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     “6 years after authorization expired/superseded/terminated (Non-Archival)”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     “6 years after authorization/certification superseded or terminated or 6 years after separation from agency, whichever is sooner (Non-Archival)”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     “6 years after approval superseded/terminated/request denied (Non-Archival)”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)”
     “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)”
   “6 years after matter resolved/recovery complete (Archival – Appraisal Required)"
   “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)”
   “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)”
   “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)"
   “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.
     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)”
     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 “2 years 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)”

    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)”

    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)”

   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)”

   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)”

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.
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)”

   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**

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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
  3. Meetings – Governing/Executive/Policy-Setting (DAN GS 10004) p.26
  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)
  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)
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)
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)
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)


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 GS 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)
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)
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

<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>AGENCY MANAGEMENT – COMMUNITY RELATIONS</strong></td>
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</tr>
</tbody>
</table>
| Advertising and Promotion (DAN GS 05006)  
6 years after end of fiscal year (Non-Archival) | **Revised:**  
AGENCY ADMINISTRATION AND MANAGEMENT – COMMUNITY AND EXTERNAL RELATIONS  
Advertising and Promotion (DAN GS 05006)  
*Until no longer needed for agency business (Archival – Appraisal Required)*  |
| Charity Fundraising (DAN GS 09021)  
6 years after end of fiscal year (Non-Archival) | **Revised:**  
AGENCY ADMINISTRATION AND MANAGEMENT – COMMUNITY AND EXTERNAL RELATIONS  
Charity Fundraising (DAN GS 09021)  
6 years after end of fiscal year (Non-Archival)  |
| Press Releases (DAN GS 05003)  
2 years after date of issue (Archival – Appraisal Required) | **Revised:**  
AGENCY ADMINISTRATION AND MANAGEMENT – COMMUNITY AND EXTERNAL RELATIONS  
Media Releases and Coverage (DAN GS 05003)  
2 years after end of calendar year (Archival – Appraisal Required)  |
### Existing Records Series Being Discontinued from State Government General Records Retention Schedule v.5.1 (August 2011)

|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| 2 years after date of document (Archival – Appraisal Required) | Discontinued – Now covered by: \[ \]
| RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS) Reference Materials (DAN GS 50013) | \[ \] Until no longer needed for agency business (Non-Archival) \[ \]
| AND \[ \] RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS) Secondary (Duplicate) Copies (DAN GS 50005) | \[ \] Until no longer needed for agency business (Non-Archival) \[ \]

### AGENCY MANAGEMENT – CONTRACTS AND PURCHASING RECORDS

| Bid, Invitation To/Request for Proposal (DAN GS 06004) | Revised and Relocated: \[ \]
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| 6 years after closure or cancellation date (Non-Archival) | FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING \[ \]
| Bids and Proposals – Successful (DAN GS 06004) | \[ \] 6 years after completion of purchase or fulfillment of contract (Non-Archival) \[ \]
| Bids/Proposal, Unsuccessful (DAN GS 06007) | Revised and Relocated: \[ \]
| 3 years after bid award or cancellation date (Non-Archival) | FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING \[ \]
| Bids and Proposals – Unsuccessful (DAN GS 06007) | \[ \] 3 years after bid award or cancellation date (Non-Archival) \[ \]
| Contracts and Agreements (DAN GS 01050) | Revised and Relocated: \[ \]
| 6 years after termination or expiration of instrument (Non-Archival) | FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING \[ \]
| Contracts and Agreements (DAN GS 01050) | \[ \] 6 years after termination or expiration of instrument (Non-Archival) \[ \]
|---|---|
| **Purchase Authority (DAN GS 06002)** 6 years after superseded (Non-Archival) | **Relocated (No Change):**  
FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING  
Purchase Authority (DAN GS 06002)  
6 years after superseded (Non-Archival) |
| **Supply and Equipment Requests (DAN GS 06001)** 30 days after date of receipt (Non-Archival) | **Relocated (No Change):**  
FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING  
Supply and Equipment Requests (DAN GS 06001)  
30 days after date of receipt (Non-Archival) |
| **AGENCY MANAGEMENT – EXECUTIVE LEVEL RECORDS** | **Discontinued** – Now covered by:  
AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT  
Advisory Body Records (DAN GS 10015)  
6 years after end of calendar year (Archival – Appraisal Required)  
**AND**  
AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT  
Governing/Executive/Policy-Setting Body Records (DAN GS 10004)  
6 years after end of calendar year (Archival – Permanent Retention)  
**AND**  
AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT  
Meetings – Staff and Internal Committees (DAN GS 09009)  
2 years after end of calendar year and until no longer needed for agency business (Non-Archival) |
| **Appointment Records, Official (DAN GS 10012)** 6 years after termination of appointment (Archival – Appraisal Required) | **Discontinued** – Now covered by:  
AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT  
Advisory Body Records (DAN GS 10015)  
6 years after end of calendar year (Archival – Appraisal Required)  
**AND**  
AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT  
Governing/Executive/Policy-Setting Body Records (DAN GS 10004)  
6 years after end of calendar year (Archival – Permanent Retention)  
**AND**  
AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT  
Meetings – Staff and Internal Committees (DAN GS 09009)  
2 years after end of calendar year and until no longer needed for agency business (Non-Archival) |
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<tbody>
<tr>
<td><strong>Calendars, Executive (DAN GS 10008)</strong>&lt;br&gt;4 years after date of document (Archival – Appraisal Required)</td>
<td><strong>Revised and Split Between:</strong>&lt;br&gt;<strong>AGENCY ADMINISTRATION AND MANAGEMENT – CALENDARS</strong>&lt;br&gt;Calendars – Elected Officials and Agency Heads (DAN GS 10008)&lt;br&gt;4 years after end of calendar year (Archival – Permanent Retention)&lt;br&gt;&lt;br&gt;<strong>AND</strong>&lt;br&gt;&lt;br&gt;<strong>AGENCY ADMINISTRATION AND MANAGEMENT – CALENDARS</strong>&lt;br&gt;Calendars – Employees (Other than Elected Officials and Agency Heads) (DAN GS 09023)&lt;br&gt;1 year after end of calendar year (Non-Archival)&lt;br&gt;&lt;br&gt;<strong>AND</strong>&lt;br&gt;&lt;br&gt;<strong>RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS)</strong>&lt;br&gt;Scheduling – Appointments/Meetings (DAN GS 50014)&lt;br&gt;Until no longer needed for agency business (Non-Archival)&lt;br&gt;&lt;br&gt;<strong>AND</strong>&lt;br&gt;&lt;br&gt;<strong>RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS)</strong>&lt;br&gt;Organizing/Monitoring Work in Progress (DAN GS 50011)&lt;br&gt;Until no longer needed for agency business (Non-Archival)</td>
</tr>
<tr>
<td><strong>Correspondence – Executive/Official (DAN GS 10007)</strong>&lt;br&gt;4 years after communication received or provided, whichever is later (Archival – Appraisal Required)</td>
<td><strong>Discontinued</strong> – Now covered by:&lt;br&gt;More specific records series based on the function/content of the record</td>
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</table>
### Existing Records Series Being Discontinued from State Government General Records Retention Schedule v.5.1 (August 2011)

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<tr>
<th>Record Series</th>
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<td>History Files (DAN GS 10013)</td>
<td>Revised and Split Between:</td>
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<td>AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING</td>
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<td>Establishment/Development History of Agency/Programs (DAN GS 10013)</td>
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<td>6 years after end of calendar year (Archival – Appraisal Required)</td>
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<td><strong>AND</strong></td>
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<td>AGENCY ADMINISTRATION AND MANAGEMENT – COMMUNITY AND EXTERNAL RELATIONS</td>
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<tr>
<td></td>
<td>Celebrations/Ceremonies/Events – Significant (DAN GS 05009)</td>
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<td>Until no longer needed for agency business (Archival – Appraisal Required)</td>
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<tr>
<td>Interpretive and Policy Statements (DAN GS 10014 – incorrectly listed as GS 10010)</td>
<td>Discontinued – Now covered by:</td>
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<tr>
<td></td>
<td>AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES</td>
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<tr>
<td></td>
<td>Policies and Procedures – Agency Core Mission (DAN GS 10002)</td>
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<td>6 years after superseded (Archival – Appraisal Required)</td>
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<tr>
<td>Minutes and Files of Policy-Setting Meetings (DAN GS 10004)</td>
<td>Revised and Relocated:</td>
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<td>AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT</td>
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<tr>
<td>Papers of Executive Direction (DAN GS 10005)</td>
<td>Discontinued – Now covered by:</td>
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</table>
| **Quality and Performance Improvement Documentation (DAN GS 10011)**  
6 years after date of document (Archival – Appraisal Required) | **Discontinued** – Now covered by:  
AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES  
Process Improvement (DAN GS 09012)  
6 years after end of improvement cycle/project (Non-Archival) |
| **Rules and Regulations (Washington Administrative Code) (DAN GS 10009)**  
6 years after superseded (Archival – Appraisal Required) | **Revised and Relocated:**  
AGENCY ADMINISTRATION AND MANAGEMENT – LEGISLATION AND RULE MAKING  
Rule Making (Washington Administrative Code – WAC) (DAN GS 10009)  
Until rule superseded/not proceeded with (Archival – Permanent Retention) |
| **Speeches and Writings (DAN GS 10006)**  
6 years after date of document (Archival – Appraisal Required) | **Discontinued** – Now covered by:  
AGENCY ADMINISTRATION AND MANAGEMENT – COMMUNITY AND EXTERNAL RELATIONS  
Media Releases and Coverage (DAN GS 05003)  
2 years after end of calendar year (Archival – Appraisal Required) |
|---|---|
| Studies and Operational Plans (DAN GS 10001)  
4 years after superseded or no longer applicable (Archival – Appraisal Required) | Revised and Split Between:  
AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING  
Strategic Plans – Final (Unpublished) (DAN GS 10001)  
Until no longer needed for agency business (Archival – Permanent Retention)  
AND  
AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING  
Strategic Plans – Development (DAN GS 09027)  
Until no longer needed for agency business (Non-Archival)  
AND  
AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES  
Studies (Major) – Final Reports (Unpublished) (DAN GS 10016)  
6 years after conclusion of study (Archival – Appraisal Required)  
AND  
INFORMATION MANAGEMENT – PUBLISHING  
State Publications (DAN GS 15008)  
Upon publication (Archival – Permanent Retention)  
AND  
AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES  
Studies (Major) – Working Papers/Development (DAN GS 09030)  
6 years after conclusion of study (Non-Archival) |
| Subject Files, Executive Level (DAN GS 10003)  
4 years after date of document (Archival – Appraisal Required) | Discontinued – Now covered by:  
More specific records series based on the function/content of the record |

AGENCY MANAGEMENT – GENERAL OFFICE OPERATIONS (NON-EXECUTIVE)
| --- | --- |
| Administrative Plans, Working Files, Reports and Survey Results (DAN GS 09006)  
   2 years after date of document (Non-Archival) | Revised and Split Between:  
   AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES  
   Studies (Minor/Routine) (DAN GS 09006)  
   2 years after conclusion of study (Non-Archival)  
   **AND**  
   AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING  
   Business/Work Plans (DAN GS 09008)  
   2 years after completion/expiration of plan (Non-Archival)  
   **AND**  
   RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS)  
   Organizing/Monitoring Work in Progress (DAN GS 50011)  
   Until no longer needed for agency business (Non-Archival) |
| Brainstorm/Team Incentive Program (TIP) Documentation (DAN GS 09012)  
   2 years after date of document (Non-Archival) | Revised and Relocated:  
   AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES  
   Process Improvement (DAN GS 09012)  
   6 years after end of improvement cycle/project (Non-Archival) |
|---|---|
| **Calendars, Non-Executive (DAN GS 09023)**  
   1 year after end of calendar year (Non-Archival) | **Revised and Split Between:**  
   AGENCY ADMINISTRATION AND MANAGEMENT – CALENDARS  
   Calendars – Employees (Other than Elected Officials and Agency Heads) (DAN GS 09023)  
   1 year after end of calendar year (Non-Archival)  
   **AND**  
   RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS)  
   Scheduling – Appointments/Meetings (DAN GS 50014)  
   Until no longer needed for agency business (Non-Archival)  
   **AND**  
   RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS)  
   Organizing/Monitoring Work in Progress (DAN GS 50011)  
   Until no longer needed for agency business (Non-Archival) |
| **Complaints, Policy or Procedural (DAN GS 09016)**  
   3 years after resolution of complaint (Non-Archival) | **Revised and Relocated:**  
   AGENCY ADMINISTRATION AND MANAGEMENT – COMMUNITY AND EXTERNAL RELATIONS  
   Client/Customer Feedback and Complaints (DAN GS 09016)  
   3 years after feedback received/resolution of complaint (Non-Archival) |
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<tr>
<td><strong>Correspondence – General (DAN GS 09005)</strong>&lt;br&gt;30 days after date of document (Non-Archival)</td>
<td><strong>Discontinued</strong> – Now covered by:&lt;br&gt;AGENCY ADMINISTRATION AND MANAGEMENT – ADVICE AND TECHNICAL ASSISTANCE&lt;br&gt;Provision of Advice, Assistance or Information (DAN GS 09022)&lt;br&gt;2 years after communication received or provided, whichever is later (Non-Archival)&lt;br&gt;&lt;br&gt;AND&lt;br&gt;RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS)&lt;br&gt;Informational Notifications/Communications (DAN GS 50001)&lt;br&gt;Until no longer needed for agency business (Non-Archival)</td>
</tr>
<tr>
<td><strong>Correspondence – Program (DAN GS 09022)</strong>&lt;br&gt;2 years after communication received or provided, whichever is later (Non-Archival)</td>
<td><strong>Revised and Relocated:</strong>&lt;br&gt;AGENCY ADMINISTRATION AND MANAGEMENT – ADVICE AND TECHNICAL ASSISTANCE&lt;br&gt;Provision of Advice, Assistance or Information (DAN GS 09022)&lt;br&gt;2 years after communication received or provided, whichever is later (Non-Archival)</td>
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<tr>
<td><strong>Employee Suggestion Program (DAN GS 09013)</strong>&lt;br&gt;6 years after date of document (Non-Archival)</td>
<td><strong>Discontinued</strong> – Now covered by:&lt;br&gt;AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES&lt;br&gt;Process Improvement (DAN GS 09012)&lt;br&gt;6 years after end of improvement cycle/project (Non-Archival)</td>
</tr>
<tr>
<td><strong>Material Safety Data Sheets (MSDS) or Allowed Substitute Record (DAN GS 09017)</strong>&lt;br&gt;30 years after superseded or 30 years after chemicals are no longer used (Non-Archival)</td>
<td><strong>Revised and Relocated:</strong>&lt;br&gt;HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY&lt;br&gt;Safety Data Sheets (SDS) or Allowed Substitute Record (DAN GS 09017)&lt;br&gt;30 years after superseded or 30 years after chemicals are no longer used (Non-Archival)</td>
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</table>
| Minutes and Files of General Office Meetings (DAN GS 09009) 2 years after date of document (Non-Archival) | Revised and Relocated:  
AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT  
Meetings – Staff and Internal Committees (DAN GS 09009)  
2 years after end of calendar year and until no longer needed for agency business (Non-Archival) |
| Plans, Routine (DAN GS 09008) 2 years after date of document (Non-Archival) | Revised and Relocated:  
AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING  
Business/Work Plans (DAN GS 09008)  
2 years after completion/expiration of plan (Non-Archival) |
| Policies and Procedures, General Office, Routine (DAN GS 09001) Until superseded (Non-Archival) | Revised and Relocated:  
AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES  
Work Instructions/Desk Manuals (DAN GS 09001)  
Until superseded (Non-Archival) |
|---|---|
| Project Files (DAN GS 09018)  
6 years after end of project (Archival – Appraisal Required) | **Discontinued** – Now covered by:  
AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES  
Studies (Major) – Final Reports (Unpublished) (DAN GS 10016)  
6 years after conclusion of study (Archival – Appraisal Required)  
AND  
AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES  
Studies (Major) – Working Papers/Development (DAN GS 09030)  
6 years after conclusion of study (Non-Archival)  
AND  
AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING  
Business/Work Plans (DAN GS 09008)  
2 years after completion/expiration of plan (Non-Archival)  
AND  
AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES  
Reporting Internally – Routine Program/Project/Work Unit Reports/Statistics (DAN GS 09029)  
2 years after end of fiscal year (Non-Archival)  
AND  
RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS)  
Organizing/Monitoring Work in Progress (DAN GS 50011)  
Until no longer needed for agency business (Non-Archival) |
|---|---|
| Reference Files (Convenience Copies) (DAN GS 09002)  
Until no longer needed for agency business (Non-Archival) | Discontinued – Now covered by:  
RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS)  
Reference Materials (DAN GS 50013)  
Until no longer needed for agency business (Non-Archival)  
AND  
RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS)  
Secondary (Duplicate) Copies (DAN GS 50005)  
Until no longer needed for agency business (Non-Archival) |
| Subject Files (DAN GS 09019)  
2 years after end of calendar year (Non-Archival) | Discontinued – Now covered by:  
More specific records series based on the function/content of the record |
| Survey Responses, Individual (DAN GS 09020)  
Until no longer needed (Non-Archival) | Discontinued – Now covered by:  
AGENCY ADMINISTRATION AND MANAGEMENT – ADVICE AND TECHNICAL ASSISTANCE  
Provision of Advice, Assistance or Information (DAN GS 09022)  
2 years after communication received or provided, whichever is later (Non-Archival)  
AND  
RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS)  
Records Documented as Part of More Formalized Records (DAN GS 50012)  
Until verification of successful conversion/keying/transcription (Non-Archival) |

AGENCY MANAGEMENT – LEGAL FILES
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<tr>
<td>Attorney General Letters, Informal Opinions and Correspondence (DAN GS 18002)</td>
<td>Discontinued – Now covered by:</td>
</tr>
<tr>
<td>6 years after date of document (Archival – Appraisal Required)</td>
<td>AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS</td>
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<tr>
<td>6 years after date of document (Archival – Appraisal Required)</td>
<td>Legal Advice and Issues (DAN GS 18003)</td>
</tr>
<tr>
<td>Attorney General Opinions (DAN GS 18001)</td>
<td>Discontinued – Now covered by:</td>
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<tr>
<td>6 years after date of document (Archival – Appraisal Required)</td>
<td>AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS</td>
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<td>6 years after issue resolved and until advice no longer needed for agency business (Non-Archival)</td>
<td>Legal Advice and Issues (DAN GS 18003)</td>
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<td>Attorney General’s Case Files – Agency Copy (DAN GS 18004)</td>
<td>Revised and Split Between:</td>
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<tr>
<td>Until the case resolved and appeal period expired and administrative purpose served (Non-Archival)</td>
<td>AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS</td>
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<tr>
<td>Legal Issue Files (DAN GS 18003)</td>
<td>Legal Issue Files (DAN GS 18003)</td>
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<tr>
<td>6 years after issue resolved (Archival – Appraisal Required)</td>
<td>Revised:</td>
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<td>6 years after issue resolved (Archival – Appraisal Required)</td>
<td>AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS</td>
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<tr>
<td>6 years after issue resolved and until advice no longer needed for agency business (Non-Archival)</td>
<td>Legal Advice and Issues (DAN GS 18003)</td>
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<td>6 years after issue resolved and until advice no longer needed for agency business (Non-Archival)</td>
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| **Non-Attorney General Legal Case Files (DAN GS 18005)**  
6 years after case resolved (Non-Archival) | **Discontinued**  
Now covered by:  
AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS  
Litigation Case Files – Significant (DAN GS 18009)  
6 years after resolution of case (including appeals) (Archival – Appraisal Required)  
**AND**  
AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS  
Litigation Case Files – Routine (DAN GS 18004)  
6 years after resolution of case (including appeals) (Non-Archival) |
| **Court Orders Served on the Agency (Not Party to Litigation) (DAN GS 18006)**  
Until no longer needed for agency business (Non-Archival) | **Revised:**  
AGENCY ADMINISTRATION AND MANAGEMENT – LEGAL AFFAIRS  
Compulsory Process Served on the Agency (Not Party to Litigation) (DAN GS 18006)  
Until no longer needed for agency business (Non-Archival) |
| **AGENCY MANAGEMENT – LEGISLATIVE RELATIONS** | **Revised and Split Between:**  
AGENCY ADMINISTRATION AND MANAGEMENT – LEGISLATION AND RULE MAKING  
Legislation – Development and Analysis (DAN GS 19001)  
2 years after end of legislative session (Archival – Appraisal Required)  
**AND**  
AGENCY ADMINISTRATION AND MANAGEMENT – LEGISLATION AND RULE MAKING  
Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002)  
2 years after end of calendar year (Non-Archival) |

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<tr>
<td><strong>Bill Files, Legislative (DAN GS 19002)</strong>&lt;br&gt;2 years after end of legislative session (Archival – Appraisal Required)</td>
<td><strong>Revised and Split Between:</strong>&lt;br&gt;AGENCY ADMINISTRATION AND MANAGEMENT – LEGISLATION AND RULE MAKING Legislation – Development and Analysis (DAN GS 19001)&lt;br&gt;2 years after end of legislative session (Archival – Appraisal Required)&lt;br&gt;&lt;br&gt;<strong>AND</strong>&lt;br&gt;AGENCY ADMINISTRATION AND MANAGEMENT – LEGISLATION AND RULE MAKING Legislation/Regulations/Rules – Monitoring/Tracking (DAN GS 19002)&lt;br&gt;2 years after end of calendar year (Non-Archival)</td>
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<tr>
<td><strong>Public Disclosure Report, Agency Copy (DAN GS 19004)</strong>&lt;br&gt;4 years after end of legislative session (Non-Archival)</td>
<td><strong>Revised and Relocated:</strong>&lt;br&gt;AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Reporting to External Agencies (Mandatory) (DAN GS 19004)&lt;br&gt;6 years after submitted (Non-Archival)</td>
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</table>

**AGENCY MANAGEMENT – RISK MANAGEMENT**

<p>| <strong>Accidents/Incidents – No Claim Filed (Under Age 18) (DAN GS 18007)</strong>&lt;br&gt;3 years after individual reaches age 18 (Non-Archival) | <strong>No Change:</strong>&lt;br&gt;AGENCY ADMINISTRATION AND MANAGEMENT – RISK MANAGEMENT AND DISASTER PREPAREDNESS/RESPONSE Accidents/Incidents – No Claim Filed (Under Age 18) (DAN GS 18007)&lt;br&gt;3 years after individual reaches age 18 (Non-Archival) |</p>
<table>
<thead>
<tr>
<th><strong>Accidents/Incidents – No Claim Filed (Age 18 and Older) (DAN GS 18008)</strong>&lt;br&gt;3 years after date of incident (Non-Archival)</th>
<th><strong>No Change:</strong>&lt;br&gt;AGENCY ADMINISTRATION AND MANAGEMENT – RISK MANAGEMENT AND DISASTER PREPAREDNESS/RESPONSE Accidents/Incidents – No Claim Filed (Age 18 and Older) (DAN GS 18008)&lt;br&gt;3 years after date of incident (Non-Archival)</th>
</tr>
</thead>
</table>
| **Disaster Preparedness and Recovery Plans (DAN GS 14010)**  
*Until superseded (Non-Archival)* | **Revised:**  
AGENCY ADMINISTRATION AND MANAGEMENT – RISK MANAGEMENT AND DISASTER PREPAREDNESS/RESPONSE  
Emergency/Disaster Preparedness and Recovery Plans (DAN GS 14010)  
*3 years after obsolete or superseded (Non-Archival)* |
| **Safety Drills/Disaster Recovery Exercise (DAN GS 25002)**  
*6 years after date of drill or exercise (Non-Archival)* | **Revised:**  
AGENCY ADMINISTRATION AND MANAGEMENT – RISK MANAGEMENT AND DISASTER PREPAREDNESS/RESPONSE  
Safety Drills/Disaster Recovery Exercises (DAN GS 25002)  
*6 years after date of drill/exercise (Non-Archival)* |

**AGENCY MANAGEMENT – TRAINING**
|---|---|
| Conferences and Seminars, Agency (DAN GS 22005)  
  3 years after end of event (Non-Archival) | **Discontinued** – Now covered by:  
  AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS  
  Training – Arrangements (DAN GS 22001)  
  *Until no longer needed for agency business (Non-Archival)*  
  **AND**  
  AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS  
  Training – Development (DAN GS 22006)  
  *Until training no longer provided by agency (Non-Archival)*  
  **AND**  
  AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS  
  Training – General (DAN GS 22007)  
  *3 years after training provided (Non-Archival)*  
  **AND**  
  AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS  
  Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008)  
  *6 years after training provided (Non-Archival)* |
| Course Information Records (DAN GS 22001)  
  *Until superseded or obsolete (Non-Archival)* | **Revised:**  
  AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS  
  Training – Arrangements (DAN GS 22001)  
  *Until no longer needed for agency business (Non-Archival)* |
|---|---|
| **Course Registration Processing Records (DAN GS 22002)**  
3 years after application for course (Non-Archival) | **Discontinued** – Now covered by:  
AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS  
Training – Arrangements (DAN GS 22001)  
*Until no longer needed for agency business (Non-Archival)*  

**AND**  
AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS  
Training – Development (DAN GS 22006)  
*Until training no longer provided by agency (Non-Archival)*  

**AND**  
AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS  
Training – General (DAN GS 22007)  
3 years after training provided (Non-Archival)  

**AND**  
AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS  
Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008)  
6 years after training provided (Non-Archival) |
|---|---|
| **Training and Development Files (State Employees, Contractors and Customers) (DAN GS 22004)** <br> 1 year after administrative purpose served (Non-Archival) | **Discontinued** – Now covered by:  
AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS <br> Training – Arrangements (DAN GS 22001) <br> *Until no longer needed for agency business (Non-Archival)* <br> **AND**  
AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS <br> Training – Development (DAN GS 22006) <br> *Until training no longer provided by agency (Non-Archival)* <br> **AND**  
AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS <br> Training – General (DAN GS 22007) <br> *3 years after training provided (Non-Archival)* <br> **AND**  
AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS <br> Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008) <br> *6 years after training provided (Non-Archival)* |
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<tr>
<td><strong>Training Files, General Public (DAN GS 05007)</strong>&lt;br&gt; <em>Until superseded or obsolete (Non-Archival)</em></td>
<td><strong>Discontinued</strong> – Now covered by:&lt;br&gt; AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS&lt;br&gt; Training – Arrangements (DAN GS 22001)&lt;br&gt; <em>Until no longer needed for agency business (Non-Archival)</em>&lt;br&gt; <strong>AND</strong>&lt;br&gt; AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS&lt;br&gt; Training – Development (DAN GS 22006)&lt;br&gt; <em>Until training no longer provided by agency (Non-Archival)</em>&lt;br&gt; <strong>AND</strong>&lt;br&gt; AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS&lt;br&gt; Training – General (DAN GS 22007)&lt;br&gt; <em>3 years after training provided (Non-Archival)</em>&lt;br&gt; <strong>AND</strong>&lt;br&gt; AGENCY ADMINISTRATION AND MANAGEMENT – TRAINING OTHERS&lt;br&gt; Training – Mandatory or Certification/Hours/Credit Provided (DAN GS 22008)&lt;br&gt; <em>6 years after training provided (Non-Archival)</em></td>
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</table>

**ASSET MANAGEMENT – FACILITIES MANAGEMENT**
|---|---|
| **Construction Documentation, General Administration Capital Projects (DAN GS 21010)**  
6 years after completed and accepted (Non-Archival) | **Revised, Relocated and Split Between:**  
ASSET MANAGEMENT – DESIGN AND CONSTRUCTION  
Capital Construction Projects – Routine Buildings/Facilities (DAN GS 21010)  
6 years after disposal of asset/abandonment of project (Non-Archival)  
  
**AND**  
ASSET MANAGEMENT – DESIGN AND CONSTRUCTION  
Capital Construction Projects – Significant Buildings/Facilities (DAN GS 21011)  
6 years after completion/abandonment of project (Archival – Permanent Retention) |
| **Construction Documentation, Non-General Administration Capital Projects (DAN GS 21011)**  
6 years after disposition of building (Archival – Appraisal Required) | **Revised, Relocated and Split Between:**  
ASSET MANAGEMENT – DESIGN AND CONSTRUCTION  
Capital Construction Projects – Routine Buildings/Facilities (DAN GS 21010)  
6 years after disposal of asset/abandonment of project (Non-Archival)  
  
**AND**  
ASSET MANAGEMENT – DESIGN AND CONSTRUCTION  
Capital Construction Projects – Significant Buildings/Facilities (DAN GS 21011)  
6 years after completion/abandonment of project (Archival – Permanent Retention) |
| **Facility Maintenance and Routine Repairs (DAN GS 21002)**  
6 years after completion of work (Non-Archival) | **Revised and Relocated:**  
ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING  
Maintenance – Minor Non-Regulated (DAN GS 21002)  
6 years after completion of work (Non-Archival) |
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<tr>
<td><strong>Fixed Assets Files (DAN GS 21001)</strong>&lt;br&gt;6 years after disposition of asset (Non-Archival)</td>
<td><strong>Revised and Relocated:</strong>&lt;br&gt;ASSET MANAGEMENT – ACQUISITION AND DISPOSAL Acquisition and Disposal – Assets (Other than Real Property) (DAN GS 21001)&lt;br&gt;6 years after disposal of asset (Non-Archival)</td>
</tr>
<tr>
<td><strong>Major Repair and Replacement Records, Building and Equipment (DAN GS 21008)</strong>&lt;br&gt;6 years after disposition of building or equipment (Non-Archival)</td>
<td><strong>Revised and Relocated:</strong>&lt;br&gt;ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Major and/or Regulated (DAN GS 21008)&lt;br&gt;6 years after disposal of asset (Non-Archival)</td>
</tr>
<tr>
<td><strong>Operations and Inspection Records, Physical Plant Systems (DAN GS 21007)</strong>&lt;br&gt;6 years after disposition of asset (Non-Archival)</td>
<td><strong>Discontinued – Now covered by:</strong>&lt;br&gt;ASSET MANAGEMENT – DESIGN AND CONSTRUCTION Facility Systems and Equipment – Installation (DAN GS 21015)&lt;br&gt;6 years after disposal of systems/equipment (Non-Archival)&lt;br&gt;<strong>AND</strong>&lt;br&gt;ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Inspections/Monitoring – Regulated (DAN GS 21016)&lt;br&gt;6 years after end of calendar year and correction of any violations (Non-Archival)&lt;br&gt;<strong>AND</strong>&lt;br&gt;ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Inspections/Monitoring – Routine/Non-Regulated (DAN GS 21017)&lt;br&gt;Until no longer needed for agency business (Non-Archival)</td>
</tr>
<tr>
<td><strong>Reference Copies of Drawings and Files, Maintenance and Operations, Physical Plant (DAN GS 21003)</strong>&lt;br&gt;3 years after superseded (Non-Archival)</td>
<td><strong>Discontinued – Now covered by:</strong>&lt;br&gt;RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS) Secondary (Duplicate) Copies (DAN GS 50005)&lt;br&gt;Until no longer needed for agency business (Non-Archival)</td>
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| Space Allocation Planning Files (DAN GS 21006)  
4 years after completion of action (Non-Archival) | Discontinued – Now covered by:  
AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING Business/Work Plans (DAN GS 09008)  
2 years after completion of plan (Non-Archival) |

**ASSET MANAGEMENT – INFORMATION SERVICES**

| Audit Trail Files (DAN GS 14020)  
3 backup cycles (Non-Archival) | Revised:  
ASSET MANAGEMENT – INFORMATION SERVICES  
Audit Trails and System Usage Monitoring (DAN GS 14020)  
1 year after date of activity (Non-Archival) |
| Computer Run Scheduling Records (DAN GS 14015)  
30 days after date of document (Non-Archival) | Revised:  
ASSET MANAGEMENT – INFORMATION SERVICES  
Automated/Scheduled Tasks and Work/Intermediate/Test Files (DAN GS 14015)  
Until no longer needed for agency business (Non-Archival) |
| Computer Usage Files (DAN GS 14013)  
6 months after date of document (Non-Archival) | Discontinued – Now covered by:  
ASSET MANAGEMENT – INFORMATION SERVICES  
Audit Trails and System Usage Monitoring (DAN GS 14020)  
1 year after date of activity (Non-Archival) |
| Data Documentation (DAN GS 14003)  
1 year after disposition of data (Non-Archival) | Discontinued – Now covered by:  
ASSET MANAGEMENT – INFORMATION SERVICES  
Applications/Systems – Technical Design (DAN GS 14001)  
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) |
|---|---|
| Data or Database Dictionary Reports (DAN GS 14025)  
*Until superseded* (Non-Archival) | **Discontinued** – Now covered by:  
RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS)  
Secondary (Duplicate) Copies (DAN GS 50005)  
*Until no longer needed for agency business* (Non-Archival) |
| Data Processing Operating Procedures (DAN GS 14007)  
*1 year after superseded or discontinued* (Non-Archival) | **Discontinued** – Now covered by:  
AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES  
Policies and Procedures – Administrative Functions (DAN GS 09028)  
*6 years after superseded* (Non-Archival) |
| Data Processing Unit’s Copies of Output Reports (DAN GS 14021)  
*Until acceptance by client* (Non-Archival) | **Discontinued** – Now covered by:  
RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS)  
Secondary (Duplicate) Copies (DAN GS 50005)  
*Until no longer needed for agency business* (Non-Archival) |
| Destruction (Scratch) Reports (DAN GS 14024)  
*1 year or when superseded* (Non-Archival) | **Discontinued** – Now covered by:  
INFORMATION MANAGEMENT – RECORDS MANAGEMENT  
Destruction of Public Records (DAN GS 11005)  
*Life of the agency* (Non-Archival) |
| Extracted Data Files, Summary (DAN GS 14022)  
*Until data is distributed* (Non-Archival) | **Discontinued** – Now covered by:  
RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS)  
Secondary (Duplicate) Copies (DAN GS 50005)  
*Until no longer needed for agency business* (Non-Archival) |
| Finding Aids, Indexes and Tracking Systems (DAN GS 14023)  
*Until the disposition of indexed data* (Non-Archival) | **Discontinued** – Now covered by:  
INFORMATION MANAGEMENT – RECORDS MANAGEMENT  
Records Control (DAN GS 11009)  
*Until no longer needed for agency business* (Non-Archival) |
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<tr>
<td><strong>Information Technology Assistance Requests (DAN GS 14029)</strong></td>
<td>Revised:</td>
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<tr>
<td>1 year after date of document (Non-Archival)</td>
<td>ASSET MANAGEMENT – INFORMATION SERVICES</td>
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<td>Helpdesk Requests (DAN GS 14029)</td>
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<td>Until finalization of request (Non-Archival)</td>
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<td><strong>Input Documents (DAN GS 14016)</strong></td>
<td>Discontinued – Now covered by:</td>
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<td>RECORDS WITH MINIMUM RETENTION VALUE (TRANSITORY RECORDS)</td>
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<td>Records Documented as Part of More Formalized Records (DAN GS 50012)</td>
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<td>Until verification of successful conversion/keying/transcription (Non-Archival)</td>
</tr>
<tr>
<td><strong>Network Circuit Files (DAN GS 14031)</strong></td>
<td>Revised:</td>
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<td>ASSET MANAGEMENT – INFORMATION SERVICES</td>
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<td>Network – Design and Build (DAN GS 14031)</td>
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<td>Until no longer needed for agency business (Non-Archival)</td>
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<tr>
<td><strong>Network Usage Files (DAN GS 14032)</strong></td>
<td>Discontinued – Now covered by:</td>
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<tr>
<td></td>
<td>ASSET MANAGEMENT – INFORMATION SERVICES</td>
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<td>Audit Trails and System Usage Monitoring (DAN GS 14020)</td>
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<tr>
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<td>1 year after date of activity (Non-Archival)</td>
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<tr>
<td><strong>Network Usage Summary (DAN GS 14033)</strong></td>
<td>Discontinued – Now covered by:</td>
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<tr>
<td>1 year after date of document (Non-Archival)</td>
<td>ASSET MANAGEMENT – INFORMATION SERVICES</td>
</tr>
<tr>
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<td>Audit Trails and System Usage Monitoring (DAN GS 14020)</td>
</tr>
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<td>1 year after date of activity (Non-Archival)</td>
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<tr>
<td><strong>Operating System/Hardware Conversion Plan (DAN GS 14009)</strong></td>
<td>Discontinued – Now covered by:</td>
</tr>
<tr>
<td>6 months after plan implementation complete (Non-Archival)</td>
<td>AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING</td>
</tr>
<tr>
<td></td>
<td>Business/Work Plans (DAN GS 09008)</td>
</tr>
<tr>
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<td>2 years after completion/expiration of plan (Non-Archival)</td>
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</tbody>
</table>
| Portfolio Management Documentation, Agency Copy (DAN GS 14036)  
*Until superseded (Non-Archival)* | **Discontinued** – Now covered by:  
AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES  
Reporting to External Agencies (Mandatory) (DAN GS 19004)  
*6 years after submitted (Non-Archival)* |
| Program Listing and Source Code (DAN GS 14004)  
*1 year after 2 update cycles after code is modified or replaced 1 year after discontinuance of system (Non-Archival)* | **Discontinued** – Now covered by:  
ASSET MANAGEMENT – INFORMATION SERVICES  
Applications/Systems – Technical Design (DAN GS 14001)  
*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)* |
| Project Planning and Documentation, Information Technology (DAN GS 14037)  
*6 years after termination of project (Non-Archival)* | **Revised:**  
ASSET MANAGEMENT – INFORMATION SERVICES  
Applications/Systems – Implementation Projects (DAN GS 14037)  
*6 years after end of project (Non-Archival)* |
| Site and Equipment Support Files (DAN GS 14026)  
*1 year after disposition of equipment (Non-Archival)* | **Discontinued** – Now covered by:  
ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING  
Maintenance – Major and/or Regulated (DAN GS 21008)  
*6 years after disposal of asset (Non-Archival)*  
**AND**  
ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING  
Maintenance – Minor Non-Regulated (DAN GS 21002)  
*6 years after completion of work (Non-Archival)* |
|---|---|
| **Software Review Files (DAN GS 14028)**  
*Until software is no longer in use (Non-Archival)* | **Discontinued** – Now covered by:  
FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING  
Bids and Proposals – Successful (DAN GS 06004)  
*6 years after completion of purchase or fulfillment of contract (Non-Archival)*  

**AND**  
FINANCIAL MANAGEMENT – CONTRACTS AND PURCHASING  
Bids and Proposals – Unsuccessful (DAN GS 06007)  
*3 years after bid award or cancellation date (Non-Archival)* |
| **Summary Computer Usage Report (DAN GS 14014)**  
*6 months after date of document (Non-Archival)* | **Discontinued** – Now covered by:  
ASSET MANAGEMENT – INFORMATION SERVICES  
Audit Trails and System Usage Monitoring (DAN GS 14020)  
*1 year after date of activity (Non-Archival)* |
| **System and Backup Files (DAN GS 14011)**  
*Until after 3 backup cycles (Non-Archival)* | **Revised:**  
ASSET MANAGEMENT – INFORMATION SERVICES  
Backups for Disaster Preparedness/Recovery (DAN GS 14011)  
*Until no longer needed for agency business (Non-Archival)* |
| **System Documentation (DAN GS 14008)**  
*Until hardware or software is discontinued but, not before data is migrated to a new system (Non-Archival)* | **Discontinued** – Now covered by:  
ASSET MANAGEMENT – INFORMATION SERVICES  
Applications/Systems – Technical Design (DAN GS 14001)  
*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)* |
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<tbody>
<tr>
<td><strong>System Specifications (DAN GS 14002)</strong>&lt;br&gt;1 year after disposition or transfer of system data to a new system (Non-Archival)</td>
<td><strong>Discontinued</strong> – Now covered by:&lt;br&gt;ASSET MANAGEMENT – INFORMATION SERVICES&lt;br&gt;Applications/Systems – Technical Design (DAN GS 14001)&lt;br&gt;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)</td>
</tr>
<tr>
<td><strong>System Users Access Files (DAN GS 14012)</strong>&lt;br&gt;2 years after termination of user account (Non-Archival)</td>
<td><strong>Revised:</strong>&lt;br&gt;ASSET MANAGEMENT – INFORMATION SERVICES&lt;br&gt;Authorization – Systems/Telecommunications Access (DAN GS 14012)&lt;br&gt;6 years after end of fiscal year in which user account/access was terminated (Non-Archival)</td>
</tr>
<tr>
<td><strong>Systems and Applications Development (DAN GS 14001)</strong>&lt;br&gt;1 year after disposition or transfer of system data to a new operating environment (Non-Archival)</td>
<td><strong>Revised:</strong>&lt;br&gt;ASSET MANAGEMENT – INFORMATION SERVICES&lt;br&gt;Applications/Systems – Technical Design (DAN GS 14001)&lt;br&gt;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)</td>
</tr>
<tr>
<td><strong>Technical Program Documentation (DAN GS 14005)</strong>&lt;br&gt;1 year after authorized retention of the data (Non-Archival)</td>
<td><strong>Discontinued</strong> – Now covered by:&lt;br&gt;ASSET MANAGEMENT – INFORMATION SERVICES&lt;br&gt;Applications/Systems – Technical Design (DAN GS 14001)&lt;br&gt;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)</td>
</tr>
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</tbody>
</table>
| **Test Data Base Files (DAN GS 14006)**  
*Until no longer needed, but not before acceptance of test results (Non-Archival)* | **Discontinued** – Now covered by:  
ASSET MANAGEMENT – INFORMATION SERVICES  
Automated/Scheduled Tasks and Work/Intermediate/Test Files (DAN GS 14015)  
*Until no longer needed for agency business (Non-Archival)* |
| **Valid Transaction Files (DAN GS 14018)**  
*Until after 3 backup cycles (Non-Archival)* | **Discontinued** – Now covered by:  
ASSET MANAGEMENT – INFORMATION SERVICES  
Automated/Scheduled Tasks and Work/Intermediate/Test Files (DAN GS 14015)  
*Until no longer needed for agency business (Non-Archival)* |
| **Work or Intermediate Files (DAN GS 14017)**  
*Until completion of transaction (Non-Archival)* | **Discontinued** – Now covered by:  
ASSET MANAGEMENT – INFORMATION SERVICES  
Automated/Scheduled Tasks and Work/Intermediate/Test Files (DAN GS 14015)  
*Until no longer needed for agency business (Non-Archival)* |
|---|---|
| **Year 2000 Project Files (DAN GS 14035)**  
  *6 years after termination of project and/or contract (Archival – Appraisal Required)* | **Discontinued** – Now covered by:  
  AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING  
  Business/Work Plans (DAN GS 09008)  
  *2 years after completion/expiration of plan (Non-Archival)*  
  **AND**  
  AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES  
  Reporting Internally – Routine Program/Project/Work Unit Reports/Statistics (DAN GS 09029)  
  *2 years after end of fiscal year (Non-Archival)*  
  **AND**  
  RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS)  
  Organizing/Monitoring Work in Progress (DAN GS 50011)  
  *Until no longer needed for agency business (Non-Archival)* |
| **ASSET MANAGEMENT – REAL PROPERTY MANAGEMENT** |  |
| **Condemnations of Land (DAN GS 24006)**  
  *6 years after disposition of parcel (Archival – Appraisal Required)* | **Discontinued** – Now covered by:  
  ASSET MANAGEMENT – ACQUISITION AND DISPOSAL  
  Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004)  
  *10 years after disposal of asset (Archival – Permanent Retention)* |
| **Land Acquisition Documentation (DAN GS 24004)**  
  *6 years after disposition of parcel (Archival – Appraisal Required)* | **Revised and Relocated:**  
  ASSET MANAGEMENT – ACQUISITION AND DISPOSAL  
  Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004)  
  *10 years after disposal of asset (Archival – Permanent Retention)* |
|---|---|
| **Land Appraisals (DAN GS 24001)**  
6 years after date of document (Non-Archival) | **Discontinued** – Now covered by:  
ASSET MANAGEMENT – INVENTORY  
Inventories – Capital Assets (DAN GS 16008)  
6 years after superseded (Non-Archival) |
| **Land Sales and Conveyance Documentation (DAN GS 24009)**  
6 years after disposition of parcel (Archival – Appraisal Required) | **Discontinued** – Now covered by:  
ASSET MANAGEMENT – ACQUISITION AND DISPOSAL  
Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004)  
10 years after disposal of asset (Archival – Permanent Retention) |
| **Land Title Documents (DAN GS 24008)**  
6 years after disposition of parcel (Archival – Appraisal Required) | **Discontinued** – Now covered by:  
ASSET MANAGEMENT – ACQUISITION AND DISPOSAL  
Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004)  
10 years after disposal of asset (Archival – Permanent Retention) |
| **Lands Escheated to the State (DAN GS 24005)**  
6 years after disposition of parcel (Archival – Appraisal Required) | **Discontinued** – Now covered by:  
ASSET MANAGEMENT – ACQUISITION AND DISPOSAL  
Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004)  
10 years after disposal of asset (Archival – Permanent Retention) |
| **Lands Inventory (DAN GS 24003)**  
6 years after superseded (Non-Archival) | **Discontinued** – Now covered by:  
ASSET MANAGEMENT – INVENTORY  
Inventories – Capital Assets (DAN GS 16008)  
6 years after superseded (Non-Archival) |
| --- | --- |
| Water Rights Acquired by the State (DAN GS 24007)  
6 years after disposition of parcel (Archival – Appraisal Required) | Discontinued – Now covered by:  
ASSET MANAGEMENT – ACQUISITION AND DISPOSAL  
Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS 24004)  
10 years after disposal of asset (Archival – Permanent Retention) |
| ASSET MANAGEMENT – SECURITY  
Building Access Documentation (DAN GS 25001)  
6 years after termination of access (Non-Archival) | Revised:  
ASSET MANAGEMENT – SECURITY  
Authorization – Building/Facility Access (DAN GS 25001)  
6 years after termination of access (Non-Archival) |
| Security Recordings (DAN GS 25003)  
30 days after date of recording (Non-Archival) | Revised:  
ASSET MANAGEMENT – SECURITY  
Security Monitoring – No Incident (DAN GS 25003)  
30 days after date record created or until determined that no security incident has occurred, whichever is sooner (Non-Archival) |
| ASSET MANAGEMENT – SUPPLY, EQUIPMENT AND VEHICLE MANAGEMENT  
Capital Assets Management System, Statewide or Agency (DAN GS 16008)  
6 years after superseded (Non-Archival) | Revised and Relocated:  
ASSET MANAGEMENT – INVENTORY  
Inventories – Capital Assets (DAN GS 16008)  
6 years after superseded (Non-Archival) |
| Disposition Records, Asset (DAN GS 16003)  
6 years after date of document (Non-Archival) | Discontinued – Now covered by:  
ASSET MANAGEMENT – ACQUISITION AND DISPOSAL  
Acquisition and Disposal – Assets (Other than Real Property) (DAN GS 21001)  
6 years after disposal of asset (Non-Archival) |
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<tbody>
<tr>
<td><strong>Equipment Maintenance and Repair Records (DAN GS 16006)</strong>&lt;br&gt;3 years after disposition of item (Non-Archival)</td>
<td><strong>Discontinued</strong> – Now covered by:&lt;br&gt;ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Major and/or Regulated (DAN GS 21008)&lt;br&gt;6 years after disposal of asset (Non-Archival)&lt;br&gt;<strong>AND</strong>&lt;br&gt;ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Minor Non-Regulated (DAN GS 21002)&lt;br&gt;6 years after completion of work (Non-Archival)</td>
</tr>
<tr>
<td><strong>Inventories, Supplies, Commodities And Parts (DAN GS 16004)</strong>&lt;br&gt;6 years after date of document (Non-Archival)</td>
<td><strong>Revised and Relocated:</strong>&lt;br&gt;ASSET MANAGEMENT – INVENTORY&lt;br&gt;Inventories – Supplies, Commodities and Parts (DAN GS 16004)&lt;br&gt;6 years after end of fiscal year (Non-Archival)</td>
</tr>
<tr>
<td><strong>Motor Vehicle Maintenance, Repair and Disposition Records (DAN GS 16007)</strong>&lt;br&gt;6 years after disposition of vehicle (Non-Archival)</td>
<td><strong>Discontinued</strong> – Now covered by:&lt;br&gt;ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Major and/or Regulated (DAN GS 21008)&lt;br&gt;6 years after disposal of asset (Non-Archival)&lt;br&gt;<strong>AND</strong>&lt;br&gt;ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING Maintenance – Minor Non-Regulated (DAN GS 21002)&lt;br&gt;6 years after completion of work (Non-Archival)&lt;br&gt;<strong>AND</strong>&lt;br&gt;ASSET MANAGEMENT – ACQUISITION AND DISPOSAL&lt;br&gt;Acquisition and Disposal – Assets (Other than Real Property) (DAN GS 21001)&lt;br&gt;6 years after disposal of asset (Non-Archival)</td>
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| **Motor Vehicle Title (DAN GS 16009)**
*Until after sale or disposition of vehicle (Non-Archival)* | **Discontinued** – Now covered by:
ASSET MANAGEMENT – ACQUISITION AND DISPOSAL
Acquisition and Disposal – Assets (Other than Real Property) (DAN GS 21001)
   6 years after disposal of asset (Non-Archival) |
| **Supplies, Commodities and Parts Disbursement Records (DAN GS 16005)**
*6 years after date of document (Non-Archival)* | **Revised and Relocated:**
ASSET MANAGEMENT – OPERATIONS AND USE
Disbursement of Agency Supplies/Consumables (DAN GS 16005)
   6 years after end of fiscal year (Non-Archival) |
| **Vehicle Accident Report Form, Agency Copy (DAN GS 16010)**
*3 years after date of document (Non-Archival)* | **Revised and Relocated:**
ASSET MANAGEMENT – OPERATIONS AND USE
Accidents – Vehicles/Vessels (DAN GS 16010)
   3 years after matter resolved (Non-Archival) |
| **Vehicle Log and Usage Report (DAN GS 07003)**
*3 years after date of document (Non-Archival)* | **Revised and Relocated:**
ASSET MANAGEMENT – OPERATIONS AND USE
Use of Agency Facilities/Equipment/Vehicles (DAN GS 07003)
   3 years after asset returned/use completed (Non-Archival) |
| **ASSET MANAGEMENT – TELECOMMUNICATIONS** | **Discontinued** – Now covered by:
ASSET MANAGEMENT – INFORMATION SERVICES
Audit Trails and System Usage Monitoring (DAN GS 14020)
   1 year after date of activity (Non-Archival) |
| **Reports and Information, Telecommunications (DAN GS 08005)**
*1 year after end of fiscal year (Non-Archival)* | **Discontinued** – Now covered by:
ASSET MANAGEMENT – INFORMATION SERVICES
Audit Trails and System Usage Monitoring (DAN GS 14020)
   1 year after date of activity (Non-Archival) |
|---|---|
| **SCAN Account Detail Report (DAN GS 08004)**  
6 years after date of document (Non-Archival) | **Discontinued** – Now covered by:  
FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL  
Financial Transactions – General (DAN GS 01001)  
6 years after end of fiscal year (Non-Archival) |
| **SCAN System Authorization Requests (DAN GS 08002)**  
6 months after request approved or denied (Non-Archival) | **Discontinued** – Now covered by:  
ASSET MANAGEMENT – INFORMATION SERVICES  
Authorization – Systems/Telecommunications Access (DAN GS 14012)  
6 years after end of fiscal year in which user account/access was terminated (Non-Archival) |
| **Services and Order Requests, Telecommunications (DAN GS 08001)**  
1 year after request approved or denied (Non-Archival) | **Discontinued** – Now covered by:  
ASSET MANAGEMENT – INFORMATION SERVICES  
Helpdesk Requests (DAN GS 14029)  
Until finalization of request (Non-Archival)  
**AND**  
ASSET MANAGEMENT – MAINTENANCE, INSPECTION AND MONITORING  
Maintenance – Minor Non-Regulated (DAN GS 21002)  
6 years after completion of work (Non-Archival) |
| **FINANCIAL MANAGEMENT – AUDITS, INVESTIGATIONS AND EXAMINATIONS** |  
**Revised and Relocated:**  
AGENCY ADMINISTRATION AND MANAGEMENT – AUDITING  
Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001)  
6 years after conclusion of audit/consultation (Non-Archival) |
| --- | --- |
| **External Audit, Final Audit or Examination Report (DAN GS 04005)** 6 years after audit report date (Archival – Appraisal Required) | Discontinued – Now covered by:  
AGENCY ADMINISTRATION AND MANAGEMENT – AUDITING  
External Audits/Reviews of Agency – Final Reports (DAN GS 04006) 6 years after audit report date (Archival – Appraisal Required) |
| **Internal Audit, Final Audit or Examination Report (DAN GS 04002)** 6 years after audit report date (Archival – Appraisal Required) | Discontinued – Now covered by:  
AGENCY ADMINISTRATION AND MANAGEMENT – AUDITING  
Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001) 6 years after conclusion of audit/consultation (Non-Archival) |
| **State Auditor’s Office Audit Results, Agency Copy (DAN GS 04006)** 3 years after exit conference date (Non-Archival) | Revised and Relocated:  
AGENCY ADMINISTRATION AND MANAGEMENT – AUDITING  
External Audits/Reviews of Agency – Final Reports (DAN GS 04006) 6 years after audit report date (Non-Archival) |
| **State Auditor’s Office Whistleblower Investigative Reports, Agency Copy (DAN GS 04004)** 3 years after date of report (Non-Archival) | Revised and Relocated:  
AGENCY ADMINISTRATION AND MANAGEMENT – AUDITING  
Whistleblower Investigations (DAN GS 04004) 3 years after date of report (Non-Archival) |
| **FINANCIAL MANAGEMENT – BANKING** |  |
| **Banking – Accounts and Transactions (DAN GS 01013)** 6 years after end of fiscal year (Non-Archival) | Relocated:  
FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL  
Banking – Accounts and Transactions (DAN GS 01013) 6 years after end of fiscal year (Non-Archival) |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Banking – Deposited Items (DAN GS 01068)                       | Relocated:  
FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL  
Banking – Deposited Items (DAN GS 01068)  
14 days after date of deposit (Non-Archival) |
| FINANCIAL MANAGEMENT – FISCAL AND ACCOUNTING RECORDS           |                                                                                                  |
| Accounts Payable (DAN GS 01007)                                | Discontinued – Now covered by:  
FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL  
Financial Transactions – General (DAN GS 01001)  
6 years after end of fiscal year (Non-Archival) |
| Accounts Receivable (DAN GS 01016)                             | Discontinued – Now covered by:  
FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL  
Financial Transactions – General (DAN GS 01001)  
6 years after end of fiscal year (Non-Archival) |
| Allotment Records, Revenue and Expenditure (DAN GS 01043)      | Discontinued – Now covered by:  
FINANCIAL MANAGEMENT – BUDGETING  
Allotment Management and Budget Development (DAN GS 01040)  
6 years after end of biennium (Non-Archival) |
| Asset Depreciation Reports (DAN GS 16002)                      | Discontinued – Now covered by:  
FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL  
Financial Transactions – General (DAN GS 01001)  
6 years after end of fiscal year (Non-Archival)  
AND  
RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS)  
Secondary (Duplicate) Copies (DAN GS 50005)  
Until no longer needed for agency business (Non-Archival) |
|---|---|
| Budget Preparation Working Files (DAN GS 01040)  
6 years after end of biennium (Non-Archival) | Revised and Relocated:  
FINANCIAL MANAGEMENT – BUDGETING  
Allotment Management and Budget Development (DAN GS 01040)  
6 years after end of biennium (Non-Archival) |
| Cash Receipt Records (DAN GS 01010)  
6 years after date of document (Non-Archival) | Discontinued – Now covered by:  
FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL  
Financial Transactions – General (DAN GS 01001)  
6 years after end of fiscal year (Non-Archival) |
| Credit Card Records (DAN GS 01017)  
6 years after date of document (Non-Archival) | Discontinued – Now covered by:  
FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL  
Financial Transactions – General (DAN GS 01001)  
6 years after end of fiscal year (Non-Archival) |
| Disbursement Reporting System Report – DRS (DAN GS 02009)  
90 days after date of document (Non-Archival) | Discontinued – Now covered by:  
FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL  
Financial Transactions – General (DAN GS 01001)  
6 years after end of fiscal year (Non-Archival)  
AND  
RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS)  
Secondary (Duplicate) Copies (DAN GS 50005)  
Until no longer needed for agency business (Non-Archival) |
|---|---|
| Financial Reporting Working Documents, Fiscal Year End (DAN GS 02020)  
6 years after end of the fiscal year (Non-Archival) | Discontinued — Now covered by:  
FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL  
Financial Transactions – General (DAN GS 01001)  
6 years after end of fiscal year (Non-Archival)  
AND  
RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS)  
Secondary (Duplicate) Copies (DAN GS 50005)  
Until no longer needed for agency business (Non-Archival) |
| Financial Reports, Fiscal Year End, Agency Copy (DAN GS 01067)  
6 years after the end of fiscal year (Non-Archival) | Discontinued — Now covered by:  
FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL  
Financial Transactions – General (DAN GS 01001)  
6 years after end of fiscal year (Non-Archival)  
AND  
RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS)  
Secondary (Duplicate) Copies (DAN GS 50005)  
Until no longer needed for agency business (Non-Archival) |
| Financial Reports, Quarterly, Monthly & Daily, Agency Copy (DAN GS 02005)  
6 years after date of report (Non-Archival) | Discontinued — Now covered by:  
FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL  
Financial Transactions – General (DAN GS 01001)  
6 years after end of fiscal year (Non-Archival)  
AND  
RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS)  
Secondary (Duplicate) Copies (DAN GS 50005)  
Until no longer needed for agency business (Non-Archival) |
|---|---|
| **General Ledger Trial Balance (DAN GS 01009)**  
6 years after date of the document (Non-Archival) | **Discontinued** – Now covered by:  
FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL  
Financial Transactions – General (DAN GS 01001)  
6 years after end of fiscal year (Non-Archival) |
| **Internal Revenue Service (IRS) Reporting Forms (DAN GS 01019)**  
4 years after date of document (Non-Archival) | **Revised:**  
FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL  
Tax Reporting/Returns – Internal Revenue Service (IRS) (DAN GS 01019)  
4 years after filing (Non-Archival) |
| **Journal Vouchers (DAN GS 01006)**  
6 years after date of document | **Discontinued** – Now covered by:  
FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL  
Financial Transactions – General (DAN GS 01001)  
6 years after end of fiscal year (Non-Archival) |
| **Management Reporting System – MRS (DAN GS 02008)**  
90 days after date of document (Non-Archival) | **Discontinued** – Now covered by:  
FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL  
Financial Transactions – General (DAN GS 01001)  
6 years after end of fiscal year (Non-Archival)  
**AND**  
RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS)  
Secondary (Duplicate) Copies (DAN GS 50005)  
Until no longer needed for agency business (Non-Archival) |
| **Notes, Legislative (DAN GS 01065)**  
6 years after the end of biennium (Non-Archival) | **Discontinued** – Now covered by:  
FINANCIAL MANAGEMENT – BUDGETING  
Allotment Management and Budget Development (DAN GS 01040)  
6 years after end of biennium (Non-Archival) |
|---|---|
| Policies and Procedures, Fiscal (DAN GS 01014)  
   6 years after superseded (Non-Archival) | Discontinued – Now covered by:  
   AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES  
   Policies and Procedures – Administrative Functions (DAN GS 09028)  
   6 years after superseded (Non-Archival) |
| Public Works Requisition (DAN GS 01012)  
   6 years after work completed (Non-Archival) | Discontinued – Now covered by:  
   FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL  
   Financial Transactions – General (DAN GS 01001)  
   6 years after end of fiscal year (Non-Archival) |
| Revenue Reports (DAN GS 01011)  
   6 years after date of document (Non-Archival) | Discontinued – Now covered by:  
   FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL  
   Financial Transactions – General (DAN GS 01001)  
   6 years after end of fiscal year (Non-Archival)  
   AND  
   RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS)  
   Secondary (Duplicate) Copies (DAN GS 50005)  
   Until no longer needed for agency business (Non-Archival) |
| Tax-Exempt Bonds (DAN GS 01069)  
   6 years after final bond payment (Non-Archival) | No Change:  
   FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL  
   Tax-Exempt Bonds (DAN GS 01069)  
   6 years after final bond payment (Non-Archival) |
| Travel (DAN GS 07001)  
   6 years after end of fiscal year (Non-Archival) | Revised and Relocated:  
   FINANCIAL MANAGEMENT – TRAVEL  
   Travel (DAN GS 07001)  
   6 years after end of fiscal year in which travel completed (Non-Archival) |
|---|---|
| **Vendor Payments Files (DAN GS 01004)**  
6 years after date of document (Non-Archival) | **Discontinued** – Now covered by:  
FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL  
Financial Transactions – General (DAN GS 01001)  
6 years after end of fiscal year (Non-Archival) |
| **Vendor Payment Information (DAN GS 01066)**  
6 years after final payment (Non-Archival) | **Revised:**  
FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL  
Vendor Payment Information (DAN GS 01066)  
6 years after final payment (Non-Archival) |
| **Warrant Register (DAN GS 01001)**  
6 year after date of document (Non-Archival) | **Revised:**  
FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL  
Financial Transactions – General (DAN GS 01001)  
6 years after end of fiscal year (Non-Archival) |
| **Warrant Register, Claims (DAN GS 01003)**  
6 years after payment made (Non-Archival) | **Revised:**  
FINANCIAL MANAGEMENT – ACCOUNTING AND FISCAL  
Financial Disputes and Collections (DAN GS 01003)  
6 years after matter resolved (Non-Archival) |
| **FINANCIAL MANAGEMENT – GRANTS MANAGEMENT** | |
| **Agency Grant Program Files (DAN GS 23003)**  
6 years after administrative purpose served (Non-Archival) | **Revised:**  
FINANCIAL MANAGEMENT – GRANTS MANAGEMENT  
Grants Issued by Agency – Program Administration (DAN GS 23003)  
6 years after end of funding period/grant cycle (Non-Archival) |
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<tr>
<td><strong>Deliverables (DAN GS 23005)</strong></td>
<td><strong>Discontinued</strong> – Now covered by:</td>
</tr>
<tr>
<td>6 years after final termination of grant or agreement (Archival – Appraisal Required)</td>
<td>AGENCY ADMINISTRATION AND MANAGEMENT – REPORTING AND STUDIES Studies (Major) – Final Reports (Unpublished) (DAN GS 10016) 6 years after conclusion of study (Archival – Appraisal Required)  <strong>AND</strong>  INFORMATION MANAGEMENT – PUBLISHING State Publications (DAN GS 15008) Upon publication (Archival – Permanent Retention)</td>
</tr>
<tr>
<td><strong>Grants Applications, Denied (DAN GS 23002)</strong></td>
<td><strong>Revised and Split Between:</strong></td>
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<tr>
<td>1 year after grant application denied (Non-Archival)</td>
<td>FINANCIAL MANAGEMENT – GRANTS MANAGEMENT Grants Issued by Agency – Applications (Denied) (DAN GS 23002) 1 year after grant application denied (Non-Archival)  <strong>AND</strong>  FINANCIAL MANAGEMENT – GRANTS MANAGEMENT Grants Received by Agency – Unsuccessful Applications (DAN GS 23006) Until no longer needed for agency business (Non-Archival)</td>
</tr>
<tr>
<td><strong>Grants Issued by the State (DAN GS 23001)</strong></td>
<td><strong>Revised:</strong></td>
</tr>
<tr>
<td>6 years after end of grant period (Non-Archival)</td>
<td>FINANCIAL MANAGEMENT – GRANTS MANAGEMENT Grants Issued by Agency – Applications (Successful) (DAN GS 23001) 6 years after end of funding period/grant cycle and completion of all grant requirements for that cycle (Non-Archival)</td>
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| Grants Received by State Agencies (DAN GS 23004)  
6 years after end of grant period (Non-Archival) | Revised:  
FINANCIAL MANAGEMENT – GRANTS MANAGEMENT  
Grants Received by Agency (DAN GS 23004)  
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) |
| Attendance and Leave Records (DAN GS 03030)  
6 years after end of fiscal year (Non-Archival) | Revised:  
HUMAN RESOURCE MANAGEMENT – ATTENDANCE AND LEAVE  
Attendance and Leave Records (DAN GS 03030)  
6 years after end of fiscal year (Non-Archival) |
| Family Medical Leave and Shared Leave (DAN GS 03034)  
7 years after termination of employment (Non-Archival) | Discontinued – Now covered by:  
HUMAN RESOURCE MANAGEMENT – ATTENDANCE AND LEAVE  
Attendance and Leave Records (DAN GS 03030)  
6 years after end of fiscal year (Non-Archival)  
AND  
HUMAN RESOURCE MANAGEMENT – PERSONNEL HISTORY  
Personnel – Health-Related Records (Routine) (DAN GS 03054)  
6 years after date of separation from agency (Non-Archival) |
| Time Keeping/Time And Effort (DAN GS 03035)  
10 years after administrative purpose served (Non-Archival) | Discontinued – Now covered by:  
FINANCIAL MANAGEMENT – GRANTS MANAGEMENT  
Grants Received by Agency (DAN GS 23004)  
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) |
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<td><strong>HUMAN RESOURCE MANAGEMENT – BENEFITS</strong></td>
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| Commute Trip Reduction Documentation (DAN GS 03037)  
*6 years after end of fiscal year (Non-Archival)* | **Revised:**  
HUMAN RESOURCE MANAGEMENT – BENEFITS  
Commute Trip Reduction (CTR) Program (DAN GS 03037)  
*6 years after end of fiscal year (Non-Archival)* |
| Employee Recognition/Appreciation Ceremonies or Awards (DAN GS 03021)  
*2 years after date of document (Non-Archival)* | **Discontinued** – Now covered by:  
AGENCY ADMINISTRATION AND MANAGEMENT – COMMUNITY AND EXTERNAL RELATIONS  
Celebrations/Ceremonies/Events – Routine (DAN GS 05008)  
*Until no longer needed for agency business (Non-Archival)*  
**AND**  
AGENCY ADMINISTRATION AND MANAGEMENT – MEETINGS AND BOARD/COMMITTEE SUPPORT  
Meetings – Staff and Internal Committees (DAN GS 09009)  
*2 years after end of calendar year and until no longer needed for agency business (Non-Archival)* |
| Tuition Reimbursement (DAN GS 03013)  
*6 years after completion of course (Non-Archival)* | **Revised:**  
HUMAN RESOURCE MANAGEMENT – BENEFITS  
Tuition Reimbursement (DAN GS 03013)  
*6 years after completion of course (Non-Archival)* |
| Voluntary Employee’s Beneficiary Association (VEBA) Documentation (DAN GS 03045)  
*6 years until superseded (Non-Archival)* | **Revised:**  
HUMAN RESOURCE MANAGEMENT – BENEFITS  
Voluntary Employee’s Beneficiary Association (VEBA) (DAN GS 03045)  
*6 years after end of calendar year (Non-Archival)* |
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<th><strong>HUMAN RESOURCE MANAGEMENT – EQUITY</strong></th>
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| **Affirmative Action Plans, Goals and Reports (DAN GS 20002)**  
6 years after calendar year (Archival – Appraisal Required) | **Discontinued** – Now covered by:  
AGENCY ADMINISTRATION AND MANAGEMENT – PLANNING  
Business/Work Plans (DAN GS 09008)  
2 years after completion/expiration of plan (Non-Archival)  
**AND**  
HUMAN RESOURCE MANAGEMENT – REPORTING  
Reporting/Filing (Mandatory) – Employment Related (DAN GS 19004)  
4 years after submitted to regulatory agency (Non-Archival) |
| **Reasonable Accommodation Files (DAN 03011)**  
7 years after termination of employment (Non-Archival) | **Discontinued** – Now covered by:  
HUMAN RESOURCE MANAGEMENT – PERSONNEL HISTORY  
Personnel – Health-Related Records (Routine) (DAN GS 03054)  
6 years after separation from agency (Non-Archival) |
| **HUMAN RESOURCE MANAGEMENT – INDUSTRIAL INSURANCE** |  |
| **Injury Claims (DAN 03015)**  
7 years after claim settled (Non-Archival) | **Revised and Relocated:**  
HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY  
Injury Claims (DAN 03015)  
7 years after claim settled (Non-Archival) |
| **Injury Claims, Eye Injuries (DAN 03016)**  
10 years after claim settled (Non-Archival) | **Revised and Relocated:**  
HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY  
Injury Claims – Eye Injuries (DAN 03016)  
10 years after claim settled (Non-Archival) |
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<tr>
<th><strong>HUMAN RESOURCE MANAGEMENT – LABOR RELATIONS</strong></th>
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<tr>
<td><strong>Labor Union Contracts (DAN GS 09015)</strong>&lt;br&gt;6 years after contract superseded or terminated (Non-Archival)</td>
<td><strong>Revised:</strong>&lt;br&gt;HUMAN RESOURCE MANAGEMENT – LABOR RELATIONS&lt;br&gt;Labor Union Contracts and Negotiations (DAN GS 09015)&lt;br&gt;6 years after contract superseded or terminated (Non-Archival)</td>
</tr>
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<td><strong>Labor Union Relations Files (DAN GS 09014)</strong>&lt;br&gt;2 years after date of document (Non-Archival)</td>
<td><strong>Revised:</strong>&lt;br&gt;HUMAN RESOURCE MANAGEMENT – LABOR RELATIONS&lt;br&gt;Labor Union Administrative Files – Agency Relations (DAN GS 09014)&lt;br&gt;2 years after date of document (Non-Archival)</td>
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<td><strong>HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES</strong></td>
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<td><strong>Affirmative Action Complaint Files (DAN GS 20004)</strong>&lt;br&gt;6 years after resolution of case (Non-Archival)</td>
<td><strong>Discontinued</strong> – Now covered by:&lt;br&gt;HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES&lt;br&gt;Complaints and Grievances – Upheld (DAN GS 03003)&lt;br&gt;6 years after final determination of case (Non-Archival)</td>
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<tr>
<td><strong>Complaints, Harassment and Discrimination (DAN GS 03038)</strong>&lt;br&gt;6 years after resolution of case (Non-Archival)</td>
<td><strong>Discontinued</strong> – Now covered by:&lt;br&gt;HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES&lt;br&gt;Complaints and Grievances – Upheld (DAN GS 03003)&lt;br&gt;6 years after final determination of case (Non-Archival)</td>
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<td><strong>Grievance Files (DAN GS 03003)</strong>&lt;br&gt;6 years after resolution of case (Non-Archival)</td>
<td><strong>Revised:</strong>&lt;br&gt;HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES&lt;br&gt;Complaints and Grievances – Upheld (DAN GS 03003)&lt;br&gt;6 years after final determination of case (Non-Archival)</td>
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<tr>
<td><strong>Personnel Action Appeals (DAN GS 03004)</strong>&lt;br&gt;2 years after final determination (Non-Archival)</td>
<td><strong>Discontinued</strong> – Now covered by:&lt;br&gt;HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES&lt;br&gt;Complaints and Grievances – Upheld (DAN GS 03003)&lt;br&gt;6 years after final determination of case (Non-Archival)</td>
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| Personnel Complaints, Exonerated, Non-Represented Employees (DAN GS 03006)  
*Until exoneration (Non-Archival)* | Revised:  
HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES  
Complaints and Grievances – Exonerated (DAN GS 03006)  
*Until exoneration (Non-Archival)* |
| Personnel Complaints, Exonerated, Represented Employees (DAN GS 03043)  
3 years after final determination (Non-Archival) | Discontinued – Now covered by:  
HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES  
Complaints and Grievances – Exonerated (DAN GS 03006)  
*Until exoneration (Non-Archival)* |
| Personnel Complaints, Upheld, Non-Represented Employees (DAN GS 03005)  
6 years after final determination (Non-Archival) | Discontinued – Now covered by:  
HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES  
Complaints and Grievances – Upheld (DAN GS 03003)  
6 years after final determination of case (Non-Archival) |
| Personnel Complaints, Upheld, Represented Employees (DAN GS 03044)  
6 years after final determination (Non-Archival) | Discontinued – Now covered by:  
HUMAN RESOURCE MANAGEMENT – MISCONDUCT/DISCIPLINE/GRIEVANCES  
Complaints and Grievances – Upheld (DAN GS 03003)  
6 years after final determination of case (Non-Archival) |
| **HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY** | **HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY** |
| Employee Medical and Safety Files (DAN GS 03039)  
30 years after termination of employment (Non-Archival) | Revised and Split Between:  
HUMAN RESOURCE MANAGEMENT – OCCUPATIONAL HEALTH AND SAFETY  
Employee Medical and Exposure Records (DAN GS 03039)  
30 years after date of separation from agency (Non-Archival)  
AND  
HUMAN RESOURCE MANAGEMENT – PERSONNEL HISTORY  
Personnel – Health-Related Records (Routine) (DAN GS 03054)  
6 years after date of separation from agency (Non-Archival) |
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<td><strong>HUMAN RESOURCE MANAGEMENT – PAYROLL</strong></td>
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| Distribution of Payroll and Related Costs (DAN GS 01062)  
6 years after date of document (Non-Archival) | Discontinued – Now covered by:  
HUMAN RESOURCE MANAGEMENT – PAYROLL  
Payroll Processing, Distribution and Reporting (DAN GS 03033)  
6 years after end of fiscal year (Non-Archival) |
| Payroll Files (DAN GS 03031)  
7 years after termination of employment (Non-Archival) | Revised:  
HUMAN RESOURCE MANAGEMENT – PAYROLL  
Payroll Files – Employee Pay History (DAN GS 03031)  
6 years after date of separation from agency (Non-Archival) |
| Payroll Files, Retirement Verification (DAN GS 03032)  
60 years after termination of employment (Non-Archival) | Revised:  
HUMAN RESOURCE MANAGEMENT – BENEFITS  
Retirement Verification (DAN GS 03032)  
60 years after date of separation from agency (Non-Archival) |
| Payroll Register (DAN GS 01060)  
60 years after the date of document (Non-Archival) | Revised:  
HUMAN RESOURCE MANAGEMENT – PAYROLL  
Payroll Register (DAN GS 01060)  
60 years after date certified (Non-Archival)  
AND  
HUMAN RESOURCE MANAGEMENT – PAYROLL  
Payroll Processing, Distribution and Reporting (DAN GS 03033)  
6 years after end of fiscal year (Non-Archival) |
| Payroll Register, Deductions (DAN GS 01061)  
6 years after the date of document (Non-Archival) | Discontinued – Now covered by:  
HUMAN RESOURCE MANAGEMENT – PAYROLL  
Payroll Register (DAN GS 01060)  
60 years after date certified (Non-Archival)  
AND  
HUMAN RESOURCE MANAGEMENT – PAYROLL  
Payroll Processing, Distribution and Reporting (DAN GS 03033)  
6 years after end of fiscal year (Non-Archival) |
|---|---|
| **Payroll Register, Year-to-Date (DAN GS 01063)**  
   6 years from the date of document (Non-Archival) | **Discontinued** – Now covered by:  
   HUMAN RESOURCE MANAGEMENT – PAYROLL  
   Payroll Register (DAN GS 01060)  
   60 years after date certified (Non-Archival)  
   **AND**  
   HUMAN RESOURCE MANAGEMENT – PAYROLL  
   Payroll Processing, Distribution and Reporting (DAN GS 03033)  
   6 years after end of fiscal year (Non-Archival) |
| **Payroll Reports (DAN GS 03033)**  
   6 years after report received and verified (Non-Archival) | **Revised:**  
   HUMAN RESOURCE MANAGEMENT – PAYROLL  
   Payroll Processing, Distribution and Reporting (DAN GS 03033)  
   6 years after end of fiscal year (Non-Archival) |
| **Wage, Quarterly Report of (DAN GS 01064)**  
   6 years after date of document (Non-Archival) | **Discontinued** – Now covered by:  
   HUMAN RESOURCE MANAGEMENT – PAYROLL  
   Payroll Processing, Distribution and Reporting (DAN GS 03033)  
   6 years after end of fiscal year (Non-Archival) |
| **HUMAN RESOURCE MANAGEMENT – PERFORMANCE MANAGEMENT** |  |
| **Employee Information File – Supervisor’s Copy (DAN GS 03024)**  
   Until completion of evaluation (Non-Archival) | **Revised:**  
   HUMAN RESOURCE MANAGEMENT – PERFORMANCE MANAGEMENT  
   Performance Evaluations – Supervisor Preparation (DAN GS 03024)  
   Until completion of evaluation and resolution of any ongoing performance issues (Non-Archival) |
| **Employee Performance Evaluations (DAN GS 03002)**  
   3 years after completion of next evaluation (Non-Archival) | **Revised:**  
   HUMAN RESOURCE MANAGEMENT – PERFORMANCE MANAGEMENT  
   Performance Evaluations – Employee (DAN GS 03002)  
   3 years after completion of next evaluation (Non-Archival) |
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<td><strong>HUMAN RESOURCE MANAGEMENT – PERSONNEL</strong></td>
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</table>
| **Personnel Record Folders, Non-Retired Employees (DAN GS 03001)**  
 60 years after termination of employment (Non-Archival) | **Discontinued** – Now covered by:  
HUMAN RESOURCE MANAGEMENT – PERSONNEL HISTORY  
Personnel – Employment History Files (DAN GS 03042)  
 6 years after date of separation from agency (Non-Archival)  
AND  
HUMAN RESOURCE MANAGEMENT – BENEFITS  
Retirement Verification (DAN GS 03032)  
 60 years after date of separation from agency (Non-Archival) |
| **Personnel Record Folders, Retired Employees (DAN GS 03041)**  
25 years after date of retirement (Non-Archival) | **Discontinued** – Now covered by:  
HUMAN RESOURCE MANAGEMENT – PERSONNEL HISTORY  
Personnel – Employment History Files (DAN GS 03042)  
 6 years after date of separation from agency (Non-Archival)  
AND  
HUMAN RESOURCE MANAGEMENT – BENEFITS  
Retirement Verification (DAN GS 03032)  
 60 years after date of separation from agency (Non-Archival) |
| **Personnel Records (DAN GS 03042)**  
10 years after termination of employment (Non-Archival) | **Revised:**  
HUMAN RESOURCE MANAGEMENT – PERSONNEL HISTORY  
Personnel – Employment History Files (DAN GS 03042)  
 6 years after date of separation from agency (Non-Archival) |
| **Reports, Personnel (DAN GS 03009)**  
6 years after superseded (Non-Archival) | **Discontinued** – Now covered by:  
RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS)  
Secondary (Duplicate) Copies (DAN GS 50005)  
  Until no longer needed for agency business (Non-Archival) |
|---|---|
| Volunteer Files (DAN GS 03017)  6 years after calendar year (Non-Archival) | Discontinued – Now covered by:  
HUMAN RESOURCE MANAGEMENT – PERSONNEL HISTORY  
Personnel – Employment History Files (DAN GS 03042)  
6 years after date of separation from agency (Non-Archival) |
| Policy, Rules and Regulations for Employees, Agency (DAN GS 03020)  6 years after superseded (Non-Archival) | Discontinued – Now covered by:  
AGENCY ADMINISTRATION AND MANAGEMENT – POLICIES AND PROCEDURES  
Policies and Procedures – Administrative Functions (DAN GS 09028)  
6 years after superseded (Non-Archival) |
| Job Specifications (DAN 03008)  Until superseded (Non-Archival) | Discontinued – Now covered by:  
HUMAN RESOURCE MANAGEMENT – POSITION DEVELOPMENT AND STAFF STRUCTURE  
Position History (DAN GS 03010)  
Until no longer needed for agency business (Non-Archival) |
| Position Files (DAN GS 03010)  Until position abolished or revised (Non-Archival) | Revised:  
HUMAN RESOURCE MANAGEMENT – POSITION DEVELOPMENT AND STAFF STRUCTURE  
Position History (DAN GS 03010)  
Until no longer needed for agency business (Non-Archival) |
| Reduction In Force Files, Agency (DAN GS 03019)  Until after conclusion of any pending action (Non-Archival) | Revised:  
HUMAN RESOURCE MANAGEMENT – POSITION DEVELOPMENT AND STAFF STRUCTURE  
Reduction In Force Files – Agency (DAN GS 03019)  
Until after conclusion of any pending action (Non-Archival) |
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<td><strong>HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING</strong></td>
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</table>
| Applications/Resumes Received – Not Interviewed (DAN GS 03022)  
   6 months after date of document (Non-Archival) | Revised:  
   HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING  
   Applications/Resumes – Unsolicited (DAN GS 03022)  
   2 years after received (Non-Archival) |
| Employment Eligibility Verification Documents/I-9 Forms (DAN GS 03036)  
   Until after date of hire plus 3 years or termination of employment plus 1 year, whichever is later (Non-Archival) | Revised:  
   HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING  
   Employment Eligibility – U.S. Citizenship and Immigration Services (USCIS) (DAN GS 03036)  
   3 years after date of hire or 1 year after separation from agency, whichever is later (Non-Archival) |
| Exit Interview, Personnel (DAN GS 03040)  
   6 years after calendar year (Non-Archival) | Revised and Relocated:  
   HUMAN RESOURCE MANAGEMENT – SEPARATION  
   Exit Interview – Personnel (DAN GS 03040)  
   3 years after exit interview completed (Non-Archival) |
| Recruitment, Employee (DAN GS 03012)  
   3 years after position filled (Non-Archival) | Revised:  
   HUMAN RESOURCE MANAGEMENT – RECRUITMENT/HIRING  
   Recruitment – Employee (DAN GS 03012)  
   3 years after completion of recruitment/hiring process (Non-Archival) |
| **HUMAN RESOURCE MANAGEMENT – STAFF DEVELOPMENT** |  |
| On-The-Job-Training Files (DAN GS 03023)  
   6 years after training terminated (Non-Archival) | Discontinued – Now covered by:  
   HUMAN RESOURCE MANAGEMENT – STAFF DEVELOPMENT  
   Training History Files – Employee (DAN GS 22003)  
   6 years after separation from agency (Non-Archival) |
| --- | --- |
| Training, Employee/Clock Hour Credits (DAN GS 03007)  
7 years after termination of employment (Non-Archival) | Discontinued  – Now covered by:  
HUMAN RESOURCE MANAGEMENT – STAFF DEVELOPMENT  
Training History Files – Employee (DAN GS 22003)  
6 years after separation from agency (Non-Archival) |
| Training History Files, Employee (DAN GS 22003)  
7 years after termination of employment (Non-Archival) | Revised:  
HUMAN RESOURCE MANAGEMENT – STAFF DEVELOPMENT  
Training History Files – Employee (DAN GS 22003)  
6 years after separation from agency (Non-Archival) |
| INFORMATION MANAGEMENT – FORMS MANAGEMENT |
| Forms – Accountable (DAN GS 12004)  
6 years after end of fiscal year (Non-Archival) | Revised:  
INFORMATION MANAGEMENT – FORMS MANAGEMENT  
Forms – Accountable (DAN GS 12004)  
6 years after end of fiscal year in which form was created/printed (Non-Archival) |
| Forms – Development (DAN GS 12001)  
Until no longer needed for agency business (Non-Archival) | No Change:  
INFORMATION MANAGEMENT – FORMS MANAGEMENT  
Forms – Development (DAN GS 12001)  
Until no longer needed for agency business (Non-Archival) |
| Forms – Inventory Files (DAN GS 12003)  
Until superseded or obsolete (Non-Archival) | No Change:  
INFORMATION MANAGEMENT – FORMS MANAGEMENT  
Forms – Inventory Files (DAN GS 12003)  
Until superseded or obsolete (Non-Archival) |
|---|---|
| **Forms – Master Set (DAN GS 12005)**  
*Until use of form ceases (Non-Archival)* | **No Change:**  
INFORMATION MANAGEMENT – FORMS MANAGEMENT  
Forms – Master Set (DAN GS 12005)  
*Until use of form ceases (Non-Archival)* |
| **INFORMATION MANAGEMENT – LIBRARY SERVICES** | |
| **Catalog (DAN GS 15021)**  
*Until no longer needed for agency business (Non-Archival)* | **No Change:**  
INFORMATION MANAGEMENT – LIBRARY SERVICES  
Catalog (DAN GS 15021)  
*Until no longer needed for agency business (Non-Archival)* |
| **Circulation (DAN GS 15022)**  
*Until no longer needed for agency business (Non-Archival)* | **Revised:**  
INFORMATION MANAGEMENT – LIBRARY SERVICES  
Circulation (DAN GS 15022)  
*Until no longer needed for agency business (Non-Archival)* |
| **Collection Control – General (DAN GS 15023)**  
*6 years after end of fiscal year (Non-Archival)* | **Revised:**  
INFORMATION MANAGEMENT – LIBRARY SERVICES  
Collection Control (DAN GS 15023)  
*Until no longer needed for agency business (Non-Archival)* |
| **Collection Control – Special Collections (DAN GS 15024)**  
*Until special collection items no longer needed for agency business (Archival – Appraisal Required)* | **Discontinued** – Now covered by:  
INFORMATION MANAGEMENT – LIBRARY SERVICES  
Collection Control (DAN GS 15023)  
*Until no longer needed for agency business (Non-Archival)* |
| **Special Collections (DAN GS 15025)**  
*Until no longer needed for agency business (Archival – Appraisal Required)* | **Discontinued** – Now covered by:  
Either other records series based on the function/content of the record or are not public records |

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<td><strong>INFORMATION MANAGEMENT – MAIL SERVICES</strong></td>
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</tbody>
</table>
| Mail Delivery and Receipt (DAN GS 13003)  
*6 years after end of fiscal year (Non-Archival)* | No Change:  
**INFORMATION MANAGEMENT – MAIL SERVICES**  
Mail Delivery and Receipt (DAN GS 13003)  
*6 years after end of fiscal year (Non-Archival)* |
| **INFORMATION MANAGEMENT – PUBLIC DISCLOSURE** | |
| Public Disclosure/Records Requests (DAN GS 05001)  
*6 years after public records request fulfilled (Non-Archival)* | Revised:  
**INFORMATION MANAGEMENT – PUBLIC DISCLOSURE/RECORDS REQUESTS**  
Public Disclosure/Records Requests (DAN GS 05001)  
*2 years after public records request fulfilled (Non-Archival)* |
| Requests for Information, General (DAN GS 05002)  
*1 years after response to request completed (Non-Archival)* | Discontinued – Now covered by:  
**AGENCY ADMINISTRATION AND MANAGEMENT – ADVICE AND TECHNICAL ASSISTANCE**  
Provision of Advice, Assistance or Information (DAN GS 09022)  
*2 years after communication received or provided, whichever is later (Non-Archival)* |
| **INFORMATION MANAGEMENT - PUBLISHING** | |
| Master Printing Job Documentation (DAN GS 15001)  
*3 years after date of document (Non-Archival)* | Discontinued – Now covered by:  
**INFORMATION MANAGEMENT – PUBLISHING**  
Publications – Development (DAN GS 15009)  
*Until no longer needed for agency business (Non-Archival)* |
| Online Content Management (DAN GS 15010)  
*1 year after online content removed (Non-Archival)* | Revised:  
**INFORMATION MANAGEMENT – PUBLISHING**  
Online Content Management (DAN GS 15010)  
*1 year after online content removed (Non-Archival)* |
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<td><strong>Photographs, Graphics and Visual Resources (DAN GS 15007)</strong>&lt;br&gt;Until administrative purpose served (Archival – Appraisal Required)</td>
<td><strong>Discontinued</strong> – Now covered by:&lt;br&gt;INFORMATION MANAGEMENT – PUBLISHING Publications – Development (DAN GS 15009)&lt;br&gt;Until no longer needed for agency business (Non-Archival)</td>
</tr>
<tr>
<td><strong>Publication and Duplication Service Job Files (DAN GS 15005)</strong>&lt;br&gt;6 years after date of document (Non-Archival)</td>
<td><strong>Discontinued</strong> – Now covered by:&lt;br&gt;INFORMATION MANAGEMENT – PUBLISHING Publications – Development (DAN GS 15009)&lt;br&gt;Until no longer needed for agency business (Non-Archival)</td>
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<tr>
<td><strong>Publications – Development (DAN GS 15009)</strong>&lt;br&gt;Until no longer needed for agency business (Non-Archival)</td>
<td><strong>Revised:</strong>&lt;br&gt;INFORMATION MANAGEMENT – PUBLISHING Publications – Development (DAN GS 15009)&lt;br&gt;Until no longer needed for agency business (Non-Archival)</td>
</tr>
<tr>
<td><strong>Publications (DAN GS 15008)</strong>&lt;br&gt;Upon publication (Archival – Permanent Retention)</td>
<td><strong>Revised:</strong>&lt;br&gt;INFORMATION MANAGEMENT – PUBLISHING State Publications (DAN GS 15008)&lt;br&gt;Upon publication (Archival – Permanent Retention)</td>
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<td><strong>INFORMATION MANAGEMENT – RECORDS CONVERSION</strong></td>
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<tr>
<td><strong>Conversion Process – Archival Records (DAN GS 11011)</strong>&lt;br&gt;Until the converted Archival records are transferred to Washington State Archives (Archival – Appraisal Required)</td>
<td><strong>Revised and Relocated:</strong>&lt;br&gt;INFORMATION MANAGEMENT – RECORDS MANAGEMENT Conversion/Conservation – Archival Records (DAN GS 11011)&lt;br&gt;Until the converted/repaired Archival records are transferred to Washington State Archives (Archival – Appraisal Required)</td>
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| Conversion Process – Non-Archival Records (DAN GS 11013)  
*Until the converted Non-Archival records have been destroyed in accordance with a current approved records retention schedule (Non-Archival)* | Revised and Relocated:  
INFORMATION MANAGEMENT – RECORDS MANAGEMENT  
Conversion/Conservation – Non-Archival Records (DAN GS 11013)  
*Until the converted/repaired Non-Archival records have been destroyed in accordance with a current approved records retention schedule (Non-Archival)* |
| Source Records – Imaged (Archival) (DAN GS 11014)  
*Until verification of successful conversion (Archival – Appraisal Required)* | Revised and Relocated:  
INFORMATION MANAGEMENT – RECORDS MANAGEMENT  
Source Records – Imaged (Archival) (DAN GS 11014)  
*Until verification of successful conversion (Archival – Appraisal Required)* |
| Source Records – Imaged (Non-Archival) (DAN GS 11012)  
*Until verification of successful conversion (Non-Archival)* | Revised and Relocated:  
INFORMATION MANAGEMENT – RECORDS MANAGEMENT  
Source Records – Imaged/Migrated (Non-Archival) (DAN GS 11012)  
*Until verification of successful conversion (Non-Archival)* |
| Source Records – Migrated (DAN GS 11015)  
*Until verification of successful conversion (Non-Archival)* | Discontinued – Now covered by:  
INFORMATION MANAGEMENT – RECORDS MANAGEMENT  
Source Records – Imaged/Migrated (Archival) (DAN GS 11014)  
*Until verification of successful conversion (Archival – Appraisal Required)*  
AND  
INFORMATION MANAGEMENT – RECORDS MANAGEMENT  
Source Records – Imaged/Migrated (Non-Archival) (DAN GS 11012)  
*Until verification of successful conversion (Non-Archival)* |

**INFORMATION MANAGEMENT – RECORDS MANAGEMENT**
|---|---|
| Conservation (Archival) (DAN GS 11016)  
*Until the Archival records are transferred to Washington State Archives (Archival – Appraisal Required)* | **Discontinued** – Now covered by:  
INFORMATION MANAGEMENT – RECORDS MANAGEMENT  
Conversion/Conservation – Archival Records (DAN GS 11011)  
*Until the converted/repaired Archival records are transferred to Washington State Archives (Archival – Appraisal Required)* |
| Conservation (Non-Archival) (DAN GS 11017)  
*Until the Non-Archival records have been destroyed in accordance with a current approved records retention schedule (Non-Archival)* | **Discontinued** – Now covered by:  
INFORMATION MANAGEMENT – RECORDS MANAGEMENT  
Conversion/Conservation – Non-Archival Records (DAN GS 11013)  
*Until the converted/repaired Non-Archival records have been destroyed in accordance with a current approved records retention schedule (Non-Archival)* |
| Destruction of Public Records (DAN GS 11005)  
*Life of the agency (Non-Archival)* | **Revised:**  
INFORMATION MANAGEMENT – RECORDS MANAGEMENT  
Destruction of Public Records (DAN GS 11005)  
*Life of the agency (Non-Archival)* |
| Records Control (DAN GS 11009)  
*Until no longer needed for agency business (Non-Archival)* | **Revised:**  
INFORMATION MANAGEMENT – RECORDS MANAGEMENT  
Records Control (DAN GS 11009)  
*Until no longer needed for agency business (Non-Archival)* |
| Retention and Disposition Authorization (DAN GS 11003)  
*Until no longer needed for agency business (Non-Archival)* | **Revised:**  
INFORMATION MANAGEMENT – RECORDS MANAGEMENT  
Retention and Disposition Authorization (DAN GS 11003)  
*Until no longer needed for agency business (Non-Archival)* |
|---|---|
| **Transfer of Legal Custody (DAN GS 11001)**  
*Life of the agency (Non-Archival)* | **Revised:**  
INFORMATION MANAGEMENT – RECORDS MANAGEMENT  
Transfer of Legal Custody (DAN GS 11001)  
*Life of the agency (Non-Archival)* |
| **RECORDS WITH MINIMAL RETENTION VALUE** | |
| **Agency Information – Routine (DAN GS 50002)**  
*Until no longer needed for agency business (Non-Archival)* | **Revised:**  
RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS)  
Request for Basic/Routine Agency Information (DAN GS 50002)  
*Until no longer needed for agency business (Non-Archival)* |
| **Agency-Generated Forms and Publications – Copies (DAN GS 50003)**  
*Until no longer needed for agency business (Non-Archival)* | **Revised:**  
RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS)  
Agency-Generated Forms and Publications – Copies (DAN GS 50003)  
*Until no longer needed for agency business (Non-Archival)* |
| **General Information – External (DAN GS 50004)**  
*Until no longer needed for agency business (Non-Archival)* | **No Change:**  
RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS)  
General Information – External (DAN GS 50004)  
*Until no longer needed for agency business (Non-Archival)* |
| **Secondary (Duplicate) Copies (DAN GS 50005)**  
*Until no longer needed for agency business (Non-Archival)* | **Revised:**  
RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS)  
Secondary (Duplicate) Copies (DAN GS 50005)  
*Until no longer needed for agency business (Non-Archival)* |
| **Transitory Records (DAN GS 50001)**  
*Until no longer needed for agency business (Non-Archival)* | **Revised:**  
RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS)  
Informational Notifications/Communications (DAN GS 50001)  
*Until no longer needed for agency business (Non-Archival)* |