



This schedule applies to: Weed and Pest Control Districts

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records of all weed and pest control districts relating to functions including the control and/or eradication of noxious weeds and pests (rodents, mosquitoes, etc.) in accordance with Title 17 RCW. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies. *CORE* can be accessed online at: <http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>.

Disposition of public records

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival (Permanent Retention) or Non-Archival (with a retention period of "Life of the Agency" or "Permanent") must not be destroyed. Records designated as Archival (Appraisal Required) must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

Revocation of previously issued records retention schedules

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

Authority

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on November 29, 2012.

For the State Auditor: Cindy Evans

For the Attorney General: Sharon Payant

The State Archivist: Jerry Handfield



REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 29, 2012	New sector schedule created from records series imported from version 5.2 of the <i>Local Government General Records Retention Schedule (LGRRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "WP" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .



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For assistance and advice in applying this records retention schedule,

please contact Washington State Archives at:

recordsmanagement@sos.wa.gov

or contact your Regional Archivist.



1. Noxious Weed Control

The function relating to the control and/or eradication of noxious weeds in accordance with [Title 17 RCW](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
WP58-05-01 Rev. 0	APPEAL OF ENFORCEMENT ACTION <i>Reference RCW 17.10.180.</i> <i>Note: Civil case files are retained permanently by the Superior Court Clerk in accordance with the County Clerk and Clerk of the Superior Court Records Retention Schedule.</i>	Retain for 3 years after case closed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
WP58-05-02 Rev. 0	APPEAL OF INFRACTION PENALTY <i>Note: Civil case files are retained permanently by the Superior Court Clerk in accordance with the County Clerk and Clerk of the Superior Court Records Retention Schedule.</i>	Retain for 3 years after case closed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
WP58-05-03 Rev. 0	CONTROL ACTIONS Includes Numeric Log, Affidavit of Control, and Request for Hearing, Authorization for Representation, Notice of Hearing, Hearing Determination Conclusions, Certified and Return Receipt Slips, Liens, Lien Release-Partial, Lien Release-Unconditional, Landowner Payment Receipts, and back-up documentation. <i>Reference RCW 17.10.170.</i>	Retain for 6 years after date of latest action <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
WP58-05-04 Rev. 0	FIELD INSPECTION RECORDS Includes Numeric Log, Public Complaints of Weeds, Field Inspection Notice, Entry Notification Forms, Infestation Location Maps, and Dominance Rating Form, Control Postcards returned, and back-up documentation. <i>Reference RCW 17.10.160 and 17.10.170.</i>	Retain for 6 years after matter resolved <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
WP58-05-05 Rev. 0	INFRACTION REPORTS - ASSESSMENT OF PENALTY <i>Reference RCW 17.10.350.</i> <i>Note: Civil case files are retained by the District Court for 10 years (if judgment is not satisfied) or for 3 years (if judgment is satisfied or case is dismissed) in accordance with the District and Municipal Court Records Retention Schedule.</i>	Retain for 3 years after matter resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
WP58-05-06 Rev. 0	INFRACTION REPORTS - DETERMINATION HEARING	Retain for 6 years after matter resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
WP58-05-07 Rev. 0	INFRACTION REPORTS - NOTICE OF INFRACTION <i>Reference RCW 17.10.310.</i> <i>Note: District Court has primary copy</i>	Retain for 6 years after matter resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
WP58-05-08 Rev. 0	LANDOWNER PAYMENT RECEIPTS <i>Reference RCW 17.10.170.</i> <i>Note: County Treasurer has primary copy.</i>	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
WP58-05-09 Rev. 0	SEARCH WARRANTS Includes Numeric Log, Affidavit of Warrant to Enter, Warrant to Enter, Report of Agency and Inspection Result, Physical Evidence Collection Form, and Physical Evidence in Custody. <i>Reference RCW 17.10.160.</i>	Retain for 6 years after case closed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
WP58-05-10 Rev. 0	<p>WEED CONTROL NOTIFICATION Includes Numeric Log, Field Inspection, Weed Control Notice, Affidavit of Mailing, Certified and Return Receipt Slips, Infestation Location Maps, Dominance Rating Forms, Entry Notification Forms, Public Complaints of Weeds, Control Postcards returned, and back-up documentation.</p> <p>Reference RCW 17.10.170.</p>	<p>Retain for 6 years after date of latest action <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



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There are no records series designated as "Essential" in the *Weed and Pest Control Districts Records Retention Schedule*.

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