued</u> – Now covered by:</p> <p>ASSET MANAGEMENT – ACQUISITION AND DISPOSAL Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004) <i>10 years after disposal of asset (Archival – Permanent Retention)</i></p>
<p>Land Acquisition Documentation (DAN GS 24004)</p> <p><i>6 years after disposition of parcel (Archival – Appraisal Required)</i></p>	<p><u>Revised and Relocated:</u></p> <p>ASSET MANAGEMENT – ACQUISITION AND DISPOSAL Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004) <i>10 years after disposal of asset (Archival – Permanent Retention)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Land Appraisals (DAN GS 24001) <i>6 years after date of document (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: ASSET MANAGEMENT – INVENTORY Inventories – Capital Assets (DAN GS 16008) <i>6 years after superseded (Non-Archival)</i></p>
<p>Land Sales and Conveyance Documentation (DAN GS 24009) <i>6 years after disposition of parcel (Archival – Appraisal Required)</i></p>	<p><u>Discontinued</u> – Now covered by: ASSET MANAGEMENT – ACQUISITION AND DISPOSAL Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004) <i>10 years after disposal of asset (Archival – Permanent Retention)</i></p>
<p>Land Title Documents (DAN GS 24008) <i>6 years after disposition of parcel (Archival – Appraisal Required)</i></p>	<p><u>Discontinued</u> – Now covered by: ASSET MANAGEMENT – ACQUISITION AND DISPOSAL Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004) <i>10 years after disposal of asset (Archival – Permanent Retention)</i></p>
<p>Lands Escheated to the State (DAN GS 24005) <i>6 years after disposition of parcel (Archival – Appraisal Required)</i></p>	<p><u>Discontinued</u> – Now covered by: ASSET MANAGEMENT – ACQUISITION AND DISPOSAL Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004) <i>10 years after disposal of asset (Archival – Permanent Retention)</i></p>
<p>Lands Inventory (DAN GS 24003) <i>6 years after superseded (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: ASSET MANAGEMENT – INVENTORY Inventories – Capital Assets (DAN GS 16008) <i>6 years after superseded (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Water Rights Acquired by the State (DAN GS 24007) <i>6 years after disposition of parcel (Archival – Appraisal Required)</i></p>	<p><u>Discontinued</u> – Now covered by: ASSET MANAGEMENT – ACQUISITION AND DISPOSAL Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004) <i>10 years after disposal of asset (Archival – Permanent Retention)</i></p>
ASSET MANAGEMENT – SECURITY	
<p>Building Access Documentation (DAN GS 25001) <i>6 years after termination of access (Non-Archival)</i></p>	<p><u>Revised:</u> ASSET MANAGEMENT – SECURITY Authorization – Building/Facility Access (DAN GS 25001) <i>6 years after termination of access (Non-Archival)</i></p>
<p>Security Recordings (DAN GS 25003) <i>30 days after date of recording (Non-Archival)</i></p>	<p><u>Revised:</u> ASSET MANAGEMENT – SECURITY Security Monitoring – No Incident (DAN GS 25003) <i>30 days after date record created or until determined that no security incident has occurred, whichever is sooner (Non-Archival)</i></p>
ASSET MANAGEMENT – SUPPLY, EQUIPMENT AND VEHICLE MANAGEMENT	
<p>Capital Assets Management System, Statewide or Agency (DAN GS 16008) <i>6 years after superseded (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u> ASSET MANAGEMENT – INVENTORY Inventories – Capital Assets (DAN GS 16008) <i>6 years after superseded (Non-Archival)</i></p>
<p>Disposition Records, Asset (DAN GS 16003) <i>6 years after date of document (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: ASSET MANAGEMENT – ACQUISITION AND DISPOSAL Acquisition and Disposal – Assets (Other than Real Property) (DAN GS 21001) <i>6 years after disposal of asset (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Equipment Maintenance and Repair Records (DAN GS 16006) <i>3 years after disposition of item (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Major and/or Regulated (DAN GS 21008) <i>6 years after disposal of asset (Non-Archival)</i></p> <p><u>AND</u> ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Minor Non-Regulated (DAN GS 21002) <i>6 years after completion of work (Non-Archival)</i></p>
<p>Inventories, Supplies, Commodities And Parts (DAN GS 16004) <i>6 years after date of document (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u> ASSET MANAGEMENT – INVENTORY Inventories – Supplies, Commodities and Parts (DAN GS 16004) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Motor Vehicle Maintenance, Repair and Disposition Records (DAN GS 16007) <i>6 years after disposition of vehicle (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Major and/or Regulated (DAN GS 21008) <i>6 years after disposal of asset (Non-Archival)</i></p> <p><u>AND</u> ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Minor Non-Regulated (DAN GS 21002) <i>6 years after completion of work (Non-Archival)</i></p> <p><u>AND</u> ASSET MANAGEMENT – ACQUISITION AND DISPOSAL Acquisition and Disposal – Assets (Other than Real Property) (DAN GS 21001) <i>6 years after disposal of asset (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Motor Vehicle Title (DAN GS 16009) <i>Until after sale or disposition of vehicle (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: ASSET MANAGEMENT – ACQUISITION AND DISPOSAL Acquisition and Disposal – Assets (Other than Real Property) (DAN GS 21001) <i>6 years after disposal of asset (Non-Archival)</i></p>
<p>Supplies, Commodities and Parts Disbursement Records (DAN GS 16005) <i>6 years after date of document (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u> ASSET MANAGEMENT – OPERATIONS AND USE Disbursement of Agency Supplies/Consumables (DAN GS 16005) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Vehicle Accident Report Form, Agency Copy (DAN GS 16010) <i>3 years after date of document (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u> ASSET MANAGEMENT – OPERATIONS AND USE Accidents – Vehicles/Vessels (DAN GS 16010) <i>3 years after matter resolved (Non-Archival)</i></p>
<p>Vehicle Log and Usage Report (DAN GS 07003) <i>3 years after date of document (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u> ASSET MANAGEMENT – OPERATIONS AND USE Use of Agency Facilities/Equipment/Vehicles (DAN GS 07003) <i>3 years after asset returned/use completed (Non-Archival)</i></p>
ASSET MANAGEMENT – TELECOMMUNICATIONS	
<p>Reports and Information, Telecommunications (DAN GS 08005) <i>1 year after end of fiscal year (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: ASSET MANAGEMENT – INFORMATION SERVICES Audit Trails and System Usage Monitoring (DAN GS 14020) <i>1 year after date of activity (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>SCAN Account Detail Report (DAN GS 08004) <i>6 years after date of document (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>SCAN System Authorization Requests (DAN GS 08002) <i>6 months after request approved or denied (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: ASSET MANAGEMENT – INFORMATION SERVICES Authorization – Systems/Telecommunications Access (DAN GS 14012) <i>6 years after end of fiscal year in which user account/access was terminated (Non-Archival)</i></p>
<p>Services and Order Requests, Telecommunications (DAN GS 08001) <i>1 year after request approved or denied (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: ASSET MANAGEMENT – INFORMATION SERVICES Helpdesk Requests (DAN GS 14029) <i>Until finalization of request (Non-Archival)</i></p> <p style="text-align: center;"><u>AND</u></p> <p>ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Minor Non-Regulated (DAN GS 21002) <i>6 years after completion of work (Non-Archival)</i></p>
FINANCIAL MANAGEMENT – AUDITS, INVESTIGATIONS AND EXAMINATIONS	
<p>Audit Documentation and Working Papers (DAN GS 04001) <i>6 years after audit report date (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u> AGENCY ADMINISTRATION AND MANAGEMENT – AUDITING Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001) <i>6 years after conclusion of audit/consultation (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
External Audit, Final Audit or Examination Report (DAN GS 04005) <i>6 years after audit report date (Archival – Appraisal Required)</i>	<u>Discontinued</u> – Now covered by: AGENCY ADMINISTRATION AND MANAGEMENT – AUDITING External Audits/Reviews of Agency – Final Reports (DAN GS 04006) <i>6 years after audit report date (Archival – Appraisal Required)</i>
Internal Audit, Final Audit or Examination Report (DAN GS 04002) <i>6 years after audit report date (Archival – Appraisal Required)</i>	<u>Discontinued</u> – Now covered by: AGENCY ADMINISTRATION AND MANAGEMENT – AUDITING Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001) <i>6 years after conclusion of audit/consultation (Non-Archival)</i>
State Auditor’s Office Audit Results, Agency Copy (DAN GS 04006) <i>3 years after exit conference date (Non-Archival)</i>	<u>Revised and Relocated:</u> AGENCY ADMINISTRATION AND MANAGEMENT – AUDITING External Audits/Reviews of Agency – Final Reports (DAN GS 04006) <i>6 years after audit report date (Non-Archival)</i>
State Auditor’s Office Whistleblower Investigative Reports, Agency Copy (DAN GS 04004) <i>3 years after date of report (Non-Archival)</i>	<u>Revised and Relocated:</u> AGENCY ADMINISTRATION AND MANAGEMENT – AUDITING Whistleblower Investigations (DAN GS 04004) <i>3 years after date of report (Non-Archival)</i>
FINANCIAL MANAGEMENT – BANKING	
Banking – Accounts and Transactions (DAN GS 01013) <i>6 years after end of fiscal year (Non-Archival)</i>	<u>Relocated:</u> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Banking – Accounts and Transactions (DAN GS 01013) <i>6 years after end of fiscal year (Non-Archival)</i>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
Banking – Deposited Items (DAN GS 01068) <i>14 days after date of deposit (Non-Archival)</i>	<u>Relocated:</u> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Banking – Deposited Items (DAN GS 01068) <i>14 days after date of deposit (Non-Archival)</i>
FINANCIAL MANAGEMENT – FISCAL AND ACCOUNTING RECORDS	
Accounts Payable (DAN GS 01007) <i>6 years after date of document (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i>
Accounts Receivable (DAN GS 01016) <i>6 years after date of document (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i>
Allotment Records, Revenue and Expenditure (DAN GS 01043) <i>6 years after end of biennium (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: FINANCIAL MANAGEMENT – BUDGETING Allotment Management and Budget Development (DAN GS 01040) <i>6 years after end of biennium (Non-Archival)</i>
Asset Depreciation Reports (DAN GS 16002) <i>6 years after superseded (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i> <u>AND</u> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Secondary (Duplicate) Copies (DAN GS 50005) <i>Until no longer needed for agency business (Non-Archival)</i>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
Budget Preparation Working Files (DAN GS 01040) <i>6 years after end of biennium (Non-Archival)</i>	<u>Revised and Relocated:</u> FINANCIAL MANAGEMENT – BUDGETING Allotment Management and Budget Development (DAN GS 01040) <i>6 years after end of biennium (Non-Archival)</i>
Cash Receipt Records (DAN GS 01010) <i>6 years after date of document (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i>
Credit Card Records (DAN GS 01017) <i>6 years after date of document (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i>
Disbursement Reporting System Report – DRS (DAN GS 02009) <i>90 days after date of document (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i> <u>AND</u> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Secondary (Duplicate) Copies (DAN GS 50005) <i>Until no longer needed for agency business (Non-Archival)</i>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Financial Reporting Working Documents, Fiscal Year End (DAN GS 02020) <i>6 years after end of the fiscal year (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p> <p><u>AND</u></p> <p>RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Secondary (Duplicate) Copies (DAN GS 50005) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Financial Reports, Fiscal Year End, Agency Copy (DAN GS 01067) <i>6 years after the end of fiscal year (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p> <p><u>AND</u></p> <p>RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Secondary (Duplicate) Copies (DAN GS 50005) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Financial Reports, Quarterly, Monthly & Daily, Agency Copy (DAN GS 02005) <i>6 years after date of report (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p> <p><u>AND</u></p> <p>RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Secondary (Duplicate) Copies (DAN GS 50005) <i>Until no longer needed for agency business (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>General Ledger Trial Balance (DAN GS 01009) <i>6 years after date of the document (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Internal Revenue Service (IRS) Reporting Forms (DAN GS 01019) <i>4 years after date of document (Non-Archival)</i></p>	<p><u>Revised:</u> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Tax Reporting/Returns – Internal Revenue Service (IRS) (DAN GS 01019) <i>4 years after filing (Non-Archival)</i></p>
<p>Journal Vouchers (DAN GS 01006) <i>6 years after date of document</i></p>	<p><u>Discontinued</u> – Now covered by: FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Management Reporting System – MRS (DAN GS 02008) <i>90 days after date of document (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p> <p><u>AND</u> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Secondary (Duplicate) Copies (DAN GS 50005) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Notes, Legislative (DAN GS 01065) <i>6 years after the end of biennium (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: FINANCIAL MANAGEMENT – BUDGETING Allotment Management and Budget Development (DAN GS 01040) <i>6 years after end of biennium (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Policies and Procedures, Fiscal (DAN GS 01014) <i>6 years after superseded (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES Policies and Procedures – Administrative Functions (DAN GS 09028) <i>6 years after superseded (Non-Archival)</i></p>
<p>Public Works Requisition (DAN GS 01012) <i>6 years after work completed (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Revenue Reports (DAN GS 01011) <i>6 years after date of document (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i></p> <p style="text-align: center;"><u>AND</u></p> <p>RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Secondary (Duplicate) Copies (DAN GS 50005) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Tax-Exempt Bonds (DAN GS 01069) <i>6 years after final bond payment (Non-Archival)</i></p>	<p><u>No Change:</u> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Tax-Exempt Bonds (DAN GS 01069) <i>6 years after final bond payment (Non-Archival)</i></p>
<p>Travel (DAN GS 07001) <i>6 years after end of fiscal year (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u> FINANCIAL MANAGEMENT – TRAVEL Travel (DAN GS 07001) <i>6 years after end of fiscal year in which travel completed (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
Vendor Payments Files (DAN GS 01004) <i>6 years after date of document (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i>
Vendor Payment Information (DAN GS 01066) <i>6 years after final payment (Non-Archival)</i>	<u>Revised:</u> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Vendor Payment Information (DAN GS 01066) <i>6 years after final payment (Non-Archival)</i>
Warrant Register (DAN GS 01001) <i>6 year after date of document (Non-Archival)</i>	<u>Revised:</u> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Transactions – General (DAN GS 01001) <i>6 years after end of fiscal year (Non-Archival)</i>
Warrant Register, Claims (DAN GS 01003) <i>6 years after payment made (Non-Archival)</i>	<u>Revised:</u> FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL Financial Disputes and Collections (DAN GS 01003) <i>6 years after matter resolved (Non-Archival)</i>
FINANCIAL MANAGEMENT – GRANTS MANAGEMENT	
Agency Grant Program Files (DAN GS 23003) <i>6 years after administrative purpose served (Non-Archival)</i>	<u>Revised:</u> FINANCIAL MANAGEMENT – GRANTS MANAGEMENT Grants Issued by Agency – Program Administration (DAN GS 23003) <i>6 years after end of funding period/grant cycle (Non-Archival)</i>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Deliverables (DAN GS 23005)</p> <p><i>6 years after final termination of grant or agreement (Archival – Appraisal Required)</i></p>	<p><u>Discontinued</u> – Now covered by:</p> <p>AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Studies (Major) – Final Reports (Unpublished) (DAN GS 10016) <i>6 years after conclusion of study (Archival – Appraisal Required)</i></p> <p><u>AND</u></p> <p>INFORMATION MANAGEMENT – PUBLISHING State Publications (DAN GS 15008) <i>Upon publication (Archival – Permanent Retention)</i></p>
<p>Grants Applications, Denied (DAN GS 23002)</p> <p><i>1 year after grant application denied (Non-Archival)</i></p>	<p><u>Revised and Split Between:</u></p> <p>FINANCIAL MANAGEMENT – GRANTS MANAGEMENT Grants Issued by Agency – Applications (Denied) (DAN GS 23002) <i>1 year after grant application denied (Non-Archival)</i></p> <p><u>AND</u></p> <p>FINANCIAL MANAGEMENT – GRANTS MANAGEMENT Grants Received by Agency – Unsuccessful Applications (DAN GS 23006) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Grants Issued by the State (DAN GS 23001)</p> <p><i>6 years after end of grant period (Non-Archival)</i></p>	<p><u>Revised:</u></p> <p>FINANCIAL MANAGEMENT – GRANTS MANAGEMENT Grants Issued by Agency – Applications (Successful) (DAN GS 23001) <i>6 years after end of funding period/grant cycle and completion of all grant requirements for that cycle (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Grants Received by State Agencies (DAN GS 23004) <i>6 years after end of grant period (Non-Archival)</i></p>	<p>Revised: FINANCIAL MANAGEMENT – GRANTS MANAGEMENT Grants Received by Agency (DAN GS 23004) <i>6 years after end of funding period/grant cycle and completion of all grant requirements for that cycle (such as federal retention requirements, submission of financial status report, etc.) (Non-Archival)</i></p>
HUMAN RESOURCE MANAGEMENT – ATTENDANCE AND LEAVE	
<p>Attendance and Leave Records (DAN GS 03030) <i>6 years after end of fiscal year (Non-Archival)</i></p>	<p>Revised: HUMAN RESOURCE MANAGEMENT – ATTENDANCE AND LEAVE Attendance and Leave Records (DAN GS 03030) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Family Medical Leave and Shared Leave (DAN GS 03034) <i>7 years after termination of employment (Non-Archival)</i></p>	<p>Discontinued – Now covered by: HUMAN RESOURCE MANAGEMENT – ATTENDANCE AND LEAVE Attendance and Leave Records (DAN GS 03030) <i>6 years after end of fiscal year (Non-Archival)</i> AND HUMAN RESOURCE MANAGEMENT – PERSONNEL HISTORY Personnel – Health-Related Records (Routine) (DAN GS 03054) <i>6 years after date of separation from agency (Non-Archival)</i></p>
<p>Time Keeping/Time And Effort (DAN GS 03035) <i>10 years after administrative purpose served (Non-Archival)</i></p>	<p>Discontinued – Now covered by: FINANCIAL MANAGEMENT – GRANTS MANAGEMENT Grants Received by Agency (DAN GS 23004) <i>6 years after end of funding period/grant cycle and completion of all grant requirements for that cycle (such as federal retention requirements, submission of financial status report, etc.) (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
HUMAN RESOURCE MANAGEMENT – BENEFITS	
Commute Trip Reduction Documentation (DAN GS 03037) <i>6 years after end of fiscal year (Non-Archival)</i>	<u>Revised:</u> HUMAN RESOURCE MANAGEMENT – BENEFITS Commute Trip Reduction (CTR) Program (DAN GS 03037) <i>6 years after end of fiscal year (Non-Archival)</i>
Employee Recognition/Appreciation Ceremonies or Awards (DAN GS 03021) <i>2 years after date of document (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: AGENCY ADMINISTRATION AND MANAGEMENT – COMMUNITY AND EXTERNAL RELATIONS Celebrations/Ceremonies/Events – Routine (DAN GS 05008) <i>Until no longer needed for agency business (Non-Archival)</i> <u>AND</u> AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT Meetings – Staff and Internal Committees (DAN GS 09009) <i>2 years after end of calendar year and until no longer needed for agency business (Non-Archival)</i>
Tuition Reimbursement (DAN GS 03013) <i>6 years after completion of course (Non-Archival)</i>	<u>Revised:</u> HUMAN RESOURCE MANAGEMENT – BENEFITS Tuition Reimbursement (DAN GS 03013) <i>6 years after completion of course (Non-Archival)</i>
Voluntary Employee’s Beneficiary Association (VEBA) Documentation (DAN GS 03045) <i>6 years until superseded (Non-Archival)</i>	<u>Revised:</u> HUMAN RESOURCE MANAGEMENT – BENEFITS Voluntary Employee’s Beneficiary Association (VEBA) (DAN GS 03045) <i>6 years after end of calendar year (Non-Archival)</i>
HUMAN RESOURCE MANAGEMENT – EQUITY	

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Affirmative Action Plans, Goals and Reports (DAN GS 20002) <i>6 years after calendar year (Archival – Appraisal Required)</i></p>	<p><u>Discontinued</u> – Now covered by: AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING Business/Work Plans (DAN GS 09008) <i>2 years after completion/expiration of plan (Non-Archival)</i></p> <p><u>AND</u> HUMAN RESOURCE MANAGEMENT – REPORTING Reporting/Filing (Mandatory) – Employment Related (DAN GS 19004) <i>4 years after submitted to regulatory agency (Non-Archival)</i></p>
<p>Reasonable Accommodation Files (DAN 03011) <i>7 years after termination of employment (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – PERSONNEL HISTORY Personnel – Health-Related Records (Routine) (DAN GS 03054) <i>6 years after separation from agency (Non-Archival)</i></p>
HUMAN RESOURCE MANAGEMENT – INDUSTRIAL INSURANCE	
<p>Injury Claims (DAN 03015) <i>7 years after claim settled (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u> HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY Injury Claims (DAN 03015) <i>7 years after claim settled (Non-Archival)</i></p>
<p>Injury Claims, Eye Injuries (DAN 03016) <i>10 years after claim settled (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u> HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY Injury Claims – Eye Injuries (DAN 03016) <i>10 years after claim settled (Non-Archival)</i></p>
HUMAN RESOURCE MANAGEMENT – LABOR RELATIONS	

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
Labor Union Contracts (DAN GS 09015) <i>6 years after contract superseded or terminated (Non-Archival)</i>	<u>Revised:</u> HUMAN RESOURCE MANAGEMENT – LABOR RELATIONS Labor Union Contracts and Negotiations (DAN GS 09015) <i>6 years after contract superseded or terminated (Non-Archival)</i>
Labor Union Relations Files (DAN GS 09014) <i>2 years after date of document (Non-Archival)</i>	<u>Revised:</u> HUMAN RESOURCE MANAGEMENT – LABOR RELATIONS Labor Union Administrative Files – Agency Relations (DAN GS 09014) <i>2 years after date of document (Non-Archival)</i>
HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES	
Affirmative Action Complaint Files (DAN GS 20004) <i>6 years after resolution of case (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES Complaints and Grievances – Upheld (DAN GS 03003) <i>6 years after final determination of case (Non-Archival)</i>
Complaints, Harassment and Discrimination (DAN GS 03038) <i>6 years after resolution of case (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES Complaints and Grievances – Upheld (DAN GS 03003) <i>6 years after final determination of case (Non-Archival)</i>
Grievance Files (DAN GS 03003) <i>6 years after resolution of case (Non-Archival)</i>	<u>Revised:</u> HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES Complaints and Grievances – Upheld (DAN GS 03003) <i>6 years after final determination of case (Non-Archival)</i>
Personnel Action Appeals (DAN GS 03004) <i>2 years after final determination (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES Complaints and Grievances – Upheld (DAN GS 03003) <i>6 years after final determination of case (Non-Archival)</i>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
Personnel Complaints, Exonerated, Non-Represented Employees (DAN GS 03006) <i>Until exoneration (Non-Archival)</i>	<u>Revised:</u> HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES Complaints and Grievances – Exonerated (DAN GS 03006) <i>Until exoneration (Non-Archival)</i>
Personnel Complaints, Exonerated, Represented Employees (DAN GS 03043) <i>3 years after final determination (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES Complaints and Grievances – Exonerated (DAN GS 03006) <i>Until exoneration (Non-Archival)</i>
Personnel Complaints, Upheld, Non-Represented Employees (DAN GS 03005) <i>6 years after final determination (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES Complaints and Grievances – Upheld (DAN GS 03003) <i>6 years after final determination of case (Non-Archival)</i>
Personnel Complaints, Upheld, Represented Employees (DAN GS 03044) <i>6 years after final determination (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES Complaints and Grievances – Upheld (DAN GS 03003) <i>6 years after final determination of case (Non-Archival)</i>
HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY	
Employee Medical and Safety Files (DAN GS 03039) <i>30 years after termination of employment (Non-Archival)</i>	<u>Revised and Split Between:</u> HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY Employee Medical and Exposure Records (DAN GS 03039) <i>30 years after date of separation from agency (Non-Archival)</i> AND HUMAN RESOURCE MANAGEMENT – PERSONNEL HISTORY Personnel – Health-Related Records (Routine) (DAN GS 03054) <i>6 years after date of separation from agency (Non-Archival)</i>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
HUMAN RESOURCE MANAGEMENT – PAYROLL	
Distribution of Payroll and Related Costs (DAN GS 01062) <i>6 years after date of document (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – PAYROLL Payroll Processing, Distribution and Reporting (DAN GS 03033) <i>6 years after end of fiscal year (Non-Archival)</i>
Payroll Files (DAN GS 03031) <i>7 years after termination of employment (Non-Archival)</i>	<u>Revised:</u> HUMAN RESOURCE MANAGEMENT – PAYROLL Payroll Files – Employee Pay History (DAN GS 03031) <i>6 years after date of separation from agency (Non-Archival)</i>
Payroll Files, Retirement Verification (DAN GS 03032) <i>60 years after termination of employment (Non-Archival)</i>	<u>Revised:</u> HUMAN RESOURCE MANAGEMENT – BENEFITS Retirement Verification (DAN GS 03032) <i>60 years after date of separation from agency (Non-Archival)</i>
Payroll Register (DAN GS 01060) <i>60 years after the date of document (Non-Archival)</i>	<u>Revised:</u> HUMAN RESOURCE MANAGEMENT – PAYROLL Payroll Register (DAN GS 01060) <i>60 years after date certified (Non-Archival)</i>
Payroll Register, Deductions (DAN GS 01061) <i>6 years after the date of document (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – PAYROLL Payroll Register (DAN GS 01060) <i>60 years after date certified (Non-Archival)</i> AND HUMAN RESOURCE MANAGEMENT – PAYROLL Payroll Processing, Distribution and Reporting (DAN GS 03033) <i>6 years after end of fiscal year (Non-Archival)</i>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Payroll Register, Year-to-Date (DAN GS 01063) <i>6 years from the date of document (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – PAYROLL Payroll Register (DAN GS 01060) <i>60 years after date certified (Non-Archival)</i></p> <p><u>AND</u> HUMAN RESOURCE MANAGEMENT – PAYROLL Payroll Processing, Distribution and Reporting (DAN GS 03033) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Payroll Reports (DAN GS 03033) <i>6 years after report received and verified (Non-Archival)</i></p>	<p><u>Revised:</u> HUMAN RESOURCE MANAGEMENT – PAYROLL Payroll Processing, Distribution and Reporting (DAN GS 03033) <i>6 years after end of fiscal year (Non-Archival)</i></p>
<p>Wage, Quarterly Report of (DAN GS 01064) <i>6 years after date of document (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – PAYROLL Payroll Processing, Distribution and Reporting (DAN GS 03033) <i>6 years after end of fiscal year (Non-Archival)</i></p>
HUMAN RESOURCE MANAGEMENT – PERFORMANCE MANAGEMENT	
<p>Employee Information File – Supervisor’s Copy (DAN GS 03024) <i>Until completion of evaluation (Non-Archival)</i></p>	<p><u>Revised:</u> HUMAN RESOURCE MANAGEMENT – PERFORMANCE MANAGEMENT Performance Evaluations – Supervisor Preparation (DAN GS 03024) <i>Until completion of evaluation and resolution of any ongoing performance issues (Non-Archival)</i></p>
<p>Employee Performance Evaluations (DAN GS 03002) <i>3 years after completion of next evaluation (Non-Archival)</i></p>	<p><u>Revised:</u> HUMAN RESOURCE MANAGEMENT – PERFORMANCE MANAGEMENT Performance Evaluations – Employee (DAN GS 03002) <i>3 years after completion of next evaluation (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
HUMAN RESOURCE MANAGEMENT – PERSONNEL	
<p>Personnel Record Folders, Non-Retired Employees (DAN GS 03001) <i>60 years after termination of employment (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – PERSONNEL HISTORY Personnel – Employment History Files (DAN GS 03042) <i>6 years after date of separation from agency (Non-Archival)</i> <u>AND</u> HUMAN RESOURCE MANAGEMENT – BENEFITS Retirement Verification (DAN GS 03032) <i>60 years after date of separation from agency (Non-Archival)</i></p>
<p>Personnel Record Folders, Retired Employees (DAN GS 03041) <i>25 years after date of retirement (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – PERSONNEL HISTORY Personnel – Employment History Files (DAN GS 03042) <i>6 years after date of separation from agency (Non-Archival)</i> <u>AND</u> HUMAN RESOURCE MANAGEMENT – BENEFITS Retirement Verification (DAN GS 03032) <i>60 years after date of separation from agency (Non-Archival)</i></p>
<p>Personnel Records (DAN GS 03042) <i>10 years after termination of employment (Non-Archival)</i></p>	<p><u>Revised:</u> HUMAN RESOURCE MANAGEMENT – PERSONNEL HISTORY Personnel – Employment History Files (DAN GS 03042) <i>6 years after date of separation from agency (Non-Archival)</i></p>
<p>Reports, Personnel (DAN GS 03009) <i>6 years after superseded (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Secondary (Duplicate) Copies (DAN GS 50005) <i>Until no longer needed for agency business (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
Volunteer Files (DAN GS 03017) <i>6 years after calendar year (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – PERSONNEL HISTORY Personnel – Employment History Files (DAN GS 03042) <i>6 years after date of separation from agency (Non-Archival)</i>
HUMAN RESOURCE MANAGEMENT – POLICIES AND PROCEDURES	
Policy, Rules and Regulations for Employees, Agency (DAN GS 03020) <i>6 years after superseded (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES Policies and Procedures – Administrative Functions (DAN GS 09028) <i>6 years after superseded (Non-Archival)</i>
HUMAN RESOURCE MANAGEMENT – POSITION DEVELOPMENT/STAFF STRUCTURE	
Job Specifications (DAN 03008) <i>Until superseded (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – POSITION DEVELOPMENT AND STAFF STRUCTURE Position History (DAN GS 03010) <i>Until no longer needed for agency business (Non-Archival)</i>
Position Files (DAN GS 03010) <i>Until position abolished or revised (Non-Archival)</i>	<u>Revised:</u> HUMAN RESOURCE MANAGEMENT – POSITION DEVELOPMENT AND STAFF STRUCTURE Position History (DAN GS 03010) <i>Until no longer needed for agency business (Non-Archival)</i>
Reduction In Force Files, Agency (DAN GS 03019) <i>Until after conclusion of any pending action (Non-Archival)</i>	<u>Revised:</u> HUMAN RESOURCE MANAGEMENT – POSITION DEVELOPMENT AND STAFF STRUCTURE Reduction In Force Files – Agency (DAN GS 03019) <i>Until after conclusion of any pending action (Non-Archival)</i>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING	
Applications/Resumes Received – Not Interviewed (DAN GS 03022) <i>6 months after date of document (Non-Archival)</i>	<u>Revised:</u> HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING Applications/Resumes – Unsolicited (DAN GS 03022) <i>2 years after received (Non-Archival)</i>
Employment Eligibility Verification Documents/I-9 Forms (DAN GS 03036) <i>Until after date of hire plus 3 years or termination of employment plus 1 year, whichever is later (Non-Archival)</i>	<u>Revised:</u> HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING Employment Eligibility – U.S. Citizenship and Immigration Services (USCIS) (DAN GS 03036) <i>3 years after date of hire or 1 year after separation from agency, whichever is later (Non-Archival)</i>
Exit Interview, Personnel (DAN GS 03040) <i>6 years after calendar year (Non-Archival)</i>	<u>Revised and Relocated:</u> HUMAN RESOURCE MANAGEMENT – SEPARATION Exit Interview – Personnel (DAN GS 03040) <i>3 years after exit interview completed (Non-Archival)</i>
Recruitment, Employee (DAN GS 03012) <i>3 years after position filled (Non-Archival)</i>	<u>Revised:</u> HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING Recruitment – Employee (DAN GS 03012) <i>3 years after completion of recruitment/hiring process (Non-Archival)</i>
HUMAN RESOURCE MANAGEMENT – STAFF DEVELOPMENT	
On-The-Job-Training Files (DAN GS 03023) <i>6 years after training terminated (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – STAFF DEVELOPMENT Training History Files – Employee (DAN GS 22003) <i>6 years after separation from agency (Non-Archival)</i>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
Training, Employee/Clock Hour Credits (DAN GS 03007) <i>7 years after termination of employment (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: HUMAN RESOURCE MANAGEMENT – STAFF DEVELOPMENT Training History Files – Employee (DAN GS 22003) <i>6 years after separation from agency (Non-Archival)</i>
Training History Files, Employee (DAN GS 22003) <i>7 years after termination of employment (Non-Archival)</i>	<u>Revised:</u> HUMAN RESOURCE MANAGEMENT – STAFF DEVELOPMENT Training History Files – Employee (DAN GS 22003) <i>6 years after separation from agency (Non-Archival)</i>
INFORMATION MANAGEMENT – FORMS MANAGEMENT	
Forms – Accountable (DAN GS 12004) <i>6 years after end of fiscal year (Non-Archival)</i>	<u>Revised:</u> INFORMATION MANAGEMENT – FORMS MANAGEMENT Forms – Accountable (DAN GS 12004) <i>6 years after end of fiscal year in which form was created/printed (Non-Archival)</i>
Forms – Development (DAN GS 12001) <i>Until no longer needed for agency business (Non-Archival)</i>	<u>No Change:</u> INFORMATION MANAGEMENT – FORMS MANAGEMENT Forms – Development (DAN GS 12001) <i>Until no longer needed for agency business (Non-Archival)</i>
Forms – Inventory Files (DAN GS 12003) <i>Until superseded or obsolete (Non-Archival)</i>	<u>No Change:</u> INFORMATION MANAGEMENT – FORMS MANAGEMENT Forms – Inventory Files (DAN GS 12003) <i>Until superseded or obsolete (Non-Archival)</i>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
Forms – Master Set (DAN GS 12005) <i>Until use of form ceases (Non-Archival)</i>	<u>No Change:</u> INFORMATION MANAGEMENT – FORMS MANAGEMENT Forms – Master Set (DAN GS 12005) <i>Until use of form ceases (Non-Archival)</i>
INFORMATION MANAGEMENT – LIBRARY SERVICES	
Catalog (DAN GS 15021) <i>Until no longer needed for agency business (Non-Archival)</i>	<u>No Change:</u> INFORMATION MANAGEMENT – LIBRARY SERVICES Catalog (DAN GS 15021) <i>Until no longer needed for agency business (Non-Archival)</i>
Circulation (DAN GS 15022) <i>Until no longer needed for agency business (Non-Archival)</i>	<u>Revised:</u> INFORMATION MANAGEMENT – LIBRARY SERVICES Circulation (DAN GS 15022) <i>Until no longer needed for agency business (Non-Archival)</i>
Collection Control – General (DAN GS 15023) <i>6 years after end of fiscal year (Non-Archival)</i>	<u>Revised:</u> INFORMATION MANAGEMENT – LIBRARY SERVICES Collection Control (DAN GS 15023) <i>Until no longer needed for agency business (Non-Archival)</i>
Collection Control – Special Collections (DAN GS 15024) <i>Until special collection items no longer needed for agency business (Archival – Appraisal Required)</i>	<u>Discontinued</u> – Now covered by: INFORMATION MANAGEMENT – LIBRARY SERVICES Collection Control (DAN GS 15023) <i>Until no longer needed for agency business (Non-Archival)</i>
Special Collections (DAN GS 15025) <i>Until no longer needed for agency business (Archival – Appraisal Required)</i>	<u>Discontinued</u> – Now covered by: <i>Either other records series based on the function/content of the record or are not public records</i>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
INFORMATION MANAGEMENT – MAIL SERVICES	
Mail Delivery and Receipt (DAN GS 13003) <i>6 years after end of fiscal year (Non-Archival)</i>	<u>No Change:</u> INFORMATION MANAGEMENT – MAIL SERVICES Mail Delivery and Receipt (DAN GS 13003) <i>6 years after end of fiscal year (Non-Archival)</i>
INFORMATION MANAGEMENT – PUBLIC DISCLOSURE	
Public Disclosure/Records Requests (DAN GS 05001) <i>6 years after public records request fulfilled (Non-Archival)</i>	<u>Revised:</u> INFORMATION MANAGEMENT – PUBLIC DISCLOSURE/RECORDS REQUESTS Public Disclosure/Records Requests (DAN GS 05001) <i>2 years after public records request fulfilled (Non-Archival)</i>
Requests for Information, General (DAN GS 05002) <i>1 years after response to request completed (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: AGENCY ADMINISTRATION AND MANAGEMENT – ADVICE AND TECHNICAL ASSISTANCE Provision of Advice, Assistance or Information (DAN GS 09022) <i>2 years after communication received or provided, whichever is later (Non-Archival)</i>
INFORMATION MANAGEMENT - PUBLISHING	
Master Printing Job Documentation (DAN GS 15001) <i>3 years after date of document (Non-Archival)</i>	<u>Discontinued</u> – Now covered by: INFORMATION MANAGEMENT – PUBLISHING Publications – Development (DAN GS 15009) <i>Until no longer needed for agency business (Non-Archival)</i>
Online Content Management (DAN GS 15010) <i>1 year after online content removed (Non-Archival)</i>	<u>Revised:</u> INFORMATION MANAGEMENT – PUBLISHING Online Content Management (DAN GS 15010) <i>1 year after online content removed (Non-Archival)</i>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Photographs, Graphics and Visual Resources (DAN GS 15007) <i>Until administrative purpose served (Archival – Appraisal Required)</i></p>	<p><u>Discontinued</u> – Now covered by: INFORMATION MANAGEMENT – PUBLISHING Publications – Development (DAN GS 15009) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Publication and Duplication Service Job Files (DAN GS 15005) <i>6 years after date of document (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by: INFORMATION MANAGEMENT – PUBLISHING Publications – Development (DAN GS 15009) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Publications – Development (DAN GS 15009) <i>Until no longer needed for agency business (Non-Archival)</i></p>	<p><u>Revised:</u> INFORMATION MANAGEMENT – PUBLISHING Publications – Development (DAN GS 15009) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Publications (DAN GS 15008) <i>Upon publication (Archival – Permanent Retention)</i></p>	<p><u>Revised:</u> INFORMATION MANAGEMENT – PUBLISHING State Publications (DAN GS 15008) <i>Upon publication (Archival – Permanent Retention)</i></p>
<p>INFORMATION MANAGEMENT – RECORDS CONVERSION</p>	
<p>Conversion Process – Archival Records (DAN GS 11011) <i>Until the converted Archival records are transferred to Washington State Archives (Archival – Appraisal Required)</i></p>	<p><u>Revised and Relocated:</u> INFORMATION MANAGEMENT – RECORDS MANAGEMENT Conversion/Conservation – Archival Records (DAN GS 11011) <i>Until the converted/repared Archival records are transferred to Washington State Archives (Archival – Appraisal Required)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Conversion Process – Non-Archival Records (DAN GS 11013)</p> <p><i>Until the converted Non-Archival records have been destroyed in accordance with a current approved records retention schedule (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u></p> <p>INFORMATION MANAGEMENT – RECORDS MANAGEMENT Conversion/Conservation – Non-Archival Records (DAN GS 11013) <i>Until the converted/repaired Non-Archival records have been destroyed in accordance with a current approved records retention schedule (Non-Archival)</i></p>
<p>Source Records – Imaged (Archival) (DAN GS 11014)</p> <p><i>Until verification of successful conversion (Archival – Appraisal Required)</i></p>	<p><u>Revised and Relocated:</u></p> <p>INFORMATION MANAGEMENT – RECORDS MANAGEMENT Source Records – Imaged/Migrated (Archival) (DAN GS 11014) <i>Until verification of successful conversion (Archival – Appraisal Required)</i></p>
<p>Source Records – Imaged (Non-Archival) (DAN GS 11012)</p> <p><i>Until verification of successful conversion (Non-Archival)</i></p>	<p><u>Revised and Relocated:</u></p> <p>INFORMATION MANAGEMENT – RECORDS MANAGEMENT Source Records – Imaged/Migrated (Non-Archival) (DAN GS 11012) <i>Until verification of successful conversion (Non-Archival)</i></p>
<p>Source Records – Migrated (DAN GS 11015)</p> <p><i>Until verification of successful conversion (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by:</p> <p>INFORMATION MANAGEMENT – RECORDS MANAGEMENT Source Records – Imaged/Migrated (Archival) (DAN GS 11014) <i>Until verification of successful conversion (Archival – Appraisal Required)</i></p> <p><u>AND</u></p> <p>INFORMATION MANAGEMENT – RECORDS MANAGEMENT Source Records – Imaged/Migrated (Non-Archival) (DAN GS 11012) <i>Until verification of successful conversion (Non-Archival)</i></p>
<p>INFORMATION MANAGEMENT – RECORDS MANAGEMENT</p>	

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
<p>Conservation (Archival) (DAN GS 11016)</p> <p><i>Until the Archival records are transferred to Washington State Archives (Archival – Appraisal Required)</i></p>	<p><u>Discontinued</u> – Now covered by:</p> <p>INFORMATION MANAGEMENT – RECORDS MANAGEMENT Conversion/Conservation – Archival Records (DAN GS 11011) <i>Until the converted/repaired Archival records are transferred to Washington State Archives (Archival – Appraisal Required)</i></p>
<p>Conservation (Non-Archival) (DAN GS 11017)</p> <p><i>Until the Non-Archival records have been destroyed in accordance with a current approved records retention schedule (Non-Archival)</i></p>	<p><u>Discontinued</u> – Now covered by:</p> <p>INFORMATION MANAGEMENT – RECORDS MANAGEMENT Conversion/Conservation – Non-Archival Records (DAN GS 11013) <i>Until the converted/repaired Non-Archival records have been destroyed in accordance with a current approved records retention schedule (Non-Archival)</i></p>
<p>Destruction of Public Records (DAN GS 11005)</p> <p><i>Life of the agency (Non-Archival)</i></p>	<p><u>Revised:</u></p> <p>INFORMATION MANAGEMENT – RECORDS MANAGEMENT Destruction of Public Records (DAN GS 11005) <i>Life of the agency (Non-Archival)</i></p>
<p>Records Control (DAN GS 11009)</p> <p><i>Until no longer needed for agency business (Non-Archival)</i></p>	<p><u>Revised:</u></p> <p>INFORMATION MANAGEMENT – RECORDS MANAGEMENT Records Control (DAN GS 11009) <i>Until no longer needed for agency business (Non-Archival)</i></p>
<p>Retention and Disposition Authorization (DAN GS 11003)</p> <p><i>Until no longer needed for agency business (Non-Archival)</i></p>	<p><u>Revised:</u></p> <p>INFORMATION MANAGEMENT – RECORDS MANAGEMENT Retention and Disposition Authorization (DAN GS 11003) <i>Until no longer needed for agency business (Non-Archival)</i></p>

Existing Records Series Being Discontinued from <i>State Government General Records Retention Schedule v.5.1 (August 2011)</i>	Now Covered by New/Revised Records Series in <i>State Government General Records Retention Schedule v.6.0 (???? 2016)</i>
Transfer of Legal Custody (DAN GS 11001) <i>Life of the agency (Non-Archival)</i>	<u>Revised:</u> INFORMATION MANAGEMENT – RECORDS MANAGEMENT Transfer of Legal Custody (DAN GS 11001) <i>Life of the agency (Non-Archival)</i>
RECORDS WITH MINIMAL RETENTION VALUE	
Agency Information – Routine (DAN GS 50002) <i>Until no longer needed for agency business (Non-Archival)</i>	<u>Revised:</u> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Request for Basic/Routine Agency Information (DAN GS 50002) <i>Until no longer needed for agency business (Non-Archival)</i>
Agency-Generated Forms and Publications – Copies (DAN GS 50003) <i>Until no longer needed for agency business (Non-Archival)</i>	<u>Revised:</u> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Agency-Generated Forms and Publications – Copies (DAN GS 50003) <i>Until no longer needed for agency business (Non-Archival)</i>
General Information – External (DAN GS 50004) <i>Until no longer needed for agency business (Non-Archival)</i>	<u>No Change:</u> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) General Information – External (DAN GS 50004) <i>Until no longer needed for agency business (Non-Archival)</i>
Secondary (Duplicate) Copies (DAN GS 50005) <i>Until no longer needed for agency business (Non-Archival)</i>	<u>Revised:</u> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Secondary (Duplicate) Copies (DAN GS 50005) <i>Until no longer needed for agency business (Non-Archival)</i>
Transitory Records (DAN GS 50001) <i>Until no longer needed for agency business (Non-Archival)</i>	<u>Revised:</u> RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS) Informational Notifications/Communications (DAN GS 50001) <i>Until no longer needed for agency business (Non-Archival)</i>