Agencies of Washington State Government

GENERAL RECORDS RETENTION SCHEDULES

Office of the Secretary of State
Division of Archives and Records Management

Approved and Issued by the
Washington State Records Committee
Effective November 02, 2005
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GENERAL RECORDS RETENTION SCHEDULES FOR STATE AGENCIES

TABLE OF CONTENTS

Acknowledgements 3
Washington State Records Committee 4
Washington State Records Committee Acknowledgments 4
Division of Archives and Records Management - Services and Assistance 5
Technical Assistance 5
Microfilm and Document Conservation 5
Washington State Archives and Records Management Directory 5
General Information 6
Public Records Defined 6
E-Mail 6
State Records Committee 6
The Washington State Archives 6
State Agency Records Officers 6
General Instructions 7
Custody and Disposition of State Agency Records 7
Transfer of Records to the State Archives 7
Authority 7
Retention Period 7
Modification and Additions 7
Previous Versions of the State General Schedule 8
Disposition Authority 8
Records Copies 8
Agency Unique Records 8
Alphabetical Index of Series Titles and Page Numbers 9
GS 01 Fiscal and Accounting Records 16
GS 02 Agency Financial Reporting System (AFRS) & Combined Annual Financial Reports (CAFR) 27
GS 03 Human Resources Records 28
GS 04 Audits, Investigations and Examinations 43
GS 05 Public Affairs and Public Disclosure 47
GS 06 Contracts and Purchasing Records 50
GS 07 Travel Records 54
GS 08 Telecommunications 55
GS 09 General Office Operations (Non Executive) 58
GS 10 Executive Level Records 64
GS 11 Records Management Records 70
GS 12 Forms Management 75
GS 13 Mail Services 78
GS 14 Information Services 82
GS 15 Publication and Duplication Services 92
GS 16 Supply, Equipment and Vehicle Management 96
~~GS 17 Electronic Mail (E-Mail) See Appendix C~~ 101
GS 18 Legal Files 102
GS 19 Legislative Relations 106
GS 20 Affirmative Action 109

GS 21 Facilities Management 110
GS 22 Training 115
GS 23 Grants Management 118
GS 24 Real Property Management 121
GS 25 Safety, Security and Risk Management 125
GS 50 Administrative Materials With No Retention Value 127
Discontinued Series List 129
Glossary 142

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WASHINGTON STATE RECORDS COMMITTEE

The Washington State Records Committee members have reviewed and approved each records series in the State General Records Retention Schedule.

The July 2005 members who participated in the review and approval process were:

Melissa Wade, *Office of the State Auditor*

Susan Carlson, *Office of the Attorney General*

Linda Steinmann, *Office of Financial Management*

Jerry Handfield, *State Archivist*

WASHINGTON STATE RECORDS COMMITTEE ACKNOWLEDGMENTS

The Washington State Records Committee members would like to acknowledge the following individuals:

Erin Whitesel-Jones, *Office of the Secretary of State*
Tristan Wise, *Department of General Administration*
Tri Howard, *Office of the Secretary of State*
Susan Alden, *Office of the Secretary of State*
Lysa Walker, *Office of the Secretary of State*

Erin Whitesel-Jones served as Project Leader for the State General Records Retention Schedule Revision Project. Without Erin's dedicated work, the revision of the General Schedule would not have been completed so quickly. The committee extends its heartfelt gratitude for her professionalism and hard work towards a job well done.

Tristan Wise served as a member of the Washington State Records Committee while working with the Office of Financial Management from the summer of 2002 through spring of 2005. Tristan's business knowledge was a great asset to this project and the committee extends its thanks and best wishes in her future endeavors.

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DIVISION OF ARCHIVES AND RECORDS MANAGEMENT - SERVICES AND ASSISTANCE

P.O. Box 40238 ♦1129 Washington St SE ♦Olympia, WA 98504-0238

Washington State Archives and Records Management is a division of the Office of the Secretary of State. The division operates under the provisions of chapter 40.14 RCW, the Public Records Act, which also regulates the disposition of all state and local government records.

TECHNICAL ASSISTANCE

The Division of Archives and Records Management provides technical advice and support for compliance with legal requirements and the development of systems for managing records. The Division provides standards, guidelines and advice on records retention scheduling, micrographics, filing, information retrieval, essential records protection, disaster preparedness and recovery, records center operations, public disclosure, and records media.

MICROFILM AND DOCUMENT CONSERVATION

The Division of Archives and Records Management provides imaging production services on a charge-back basis, including source-document microfilming, output of digital information to microfilm, microfilm processing and duplication.

The Division of Archives and Records Management is responsible for identifying, storing, preserving, and providing public access to state and local government records that have continuing historical value beyond their usefulness to the agencies which create them.

WASHINGTON STATE ARCHIVES AND RECORDS MANAGEMENT DIRECTORY

http://www.secstate.wa.gov/archives/

SECTION	TELEPHONE	FAX	EMAIL
IMAGING & PRESERVATION SERVICES	(360) 586-2487	(360) 586-9602	IMAGINGMANAGER@SECSTATE.WA.GOV
RECORDS MANAGEMENT SERVICES	(360) 586-4900	(360) 586-0368	THOWARD@SECSTATE.WA.GOV
ARCHIVES ADMINISTRATION	(360) 586-2666	(360) 664-8814	PTHORNTON@SECSTATE.WA.GOV
STATE GOV'T ARCHIVES RESEARCH	(360) 586-1492	(360) 664-8814	RESEARCH@SECSTATE.WA.GOV
STATE RECORDS CENTER	(360) 586-0173	(360) 586-9137	RECORDSCENTER@SECSTATE.WA.GOV

GENERAL INFORMATION

PUBLIC RECORDS DEFINED

Public records are recorded information, regardless of physical form. The term "public records" applies to any paper, correspondence, form, bound volume, film, magnetic medium, drawing or other document, regardless of form or physical characteristics, that has been created or received by any state agency during the course of public business (chapter 40.14.010 RCW Preservation and Destruction of Public Records). All public records are required to be maintained and disposed of by state agencies in accordance with the provisions of chapter 40.14 RCW.

All records maintained in electronic format are included in the definition of a "public record" and are governed under the terms of the Preservation and Destruction of Public Records Act.

E-MAIL

E-mail is a means of sending or receiving information, not a type of record. Information generated or received on an e-mail system needs to be managed according to the informational content of the message.

STATE RECORDS COMMITTEE

"It shall be the duty of the records committee to approve, modify, or disapprove the recommendations on retention schedules of all files of public records . . ." (chapter 40.14.050 RCW). The State Records Committee is comprised of the State Archivist and representatives of the Office of the Attorney General, Office of Financial Management and the Office of the State Auditor.

THE WASHINGTON STATE ARCHIVES

The Washington State Archives was established by chapter 40.14 RCW to provide centralized records management services to state and local governments. It is responsible for assisting government agencies to comply with Washington State's laws pertaining to the creation, maintenance and disposal of public records.

STATE AGENCY RECORDS OFFICERS

All state agency records officers have a fundamental responsibility to develop a comprehensive records management program. Beyond meeting an agency's business needs, a well-designed program contains three basic goals: 1) to fulfill legal mandates and responsibilities; 2) to store records in the most efficient and cost-effective manner possible; and 3) to assure access, protection, and security to the documentary history of government (chapter 40.14.040 RCW.)

GENERAL INSTRUCTIONS

CUSTODY AND DISPOSITION OF STATE AGENCY RECORDS

Public records must be retained in the custody of the office of record and may be destroyed or transferred only in accord with records retention schedules that have been approved by the State Records Committee. Agencies are encouraged to move their inactive records out of more expensive office space to the State Records Center for significant storage cost savings while the records await the expiration of their retention periods.

TRANSFER OF RECORDS TO THE STATE ARCHIVES

Records designated as “Archival” on the State General Schedule must be transferred to the custody of the State Archives at the end of the retention period.

AUTHORITY

The State Records Committee may approve and issue records retention schedules that give state agencies the authority to dispose of or transfer commonly held types of public records. The State General Schedule defines records by governmental function rather than by record type. Consequently, in some cases several “types” of records may be grouped together under one description that encompasses a particular function.

Some agencies may choose to keep individual records longer than the designated retention period on an exception basis for litigation, audit or financial purposes. Those records are disclosable under the terms of the Public Disclosure Act and are subject to the legal process of discovery for the entire period for which they are retained.

RETENTION PERIOD

The retention periods stated in the State General Schedule are the legal minimum that the law, regulation or official policy of the state will allow.

If an agency has a need to retain a records series for a time period other than that stated in the State General Schedule, the agency records officer must submit a request for a unique schedule to the State Records Committee and provide sufficient justification for the deviation.

The State General Schedule column entitled "Retention Period of Official Copy" refers to each agency's primary copy and gives the appropriate agency retention. For some series, the series description will state that a specific agency has responsibility for the primary copy. In these instances, the described column reflects how long other state agencies need to retain their copies.

MODIFICATION AND ADDITIONS

Agencies may not alter or modify State General Schedule items unilaterally. Proposed changes and additions to the State General Schedule may be submitted to the State Records Management Office, where they will be considered by the State Records Committee on a periodic basis.

PREVIOUS VERSIONS OF THE STATE GENERAL SCHEDULE

This State General Schedule supersedes all previous versions. Retention changes to any series will be electronically updated at the State Records Center. Any boxes stored under a revised State General Schedule series will have their destruction dates recalculated according to the revised retention period.

In this 2005 revision of the State General Schedule, original or revised approval dates are at the end of the description of each records series. Series new to this specific edition will be noted as such in the same manner. The numbered edition and date is annotated at the bottom right-hand corner of each page.

DISPOSITION AUTHORITY

The State General Schedule provides blanket authority for the disposition of records series that it contains. These series should not appear on an agency's unique retention schedule.

RECORDS COPIES

The State General Schedule reflects the retention and disposition of the primary copy of a record regardless of media. Records used for specific legal, fiscal, or administrative purposes may be retained either using the retention for the primary copy or scheduled separately if a different retention is required. Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed. See GS 50 for disposition authority regarding copies.

AGENCY UNIQUE RECORDS

The State General Schedule does not attempt to cover records unique to particular agencies or to agency programs. Records retention schedules for such records must be submitted separately to the State Records Management Office for approval by the State Records Committee.

ALPHABETICAL INDEX OF SERIES TITLES AND PAGE NUMBERS

Records Series Title	Pg #
Accounts Payable (formerly Distribution of Accounts Payable)	19
Accounts Receivable	19
Administrative Plans, Working Files, Reports and Survey Results (formerly Administrative Planning and Project Working Files)	60
Affirmative Action Complaint Files (formerly Affirmative Action Grievance Files)	31
Affirmative Action Plans, Goals and Reports (formerly Affirmative Action Annual Reports)	31
~~Affirmative Action Subject Files~~ **DISCONTINUED!**	140
~~Agency Credit Cards Usage or On-Line Ordering Back-Up Documentation~~ **DISCONTINUED!**	129
Agency Grant Program Files (formerly Grants Issued by the State – Program Files)	120
~~Agency Reduction-in-Force Plan~~ **DISCONTINUED!**	132
Agency Request Legislation	108
~~Agency Wide Affirmative Actions Plans, Policies and Procedures~~ **DISCONTINUED!**	140
Agreements, Inter-Agency, Intra-Agency and Inter-Governmental **NEW!**	52
Allotment Records, Revenue and Expenditure (formerly Allotment and Expenditure Ledger)	19
~~Allotments~~ **DISCONTINUED!**	129
~~Applications and Permits – Periodical Mail (2nd Class)~~ **DISCONTINUED!**	137
Applications/Resumes Received – Not Interviewed	31
Appointment Records, Official	66
Asset Depreciation Reports	19
Attendance and Leave Records (formerly Attendance Records)	31
Attorney General Letters, Informal Opinions and Correspondence (formerly Attorney General Letters)	104
Attorney General Opinions	104
Attorney General's Case Files – Agency Copy	104
Audit Documentation and Working Papers (formerly Internal Audits, Working Papers and Reports)	45
Audit Trail Files	85
Banking Records	19
Bid, Invitation To/Request for Proposal (formerly Invitation to Bid)	52
Bids/Proposals, Unsuccessful (formerly Unsuccessful Bids File)	52
Bill Files, Legislative	108
Brainstorm/Team Incentive Program (TIP) Documentation	60
~~Budget Activity and Status Reports~~ **DISCONTINUED!**	129
Budget Preparation Working Files, Agency	20
Building Access Documentation **NEW!**	126
~~CAFR Annual Reports~~ **DISCONTINUED!**	131
~~Calendars, Appointment Books, Routine Telephone Logs~~ **DISCONTINUED!**	134
Calendars, Executive	66
Camera-Ready Copies and Printing Masters	94
~~Capital and Operating Budgets~~ **DISCONTINUED!**	129

Capital Assets Management Systems, Statewide or Agency (formerly Capital Assets Management System (CAMS))	98
~~Cash Receipts Journal Summary~~ **DISCONTINUED!**	130
Cash Receipts Records (formerly Revenue Ledger)	20
Combined Fund Drive **NEW IN 2006!**	60
Commute Trip Reduction Documentation **NEW!**	31
Complaints, Harassment and Discrimination **NEW!**	32
Complaints, Policy or Procedural	61
Computer Run Scheduling Records	85
Computer Usage Files	85
Condemnations of Land	123
Construction Documentation, General Administration Capital Projects (formerly Capital Projects – Construction Documentation)	112
Construction Documentation, Non-General Administration Capital Projects **NEW!**	112
Contracts for Purchases, Purchased Services, Leases or Rentals	53
Contracts, Client Services **NEW!**	52
Contracts, Personal Service	52
Correspondence, General	61
Correspondence, Official	66
Course Information Records	117
Course Registration Processing Records	117
Credit Card Records (formerly Reports for Individual Employee Travel Credit Cards)	20
~~Customer Service Agreement~~ **DISCONTINUED!**	134
~~DTR – TAS Reports~~ **DISCONTINUED!**	131
~~DTR9 – In Process Reports~~ **DISCONTINUED!**	131
~~Daily Reports~~ **DISCONTINUED!**	131
Data Documentation	85
Data Extracts, Information-Only (formerly Print Files not to be Used to Document a Transaction)	85
Data or Database Dictionary Reports	86
Data Processing Operating Procedures	86
Data Processing Unit's Copies of Output Reports	86
Deliverables **NEW!**	120
Destruction (Scratch) Reports	86
Disaster Preparedness and Recovery Plans	86
Disbursement Reporting System Reports (formerly DRS – Disbursement Reporting System Reports)	20
Disposition Records, Asset (formerly Surplus Property Disposition Records)	98
Distribution of Payroll and Related Costs	32
Employee Information File – Supervisor's Copy	32
Employee Medical and Safety Files **NEW!**	32
Employee Performance Evaluations	33
Employee Recognition/Appreciation Ceremonies or Awards	33
Employee Suggestion Program	61
Employment Eligibility Verification Documents/I-9 Forms	33
~~Encumbrance and Liquidation Records~~ **DISCONTINUED!**	130
~~Equipment and Furniture Inventories~~ **DISCONTINUED!**	139
Equipment Maintenance and Repair Records	98

Escrow Agreements	53
Essential Records Lists (formerly Records Schedules, Essential)	72
Exit Interview, Personnel **NEW!**	33
External Audit, Final Audit or Examination Report **NEW!**	45
Extracted Data Files, Summary	86
Facility Maintenance and Routine Repairs (formerly Facility Maintenance Work Order Files and Logs)	112
~~Facility Management Subject Files~~ **DISCONTINUED!**	140
Family Medical Leave and Shared Leave (formerly Shared Leave)	33
Financial Reporting Working Documents, Fiscal Year End (formerly CAFR Reports)	21
Financial Reports, Fiscal Year End, Agency Copy **NEW!**	21
Financial Reports, Monthly & Daily, Agency Copy (formerly Monthly Reports)	22
Finding Aids, Indexes and Tracking Systems	87
Firm Mailing Book (Commercial Mailing Services) (formerly Firm Mailing Book)	80
~~Fiscal Office Administrative Files~~ **DISCONTINUED!**	130
Fixed Assets Files (formerly Fixed Asset Inventory Files)	113
Form History Files	77
Form Order Requests	77
Forms Inventory Files	77
~~Forms Management Program Subject Files~~ **DISCONTINUED!**	136
General Ledger Trial Balance (formerly General Ledger)	22
General Records Retention Schedules (formerly Records Retention Schedules, General)	72
Grant Applications, Denied (formerly Grants Issued by the State – Applications Denied)	120
Grants Issued by the State (formerly Grants Issued by the State – Successful Application Administration Files)	120
Grants Received by State Agencies	120
Grievance Files	34
~~Grievances~~ **DISCONTINUED!**	133
History Files **NEW!**	66
~~IRS – IRS 100 IRS 110 Reports~~ **DISCONTINUED!**	132
Information Technology Assistance Requests (formerly Help Desk Telephone Logs and Reports)	87
Injury Claims	34
Injury Claims, Eye Injuries	34
Input Documents	87
Internal Audit, Final Audit or Examination Report	45
Internal Revenue Service (IRS) Reporting Forms	22
Inventories, Supplies, Commodities and Parts	99
Job Specifications	34
Journal Vouchers	23
~~Journal Vouchers – Posted to AFRS~~ **DISCONTINUED!**	132
Labor Union Contracts	35
Labor Union Relations Files	35
Land Acquisition Documentation	123
~~Land Administration Files~~ **DISCONTINUED!**	141
Land Appraisals	123
Land Sales and Conveyance Documentation **NEW!**	123

Land Title Documents (formerly Deeds, Patents, Clear Lists)	123
Lands Escheated to the State	123
Lands Inventory	124
~~Lease Files~~ **DISCONTINUED!**	140
Leases (formerly Lease Files)	113
Legal Issue Files	104
~~Legislative Contact Reports~~ **DISCONTINUED!**	139
~~Legislative Correspondence~~ **DISCONTINUED!**	139
Mail Pickup and Delivery Records	80
~~Mail Services Subject Files~~ **DISCONTINUED!**	137
Major Repair and Replacement Records, Building and Equipment (formerly Building and Equipment Repair and Replacement Records)	113
Management Reporting System (formerly MRS – Management Reporting System)	23
~~Master Job Cards~~ **DISCONTINUED!**	138
Master Printing Job Documentation (formerly Master Job Log)	94
Material Safety Data Sheets (MSDS) or Allowed Substitute Record	61
~~Microfilm Services~~ **DISCONTINUED!**	135
Microfilm/Imaging Documentation File **NEW!**	72
Minutes and Files of General Office Meetings	62
~~Minutes and Files of Policy Setting Meetings~~ **DISCONTINUED!**	134
Minutes and Files of Policy-Setting Meetings	66
Motor Vehicle Maintenance, Repair and Disposition Records (formerly Motor Vehicle Maintenance and Repair Records)	99
Motor Vehicle Title **NEW!**	99
Network Circuit Files (formerly Network or Circuit Installation and Service Files)	87
~~Network Circuit Inventories~~ **DISCONTINUED!**	137
~~Network Implementation Project Files~~ **DISCONTINUED!**	137
Network Usage Files	88
Network Usage Summary (formerly Network Usage Files)	88
Newsletters and Bulletins, Internal and External	49
Non-Attorney General Legal Case Files **NEW!**	105
Notes, Legislative **NEW!**	23
On-The-Job Training Files	35
Operating System/Hardware Conversion Plan	88
Operations and Inspection Records, Physical Plant Systems (formerly Physical Plant Systems Monitoring and Inspection Records)	114
Papers of Executive Direction	67
Payroll Files	35
Payroll Files, Retirement Verification	35
Payroll Register	36
Payroll Register, Deductions (formerly Payroll Deduction Registers)	36
Payroll Register, Year-to-Date	36
Payroll Reports	36
Personnel Action Appeals (formerly Appeals to the Personnel Appeals Board)	37
Personnel Complaints, Exonerated, Non-Represented Employees	37
Personnel Complaints, Exonerated, Represented Employees **NEW IN 2006!**	38
Personnel Complaints, Upheld, Non-Represented Employees	38
Personnel Complaints, Upheld, Represented Employees **NEW IN 2006!**	39
Personnel Record Folders, Non-Retired Employees	39

Personnel Record Folders, Retired Employees **NEW!**	39
Personnel Records **NEW IN 2006!**	40
Photographs, Graphics and Visual Resources (formerly Graphics and Visual Resources)	94
Plans, Routine (formerly Routine Operational Plans)	62
Polices and Procedures (formerly Administrative Policies and Procedures)	67
Policies and Procedures, Fiscal (formerly Agency Fiscal Policy and Procedures)	23
Policies and Procedures, General Office, Routine	62
Policy, Rules and Regulations for Employees, Agency	40
Portfolio Management Documentation, Agency Copy **NEW!**	88
Position Files	40
Postage Meter Records	80
Postal Charges, Record of	80
Press Releases	49
~~Program Expenditure Ledger~~ **DISCONTINUED!**	130
Program Listing and Source Code	89
Project Files **NEW!**	62
Project Planning and Documentation, Information Technology **NEW!**	89
~~Property Disposal Request~~ **DISCONTINUED!**	133
Public Disclosure Act, Requests and Appeals	49
Public Disclosure Report, Agency Copy (formerly Public Disclosure Report)	108
~~Public Information Office, Administrative Files~~ **DISCONTINUED!**	133
Public Information Office, Reference Files (formerly Public Information Office, Subject Files)	49
Public Works Requisition	24
Publication and Duplication Service Job Files (formerly Duplicating Service Job Files)	94
~~Publication and Duplication Subject Files~~ **DISCONTINUED!**	138
~~Publication Job Files~~ **DISCONTINUED!**	138
Publications, State Government, Agency Copy **NEW IN 2006!**	95
Purchase Authority	53
~~Purchasing Contract Documents~~ **DISCONTINUED!**	134
~~QWP – Quarterly Reports~~ **DISCONTINUED!**	132
Quality Improvement Documentation	67
~~Reading or Day Files~~ **DISCONTINUED!**	135
Reasonable Accommodation Files	40
Record Disposition Notices, Agency (formerly Records Disposition Notices)	73
Record Transmittal Forms	73
Records Inventory Documentation	74
~~Records Management Policies and Procedures~~ **DISCONTINUED!**	136
~~Records Management Program Subject Files~~ **DISCONTINUED!**	136
Recruitment, Employee	41
Reduction In Force Files, Agency	41
Reference Copies of Drawings and Files, Maintenance and Operations, Physical Plant (formerly Physical Plant Maintenance and Operations, Reference Drawings and Files)	114
Reference Files (formerly Office Reference Files)	63
Reports and Information, Telecommunications **NEW!**	57
~~Reports of Routine Planning and Studies~~ **DISCONTINUED!**	135

Reports, Annual and Biennial	67
Reports, Personnel	41
Requests for Information, General	49
Requests for Return of Records from the State Records Center	74
Revenue Reports	24
Rules and Regulations (Washington Administrative Code)	68
Safety Drills/Disaster Recovery Exercise **NEW!**	126
Scan Account Detail Report	57
Scan System Authorization Requests	57
Security Recordings **NEW!**	126
Services and Order Requests, Telecommunications	57
Site and Equipment Support Files	89
Software Review Files	89
Space Allocation Planning Files	114
Speeches and Writings	68
State Auditor's Office Audit Results, Agency Copy **NEW!**	45
State Auditor's Office Whistleblower Investigative Reports, Agency Copy (formerly Whistleblower Investigative Reports)	46
~~State Auditor's Reports of Examinations, Agency Copy~~ **DISCONTINUED!**	133
Statement of Bulk Rate Mailings	80
Statement of Mailing Second Class Publications	81
Statement of Mailing with Permit Imprints	81
Statement of Ownership, Management and Circulation	81
Studies and Operational Plans (formerly Major Administrative Studies and Operational Plans)	68
Subject Files **NEW!**	63
Subject Files, Executive Level (formerly Administrative Subject Files and General Documentation)	69
Summary Computer Usage Report	89
Supplies, Commodities and Parts Disbursement Records	99
Supply and Equipment Requests	53
Survey Responses, Individual **NEW!**	63
System and Database Backup Files	90
System Documentation	90
System Specifications	90
System Users Access Files	90
Systems and Applications Development	90
~~TAPRPT – The Allotment Preparation System~~ **DISCONTINUED!**	132
Technical Program Documentation	91
Test Database Files	91
Time Keeping/Time and Effort	41
Training and Development Files (State Employees, Contractors and Customers) (formerly Presentation/Development Files	117
~~Training Course Information~~ **DISCONTINUED!**	138
Training Files, General Public	117
Training History Files, Employee	42
Training, Employee/Clock Hour Credits	41
~~Transitory Administrative Files~~ **DISCONTINUED!**	135
Travel Authorizations	24

Travel Expense Vouchers	24
Tuition Reimbursement	42
Unique Records Retention Schedules, Agency Copy (formerly Records Retention Schedules – Agency Specific)	74
Valid Transaction Files	91
Vehicle Accident Report Form, Agency Copy **NEW!**	99
Vehicle Log and Usage Reports	100
Vendor Bonds	53
Vendor Payment Files	25
Vendor Payment Information **NEW!**	25
Volunteer Files	42
Wages, Quarterly Report of	42
~~Warrant Register – Detail~~ **DISCONTINUED!**	131
Warrant Register (formerly Warrant Register Summary)	25
Warrant Register, Claims	26
Water Rights Acquired by the State	124
~~Weekly Reports~~ **DISCONTINUED!**	132
Work or Intermediate Files	91
Year 2000 Project Files	91

GS 01 FISCAL AND ACCOUNTING RECORDS

Documentation of fiscal and accounting operations encompassing most activities undertaken by state agencies to manage, account for, collect and expend funds. This section includes general accounting reports and source records. Examples of source records include general ledgers, journal vouchers, IRS vendor payment form, and other records documenting accounts receivable and payable, banking, budget, allotments and expenditures, revenues and cash receipting.

Most state agencies use Washington State's official Agency Financial Reporting System (AFRS) to process their financial information and obtain their financial reports from either AFRS or FASTRACK (see below). Some agencies have their own agency unique accounting system and may use a combination of the AFRS, FASTRACK or their own internal system reports.

AFRS is a mainframe central state accounting system maintained by the Office of Financial Management (OFM). All agencies are required to send their financial information either at the detail or summary level to AFRS. AFRS produces various financial reports in hard-copy or microfiche, as requested by agencies. A CD-ROM is also available for the AFRS monthly financial and CAFR (Comprehensive Annual Financial Reports) reports. AFRS is backed up in an electronic format by OFM and retained for ten years.

FASTRACK is a Web-based report application maintained by OFM. The FASTRACK database is updated daily with financial details from AFRS. Although AFRS data is retained for 10 years, agencies may only obtain AFRS reports for current and prior fiscal months. FASTRACK, however, preserves all detail and summary data for 10 years. This data is accessible to agencies at any time during the ten-year period, and therefore it is not necessary for agencies to retain their own FASTRACK hard-copy reports.

Note: Any agency not using AFRS or FASTRACK reports should apply the functions and retention periods of the following records retention schedules to the reports used in lieu of AFRS or FASTRACK.

For payroll records, see GS 03
For audits and examinations, see GS 04
For purchasing forms, see GS 06
For grants management, see GS 23

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed. See GS 50 – Administrative Materials with No Retention Value.

Includes the following DANs:

GS 01001, 01003, 01004, 01006, 01007, 01009, 01010, 01011, 01012, 01013, 01014, 01016, 01017, 01019, 01040, 01043, 01065, 01066 and 01067

GS 02005, 02008, 02009 and 02020.

GS 07001 and 07002

GS 16002

Approved by the Washington State Records Committee.
RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

GS 01 Fiscal and Accounting Records Disposition Authority Number (DAN) and Title Crosswalk

DAN	Title	Page #
GS 01001	Warrant Register (formerly Warrant Register Summary)	25
GS 01003	Warrant Register, Claims	26
GS 01004	Vendor Payment Files	25
GS 01006	Journal Vouchers	23
GS 01007	Accounts Payable (formerly Distribution of Accounts Payable)	19
GS 01009	General Ledger Trial Balance (formerly General Ledger)	22
GS 01010	Cash Receipts Records (formerly Revenue Ledger)	20
GS 01011	Revenue Reports	24
GS 01012	Public Works Requisition	24
GS 01013	Banking Records	19
GS 01014	Policies and Procedures, Fiscal (formerly Agency Fiscal Policy and Procedures)	23
GS 01016	Accounts Receivable	19
GS 01017	Credit Card Records (formerly Reports for Individual Employee Travel Credit Cards)	20
GS 01019	Internal Revenue Service (IRS) Reporting Forms	22
GS 01040	Budget Preparation Working Files, Agency	20
GS 01043	Allotment Records, Revenue and Expenditure (formerly Allotment and Expenditure Ledger)	19
GS 01065	**NEW!** Notes, Legislative	23
GS 01066	**NEW!** Vendor Payment Information	25
GS 01067	**NEW!** Financial Reports, Fiscal Year End, Agency Copy	21
GS 02005	Financial Reports, Monthly & Daily, Agency Copy (formerly Monthly Reports)	22
GS 02008	Management Reporting System (formerly MRS – Management Reporting System)	23
GS 02009	Disbursement Reporting System Reports (formerly DRS – Disbursement Reporting System Reports)	20
GS 02020	Financial Reporting Working Documents, Fiscal Year End (formerly CAFR Reports)	21
GS 07001	Travel Expense Vouchers	24
GS 07002	Travel Authorizations	24
GS 16002	Asset Depreciation Reports	19

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
ACCOUNTS PAYABLE Documents all invoices for items disbursed during each month by general account code, to provide posting data to the general ledger (GS 01009). Documents adjustments to accounts. Includes supporting documents. (Series Revised 2005.)	Date of Document	6 Years	GS 01007	
ACCOUNTS RECEIVABLE Documentation of charges and billing process for goods and/or services rendered. Documents adjustments to accounts. May include “determination of fees” documentation, work orders or service requests (may be in the form of field orders or invoice vouchers) logs of goods and/or services provided, receipts, billing statements and related documentation. (Series Revised 2005.)	Date of Document	6 Years	GS 01016	Essential
ALLOTMENT RECORDS, REVENUE AND EXPENDITURE Records of revenue and expenditure allotments. Includes allotment submittals and backup documentation. (Series Revised 2005.)	End of Biennium	6 Years	GS 01043	Possibly Essential
ASSET DEPRECIATION REPORTS Calculated value of the depreciation value of state-owned assets. May include Depreciation Ledger, General Ledger Interface, Depreciation by Cost Center, and related documentation. (Series Revised 2005.)	When Superseded	6 Years	GS 16002	
BANKING RECORDS A record of agency transactions with financial institutions. May include deposit slips, bank statements, check registers, reconciliation statements and other related documents. (Series Revised 2005.)	Date of Document	6 Years	GS 01013	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
BUDGET PREPARATION WORKING FILES, AGENCY Documentation of agency development of biennial budget proposals. May include correspondence, reports, memos, drafts, statistics, agency budget request and supporting documentation. (Series Revised 2005.)	End of Biennium	6 Years	GS 01040	
CASH RECEIPTS RECORDS A record of agency cash receipts. May include daily cash listing, electronic funds transfers (EFTs), transfers, credit card payments, and cash register tape. (Series Revised 2005.)	Date of Document	6 Years	GS 01010	
CREDIT CARD RECORDS Includes all documentation of the use of credit cards issued to agencies or employees, such as receipts, records related to on-line ordering, purchase card log and activity log. (Series Revised 2005.)	Date of Document	6 Years	GS 01017	Possibly Essential
DISBURSEMENT REPORTING SYSTEM REPORTS - DRS Automatic and agency-requested reports (for subscribing agencies) of vendor history information, including disbursements and the Office of Minority and Women's Business Enterprise's information. (Series Approved 2001.)	Date of Document	90 Days	GS 02009	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
FINANCIAL REPORTING WORKING DOCUMENTS, FISCAL YEAR END Working documents used for analysis of certain financial balance interrelationships and other financial information. May include: • CAF – Financial Balances and Other Information • FED – Federal Revenues and Expenditures • REC – Receivable/Payable Relationship • PAY – Payable/Receivable Relationship (Series Revised 2005.)	End of Fiscal Year	6 Years	GS 02020	
FINANCIAL REPORTS, FISCAL YEAR END, AGENCY COPY Reports summarizing fiscal year accounting activity. (Series Approved 2005.) *Note: The Office of Financial Management retains the primary record copy of reports generated by AFRS and FASTRACK.*	End of Fiscal Year	6 Years	GS 01067	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
FINANCIAL REPORTS, MONTHLY & DAILY, AGENCY COPY Detail and summary financial and statistical information reports created on a monthly, daily, or in-process basis. May include: • Monthly Approved Allotment and Revenue Reports • Monthly Financial Statement Reports • Monthly Combined Approved & Adjusted Allotment Reports • Monthly Treasurer Accounting System Reports • Monthly Working Paper Reports • Monthly General Ledger Trial Balances (Series Revised 2005.) *Note: The Office of Financial Management maintains designated AFRS Monthly Reports for 6 years. Agencies using non-AFRS systems should schedule their records on agency unique schedules. Copies not used for reconciliation can be destroyed when administrative purpose has been served.*	Date of Report	6 Years	GS 02005	
GENERAL LEDGER TRIAL BALANCE A record of prescribed general ledger accounts documenting agency receipts, expenditures and balances, by source and fund. May include reconciliation reports. (Series Revised 2005.) *Note: Applies only to General Ledger Trial Balances not generated by FASTRACK.*	Date of Document	6 Years	GS 01009	Possibly Essential
INTERNAL REVENUE SERVICE (IRS) REPORTING FORMS Any IRS-required documents used by state agencies to report vendor payments to the IRS. May include forms: 1099, 1098, 5498, W2G or similar-use forms. (Series Revised 2005.) *Note: For IRS Form W-9 see GS 01066 Vendor Payment Information.*	Date of Document	4 Years	GS 01019	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
JOURNAL VOUCHERS Documentation for entering journal voucher transactions into an accounting system. (Series Revised 2005.)	Date of Document	6 Years	GS 01006	Possibly Essential
MANAGEMENT REPORTING SYSTEM - MRS Supplemental, ad hoc, analytical information on the status of allotments, disbursements, accruals, encumbrances, and variances at varying levels for various time frames. (Series Approved 1999.)	Date of Document	90 Days	GS 02008	
NOTES, LEGISLATIVE Summary and detail agency reports, narrative, and graphics for final Omnibus, Supplemental, Transportation, and Capital budgets enacted by the Legislature. (Series Approved 2005.) *Note: The Legislative Evaluation and Accountability Program (LEAP) Committee holds the primary and archival copy of the Legislative Budget Notes.*	End of Biennium	6 Years	GS 01065	
POLICIES AND PROCEDURES, FISCAL Memoranda, rules, orders, directives, procedural instructions, regulations, bulletins, notices, instructions issued by OFM and the State Auditor, and any other documentation which is directive in nature or explains policies and procedures relating to the fiscal administration of an agency. (Series Revised 2005.)	When Superseded	6 Years	GS 01014	Essential

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
PUBLIC WORKS REQUISITION A record of all requisitions for public works projects processed by the Engineering and Architecture Division of the Department of General Administration. (Series Approved 1997.) *Note: This series does not apply to General Administration Department copy.*	Work Completed	6 Years	GS 01012	
REVENUE REPORTS A monthly summary of revenue recorded from interagency agreements, contracts, and other sources. (Series Revised 2005.)	Date of Document	6 Years	GS 01011	Possibly Essential
TRAVEL AUTHORIZATIONS Requests by employees for authorization to travel or for advance payment for travel expenses. May be State Form A40 or similar form serving the same purpose. (Series Approved 1997.)	Date of Document	6 Years	GS 07002	
TRAVEL EXPENSE VOUCHERS Vouchers submitted to claim reimbursement for employee travel expenses. May be State Form A20 or similar form serving the same purpose. (Series Approved 1997.)	Date of Document	6 Years	GS 07001	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
VENDOR PAYMENT FILES Documentation of agency disbursements. May include all documentation related to purchases by agencies, including voucher distribution registers, vendor remittance advisories, document transmittals and certification reports, encumbrance requests and other documentation which provides a record of payments to vendors and other agencies for goods and services. May include: • Purchase Order Files • Field Order Files • Purchase Requisition Files • Invoice Voucher Files • Printing Requisition Files • Copy Center Request Files • Travel Expense Payment Files • Inter-Agency Billing Files • Encumbrance and Liquidation Records (Series Revised 2005.)	Date of Document	6 Years	GS 01004	Possibly Essential (some items in this series may be essential)
VENDOR PAYMENT INFORMATION Documentation may include IRS Form W-9, Vendor Registration Form, and Electronic Funds Transfer Authorization Form. (Series Approved 2005.)	Final Payment	6 Years	GS 01066	
WARRANT REGISTER A record of fiscal transactions concerning disbursement vouchers drawn against the State Treasurer and the account classification of each transaction. May include detail and summary records. (Series Revised 2005.) *Note: This series does not apply to State Treasurer's copies.*	Date of Document	6 Years	GS 01001	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
WARRANT REGISTER, CLAIMS A record of disbursements relating to claims or refunds which require case or claim data identification. (Series Revised 2005.) *Note: If a federal records retention requirement differs from that which is specified by this series, keep the records for whichever retention period is longer.*	Payment Made	6 Years	GS 01003	

GS 02 AGENCY FINANCIAL REPORTING SYSTEM (AFRS) & COMBINED ANNUAL FINANCIAL REPORTS (CAFR)

The records series found in GS 02 have been combined with GS 01 Fiscal and Accounting Records. Some GS 02 series have been discontinued. Discontinued series are listed on page 128 and 129.

RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

GS 03 HUMAN RESOURCES RECORDS

Records of each state agency's employees, showing the name, title, position held, organizational assignment, salary, changes of employment status, attendance, leave, performance evaluations, and such other information as may be necessary for the administration of regulations. Personnel and payroll records are open to the inspection of the State Personnel Board, State Auditor, and the Director of Personnel or designees. The original personnel and payroll file shall accompany the employee throughout his/her service career including inter-system movement.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed. See GS 50 – Administrative Materials with No Retention Value.

Includes the following DANs:

GS 01060, 01061, 01062, 01063 and 01064

GS 03001, 03002, 03003, 03004, 03005, 03006, 03007, 03008, 03009, 03010, 03011, 03012, 03013, 03015, 03016, 03017, 03019, 03020, 03021, 03022, 03023, 03024, 03030, 03031, 03032, 03033, 03034, 03035, 03036, 03037, 03038, 03039, 03040 and 03041

GS 09014 and 09015

GS 20002 and 20004

GS 22003

Records Series Approved April 07, 2006
GS 03042, 03043 and 03044

Approved by the Washington State Records Committee.

RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

GS 03 Human Resources Records Disposition Authority Number (DAN) and Title Crosswalk

DAN	Title	Page #
GS 01060	Payroll Register	36
GS 01061	Payroll Register, Deductions (formerly Payroll Deduction Registers)	36
GS 01062	Distribution of Payroll and Related Costs	32
GS 01063	Payroll Register, Year-to-Date	36
GS 01064	Wages, Quarterly Report of	42
GS 03001	Personnel Record Folders, Non-Retired Employees	39
GS 03002	Employee Performance Evaluations	33
GS 03003	Grievance Files	34
GS 03004	Personnel Action Appeals (formerly Appeals to the Personnel Appeals Board)	37
GS 03005	Personnel Complaints, Upheld, Non-Represented Employees	38
GS 03006	Personnel Complaints, Exonerated, Non-Represented Employees	37
GS 03007	Training, Employee/Clock Hour Credits	41
GS 03008	Job Specifications	34
GS 03009	Reports, Personnel	41
GS 03010	Position Files	40
GS 03011	Reasonable Accommodation Files	40
GS 03012	Recruitment, Employee	41
GS 03013	Tuition Reimbursement	42
GS 03015	Injury Claims	34
GS 03016	Injury Claims, Eye Injuries	34
GS 03017	Volunteer Files	42
GS 03019	Reduction In Force Files, Agency	41
GS 03020	Policy, Rules and Regulations for Employees, Agency	40
GS 03021	Employee Recognition/Appreciation Ceremonies or Awards	33
GS 03022	Applications/Resumes Received – Not Interviewed	31
GS 03023	On-The-Job Training Files	35
GS 03024	Employee Information File – Supervisor's Copy	32
GS 03030	Attendance and Leave Records (formerly Attendance Records)	31
GS 03031	Payroll Files	35
GS 03032	Payroll Files, Retirement Verification	35
GS 03033	Payroll Reports	36

GS 03034	Family Medical Leave and Shared Leave (formerly Shared Leave)	33
GS 03035	Time Keeping/Time and Effort	41
GS 03036	Employment Eligibility Verification Documents/I-9 Forms	33
GS 03037	**NEW!** Commute Trip Reduction Documentation	31
GS 03038	**NEW!** Complaints, Harassment and Discrimination	32
GS 03039	**NEW!** Employee Medical and Safety Files	32
GS 03040	**NEW!** Exit Interview, Personnel	33
GS 03041	**NEW!** Personnel Record Folders, Retired Employees	39
GS 03042	**NEW IN 2006!** Personnel Records	40
GS 03043	**NEW IN 2006!** Personnel Complaints, Exonerated, Represented Employees	38
GS 03044	**NEW IN 2006!** Personnel Complaints, Upheld, Represented Employees	39
GS 09014	Labor Union Relations Files	35
GS 09015	Labor Union Contracts	35
GS 20002	Affirmative Action Plans, Goals and Reports (formerly Affirmative Action Annual Reports)	31
GS 20004	Affirmative Action Complaint Files (formerly Affirmative Action Grievance Files)	31
GS 22003	Training History Files, Employee	42

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
AFFIRMATIVE ACTION COMPLAINT FILES Agency copies of complaints submitted by job applicants and agency employees, and the resolution of complaints related to affirmative action/equal opportunity issues. May include complaints, agency responses and decisions, related correspondence, filings and records of appeals. (Series Revised 2005.)	Resolution of Case	6 Years	GS 20004	
AFFIRMATIVE ACTION PLANS, GOALS AND REPORTS Agency affirmative action/equal opportunity plans, goals and reports, including workforce reports and personnel utilization analysis reports showing progress on affirmative action goals. (Series Revised 2005.)	Calendar Year	6 Years	GS 20002	Archival
APPLICATIONS/RESUMES RECEIVED – NOT INTERVIEWED Any request for job consideration, solicited or unsolicited, not interviewed. (Series Approved 1999.)	Date of Document	6 Months	GS 03022	
ATTENDANCE AND LEAVE RECORDS A record of the attendance of state employees including annual leave, sick leave, compensatory time, exchange time, overtime, personal holidays, and other records pertaining to attendance. (Series Revised 2005.)	End of Fiscal Year	6 Years	GS 03030	
COMMUTE TRIP REDUCTION DOCUMENTATION Agency Commute Trip Reduction program administration documentation, including bonus voucher certification forms, registration forms, incentives, parking tracking files, and other records pertaining to the program. (Series Approved 2005.)	End of Fiscal Year	6 Years	GS 03037	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
COMPLAINTS, HARASSMENT AND DISCRIMINATION Documentation of complaints by state employees regarding work place discrimination or harassment. (Series Approved 2005.)	Resolution of Case	6 Years	GS 03038	
DISTRIBUTION OF PAYROLL AND RELATED COSTS A detailed distribution account of the payroll costs for each agency employee. (Series Approved 1997.)	Date of Document	6 Years	GS 01062	
EMPLOYEE INFORMATION FILE - SUPERVISOR'S COPY Documentation gathered by an employee's supervisor in preparation for each employee's performance evaluation. May include notes regarding training and employee development, performance notes, job assignments and other related documentation. (Series Revised 2005.) *Note: If this file contains any secondary copies of documentation found in the official Personnel Record Folder (GS 03001), they may be discarded when their administrative purpose has been served.*		Destroy After Completion of Evaluation	GS 03024	
EMPLOYEE MEDICAL AND SAFETY FILES Documentation may include employee copy of medical documents of diagnosis, prognosis, treatment and accommodation for employee injuries and illnesses, return to work plans, medical tests, medical examinations, medical procedures/results, and reports from doctors, including agency copy of Department of Labor and Industries' Claims forms and related documentation. This series includes Medical Surveillance, Exposure, and Audiology history record, Employee/Supervisor/Reviewer Investigation of Accident/Incident forms, and Accident Review Board Case Summaries. (Series Approved 2005.) *Note: For more information on requirements for retaining employee medical records see WAC 296-802-20005 and chapter 49.17.220 RCW.*	Termination of Employment	30 Years	GS 03039	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
EMPLOYEE PERFORMANCE EVALUATIONS Evaluations of state employee work performance, prepared by his or her supervisor on a regular schedule. (Series Revised 2005.)	Upon Completion of Next Evaluation	3 Years	GS 03002	
EMPLOYEE RECOGNITION/APPRECIATION CEREMONIES OR AWARDS A record of agency- or division-wide employee recognition efforts and events to include meeting minutes, plans, awards, location, details of events and copies of expenditure records. (Series Approved 1999.) *Note: For Brainstorm or TIP records, see GS 09012 Brainstorm/Team Incentive Program (TIP) Documentation.*	Date of Document	2 Years	GS 03021	
EMPLOYMENT ELIGIBILITY VERIFICATION DOCUMENTS/I-9 FORMS Documents used to verify employment eligibility within the United States. May include Federal I-9 forms, passport copies, copies of valid driver's license, copies of certificate of naturalization and supporting documentation. (See 8 CFR 274a.2.) (Series Revised 2005.)		Date of Hire Plus 3 Years or Termination of Employment Plus 1 Year Whichever Is Later	GS 03036	
EXIT INTERVIEW, PERSONNEL Documentation of information gained during an exit interview with a terminating employee. (Series Approved 2005.)	Calendar Year	6 Years	GS 03040	
FAMILY MEDICAL LEAVE AND SHARED LEAVE Documentation of the use of family medical leave and the receipt and return of shared leave. May include donation information and career shared leave. (Series Revised 2005.)	Termination of Employment	7 Years	GS 03034	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
GRIEVANCE FILES A record of complaints and grievances by state employees regarding work place issues, but not including discrimination or sexual harassment. (Series Approved 1997.)	Resolution of Case	6 Years	GS 03003	
INJURY CLAIMS Claims by employees injured on the job. May include agency copy of Department of Labor and Industries claim forms, accident report, reports from doctors, agency responsibility forms and related documentation. (Series Revised 2005.) *Note: This series does not apply to the Department of Labor and Industries' copy of injury claims files. This series does not include copies of Department of Labor and Industries' claim forms kept in GS 03039 Employee Medical and Safety Files.*	Claim Settled	6 Years	GS 03015	
INJURY CLAIMS, EYE INJURIES Claims by employees with eye injuries on the job. May include agency copy of Department of Labor and Industries' claim forms, accident report, reports from doctors, agency responsibility forms and related documentation. (Series Revised 2005.) *Note: This series does not apply to the Department of Labor and Industries' copy of injury claims files. This series does not include copies of Department of Labor and Industries' claim forms kept in GS 03039 Employee Medical and Safety Files.*	Claim Settled	10 Years	GS 03016	
JOB SPECIFICATIONS Descriptions of job classifications which apply to positions held by the employees of a state agency. (Series Approved 1997.) *Note: This series does not apply to Department of Personnel master files.*		Destroy When Superseded	GS 03008	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
LABOR UNION CONTRACTS Records of contract negotiation proceedings, contracts, related correspondence, amendments, etc. (Series Approved 1999.)	Contract Superseded or Terminated	6 Years	GS 09015	Essential
LABOR UNION RELATIONS FILES All documentation related to labor union administrative business. May include correspondence, meeting files and minutes, and related documentation. (Series Approved 1999.) *Note: For files regarding grievances see GS 03003 Grievance Files.*	Date of Document	2 Years	GS 09014	
ON-THE-JOB-TRAINING FILES Provides a record of a trainee's dates of service, training plan, evaluation reports, correspondence, ADA requirements and other related documentation. (Series Revised 2005.)	Training Terminated	6 Years	GS 03023	
PAYROLL FILES Series may include documentation of employee pay status, miscellaneous payroll deductions, internal revenue information, insurance plans, and other documentation concerning employee payroll. (Series Revised, 1999.) *Note: In the event of an employee transfer, current miscellaneous deductions and forms for insurance, etc. are forwarded to the gaining agency. The remainder of the file is kept by the originating office.*	Termination of Employment	7 Years	GS 03031	Essential
PAYROLL FILES, RETIREMENT VERIFICATION Salary and employment dates retained for the purpose of retirement verification. Records should show monthly salary earned and hours worked. (Series Revised 2005.)	Termination of Employment	60 Years	GS 03032	Essential

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
PAYROLL REGISTER Central, certified record of agency payroll, payroll deductions, and the net pay of each agency employee. (This document can be used to assist in providing retirement verification if adequate time worked data is on the payroll registers.) (Series Revised 2005.) *Recommendation: Retain this information on a microform (fiche or roll film).*	Date of Document	60 Years	GS 01060	Essential
PAYROLL REGISTER, DEDUCTIONS Central record of the accounting of funds withheld or deducted from each employee's payroll to satisfy payroll deductions. May include miscellaneous payroll deductions. (Series Approved 1997.)	Date of Document	6 Years	GS 01061	
PAYROLL REGISTER, YEAR-TO-DATE A cumulative summary of payroll expenses for each agency employee. (Series Approved 1997.)	Date of Document	6 Years	GS 01063	
PAYROLL REPORTS Various payroll reports used by the personnel/payroll offices to verify actions. May include payroll certification signed by agency head or designee and all documents that reflect personnel actions, internal revenue reports, Department of Labor and Industries' quarterly reports, savings bonds sign-ups and deposits, garnishments, warrant cancellations, electronic fund transfers, year-to-date cost reports, and various miscellaneous deductions. (Series Approved 1999.)	Report Received and Verified	6 Years	GS 03033	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
PERSONNEL ACTION APPEALS Records pertaining to employee appeals against the agency by state employees. May include appeals, responses, legal actions, correspondence and related documentation. (Series Revised 2005.) *Note: This series does not apply to the records of the Personnel Resources Board.*	Final Determination	2 Years	GS 03004	
PERSONNEL COMPLAINTS, EXONERATED, NON-REPRESENTED EMPLOYEES Personnel complaints filed against or by non-represented state employees in which the complaint proved to be unsubstantiated. (Series Revised 2005.) *Note: Information regarding employee misconduct that is determined to be false and in all situations where the employee has been fully exonerated of wrongdoing shall be promptly destroyed, unless the employee requests that the information be retained, or it is related to pending legal action or legal action is expected to result. (See 42.06.450 RCW.) This series does not include complaints related to discrimination or harassment. See GS 03038 Complaints, Harassment and Discrimination.*		Destroy Upon Exoneration	GS 03006	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
PERSONNEL COMPLAINTS, EXONERATED, REPRESENTED EMPLOYEES Personnel complaints filed against or by represented state employees in which the complaint proved to be unsubstantiated. (Series Revised 2006.) *Note: Some Collective Bargaining Agreements require complaints to be removed from an employee's file upon exoneration, although the agency is not required to dispose of the records at that time. This retention schedule establishes the retention period for such records by the agency. If the Collective Bargaining Agreement covering the agency's employees provides for a different retention period than this schedule, the agency should request approval of a unique schedule for those records.* *In regards to harassment or discrimination complaints by represented employees, use this records series if the Collective Bargaining Agreement applies to those types of complaints. If harassment or discrimination complaints are not covered by the Collective Bargaining Agreement, use GS03038.*	Final Determination	3 Years	GS 03043	
PERSONNEL COMPLAINTS, UPHELD, NON-REPRESENTED EMPLOYEES Personnel complaints filed against or by non-represented state employees. May include documentation, filing forms, backup information, recommendations, resolutions, and related memoranda and correspondence. (Series Revised 2005.) *Note: This series does not include complaints related to discrimination or harassment. See GS 03038 Complaints, Harassment and Discrimination.*	Final Determination	6 Years	GS 03005	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
PERSONNEL COMPLAINTS, UPHELD, REPRESENTED EMPLOYEES Personnel complaints filed against or by represented state employees. May include documentation, filing forms, backup information, recommendations, resolutions, and related memoranda and correspondence. (Series Approved 2006.) *Note: If the Collective Bargaining Agreement covering the agency's employees provides for a different retention period for these records, the agency should request approval of a unique schedule for those records.*	Final Determination	6 Years	GS 03044	
PERSONNEL RECORD FOLDERS, NON-RETIRED EMPLOYEES Documentation related to an employee's state employment history including position held, Position Eligibility Worksheet, Retirement Status Worksheet, Student Waiver of Retirement Plan or any agency documentation pertinent to the eligibility of the position or the individual employee for a retirement plan. (Series Revised 2006.) *Note: This series does not include complaints, reprimands, disciplinary actions or evaluations. Agencies have discretion to decide whether all personnel records are kept in one file and subject to the retention required by GS 03001, or kept in separate files to facilitate destruction of those records that are not required to be retained as long. See GS 03042 for retention of personnel records that do not related to retirement.*	Termination of Employment	60 Years	GS 03001	Essential
PERSONNEL RECORD FOLDERS, RETIRED EMPLOYEES Documentation related to an employee's state employment history including position held, Position Eligibility Worksheet, Retirement Status Worksheet, Student Waiver of Retirement Plan or any agency documentation pertinent to the eligibility of the position or the individual employee for a retirement plan. (Series Approved 2005.) *Note: This series does not include complaints, reprimands, disciplinary actions or evaluations.*	Date of Retirement	25 Years	GS 03041	Essential

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
PERSONNEL RECORDS Documentation related to an employee's state employment history. May include employee's application, resume, assignment(s), telecommunicating agreements, employee profiles, justification documentation, promotions, reclassifications and other related employment information. (Series Approved 2006.) *Note: This series does not include documentation pertinent to the eligibility of the position or the individual employee for a retirement plan, which has a significantly longer retention period. This series recognizes that some agencies segregate personnel records into separate folders and allows those agencies to avoid retaining these records for the longer retention period required for retirement related records. See GS 03001 and 03041.*	Termination of Employment	10 Years	GS 03042	
POLICY, RULES AND REGULATIONS FOR EMPLOYEES, AGENCY Policy, rules and regulations adopted by state agencies to govern the behavior of their employees. (Series Revised 2005.)	When Superseded	6 Years	GS 03020	
POSITION FILES History of each position within the agency. May include vacancies, reallocations, training plan, selective certification documentation, classification questionnaire and related documentation. (Series Approved 1999.)		Destroy After Position Abolished or Revised	GS 03010	
REASONABLE ACCOMMODATION FILES Documentation of employee requests for and agency's provision of reasonable accommodations for employees with special needs. (Series Revised 2005.)	Termination of Employment	7 Years	GS 03011	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
RECRUITMENT, EMPLOYEE Documentation of the entire process used in recruiting and hiring new employees. May include background checks or criminal history records requests. (Series Revised 2005.)	Position Filled	3 Years	GS 03012	
REDUCTION IN FORCE FILES, AGENCY Documentation of reduction in force actions by state agencies. May include documentation of the process and its implementation, agency decisions, reports, correspondence, organizational charts, meeting minutes, administrative notes, and other documentation related to a reduction in force action. (Series Approved 1997.)	Conclusion of Any Pending Action	6 Years	GS 03019	
REPORTS, PERSONNEL Various reports generated by the Department of Personnel and made available to state agencies. The reports document employee information such as position changes, activity summary, affirmative action, position costs, seniority dates, under-fill, over-fill, termination, employee positions and status, new hire, non-permanent tracking, multi-fill, and similar topics. (Series Revised 2005.)	When Superseded	6 Years	GS 03009	
TIME KEEPING/TIME AND EFFORT Documentation of federal requirements for quarterly/semi-monthly reports of employee time when federal dollars are expended. (Series Approved 1997.)	Administrative Purpose Served	10 Years	GS 03035	Essential
TRAINING, EMPLOYEE/CLOCK HOUR CREDITS Various forms, sign-up sheets and reports documenting courses attended by state employees. (Series Approved 1997.)	Termination of Employment	7 Years	GS 03007	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
TRAINING HISTORY FILES, EMPLOYEE Records of an employee's training history, including employee's name and identifying information, courses registered for and completed along with completion dates. May be maintained as a separate record in the agency personnel office or within the individual employee personnel files. (Series Approved 1997.) *Note: See also GS 03007 Training, Employee/Clock Hour Credits.*	Termination of Employment	7 Years	GS 22003	
TUITION REIMBURSEMENT Provides a record of courses taken by employees for which tuition reimbursement was requested by the employee. May include Tuition Reimbursement Request Form and related documents. (Series Revised 2005.)	Completion of Course	6 Years	GS 03013	
VOLUNTEER FILES Applications, agreements, Department of Labor and Industries forms, and other information pertaining to volunteers. (Series Approved 1997.)	Termination of Service	6 Years	GS 03017	Essential
WAGES, QUARTERLY REPORT OF A report of the total personnel costs of each agency, detailing the status of each employee, pay range, and total wages paid to date. (Series Approved 1997.)	Date of Document	6 Years	GS 01064	

GS 04 AUDITS, INVESTIGATIONS AND EXAMINATIONS

This section includes records of internal audits and investigations and State Auditor examinations of state agency programs and fiscal activities.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed. See GS 50 – Administrative Materials with No Retention Value.

Includes the following DANs:

GS 04001, 04002, 04004, 04005 and 04006

Approved by the Washington State Records Committee.
RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

GS 04 Audits, Investigations and Examinations Disposition Authority Number (DAN) and Title Crosswalk

DAN	Title	Page #
GS 04001	Audit Documentation and Working Papers (formerly Internal Audits, Working Papers and Reports)	45
GS 04002	Internal Audit, Final Audit or Examination Report	45
GS 04004	State Auditor's Office Whistleblower Investigative Reports, Agency Copy (formerly Whistleblower Investigative Reports)	46
GS 04005	**NEW!** External Audit, Final Audit or Examination Report	45
GS 04006	**NEW!** State Auditor's Office Audit Results, Agency Copy	45

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
AUDIT DOCUMENTATION AND WORKING PAPERS Audit documentation, including support for findings, conclusions, and recommendations. May also include correspondence, memos, drafts, preliminary findings, notes, and other materials used in preparing internal or external audits, investigations and examinations. (Series Revised 2005.) *Note: This series does not apply to State Auditor's Office audits.*	Audit Report Date	6 Years	GS 04001	
EXTERNAL AUDIT, FINAL AUDIT OR EXAMINATION REPORT Final reports of customer audits, compliance audits, performance audits, external audits or examinations performed by or for a state agency. (Series Approved 2005.) *Note: Agency retains primary record copy. This series does not include State Auditor's Office audits.*	Audit Report Date	6 Years	GS 04005	
INTERNAL AUDIT, FINAL AUDIT OR EXAMINATION REPORT Final reports of internal audits, investigations or examinations. (Series Revised 2005.) *Note: Agency retains primary record copy.*	Audit Report Date	6 Years	GS 04002	
STATE AUDITOR'S OFFICE AUDIT RESULTS, AGENCY COPY Documentation of state agency audits conducted by the State Auditor's Office. May include final reports of audits and examinations performed by the State Auditor's Office, Management Letters, Exit Items, and other documentation provided at the final exit conference. (Series Approved 2005.) *Note: State Auditor's Office retains primary record copy.*	Exit Conference Date	3 Years	GS 04006	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
STATE AUDITOR'S OFFICE WHISTLEBLOWER INVESTIGATIVE REPORTS, AGENCY COPY Agency copies of State Auditor's Office reports of allegations of fraud or violations of state laws or regulations as a result of a Whistleblower complaint filed under chapter 42.40 RCW. (Series Revised 2005.) *Note: State Auditor's Office retains primary record copy.*	Date of Report	3 Years	GS 04004	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

GS 05 PUBLIC AFFAIRS AND PUBLIC DISCLOSURE

Records of contacts with the general public, the media, the legal community and others regarding state agency policies, activities and actions. Includes information releases, public information, office files, requests for information, and requests for records under the terms of the Public Records Act.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed. See GS 50 – Administrative Materials with No Retention Value.

Includes the following DANs:

GS 05001, 05002, 05003, 05004 and 05005

Approved by the Washington State Records Committee.

RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

GS 05 Public Affairs and Public Disclosure Disposition Authority Number (DAN) and Title Crosswalk

DAN	Title	Page #
GS 05001	Public Disclosure Act, Requests and Appeals	49
GS 05002	Requests for Information, General	49
GS 05003	Press Releases	49
GS 05004	Newsletters and Bulletins, Internal and External	49
GS 05005	Public Information Office, Reference Files (formerly Public Information Office, Subject Files)	49

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
NEWSLETTERS AND BULLETINS, INTERNAL AND EXTERNAL Internal and external newsletters and bulletins designed to provide information about agency activities. (Series Approved 1997.)	Date of Document	2 Years	GS 05004	Archival
PRESS RELEASES Press or news releases issued by an agency to the media to inform the public about events, activities and accomplishments. (Series Approved 1997.)	Date of Issue	2 Years	GS 05003	Archival
PUBLIC DISCLOSURE ACT, REQUESTS AND APPEALS Formal requests for access to state agency records filed by the public, the media, or other agencies, under the terms of the Public Disclosure Act (chapter 42.17 RCW; as of July 1, 2006, see chapter 42.56 RCW). May include initial requests, agency responses, and documentation related to appeals in cases in which access is denied. (Series Revised 2005.)	Disclosed, Final Response, or Appeal Denied	6 Years	GS 05001	
PUBLIC INFORMATION OFFICE, REFERENCE FILES Records documenting the activities of an agency, generally organized by subject. Provides a record of events, issues and subjects related to an agency's programs, missions and activities. Used to provide background information in responding to public information requests. (Series Revised 2005.)	Date of Document	2 Years	GS 05005	Archival
REQUESTS FOR INFORMATION, GENERAL Letters, memos, telephone logs, copies of responses, and related records documenting requests for information from the public, the media, and other agencies. (Series Revised 2005.) *Note: This series does not include requests filed under the terms of the Public Disclosure Act (chapter 42.17 RCW; as of July 1, 2006, see chapter 42.56 RCW.)*	Response to Request Completed	1 Year	GS 05002	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

GS 06 CONTRACTS AND PURCHASING RECORDS

General purchasing records used by state agencies for procuring services, supplies and equipment.

See GS 01 for other fiscal records.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed. See GS 50 – Administrative Materials with No Retention Value.

Includes the following DANs:

GS 01050, 01051 and 01052

GS 06001, 06002, 06004, 06006, 06007, 06008 and 06009.

Approved by the Washington State Records Committee.
RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

GS 06 Contracts and Purchasing Records Disposition Authority Number (DAN) and Title Crosswalk

DAN	Title	Page #
GS 01050	Contracts for Purchases, Purchased Services, Leases or Rentals	53
GS 01051	Contracts, Personal Service	52
GS 01052	Escrow Agreements	53
GS 06001	Supply and Equipment Requests	53
GS 06002	Purchase Authority	53
GS 06004	Bid, Invitation To/Request for Proposal (formerly Invitation to Bid)	52
GS 06006	Vendor Bonds	53
GS 06007	Bids/Proposals, Unsuccessful (formerly Unsuccessful Bids File)	52
GS 06008	**NEW!** Agreements, Inter-Agency, Intra-Agency and Inter-Governmental	52
GS 06009	**NEW!** Contracts, Client Services	52

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
AGREEMENTS, INTER-AGENCY, INTRA-AGENCY AND INTER-GOVERNMENTAL Agreements entered into by public agencies for joint or cooperative action pursuant to the provisions of chapter 39.34 RCW. (Series Approved 2005.)	Termination of Agreement	6 Years	GS 06008	
BID, INVITATION TO/REQUEST FOR PROPOSAL Solicitation of bids from vendors. May include related working papers, SF GEN-PUR-008 or similar agency-specific form, Request for Proposal (RFP), Request for Information (RFI), and Request for Qualifications and Quotations (RFQQ). (Series Revised 2005.)	Closure or Cancellation Date	6 Years	GS 06004	
BIDS/PROPOSALS, UNSUCCESSFUL Documentation of the bids submitted to provide goods or services which were not chosen or failed to meet requirements. May include lists of ranking of unsuccessful bidders, financial information about the bidders, resumes, proposals, pricing sheets and other related material, in addition to the unsuccessful bids. (Series Revised 2005.)	Bid Award or Cancellation Date	3 Years	GS 06007	
CONTRACTS, CLIENT SERVICES Contracts with individuals or firms for services provided to agency clients. May include contracts and, if applicable, formal invitations to bid and winning vendor bid, addendums or amendments to contracts, and contract oversight and performance monitoring documents. (Series Approved 2005.)	Termination of Contract	6 Years	GS 06009	
CONTRACTS, PERSONAL SERVICE Contracts with individuals or firms for specialized services. May include requests for proposals (RFPs), winning vendor proposal, addendums or amendments to contracts, and contract management and performance monitoring documents. (Series Revised 2005.)	Termination of Contract	6 Years	GS 01051	Essential

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
CONTRACTS FOR PURCHASES, PURCHASED SERVICES, LEASES OR RENTALS Agreements for the purchase of goods and services, or the lease or rental of vehicles or other equipment. May include inter-agency and intra-agency agreements, back-up documentation for the contract award process, addendums or amendments to contracts, work orders and change orders, contract oversight and performance monitoring documents, formal invitation to bid, winning vendor bid, and contract package issued by GA or your agency's division of purchasing/procurement for use by agencies as a term contract for specified goods and services. (Series Revised 2005.)	Termination of Contract	6 Years	GS 01050	Essential
ESCROW AGREEMENTS Agreements between agencies and contractors to place the retained percentage of progress billings in a trust account pending the satisfactory completion of a contract. (Series Approved 1997.)	Termination of Contract	6 Years	GS 01052	Essential
PURCHASE AUTHORITY Authority for an agency to accomplish its own purchases. May be State Form GEN-PUR-007 or similar agency-specific form. (Series Revised 2005.)	When Superseded	6 Years	GS 06002	Essential
SUPPLY AND EQUIPMENT REQUESTS Internal agency documents used to request the purchase of supplies and equipment. (Series Approved 1997.)	Date of Receipt	30 Days	GS 06001	
VENDOR BONDS Bid Bonds (SF 351), Annual Bid Bonds (SF 350), Payment and Performance Bonds (SF 352), and agency-specific bonds serving the same purpose, binding vendors of goods and services to the state to certain obligations and levels of performance as specified in the language of the bond. (Series Approved 1997.)	Expiration of Bond	6 Years	GS 06006	Essential

GS 07 TRAVEL RECORDS

The records series found in GS 07 have been combined with GS 01 Fiscal and Accounting Records except for GS 07003, which has been combined with GS 16 Supply, Equipment and Vehicle Management.

RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

GS 08 TELECOMMUNICATIONS

Records documenting the administration of telecommunications services provided to state agencies.

Note: Documentation of fiscal transactions should be retained in accordance with GS 01 Fiscal and Accounting Records.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed. See GS 50 – Administrative Materials with No Retention Value.

Includes the following DANs:

GS 08001, 08002, 08004 and 08005

Approved by the Washington State Records Committee.
RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

GS 08 Telecommunications Disposition Authority Number (DAN) and Title Crosswalk

DAN	Title	Page #
GS 08001	Services and Order Requests, Telecommunications	57
GS 08002	Scan System Authorization Requests	57
GS 08004	Scan Account Detail Report	57
GS 08005	**NEW!** Reports and Information, Telecommunications	57

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
REPORTS AND INFORMATION, TELECOMMUNICATIONS Telecommunications-related reports and information. May include toll-free reports and usage information, voicemail and telephone calling information reports, individual telephone calling information requests, and automated call distribution (ACD) data. (Series Approved 2005.)	End of Fiscal Year	1 Year	GS 08005	
SCAN ACCOUNT DETAIL REPORT Listings of telephone activity by each SCAN account. Shows name of account holder, number called, distance, time spent, and SCAN charges. The “Official Copy” may be the agency’s copy of the billing or the employee-signed copy. (Series Approved 1999.)	Date of Document	6 Years	GS 08004	
SCAN SYSTEM AUTHORIZATON REQUESTS Requests by state agencies for assignment, changes in assignment, changes in authorization levels, or cancellation of SCAN access. May include related correspondence and memoranda in addition to the SCAN requests. (Series Approved 1997.)	Request Approved or Denied	6 Months	GS 08002	
SERVICES AND ORDER REQUESTS, TELECOMMUNICATIONS Requests by state agencies for telephone service, installation or repairs, and responses to the requests. May include requests for voice mail, network and data circuit services, and other telecommunications services. (Series Revised 2005.)	Request Approved or Denied	1 Year	GS 08001	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

GS 09 GENERAL OFFICE OPERATIONS (NON EXECUTIVE)

Records created in the process, planning and carrying out the routine administrative tasks of an agency or office. This section includes routine correspondence, subject files, tracking and control records, and transitory records.

GS 09 applies to routine administrative records in paper, electronic and other formats. It does not apply to executive level records files (see GS 10) or agency program files (these should be scheduled uniquely - see the glossary for a definition of Program Level Records). GS 10 includes records created by the agency head and the senior management or leadership team.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed. See GS 50 – Administrative Materials with No Retention Value.

Includes the following DANs:

GS 09001, 09002, 09005, 09006, 09008, 09009, 09012, 09013, 09016, 09017, 09018, 09019 and 09020

Records Series Approved April 7, 2006
GS 09021

Approved by the Washington State Records Committee.

RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

GS 09 General Office Operations (Non Executive) Disposition Authority Number (DAN) and Title Crosswalk

DAN	Title	Page #
GS 09001	Policies and Procedures, General Office, Routine	62
GS 09002	Reference Files (formerly Office Reference Files)	63
GS 09005	Correspondence, General	61
GS 09006	Administrative Plans, Working Files, Reports and Survey Results (formerly Administrative Planning and Project Working Files)	60
GS 09008	Plans, Routine (formerly Routine Operational Plans)	62
GS 09009	Minutes and Files of General Office Meetings	62
GS 09012	Brainstorm/Team Incentive Program (TIP) Documentation	60
GS 09013	Employee Suggestion Program	61
GS 09016	Complaints, Policy or Procedural	61
GS 09017	Material Safety Data Sheets (MSDS) or Allowed Substitute Record	61
GS 09018	**NEW!** Project Files	62
GS 09019	**NEW!** Subject Files	63
GS 09020	**NEW!** Survey Responses, Individual	63
GS 09021	**NEW IN 2006!** Combined Fund Drive	60

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
ADMINISTRATIVE PLANS, WORKING FILES, REPORTS AND SURVEY RESULTS Plans, working files and reports resulting from routine administrative operations and projects. May include work plans, compiled survey results, charts, diagrams, statistics, reports, research materials, drafts, and other documentation related to management studies, non-fiscal audits, surveys, and planning studies. (Series Revised 2005.) *Note: This series does not include executive-level planning files (see GS 10) or program-level planning files (these should be scheduled uniquely.)*	Date of Document	2 Years	GS 09006	
BRAINSTORM/TEAM INCENTIVE PROGRAM (TIP) DOCUMENTATION Agency copies of all documentation regarding Brainstorm or Team Incentive Program (TIP) proposals. May include application copies, correspondence, award ceremony documentation, evaluations and other related documentation. (Series Revised 2005.) *Note: The Office of the Secretary of State retains the primary record copy. For agency administered programs, see GS 09013 Employee Suggestion Program. For fiscal documentation of the Brainstorm/Team Incentive Program (TIP) see GS 03031 Payroll Files. This series does not include fiscal documentation of prize money.*	Date of Document	2 Years	GS 09012	
COMBINED FUND DRIVE Records and supporting documentation related to the Combined Fund Drive. May include committee meeting agendas, minutes, flyers and advertisements. (Series Approved 2006.) *Note: The following documents should not be retained under this records series: Department of Personnel flyers, brochures, campaign guides or deduction request forms.*	End of Fiscal Year	3 Years	GS 09021	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
COMPLAINTS, POLICY OR PROCEDURAL Complaints filed by state employees or the public relating to a policy and/or its implementation, procedures, or business practices that are being followed. May include documentation, filing forms, backup information, recommendations, resolutions, and related memoranda and correspondence. (Series Approved 1999.)	Resolution of Complaint	3 Years	GS 09016	
CORRESPONDENCE, GENERAL Routine correspondence concerning day-to-day office administration and activities. May include correspondence between other offices within an agency, routine correspondence with other agencies, and correspondence with the public on routine matters. (Series Approved 1997.) *Note: This series does not include program correspondence, (which is scheduled uniquely) executive-level correspondence or correspondence concerning policies and procedures (see GS 10).*	Date of Document	30 Days	GS 09005	
EMPLOYEE SUGGESTION PROGRAM All documentation regarding an agency's Employee Suggestion Program. May include applications, correspondence, award ceremony documentation, evaluations, and fiscal documentation of any prize money awarded. (Series Revised 2005.)	Date of Document	6 Years	GS 09013	
MATERIAL SAFETY DATA SHEETS (MSDS) OR ALLOWED SUBSTITUTE RECORD Data sheets or allowed substitute records identifying hazardous chemical(s) by the chemical and common names(s) and listing all ingredients which have been determined to be health hazards. May include records of hazardous chemical use and analyses using exposure or medical records. (WAC 296-802-20010 and WAC 296-802-20015) (Series Revised 2005.)	When Superseded or Chemicals Covered by Record Are No Longer Used	30 Years	GS 09017	Possibly Essential

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
MINUTES AND FILES OF GENERAL OFFICE MEETINGS Minutes, agenda and meeting files from agency staff meetings, internal committees, task force committees, and other internal agency meetings which meet to coordinate activities, work out problems, serve as sounding boards, or as vehicles for communication. (Series Revised 2005.)	Date of Document	2 Years	GS 09009	
PLANS, ROUTINE Plans developed to guide routine administrative operations. May include work plans and plans for specific administrative projects. (Series Revised 2005.) *Note: This series does not apply to agency-level planning which involves major policy issues or agency-wide administrative matters.*	Date of Document	2 Years	GS 09008	Possibly Essential (plans for essential operations or services)
POLICIES AND PROCEDURES, GENERAL OFFICE, ROUTINE Policies and procedures covering the routine, day-to-day operations of an office or unit. (Series Approved 1997.) *Note: This series does not include agency mission-related policies and procedures. See GS 10002 Administrative Policies and Procedures.*		Destroy When Superseded	GS 09001	Possibly Essential (policies or procedures for essential operations)
PROJECT FILES Documentation of projects representing a groundbreaking approach or historical significance. May include project management documents such as project team notes, minutes and agendas, studies, surveys, progress reports, correspondence, research and background files, presentation materials, cost estimates, implementation plans and final reports files as part of the project subject. (Series Approved 2005.) *Note: This series does not include capital projects, grant-funded projects or program files.*	End of Project	2 Years	GS 09018	Archival

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
REFERENCE FILES Reference files containing copies of correspondence, reading or day files, mailing or address lists, memoranda, notes, telephone message slips, routine requests, copies of reports, studies, articles, reference copies of minutes, distribution lists, calendars, appointment books, routine telephone logs and other general reference information on office administrative issues and concerns, used to support administrative analysis, planning and development. (Series Revised 2005.) *Note: This series does not include executive level records (see GS 10) or program level files. For executive calendars see GS 10008 Executive Calendars.*		Destroy When No Longer Needed	GS 09002	
SUBJECT FILES Files arranged alphabetically by topic for subjects of relevance to the work of an office. May include correspondence, memos, reports and statistics. (Series Approved 2005.) *Note: This series does not include secondary copies.*	Calendar Year	2 Years	GS 09019	
SURVEY RESPONSES, INDIVIDUAL Individual responses to surveys or questionnaires. (Series Approved 2005.)		Destroy When No Longer Needed	GS 09020	

GS 10 EXECUTIVE LEVEL RECORDS

Records from the executive level of an agency. Series include records which document the policies, procedures and administration of an agency. Records created at this level of a state agency are all considered to be "archival" and must be transferred to the State Archives after the official retention has been satisfied.

GS 10 does not include routine office records (see GS 09) or program level records (see the glossary for definition.) GS 10 includes records created by the agency head and the senior management or leadership team.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed. See GS 50 – Administrative Materials with No Retention Value.

Includes the following DANs:

GS 10001, 10002, 10003, 10004, 10005, 10006, 10007, 10008, 10009, 10010, 10011, 10012 and 10013

Approved by the Washington State Records Committee.

RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

GS 10 Executive Level Records Disposition Authority Number (DAN) and Title Crosswalk

DAN	Title	Page #
GS 10001	Studies and Operational Plans (formerly Major Administrative Studies and Operational Plans)	68
GS 10002	Polices and Procedures (formerly Administrative Policies and Procedures)	67
GS 10003	Subject Files, Executive Level (formerly Administrative Subject Files and General Documentation)	69
GS 10004	Minutes and Files of Policy-Setting Meetings	66
GS 10005	Papers of Executive Direction	67
GS 10006	Speeches and Writings	68
GS 10007	Correspondence, Official	66
GS 10008	Calendars, Executive	66
GS 10009	Rules and Regulations (Washington Administrative Code)	68
GS 10010	Reports, Annual and Biennial	67
GS 10011	Quality Improvement Documentation	67
GS 10012	Appointment Records, Official	66
GS 10013	**NEW!** History Files	66

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
APPOINTMENT RECORDS, OFFICIAL A record of the procedure by which members are asked to serve by appointment or recommendation on any committee, commission, council, board or task force. May include correspondence, official appointment letters, instructions, notices of termination or re-appointment and other related documentation. (Series Approved 1999.)	Termination of Appointment	6 Years	GS 10012	Archival
CALENDARS, EXECUTIVE A record of appointments, task lists, and meeting schedules. Provides a day-by-day record of official activities. (Series Revised 2005.) *Note: If maintained in electronic form the information should be printed out as often as necessary to provide a daily record.*	Date of Document	4 Years	GS 10008	Archival
CORRESPONDENCE, OFFICIAL Correspondence and memos at the executive level, concerning policy issues, concerns, actions or issues. (Series Approved 1997.)	Date of Document	4 Years	GS 10007	Archival Possibly Essential
HISTORY FILES Documentation of the history and development of an office, program or event. May include photographs, videotapes, newsletters, scrapbooks or articles. (Series Approved 2005.)	End of Calendar Year	5 Years	GS 10013	Archival
MINUTES AND FILES OF POLICY-SETTING MEETINGS Minutes, agendas, and meeting files of the governing body of an agency or of meetings that formulate policy, rules or regulations for an agency or a number of agencies. May include multi-media recordings. (Series Revised 2005.)	Date of Document	6 Years	GS 10004	Archival Essential

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
PAPERS OF EXECUTIVE DIRECTION A record of formal statements at the executive level of an agency, in regard to agency policy, actions, and mission. May include formal issuances, directives, records of briefings, and presentations of policy in any form. (Series Approved 1997.)	Date of Document	4 Years	GS 10005	Archival Essential
POLICIES AND PROCEDURES Policies and procedures issued at the executive level of an agency to address agency-wide operations, critical agency functions, or issues of public visibility or concern. May include formal directives, formal policy statements, printed or published procedures manuals, bulletins, orders, and rules, or notices. (Series Revised 2005.) *Note: This series does not apply to policies and procedures that regulate activities outside the agency or ones that are established through statute or through Washington Administrative Code (WAC) procedures. See GS 10009 Rules and Regulations (Washington Administrative Code).*	When Superseded	6 Years	GS 10002	Archival Possibly Essential (policies and procedures for essential operations)
QUALITY IMPROVEMENT DOCUMENTATION Documentation of an agency's development of a plan and process for quality improvement. May include meeting documentation, plans, reports, presentations, training materials, correspondence, statistics, and recommendations. (Series Approved 1999.)	Date of Document	6 Years	GS 10011	Archival
REPORTS, ANNUAL AND BIENNIAL Summaries of the important activities and accomplishments of an agency in narrative and statistical form. (Series Approved 1997.)	Date of Document	4 Years	GS 10010	Archival

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
RULES AND REGULATIONS (WASHINGTON ADMINISTRATIVE CODE) Agency records of filings, hearings, justification statements, meeting tapes and other documents related to the development and enactment of official rules and regulations for inclusion in the Washington Administrative Code (WAC). (Series Revised 2005.) *Note: For WACs that are not superseded within 6 years of implementation, the agency must make a complete copy of the file for agency use and deliver the original documentation to the State Archives for historical preservation.*	When Superseded	6 Years	GS 10009	Archival
SPEECHES AND WRITINGS A record of speeches, tapes and videos of speeches, and transcripts of speeches, written presentations and other writings by the agency head or other executive level official, concerning agency policy, concerns, actions or issues. (Series Approved 1997.)	Date of Document	6 Years	GS 10006	Archival
STUDIES AND OPERATIONAL PLANS Major studies and plans initiated at the executive level and/or conducted in response to a legislative order, executive order, federal requirement, or court order. Generally addresses agency-wide operations or issues, affects the most important or most critical agency functions, or addresses areas of public visibility or concern. May include strategic plans and comprehensive plans for the administration, reorganization or operation of an entire agency or major sub-division of an agency. (Series Revised 2005.) *Note: This series does not apply to program-specific plans.*	When Superseded or No Longer Applicable	4 Years	GS 10001	Archival Possibly Essential (plans for essential operations or services)

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
SUBJECT FILES, EXECUTIVE LEVEL Executive level documentation of the administration of agency activities. May include organizational charts, narrative reports, reports from agency divisions and sub-divisions, studies, news releases, newspaper clippings, correspondence, copies of minutes of meetings, management team meeting minutes, agendas, and other materials. (Series Revised 2005.) *Note: This series does not apply to program-level records (see glossary for definition).*	Date of Document	4 Years	GS 10003	Archival

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

GS 11 RECORDS MANAGEMENT RECORDS

Records generated in the operation of an agency records management program, documenting the creation, management, flow and disposition of state government records in accordance with state records management laws, policies, procedures and practices.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed. See GS 50 – Administrative Materials with No Retention Value.

Includes the following DANs:

GS 11001, 11003, 11004, 11005, 11006, 11009, 11010 and 11011

Approved by the Washington State Records Committee.
RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

GS 11 Records Management Records Disposition Authority Number (DAN) and Title Crosswalk

DAN	Title	Page #
GS 11001	Record Transmittal Forms	73
GS 11003	Unique Records Retention Schedules, Agency Copy (formerly Records Retention Schedules – Agency Specific)	74
GS 11004	General Records Retention Schedules (formerly Records Retention Schedules, General)	72
GS 11005	Record Disposition Notices, Agency (formerly Records Disposition Notices)	73
GS 11006	Requests for Return of Records from the State Records Center	74
GS 11009	Essential Records Lists (formerly Records Schedules, Essential)	72
GS 11010	Records Inventory Documentation	74
GS 11011	**NEW!** Microfilm/Imaging Documentation File	72

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
ESSENTIAL RECORDS LISTS Listings of public documents designated by individual state agencies to be essential for the reestablishment of normal operations during and after an emergency. (Series Revised 2005.)	When Superseded	1 Year	GS 11009	Essential
GENERAL RECORDS RETENTION SCHEDULES General records retention schedules prepared by the Division of Archives and Records Management to provide for the legal disposition of state records common to more than one state agency. Provides description of the records, including records series title, function, retention period, final disposition, and archival status. (Series Revised 2005.) *Note: The Division of Archives and Records Management maintains the primary and archival copy of the General Records Retention Schedules.*		Destroy When Superseded	GS 11004	
MICROFILM/IMAGING DOCUMENTATION FILE Documentation may include authority to conduct microfilming or imaging, the identity of persons who supervised the imaging process, camera operator's certificate, imaging targets, tests and inspection results, the arrangement of the originals to be microfilmed, any weeding policy that determines what originals will or will not be imaged, and related documents. (Series Approved 2005.) *Note: This series applies to all agencies regardless of vendor used.*	End of Calendar Year	1 Year	GS 11011	Archival Transfer to State Archives for permanent retention.

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
RECORD DISPOSITION NOTICES, AGENCY A state agency's record of the disposition of state agency records through transfer to the State Records Center, the State Archives, or destruction in-house. May include memoranda concerning the disposition of the records, State Records Center Destruction Lists, or other documentation showing the date that a record was either transferred out of the custody of the office of origin or destroyed. (Series Revised 2005.) *Note: This series does not apply to the State Records Center or the State Archives. Record disposition notices generated by the State Records Center are retained for 75 years.*	Destruction of Records or Transfer to Archives	6 Years	GS 11005	Essential
RECORD TRANSMITTAL FORMS Agency-generated list of records transferred from state agency offices to off-site storage at the State Records Center, the State Archives or elsewhere. May include essential records, microfilm, inactive records, archival records, electronic records, and any other material defined as a "public record" under state law. (Series Revised 2005.) *Note: This series does not apply to the State Records Center or the State Archives.*	Final Disposition of Records	6 Years	GS 11001	Essential

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
RECORDS INVENTORY DOCUMENTATION Comprehensive analysis and appraisal inventory worksheets or notes used to locate, identify and describe all agency records at the record series level, regardless of media. Other inventory documentation such as location maps, needs assessments, checklists and other working documents may be retained and destroyed according to GS 09019 Subject Files. (Series Revised 2005.) *Note: WAC 434-626-020 requires records officers to "review the inventory, or manage the inventory, of all agency public records at least once during a biennium for disposition scheduling and transfer action, in accordance with procedures prescribed by the State Archivist and the State Records Committee."*	When Superseded	1 Year	GS 11010	Essential
REQUESTS FOR RETURN OF RECORDS FROM THE STATE RECORDS CENTER A record of state agency requests for the return of records from the State Records Center. (Series Revised 2005.) *Note: The State Records Center retains the primary copy.*		Destroy After Completion of the Transaction	GS 11006	
UNIQUE RECORDS RETENTION SCHEDULES, AGENCY COPY Records retention schedules prepared by a state agency to provide for the legal disposition of record series specific to that agency. Provides description of the records, including record series title, function, retention period, final disposition, and archival status. (Series Revised 2005.) *Note: The Division of Archives and Records Management retains the primary copy.*	When Superseded	1 Year	GS 11003	Essential

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

GS 12 FORMS MANAGEMENT

Documentation of state agency efforts to control and standardize form creation and design, and to monitor the use of forms.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed. See GS 50 – Administrative Materials with No Retention Value.

Includes the following DANs:

GS 12001, 12002 and 12003

Approved by the Washington State Records Committee.
RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

GS 12 Forms Management Disposition Authority Number (DAN) and Title Crosswalk

DAN	Title	Page #
GS 12001	Form History Files	77
GS 12002	Form Order Requests	77
GS 12003	Forms Inventory Files	77

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
FORM HISTORY FILES Records created to control the creation, design, use and revision of agency forms. May include initial requests for forms, specifications, purpose of form, expected usage, copies of the original form and revisions, and related documentation. (Series Approved 1997.)	Life of Form	2 Years	GS 12001	Essential A complete set of forms masters needs to be stored offsite.
FORM ORDER REQUESTS Documentation of the printing of forms. May include authorizations for the expenditure of funds. (Series Approved 1997.)	Date Ordered	6 Years	GS 12002	
FORMS INVENTORY FILES Inventories of stocks of forms on hand. (Series Approved 1997.)		Destroy When Superseded or Obsolete	GS 12003	

GS 13 MAIL SERVICES

Records documenting the operations of state agency mail room services.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed. See GS 50 – Administrative Materials with No Retention Value.

Includes the following DANs:

GS 13001, 13003, 13004, 13006, 13007, 13008, 13009 and 13010

Approved by the Washington State Records Committee.
RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

GS 13 Mail Services Disposition Authority Number (DAN) and Title Crosswalk

DAN	Title	Page #
GS 13001	Mail Pickup and Delivery Records	80
GS 13003	Postage Meter Records	81
GS 13004	Postal Charges, Record of	80
GS 13006	Statement of Mailing Second Class Publications	81
GS 13007	Statement of Ownership, Management and Circulation	81
GS 13008	Statement of Bulk Rate Mailings	80
GS 13009	Statement of Mailing with Permit Imprints	81
GS 13010	Firm Mailing Book (Commercial Mailing Services) (formerly Firm Mailing Book)	80

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
FIRM MAILING BOOK (COMMERCIAL MAILING SERVICES) A record of the assignment of control numbers for registered, insured, certified and C.O.D. mail. (Series Revised 2005.)	Date of Document	6 Years	GS 13010	
MAIL PICKUP AND DELIVERY RECORDS Mail logs, copies of certified or registered mail receipt forms, signed pickup and delivery receipts, and related records. May include Receipt for Certified Mail, Mail Arrival Notice, Certificate of Mailing, Return Receipt for Registered, Insured and Certified Mail, Sender's Statement and Certificate of Bulk Mailing, Return Receipt for International Mail, Special Delivery Notice, and receipts for the pickup of parcels and packages by such private vendors as UPS and Federal Express. (Series Approved 1997.)	Date of Document	3 Years	GS 13001	
POSTAGE METER RECORDS A record of the number and classification of items mailed by agency and office. May include Daily Record of Meter Readings, Application for Postage Meter License, and related documentation. (Series Approved 1997.)	Date of Document	6 Years	GS 13003	Possibly Essential
POSTAL CHARGES, RECORD OF General accounting records for postal activities. May include Application and Voucher for Refund of Postage Fees, Invoice Voucher Request for Payment to U.S. Postal Service, Postal Service Charge Verification, Daily Cash Report, Post Office Receipt of Money, Receipt for Postage Meter Readings, Postage Due Bill, and related documentation. (Series Approved 1997.)	Date of Document	6 Years	GS 13004	
STATEMENT OF BULK RATE MAILINGS Certification to the U.S. Postal Service that mail is properly prepared and presorted and qualifies for bulk rate mailing. (Series Approved 1997.)	Date of Document	6 Years	GS 13008	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
STATEMENT OF MAILING SECOND CLASS PUBLICATIONS U.S. Postal Service statement authorizing the mailing of publications via second class mail. (Series Approved 1997.)	Date of Document	6 Years	GS 13006	
STATEMENT OF MAILING WITH PERMIT IMPRINTS Certification to the U.S. Postal Service that mail is properly prepared and presorted and qualifies for special postage rate. (Series Approved 1997.)	Date of Document	6 Years	GS 13009	
STATEMENT OF OWNERSHIP, MANAGEMENT AND CIRCULATION Biennial statement submitted to the U.S. Postal Service showing ownership and total distribution of agency publications. (Series Approved 1997.)	Date of Document	6 Years	GS 13007	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

GS 14 INFORMATION SERVICES

Documentation of computer services, computer system management, and computer network management.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed. See GS 50 – Administrative Materials with No Retention Value.

Includes the following DANs:

GS 14001, 14002, 14003, 14004, 14005, 14006, 14007, 14008, 14009, 14010, 14011, 14012, 14013, 14014, 14015, 14016, 14017, 14018, 14019, 14020, 14021, 14022, 14023, 14024, 14025, 14026, 14028, 14029, 14031, 14032, 14033, 14035, 14036 and 14037

Approved by the Washington State Records Committee.
RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

GS 14 Information Services Disposition Authority Number (DAN) and Title Crosswalk

DAN	Title	Page #
GS 14001	Systems and Applications Development	90
GS 14002	System Specifications	90
GS 14003	Data Documentation	85
GS 14004	Program Listing and Source Code	89
GS 14005	Technical Program Documentation	91
GS 14006	Test Database Files	91
GS 14007	Data Processing Operating Procedures	86
GS 14008	System Documentation	90
GS 14009	Operating System/Hardware Conversion Plan	88
GS 14010	Disaster Preparedness and Recovery Plans	86
GS 14011	System and Database Backup Files	90
GS 14012	System Users Access Files	90
GS 14013	Computer Usage Files	85
GS 14014	Summary Computer Usage Report	89
GS 14015	Computer Run Scheduling Records	85
GS 14016	Input Documents	87
GS 14017	Work or Intermediate Files	91
GS 14018	Valid Transaction Files	91
GS 14019	Data Extracts, Information-Only (formerly Print Files not to be Used to Document a Transaction)	85
GS 14020	Audit Trail Files	85
GS 14021	Data Processing Unit's Copies of Output Reports	86
GS 14022	Extracted Data Files, Summary	86
GS 14023	Finding Aids, Indexes and Tracking Systems	87
GS 14024	Destruction (Scratch) Reports	86
GS 14025	Data or Database Dictionary Reports	86
GS 14026	Site and Equipment Support Files	89
GS 14028	Software Review Files	89
GS 14029	Information Technology Assistance Requests (formerly Help Desk Telephone Logs and Reports)	87
GS 14031	Network Circuit Files (formerly Network or Circuit Installation and Service Files)	87
GS 14032	Network Usage Files	88

GS 14033	Network Usage Summary (formerly Network Usage Files)	88
GS 14035	Year 2000 Project Files	91
GS 14036	**NEW!** Portfolio Management Documentation, Agency Copy	88
GS 14037	**NEW!** Project Planning and Documentation, Information Technology	89

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
AUDIT TRAIL FILES Data generated during the creation of a master file or database, used to validate a master file or database during a processing cycle. (Series Approved 1997.)		Destroy After 3 Backup Cycles	GS 14020	
COMPUTER RUN SCHEDULING RECORDS Records used to schedule computer runs, including daily schedules, run reports, run requests, and other records documenting the successful completion of a run. (Series Approved 1997.)	Date of Document	30 Days	GS 14015	
COMPUTER USAGE FILES Electronic files or automated logs created to monitor computer system usage. May include log-in field system usage files, charge-back files, data entry logs, and records of individual computer program usage. (Series Approved 2001.)	Date of Document	6 Months	GS 14013	
DATA DOCUMENTATION Records created during system development or modification and used to access, retrieve or manipulate data. May include data element dictionaries, file layouts, code books and other related materials. (Series Approved 2001.)	Disposition of Data	1 Year	GS 14003	Possibly Essential
DATA EXTRACTS, INFORMATION-ONLY Source output data extracted from the system to produce publications, printouts of tabulations, ledgers, reports, or other documents when the files are not needed for audit purposes or to document program unit transactions. May include ad-hoc reports. (Series Revised 2005.)		Destroy When No Longer Needed	GS 14019	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
DATA OR DATABASE DICTIONARY REPORTS Periodic printouts from a data or database dictionary system, including data element attribute reports, database schema, and related records used for reference purposes. (Series Revised 2005.)		Destroy When Superseded	GS 14025	
DATA PROCESSING OPERATING PROCEDURES Records of procedures for data entry, computer equipment operation, production control, tape library, system backup, and other aspects of a data processing operation. (Series Revised 2005.)	When Superseded or Discontinued	1 Year	GS 14007	Possibly Essential
DATA PROCESSING UNIT'S COPIES OF OUTPUT REPORTS Copies of output reports produced for clients. (Series Approved 1997.)		Destroy After Acceptance By Client	GS 14021	
DESTRUCTION (SCRATCH) REPORTS Records documenting the destruction of electronic files stored in a tape library. (Series Revised 2005.)		Destroy After 1 Year or When Superseded	GS 14024	
DISASTER PREPAREDNESS AND RECOVERY PLANS Records relating to the protection and reestablishment of data processing services in the case of a disaster. (Series Revised 2005.)		Destroy When Superseded	GS 14010	Essential
EXTRACTED DATA FILES, SUMMARY Summary or aggregate data from a master file or database created solely to distribute data to individuals or program units for reference and use, but not altered or augmented to support program specific needs. (Series Approved 1997.)		Destroy After Data is Distributed	GS 14022	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
FINDING AIDS, INDEXES AND TRACKING SYSTEMS Electronic indexes, lists, registers and other finding aids used to provide access to hard copy or electronic records. (Series Approved 2001.) *Note: Finding aids, indexes or tracking systems developed for archival records must be transferred to the State Archives along with the historical record.*		Retain Until the Disposition of Indexed Data	GS 14023	Possibly Essential
INFORMATION TECHNOLOGY ASSISTANCE REQUESTS Documentation of all requests for technical assistance, including help desk requests, and the responses to those requests, as well as information on the use of computer equipment for program delivery, security and other purposes. (Series Revised 2005.)	Date of Document	1 Year	GS 14029	
INPUT DOCUMENTS Copies of records or copies of forms designed and used solely for data input and control, when original records have been retained. (Series Revised 2005.)		Destroy After Data Input and Any Necessary Verification	GS 14016	
NETWORK CIRCUIT FILES Automated or paper records containing information on network circuits used by an agency, including circuit number, vendor, cost per month, type of connection, software, contact person, and other relevant information. Records used to plan and implement a network and documentation of data communication service, installation or repair, including work orders, correspondence, memoranda, work schedules, and copies of building and circuit diagrams and copies of related fiscal records. (Series Revised 2005.) *Note: For Construction Records see GS 21010 Construction Documentation, General Administration Capital Projects or GS 21011 Construction Documentation, Non-General Administration Capital Projects.*		Destroy After Circuit is No Longer in Use	GS 14031	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
NETWORK USAGE FILES Electronic files or automated logs created to monitor the use of the agency's network by its customers or network/internet usage by its employees, including, but not limited to, log-in records, security logs, and system usage files. (Series Approved 2001.)		Destroy After Scheduled Review/Audit OR After 3 Backup Cycles	GS 14032	
NETWORK USAGE SUMMARY Summary reports and other records created to document computer usage for reporting or other purposes. (Series Revised 2005.)	Date of Document	1 Year	GS 14033	
OPERATING SYSTEM/HARDWARE CONVERSION PLAN Records relating to the replacement of equipment or computer operating systems. (Series Revised 2005.)	Plan Implementation Complete	6 Months	GS 14009	Possibly Essential
PORTFOLIO MANAGEMENT DOCUMENTATION, AGENCY COPY Required by the Department of Information Services Board, the Department of Information Services and the Office of Financial Management, the portfolio details agency investment, acquisition, and use of information technology. Updated annually, the portfolio is used in executive decision-making and evaluation of relationships between information technology investments, agency strategies and programs, and the budget. (Series Approved 2005.) *Note: The primary record copy is retained by the Department of Information Services for a longer period of time.*		Destroy When Superseded	GS 14036	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
PROGRAM LISTING AND SOURCE CODE Source code that is compiled to generate the machine language instructions used to operate an automated information system. (Series Approved 2001.)	2 Update Cycles After Code is Modified or Replaced	1 Year Destroy Remaining Codes 1 Year After Discontinuance of System	GS 14004	Essential
PROJECT PLANNING AND DOCUMENTATION, INFORMATION TECHNOLOGY Documentation of projects. May include program management plans, information technology proposal documentation, meeting documentation, project planning, assessment, conversion, test planning and results, implementation, contingency plans, and certification records. (Series Approved 2005.)	Termination of Project	6 Years	GS 14037	
SITE AND EQUIPMENT SUPPORT FILES Records documenting support and maintenance services provided to specific data processing equipment or installations, including site visit reports, program and equipment service reports, service histories, and related correspondence and memos. (Series Revised 2005.)	Disposition of Equipment	1 Year	GS 14026	
SOFTWARE REVIEW FILES Records related to the review and recommendation of software for agency use, including vendor information, manuals, software reviews, and related material. (Series Approved 1997.)		Destroy After Software is No Longer in Use	GS 14028	
SUMMARY COMPUTER USAGE REPORT Summary reports and other paper records created to document computer usage for reporting or cost recovery purposes. (Series Approved 2001.)	Date of Document	6 Months	GS 14014	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
SYSTEM AND DATABASE BACKUP FILES Copies of system files and databases, application software, logs, directories and other records needed to restore a system and its data in the event of system or data loss. May include records of the location and status of backup copies. (Series Approved 1997.)		Destroy After 3 Backup Cycles	GS 14011	Essential
SYSTEM DOCUMENTATION Records documenting the use, operation and maintenance of an agency's automated information system, including but not limited to user manuals, system requirements for software, hardware and the operating system, hardware configurations and equipment control systems. (Series Approved 1997.)		Destroy After Hardware or Software is Discontinued, But Not Before Data is Migrated to a New System	GS 14008	Possibly Essential
SYSTEM SPECIFICATIONS Manufacturer and/or user and operational documentation describing system operations, including, but not limited to, system documentation records, user guides, system flowcharts, and input/output specifications. (Series Revised 2005.)	Disposition or Transfer of System Data to a New System	1 Year	GS 14002	Possibly Essential
SYSTEM USERS ACCESS FILES Electronic or textual records created to control or monitor an individual's access to a system and its data. Created for security purposes, including, but not limited to, user account records and access authorization files. (Series Approved 2001.)	Termination of User Account	2 Years	GS 14012	Possibly Essential
SYSTEMS AND APPLICATIONS DEVELOPMENT Records created and used to develop, redesign or modify an automated system or application, including, but not limited to, user requirements, status reports and correspondence. (Series Approved 2001.)	Disposition or Transfer of System Data to a New Operating Environment	1 Year	GS 14001	Possibly Essential

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
TECHNICAL PROGRAM DOCUMENTATION Documentation of program code, flowchart, maintenance log, system change notices, and other records documenting functions of and modifications to computer programs. (Series Approved 2001.)	Authorized Retention of the Data	1 Year	GS 14005	Essential
TEST DATA BASE FILES Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system. (Series Approved 1997.)		Destroy When No Longer Needed, But Not Before Acceptance of Test Results	GS 14006	
VALID TRANSACTION FILES Records used to update and/or document a transaction in a database or master file, including, but not limited to, valid transaction files, DBMS files, and similar records. These records are not retained to document a program unit action or for audit purposes. (Series Approved 1997.)		Destroy After 3 Backup Cycles	GS 14018	
WORK OR INTERMEDIATE FILES Records used to facilitate the processing of a specific job or run, or used to create, update, modify, transfer, manipulate, or sort data within an automated system when all transactions are captured in a master file, valid transaction file or database, in cases where the file is not required to provide an audit trail. (Series Approved 1997.)		Destroy After Completion of Transaction	GS 14017	
YEAR 2000 PROJECT FILES Documentation of Year 2000 compliance projects. May include program management plans, meeting documentation, project planning, assessment, conversion, test planning and results, implementation, contingency plans, and certification records. (Series Approved 2001.)	Termination of Project and/or Contract	6 Years	GS 14035	Archival

GS 15 PUBLICATION AND DUPLICATION SERVICES

Records documenting centralized agency services for publication, printing, photo-duplicating and other forms of document reproduction for large volume runs of publications and smaller quantities of documents for limited distribution.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed. See GS 50 – Administrative Materials with No Retention Value.

Includes the following DANs:

GS 15001, 15004, 15005, 15006 and 15007

Records Series Approved June 7, 2006
GS 15008

Approved by the Washington State Records Committee.
RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

GS 15 Publication and Duplication Services Disposition Authority Number (DAN) and Title Crosswalk

DAN	Title	Page #
GS 15001	Master Printing Job Documentation (formerly Master Job Log)	94
GS 15004	Camera-Ready Copies and Printing Masters	94
GS 15005	Publication and Duplication Service Job Files (formerly Duplicating Service Job Files)	94
GS 15007	Photographs, Graphics and Visual Resources (formerly Graphics and Visual Resources)	94
GS 15008	Publications, State Government, Agency Copy **NEW IN 2006!**	95

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
CAMERA-READY COPIES AND PRINTING MASTERS Documents specifically prepared for use as the final printing master. (Series Approved 1997.)	Date of Document	2 Years	GS 15004	Possibly Essential
MASTER PRINTING JOB DOCUMENTATION A record of all work done by the printing and reproductive office. (Series Revised 2005.)	Date of Document	3 Years	GS 15001	
PHOTOGRAPHS, GRAPHICS AND VISUAL RESOURCES Photographs, slides and other graphic materials used in publications, stored in the form of prints, negatives, transparencies, CD-ROM images or other formats. (Series Revised 2005.)		Administrative Purpose Served	GS 15007	Archival
PUBLICATION AND DUPLICATION SERVICE JOB FILES Records of publication and duplication services provided by outside vendors or by agency copy services. May include copy requests, production activity logs, copy machine activity logs, orders, job descriptions and specifications, publication design records, sample job products, estimates, material order sheet, proofs, samples, completed job reports, summary of costs, and related records. (Series Revised 2005.)	Date of Document	6 Years	GS 15005	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
PUBLICATIONS, STATE GOVERNMENT, AGENCY COPY Publications created by state agencies which may include manuals, brochures, schedules and reports regardless of media and made available to other agencies or the public. Publications may be related to the agency producing the document, a specific program within the agency, or to the State of Washington. (Series Approved 2006.) *Note: State agencies are required to submit to the Washington State Library at least two copies of each print publication which is intended for general dissemination of state agencies or the public. When the publication is produced in electronic format the agency need only provide one copy to the Library. If the publication is produced in both print and electronic format, the agency must provide two print copies and one electronic copy. Also, each state agency is required annually to provide a list of all publications provided to state government or the public during the preceding year. See RCW 40.06.030. Print copies can be sent to MS: 42460. For further information call (360) 704-5265.*	Date of Publication	6 Years	GS 15008	Possibly Archival Possibly Essential

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

GS 16 SUPPLY, EQUIPMENT AND VEHICLE MANAGEMENT

Records documenting the management of state-owned or leased equipment, supplies and motor vehicles. Does not include real property (land) records. See GS 24.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed. See GS 50 – Administrative Materials with No Retention Value.

Includes the following DANs:

GS 16003, 16004, 16005, 16006, 16007, 16008, 16009 and 16010

GS 07003

Approved by the Washington State Records Committee.
RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

GS 16 Supply, Equipment and Vehicle Management Disposition Authority Number (DAN) and Title Crosswalk

DAN	Title	Page #
GS 07003	Vehicle Log and Usage Reports	100
GS 16003	Disposition Records, Asset (formerly Surplus Property Disposition Records)	98
GS 16004	Inventories, Supplies, Commodities and Parts	99
GS 16005	Supplies, Commodities and Parts Disbursement Records	99
GS 16006	Equipment Maintenance and Repair Records	98
GS 16007	Motor Vehicle Maintenance, Repair and Disposition Records (formerly Motor Vehicle Maintenance and Repair Records)	99
GS 16008	Capital Assets Management Systems, Statewide or Agency (formerly Capital Assets Management System (CAMS))	98
GS 16009	**NEW!** Motor Vehicle Title	99
GS 16010	**NEW!** Vehicle Accident Report Form, Agency Copy	99

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
CAPITAL ASSETS MANAGEMENT SYSTEMS, STATEWIDE OR AGENCY Statewide or agency systems to maintain agency inventories of land, buildings, furniture, equipment and other capital assets. May be used as input into the statewide asset report. May include asset tracking and depreciation schedules, running inventory control documents that describe each piece of agency-owned or leased equipment and furniture, indicating its location and value, Data Input Sheet, Edit Error Report, Edit Control Error Report, Work File Error List, Location Code Report, Update Report, Update Control Report, Tag Number Report, AFRS Organizational Code Report, Asset Report, Data Transmittal to Statewide Asset Reporting System, Added Report, Changes Report, Error Report, Summary Report, and Summary of Monthly File Activity Report. (Series Revised 2005.)	When Superseded	6 Years	GS 16008	
DISPOSITION RECORDS, ASSET Agency copies of records that track the disposition of property. May include request for disposal of property, receipts, copies of disposition reports, Disposed Property Report and records of property that has been sent to state surplus. (Series Revised 2005.)	Date of Document	6 Years	GS 16003	
EQUIPMENT MAINTENANCE AND REPAIR RECORDS Records documenting service and repairs to agency equipment, excluding motor vehicles. May include maintenance and repair orders, copies of fiscal documents such as requisitions, purchase orders and vouchers, warranties, manuals, and related materials. (Series Revised 2005.) *Note: This series does not include structural or major equipment items. See GS 21008 Major Repair and Replacement Records, Building and Equipment. See 16007 – Motor Vehicle Maintenance, Repair and Disposition Records for motor vehicles.*	Disposition of Item	3 Years	GS 16006	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
INVENTORIES, SUPPLIES, COMMODITIES AND PARTS Running inventories used to manage stocks of expendable materials such as office supplies, parts and other expendable supplies, describing the materials and indicating current stock balances. (Series Approved 1997.)	Date of Document	6 Years	GS 16004	
MOTOR VEHICLE MAINTENANCE, REPAIR AND DISPOSITION RECORDS Records documenting service, repairs and disposition of motor vehicles assigned to or owned by an agency. May include maintenance orders and logs, copies of fiscal documents such as requisitions, purchase orders, vouchers, warranties, manuals, and related materials. (Series Revised 2005.)	Disposition of Vehicle	6 Years	GS 16007	
MOTOR VEHICLE TITLE Record of legal ownership of state-owned vehicles. (Series Approved 2005.) *Note: At sale, title is transferred to new owner. At disposal, title is transferred to the Department of Licensing.*	Sale or Disposal of Vehicle		GS 16009	
SUPPLIES, COMMODITIES AND PARTS DISBURSEMENT RECORDS Records documenting the disbursement of office supplies, commodities, parts, and other expendable materials. (Series Approved 1997.)	Date of Document	6 Years	GS 16005	
VEHICLE ACCIDENT REPORT FORM, AGENCY COPY The Office of Financial Management requires that one copy of the Vehicle Accident Report Form (State Form 137) be sent to the reporting agency's Safety and/or Risk Management Office within two working days following an accident involving a state Motor Pool vehicle. (Series Approved 2005.)	Date of Document	3 Years	GS 16010	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
VEHICLE LOG AND USAGE REPORTS Reports and logs of vehicle usage by state agencies. (Series Revised 2005.)	Date of Document	3 Years	GS 07003	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

~~GS 17 ELECTRONIC MAIL (E-MAIL) SEE APPENDIX C~~

Appendix C has been removed from this version of the State General Records Retention Schedule. E-mail messages that are public records must be identified, scheduled and retained just like records in other formats. See page 6 of the General Instructions for additional information.

RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

GS 18 LEGAL FILES

Legal actions involving state agencies are handled by the Office of the Attorney General, primarily by an Assistant Attorney General assigned to each agency. Therefore, most records pertaining to legal actions are centralized under the auspices of the Attorney General. However, many state agencies maintain separate files of correspondence with the Attorney General's Office, informal letter opinions, formal opinions and issue files on legal matters pertaining to the agency.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed. See GS 50 – Administrative Materials with No Retention Value.

Includes the following DANs:

GS 18001, 18002, 18003, 18004 and 18005

Approved by the Washington State Records Committee.
RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

GS 18 Legal Files Disposition Authority Number (DAN) and Title Crosswalk

DAN	Title	Page #
GS 18001	Attorney General Opinions	104
GS 18002	Attorney General Letters, Informal Opinions and Correspondence (formerly Attorney General Letters)	104
GS 18003	Legal Issue Files	104
GS 18004	Attorney General's Case Files – Agency Copy	104
GS 18005	**NEW!** Non-Attorney General Legal Case Files	105

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
ATTORNEY GENERAL LETTERS, INFORMAL OPINIONS AND CORRESPONDENCE State agency copies of correspondence with the Office of the Attorney General. May include “Informal Attorney General Opinions.” (Series Revised 2005.) *Note: This series does not include the Attorney General’s copy of this correspondence.*	Date of Document	6 Years	GS 18002	Archival
ATTORNEY GENERAL OPINIONS A record of published, formal opinions on legal matters directly relating to the activities of a state agency. (Series Approved 1997.) *Note: This series does not include the Attorney General’s copy.*	Date of Document	6 Years	GS 18001	Archival Possibly Essential
ATTORNEY GENERAL'S CASE FILES - AGENCY COPY Agency copies of case files under the jurisdiction of the attorney general's office, collected and maintained to document the agency's role with regard to any legal issue. May include copies of background information, lawsuit documentation, correspondence, pleadings, appeals, court orders, agency working files and related documentation. (Series Revised 2005.)	Case Resolved and Appeal Period Expired	Administrative Purpose Served	GS 18004	
LEGAL ISSUE FILES Files on legal issues of concern to a state agency. Interpretations of laws and policies, studies, reports, correspondence, copies of legal documents, and other materials pertaining to specific issues. (Series Approved 2001.) *Note: This series does not include litigation files or other legal files.*	Issue Resolved	6 Years	GS 18003	Archival Possibly Essential

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
NON-ATTORNEY GENERAL LEGAL CASE FILES Litigation and case files with no Attorney General involvement. (Series Approved 2005.)	Case Resolved	6 Years	GS 18005	

GS 19 LEGISLATIVE RELATIONS

Records documenting the relations of a state agency with the Legislature. Series includes files on requested legislation, legislation affecting the agency, contacts with legislators, and other related material. Includes records of contacts with legislative bodies at both the state and federal levels.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed. See GS 50 – Administrative Materials with No Retention Value.

Includes the following DANs:

GS 19001, 19002 and 19004

Approved by the Washington State Records Committee.
RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

GS 19 Legislative Relations Disposition Authority Number (DAN) and Title Crosswalk

DAN	Title	Page #
GS 19001	Agency Request Legislation	108
GS 19002	Bill Files, Legislative	108
GS 19004	Public Disclosure Report, Agency Copy (formerly Public Disclosure Report)	108

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
AGENCY REQUEST LEGISLATION Documentation of legislation requested by an agency. May include bill drafts, correspondence, fiscal notes, memos, meeting minutes, bill analysis reports, legislative committee reports, monitoring reports, and related records. (Series Approved 1997.)	End of Legislative Session	2 Years	GS 19001	Archival
BILL FILES, LEGISLATIVE Copies of bills under consideration by the Legislature with possible significant impact on the agency. May include bill drafts, amendments, fiscal notes, memos, correspondence, committee reports, monitoring reports, and related records. (Series Approved 1997.)	End of Legislative Session	2 Years	GS 19002	Archival
PUBLIC DISCLOSURE REPORT, AGENCY COPY Report to the Public Disclosure Commission on lobbying by agency personnel. May include the L-5 Report or a similar document serving the same purpose and information gathered to create the report. (Series Revised 2005.) *Note: The Public Disclosure Commission retains the primary copy of Public Disclosure Reports for 10 years.*	End of Legislative Session	4 Years	GS 19004	

GS 20 AFFIRMATIVE ACTION

Some of the records series found in GS 20 have combined with GS 03 Human Resources Records while others for GS 20 series have been discontinued. Discontinued series are listed on page 137.

RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

GS 21 FACILITIES MANAGEMENT

Facilities management encompasses the operation and maintenance of buildings and other facilities owned or leased by agencies of the state of Washington. Includes documentation related to capital projects, fixed asset management, buildings and grounds maintenance, and space planning and allocation.

The State Records Committee recommends keeping campus-wide records in a central location because buildings and facilities often work in concert or affect one another.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed. See GS 50 – Administrative Materials with No Retention Value.

Includes the following DANs:

GS 21001, 21002, 21003, 21004, 21006, 21007, 21008, 21010 and 21011

Approved by the Washington State Records Committee.
RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

GS 21 Facilities Management Disposition Authority Number (DAN) and Title Crosswalk

DAN	Title	Page #
GS 21001	Fixed Assets Files (formerly Fixed Asset Inventory Files)	113
GS 21002	Facility Maintenance and Routine Repairs (formerly Facility Maintenance Work Order Files and Logs)	112
GS 21003	Reference Copies of Drawings and Files, Maintenance and Operations, Physical Plant (formerly Physical Plant Maintenance and Operations, Reference Drawings and Files)	114
GS 21004	Leases (formerly Lease Files)	113
GS 21006	Space Allocation Planning Files	114
GS 21007	Operations and Inspection Records, Physical Plant Systems (formerly Physical Plant Systems Monitoring and Inspection Records)	114
GS 21008	Major Repair and Replacement Records, Building and Equipment (formerly Building and Equipment Repair and Replacement Records)	113
GS 21010	Construction Documentation, General Administration Capital Projects (formerly Capital Projects – Construction Documentation)	112
GS 21011	**NEW!** Construction Documentation, Non-General Administration Capital Projects	112

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
CONSTRUCTION DOCUMENTATION, GENERAL ADMINISTRATION CAPITAL PROJECTS Agency copies of documents for new construction or additions/remodels to existing facilities when the work is completed by the Department of General Administration. May include correspondence, project meeting minutes, approval, program review and/or comments, plans, drawings, permits, Environmental Impact Statements (EIS), specifications, contracts, test results, reports, modification proposals, change orders, allotment and payment records and related documentation. (Series Revised 2005.) *Note: General Administration Engineering and Architecture Services retains the primary copy of this series. This series does not apply to schematics, drawings, diagrams, or specifications. For circuit networks see GS 14031 Network Circuit Files.*	Completed and Accepted	6 Years	GS 21010	Possibly Essential
CONSTRUCTION DOCUMENTATION, NON-GENERAL ADMINISTRATION CAPITAL PROJECTS Agency copies of documents for new construction or additions/remodels to existing facilities when the work is not completed by the Department of General Administration. May include correspondence, project meeting minutes, approval, program review and/or comments, plans, drawings, permits, Environmental Impact Statements (EIS), specifications, contracts, test results, reports, modification proposals, change orders, allotment and payment records and supporting documentation. (Series Approved 2005.) *Note: This series does not apply to schematics, drawings, diagrams, or specifications. For circuit networks see GS 14031 Network Circuit Files.*	Disposition of Building	6 Years	GS 21011	Possibly Essential Potentially Archival
FACILITY MAINTENANCE AND ROUTINE REPAIRS Agency records documenting maintenance and minor repair work, work requests, and records of work completed. (Series Revised 2005.)	Completion of Work	6 Years	GS 21002	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
FIXED ASSETS FILES Agency copies of records documenting the purchase and ownership of major items of equipment. May include purchase orders for fixed assets, vouchers, inventory documents, surplus property disposition records, and other records relating to the purchase, ownership and disposition of fixed assets. (Series Revised 2005.) *Note: This series does not apply to land ownership records. See GS 24 Real Property Management.*	Disposition of Asset	6 Years	GS 21001	Possibly Essential
LEASES Records documenting the lease of state-owned property or facilities to public or private organizations or individuals, and records documenting leases of property by state agencies. May include leases or other agreements, correspondence, lease approvals from control agencies, copies of fiscal documents, requests for maintenance and repairs, and other documents related to a rented or leased facility. (Series Revised 2005.)	Expiration of Agreement	6 Years	GS 21004	Possibly Essential
MAJOR REPAIR AND REPLACEMENT RECORDS, BUILDING AND EQUIPMENT Records documenting repairs and/or replacement of structural or major equipment items. May include documentation on the repair or replacement of HVAC systems, electrical or plumbing systems, roofs, walls, floors and other structural elements, architectural or engineering drawings, equipment documentation, work orders, fiscal documents, inspection reports, final acceptance documents, and related records. (Series Revised 2005.)	Disposition of Building or Equipment	6 Years	GS 21008	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
OPERATIONS AND INSPECTION RECORDS, PHYSICAL PLANT SYSTEMS Records documenting operations and inspections for facility, grounds and utility systems. Systems include, but are not limited to HVAC, water, electrical and mechanical systems, landscaping features, and underground utilities. Records include but are not limited to meter readings, inspection reports, and fuel consumption records. (Series Revised 2005.)	Disposition of Asset	6 Years	GS 21007	
REFERENCE COPIES OF DRAWINGS AND FILES, MAINTENANCE AND OPERATIONS, PHYSICAL PLANT Agency copies of architectural drawings, engineering plans and fixed equipment manuals used for reference in building maintenance and operation. (Series Revised 2005.) *Note: Primary copies of these records should be kept pursuant to GS 21010 Construction Documentation, General Administration Capital Projects or GS 21011 Construction Documentation, Non-General Administration Capital Projects.*	When Superseded	3 Years	GS 21003	~~Archival~~ (Designation removed 6/01) Possibly Essential
SPACE ALLOCATION PLANNING FILES Agency space allocation plans and related documentation, including copies of requests, space and cost estimates, justifications, specifications, building and floor plan layout drawings, and supporting documentation. (Series Approved 1997.)	Completion of Action	4 Years	GS 21006	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

GS 22 TRAINING

Records documenting training provided by state agencies to state employees, contractors, customers, and the public.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed. See GS 50 – Administrative Materials with No Retention Value.

Includes the following DANs:

GS 22001, 22002 and 22004

GS 05007

Approved by the Washington State Records Committee.
RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

GS 22 Training Disposition Authority Number (DAN) and Title Crosswalk

DAN	Title	Page #
GS 05007	Training Files, General Public	117
GS 22001	Course Information Records	117
GS 22002	Course Registration Processing Records	117
GS 22004	Training and Development Files (State Employees, Contractors and Customers) (formerly Presentation/Development Files)	117

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
COURSE INFORMATION RECORDS Memoranda, flyers, announcements, catalogs, and other records related to specific training courses including information on course content, program registration, instructor, credits and hours. (Series Approved 1997.)		Destroy When Superseded or Obsolete	GS 22001	
COURSE REGISTRATION PROCESSING RECORDS Applications and enrollment records. May include data forms, course applications, supervisor and training officer authorizations and rosters of registrants. (Series Revised 2005.)	Application for Course	3 Years	GS 22002	
TRAINING AND DEVELOPMENT FILES (STATE EMPLOYEES, CONTRACTORS AND CUSTOMERS) A record of presentation or course material developed and gathered for use in training for state employees, contractors and customers. May include reference material, outlines, handouts, notes, evaluations, overheads, videos, computerized presentations and related documentation. (Series Revised 2005.)	Administrative Purpose Served	1 Year	GS 22004	
TRAINING FILES, GENERAL PUBLIC Information used to conduct training or orientation sessions, or to provide information to an agency's public customers. May include training announcements, registration information, reference material, outlines, handouts, notes, evaluations, videos, presentation material, and trainings given to special client and stakeholder groups. (Series Revised 2005.) *Note: This series does not cover any training that maintains or results in the issuance of a required certificate or license.*		Destroy When Superseded or Obsolete	GS 05007	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

GS 23 GRANTS MANAGEMENT

Records generated in the administration of grants either issued by the state or received by state agencies. Records include grant applications, grantor and grantee correspondence and official responses, grant contracts, fiscal records, reports, administrative correspondence, grant products, and related records.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed. See GS 50 – Administrative Materials with No Retention Value.

Includes the following DANs:

GS 23001, 23002, 23003, 23004 and 23005

Approved by the Washington State Records Committee.
RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

GS 23 Grants Management Disposition Authority Number (DAN) and Title Crosswalk

DAN	Title	Page #
GS 23001	Grants Issued by the State (formerly Grants Issued by the State – Successful Application Administration Files)	120
GS 23002	Grant Applications, Denied (formerly Grants Issued by the State – Applications Denied)	120
GS 23003	Agency Grant Program Files (formerly Grants Issued by the State – Program Files)	120
GS 23004	Grants Received by State Agencies	120
GS 23005	**NEW!** Deliverables	120

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
AGENCY GRANT PROGRAM FILES Documentation of grant programs administered by granting agencies. May include fiscal reports, correspondence, audit reports, and related documentation. (Series Revised 2005.)	Administrative Purpose Served	6 Years	GS 23003	
DELIVERABLES File copies, including but not limited to reports, studies, surveys, educational materials and promotional materials, regardless of media, that have been developed or produced as part of a grant or grant agreement. (Series Approved 2005.)	Final Termination of Grant or Agreement	6 Years	GS 23005	Potentially Archival
GRANT APPLICATIONS, DENIED Documentation of grants in which the application has been denied. May include applications, grant evaluation summaries, working papers, letters of denial, and other related documentation. (Series Revised 2005.)	Grant Application Denied	1 Year	GS 23002	
GRANTS ISSUED BY THE STATE Documentation may include grant announcement parameters, grant applications, grant evaluation summaries, notification of grant awards, grant project status, fiscal reports, correspondence related to grant monitoring, audit reports, progress and compliance reports prepared and submitted by the grantee and related documentation. (Series Revised 2005.)	End of Grant Period	6 Years	GS 23001	Possibly Essential
GRANTS RECEIVED BY STATE AGENCIES Documentation of grant projects and funds received and expended by state agencies. May include copies of Requests for Proposals (RFPs), applications, notifications of grant awards, fiscal reports and supporting documentation, reports and correspondence related to grant monitoring, audit reports, status reports, compliance reports, grant modifications requests, progress reports, and final reports. (Series Approved 1999.)	End of Grant Period	6 Years	GS 23004	Possibly Essential

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

GS 24 REAL PROPERTY MANAGEMENT

Records pertaining to the acquisition, management and disposition of agency-owned real property (land). Includes appraisals, contracts, deeds, title reports, water rights, and other related documents.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed. See GS 50 – Administrative Materials with No Retention Value.

*A durable copy (microfilm, paper, or electronic as approved by the State Archivist) of any record that is still active after having been in existence for 50 years must be provided to the State Archives so that the information may be preserved for posterity. (Statement revised, 6/01)

Includes the following DANs:

GS 24001, 24003, 24004, 24005, 24006, 24007, 24008 and 24009

Approved by the Washington State Records Committee.
RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

GS 24 Real Property Management Disposition Authority Number (DAN) and Title Crosswalk

DAN	Title	Page #
GS 24001	Land Appraisals	123
GS 24003	Lands Inventory	124
GS 24004	Land Acquisition Documentation	123
GS 24005	Lands Escheated to the State	123
GS 24006	Condemnations of Land	123
GS 24007	Water Rights Acquired by the State	124
GS 24008	Land Title Documents (formerly Deeds, Patents, Clear Lists)	123
GS 24009	**NEW!** Land Sales and Conveyance Documentation	123

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
CONDEMNATIONS OF LAND Documentation of condemnation actions either by state agencies or affecting state agencies. (Series Revised 2005.)	Disposition of Parcel	6 Years*	GS 24006	Archival Essential
LAND ACQUISITION DOCUMENTATION Documentation of the process for planning and acquiring particular parcels of land. May include planning reports, boundary descriptions and adjustments, photographs, studies, correspondence, and other related documentation. (Series Revised 2005.)	Disposition of Parcel	6 Years	GS 24004	Archival Possibly Essential
LAND APPRAISALS Contracts and reports on the appraisal of land for monetary value. (Series Approved 1997.)	Date of Document	6 Years	GS 24001	Essential
LAND SALES AND CONVEYANCE DOCUMENTATION Records pertaining to the sale of state land. (Series Approved 2005.)	Disposition of Parcel	6 Years	GS 24009	Archival Essential
LAND TITLE DOCUMENTS Documentation of the conveyance of land titles to the state. May include title searches, deeds, patents, clear lists and supporting documentation. (Series Revised 2005.)	Disposition of Parcel	6 Years*	GS 24008	Archival Essential
LANDS ESCHEATED TO THE STATE Records pertaining to the conveyance of lands escheated to the state for management or disposal. (Series Revised 2005.)	Disposition of Parcel	6 Years*	GS 24005	Archival Essential

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
LANDS INVENTORY Inventories of land owned by state agencies. May include summary information of each parcel. (Series Revised 2005.)	When Superseded	6 Years	GS 24003	Essential
WATER RIGHTS ACQUIRED BY THE STATE Records of actions documenting the acquisition of water rights on state land. (Series Revised 2001.)	Disposition of Parcel	6 Years*	GS 24007	Archival Essential

GS 25 SAFETY, SECURITY AND RISK MANAGEMENT

Records documenting an agency's safety, security and risk management activities. Records include safety drills and disaster recovery exercise documentation, records issuing identification badges and building access privileges, and security recordings of agency facilities and grounds.

The following records retention schedules reflect the retention and disposition of the primary record regardless of media. Copies used for specific legal, fiscal, or administrative purposes may be either retained using the retention for the primary copy or scheduled separately if a different retention is required.

Copies of these documents preserved only for reference or informational purposes may be discarded when no longer needed. See GS 50 – Administrative Materials with No Retention Value.

Includes the following DANs:

GS 25001, 25002 and 25003

Approved by the Washington State Records Committee.
RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
BUILDING ACCESS DOCUMENTATION Documentation of individual security identification and building access privileges. May include requests and authorizations for the issuance of identification badges and key cards to employees, contractors and volunteers. (Series Approved 2005.)	Termination of Access	6 Years	GS 25001	
SAFETY DRILLS/DISASTER RECOVERY EXERCISE Documentation of agency safety drills and disaster recovery exercises. (Series Approved 2005.)	Date of Drill or Exercise	6 Years	GS 25002	
SECURITY RECORDINGS Security recordings of agency facilities and grounds. May include both video and digital recordings. (Series Approved 2005.) *Note: As with all public records, security recordings must be retained until final resolution of the case if they are requested or used in litigation.*	Date of Recording	30 Days	GS 25003	

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

GS 50 ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE

Administrative materials with no retention value are materials which have no administrative, legal, fiscal or archival requirement for their retention. They may be discarded when no longer needed.

GS 50 Administrative Materials With No Retention Value
Includes the following records series beginning with GS 50:
001

Approved by the Washington State Records Committee.

RECORDS COMMITTEE SIGNATURES ON FILE AT THE WASHINGTON STATE ARCHIVES RECORDS MANAGEMENT SECTION

For the State Auditor	For the Attorney General	For the Director of OFM	The State Archivist

STATE GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION SCHEDULE

Record Series Title and Function/Description	Cut-off	Retention Period Of Official Copy	Disposition Authority Number	Special And/Or Disposition Instructions
ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE • Information-only copies or extracts of documents distributed for reference or convenience, such as announcements or bulletins. • Miscellaneous notes that do not have legal or fiscal value, including phone message slips. • Copies of published materials. • Undistributed or extra copies. • Blank forms not subject to audit. • Preliminary drafts. • Routing slips. • Transmittal memos. • Published reference materials received from outside sources. • Stocks of publications. • Copies of inter- or intra-agency memoranda, bulletins or directives of a general information and non-continuing nature. (Series Revised 2005.)		Destroy When No Longer Needed	GS 50001	

DISCONTINUED SERIES LIST

Discontinued series are listed by section, in alphabetical order within each section.

GS 01 Fiscal and Accounting Records

~~AGENCY CREDIT CARDS USAGE OR ON-LINE ORDERING BACK-UP DOCUMENTATION~~ ~~Any documentation related to on-line ordering or the use of an agency-issued credit card by any agency employee when this documentation is kept in the office of use and not submitted to the agency's accounting office. May include: activity log, original receipts, etc.~~ (Series Discontinued 2005 to use GS 01017 Credit Card Records.)	~~Date of Document~~	~~6 Years~~	~~GS 01018~~	~~Essential~~
~~ALLOTMENTS~~ ~~Allotment detail maintained in accordance with applicable OFM allotment instructions.~~ (Series Discontinued 2005 to use GS 01043 Allotment Records, Revenue and Expenditure.)	~~End of Biennium~~	~~4 Years~~	~~GS 01042~~	
~~BUDGET ACTIVITY AND STATUS REPORTS~~ ~~Reports of the status of revenue allotments and expenditures by source and fund for each month.~~ (Series Discontinued 2005 to use GS 01043 Allotment Records, Revenue and Expenditure.)	~~End of Biennium~~	~~6 Years~~	~~GS 01045~~	
~~CAPITAL AND OPERATING BUDGETS~~ ~~Capital and operating budget detail for an agency, as passed by the Legislature and signed by the Governor.~~ (Series Discontinued 2005.)	~~End of Biennium~~	~~4 Years~~	~~GS 01041~~	~~Archival~~

~~CASH RECEIPTS JOURNAL SUMMARY~~ ~~A summary of cash receipts segregated by fund and source, which serves as a transmittal document for each deposit forwarded to the State Treasurer.~~ (Series Discontinued 2005. Note: The Office of the State Treasurer retains this series for 6 years.)	~~Date of Document~~	~~6 Years~~	~~GS 01008~~	~~Possibly Essential~~
~~ENCUMBRANCE AND LIQUIDATION RECORDS~~ ~~Provides for the encumbrance of funds with which to satisfy agency indebtedness. Includes encumbrance requests, registers, and adjustments.~~ (Series Discontinued 2005 to use GS 01004 Vendor Payment Files.)	~~Date of Document~~	~~6 Years~~	~~GS 01005~~	
~~FISCAL OFFICE ADMINISTRATIVE FILES~~ ~~General files pertaining to the administration of an agency fiscal office. Includes copies of documents sent to other offices for action, documents recording office organization and staffing, requests for supplies, office services or equipment, internal activity and workload reporting documents, copies of documents distributed for informational purposes, and other documentation related to the administration of the office. Also may include chief fiscal officer's or comptroller's correspondence and administrative subject files.~~ (Series Discontinued 2005 to use GS 09 – General Office Operations (Non Executive.))	~~Date of Document~~	~~2 Years~~	~~GS 01015~~	
~~PROGRAM EXPENDITURE LEDGER~~ ~~A record of expenditures by each program within an agency.~~ (Series Discontinued 2005 to use GS 01043 Allotment Records, Revenue and Expenditure.)	~~End of Biennium~~	~~6 Years~~	~~GS 01044~~	

~~WARRANT REGISTER – DETAIL~~ ~~A record of disbursement vouchers drawn against the State Treasurer and the account classification of each transaction.~~ (Series Discontinued 2005 to use GS 01001 Warrant Register.) ~~*Note: Does not cover State Treasurer's copies.*~~	~~Date of Document~~	~~6 Years~~	~~GS 01002~~	

GS 02 Agency Financial Reporting System (AFRS) & Combined Annual Financial Reports (CAFR)

~~CAFR ANNUAL REPORTS~~ ~~Reports summarizing fiscal year accounting activity. Includes appreciation and expenditure review reports (APREXP) and biennium fund review report (ADTB Fiscal Year End.)~~ (Series Discontinued 1999.)	~~Date of Document~~	~~6 Years~~	~~GS 02021~~	
~~DAILY REPORTS~~ ~~Detailed financial and statistical reports issued on a daily basis and specialized daily reports requested by state agencies. Includes DWP and DZOTHER reports.~~ (Series Discontinued 2005 to use GS 02005 Financial and Statistical Reports.)	~~Date of Document~~	~~90 Days~~	~~GS 02003~~	
~~DTR – TAS REPORTS~~ ~~Treasury Accounting System Accounting Reports.~~ (Series Discontinued 2005.)	~~Date of Document~~	~~3 Years~~	~~GS 02001~~	
~~DTR9 – IN-PROCESS REPORTS~~ ~~Detailed information for in-process OFM general ledger accounts. May be filed in Vendor Payment Files (GS 01004).~~ (Series Discontinued 2005 to use GS 02005 Financial and Statistical Reports.)	~~Date of Document~~	~~3 Years or Until After Audit~~	~~GS 02002~~	

~~IRS – IRS 100 IRS 110 REPORTS~~ ~~Reports of agency to the Internal Revenue Service 1099 reporting process.~~ (Revision #1, Discontinued November 1999 to use GS 01042 Allotments.)	~~Date of Document~~	~~90 Days~~	~~GS 02010~~	
~~JOURNAL VOUCHERS – POSTED TO AFRS~~ ~~Documentation of financial transactions posted directory to AFRS.~~ (Series Discontinued 2005 to use GS 01006 Journal Vouchers.)	~~Date of Document~~	~~6 Years~~	~~GS 02007~~	~~Possibly Essential~~
~~QWP – QUARTERLY REPORTS~~ ~~Office of Minority and Women's Business Enterprises quarterly disbursement and goal performance reports.~~ (Revision #1, Discontinued November 1999)	~~Date of Document~~	~~4 Years~~	~~GS 02006~~	
~~TAPRPT – THE ALLOTMENT PREPARATION SYSTEM~~ ~~Summaries of agency allotments, FTEs and revenue status.~~ (Revision #1, Discontinued November 1999 to use GS 01042 Allotments.)	~~Date of Document~~	~~90 Days~~	~~GS 02011~~	
~~WEEKLY REPORTS~~ ~~Reports of agency financial and statistical activity reported on a weekly basis and specialized weekly reports requested by state agencies. Includes WWP and WZOTHER reports.~~ (Series Discontinued November 1999.)	~~Date of Document~~	~~90 Days~~	~~GS 02004~~	

GS 03 Human Resources Records

~~AGENCY REDUCTION IN FORCE PLAN~~ ~~Agency policies and procedures pertaining to Reduction in Force actions.~~ (Series Discontinued 2005. See GS 10002 Policies and Procedures.)	~~Superseded~~	~~6 Years~~	~~GS 03018~~	

~~GRIEVANCES~~ ~~A record of personnel grievance actions which are less formal than complaints.~~ (Series Discontinued1999 to use GS 03003 Grievance Files.)	~~Final Determination~~	~~2 Years~~	~~GS 03014~~	

GS 04 Audits, Investigations and Examinations

~~STATE AUDITOR'S REPORTS OF EXAMINATIONS, AGENCY COPY~~ ~~Agency copies of the final reports of audits and examinations performed by the State Auditor's Office.~~ (Series Discontinued 2005. This report is included in GS 04006 State Auditor's Office Audit Results, Agency Copy.)	~~After Audit~~	~~3 Years~~	~~GS 04003~~	

GS 05 Public Affairs and Public Disclosure

~~PUBLIC INFORMATION OFFICE, ADMINISTRATIVE FILES~~ ~~Correspondence, memos, complaints, reports, files on events, and other records concerning the general administration and operation of the office.~~ (Series Discontinued 2005 to use GS 09006 Administrative Plans, Working Files, Reports and Survey Results.)	~~Date of Document~~	~~2 Years~~	~~GS 05006~~	

GS 06 Contracts and Purchasing Records

~~PROPERTY DISPOSAL REQUEST~~ ~~Authorization for the sale or exchange of surplus state property in an agency's inventory. May be State Form SF 267 or similar agency specific form.~~ (Series Discontinued 2005 to use GS 16003 Disposition Records, Asset.)	~~Disposal Date~~	~~6 Years~~	~~GS 06003~~	

~~PURCHASING CONTRACT DOCUMENTS~~ ~~Contract package issued by the Division of Purchasing/Procurement for use by agencies as a term contract for specified goods and services. State Form GAP 110.~~ (Series Discontinued 2005 to use GS 01050 Contracts for Purchases, Purchased Services, Leases or Rentals.)	~~End of Contract~~	~~6 Years~~	~~GS 06005~~	

GS 08 Telecommunications

~~CUSTOMER SERVICE AGREEMENT~~ ~~Documentation for Customer Service Agreement contracts with the Department of Information Services. Includes service estimates and contract amendments.~~ (Series Discontinued 2005 to use GS 01050 Contracts for Purchases, Purchased Services, Leases or Rentals.)	~~Final Payment on Contract~~	~~6 Years~~	~~GS 08003~~	

GS 09 General Office Operations

~~CALENDARS, APPOINTMENT BOOKS, ROUTINE TELEPHONE LOGS~~ ~~A record of employee appointments, schedules, meetings, visitors, routine phone call logs, etc.~~ (Series Discontinued 2005 to use GS 09002 Reference Files.)	~~Date of Document~~	~~90 Days~~	~~GS 09011~~	
~~MINUTES AND FILES OF POLICY-SETTING MEETINGS~~ ~~Minutes, agendas and meeting files from meetings which formulate policy, rules or regulations for an agency or a number of state agencies. (For explanation and guidelines regarding meeting notes and tapes, see Appendix A.)~~ (Series Discontinued 2001 to use GS 10004 Minutes and Files of Policy-Setting Meetings.)	~~Date of Document~~	~~6 Years~~	~~GS 09010~~	~~Archival~~

~~READING OR DAY FILES~~ ~~Extra copies of correspondence, memos, reports, and other documents, assembled in chronological or subject order for quick reference purposes.~~ (Series Discontinued 2005 to use GS 09002 Reference Files.)		~~Destroy When No Longer Needed~~	~~GS 09004~~	
~~REPORTS OF ROUTINE PLANNING AND STUDIES~~ ~~Reports of studies, surveys, management audits and similar operations which analyze routine administrative operations, procedures or processes.~~ ~~Does not apply to agency-level studies and reports which involve major policy issues or agency wide administrative matters (see GS 10.)~~ (Series Discontinued 2005 to use GS 09006 Administrative Plans, Working Files and Reports and Survey Results.)	~~Date of Document~~	~~2 Years~~	~~GS 09007~~	
~~TRANSITORY ADMINISTRATIVE FILES~~ ~~Records temporarily required in day-to-day administrative operations. May include notes, telephone message slips, routine requests, and similar documents of a transitory nature.~~ (Series Discontinued 2005 to use GS 09002 Reference Files.)		~~Destroy When No Longer Needed~~	~~GS 09003~~	

GS 11 Records Management Records

~~MICROFILM SERVICES~~ ~~Documentation of relations between state agencies and microfilm service bureaus (including the State Imaging Services Bureau.) Includes requests for service, interagency agreements, and contracts itemizing labor and material costs of microfilming records.~~ (Series Discontinued 2005 to use appropriate Contracts series – see GS 06 Contracts and Purchasing Records.)	~~Provision of Service or Termination of Contract~~	~~6 Years~~	~~GS 11002~~	

~~RECORDS MANAGEMENT POLICIES AND PROCEDURES~~ ~~Policies and procedures developed by state agencies and by the Division of Archives and Records Management pertaining to the maintenance of records management programs.~~ (Series Discontinued 2005 to use appropriate Policies and Procedures series in GS 09 – General Office Operations (Non-Executive and GS 10 – Executive Level Records.)	~~Superseded~~	~~6 Years~~	~~GS 11008~~	
~~RECORDS MANAGEMENT PROGRAM SUBJECT FILES~~ ~~Records used to support the administration of an agency records management program, generally arranged by subject. May include management plans, surveys, reports, correspondence with program units, correspondence with the Division of Archives and Records Management and other state agencies, articles, training materials, information booklets and brochures, program announcements, and related records.~~ (Series Discontinued 2005 to use GS 09019 Subject Files.)	~~Administrative Purpose Served~~	~~2 Years~~	~~GS 11007~~	

GS12 Forms Management

~~FORMS MANAGEMENT PROGRAM SUBJECT FILES~~ ~~Records supporting the administration of an agency forms management program, generally arranged by subject. May include correspondence, memoranda, reports, guidelines, articles, vendor information, sample forms, copies of internal policies and procedures, and other documents related to forms design, management and control. (Series Approved 1997.)~~	~~Administrative Purpose Served~~	~~2 Years~~	~~GS 12004~~	

GS 13 Mail Services

~~APPLICATIONS AND PERMITS - PERIODICAL MAIL (2ND CLASS)~~ ~~U.S. Postal Service authorization to send out second class mail.~~ (Series Discontinued 2005 to use GS 13006 Statement of Mailing Second Class Publications.)	~~Date of Document~~	~~6 Years~~	~~GS 13005~~	
~~MAIL SERVICES SUBJECT FILES~~ ~~Records documenting the administration of agency mail services includes correspondence, memoranda, reports, vendor materials, operating manuals, rate schedules, copies of policies and procedures, and other related records. Also may include Consolidated Mail Service Interagency Mail Survey Form.~~ (Series Discontinued 2005 to use GS 09019 Subject Files.)	~~Date of Document~~	~~Administrative Purpose Served~~	~~GS 13002~~	

GS 14 Information Services

~~NETWORK CIRCUIT INVENTORIES~~ ~~Automated or paper records containing information on network circuits used by an agency, including circuit number, vendor, cost per month, type of connection, software, contact person, and other relevant information.~~ (Series Discontinued 2005 to use GS 14031 Network Circuit Files.)	~~Date of Document~~	~~Destroy After Circuit is No Longer in Use~~	~~GS 14030~~	
~~NETWORK IMPLEMENTATION PROJECT FILES~~ ~~Records used to plan and implement a network. Includes reports, justifications, working diagrams of proposed network, wiring schematics, diagrams, bids, correspondence, and other related documentation.~~ (Series Discontinued 2005 to use GS 14031 Network Circuit Files.)	~~Date of Document~~	~~Destroy After Superseded~~	~~GS 14034~~	

~~TRAINING COURSE INFORMATION~~ ~~Memoranda, flyers, catalogs, registration forms, rosters, and other records relating to training courses run by a data processing user support or office automation support unit.~~ (Series Discontinued 2001.) *Note: Series Discontinued, Recommend Using Appropriate Records Series in GS 22 Training.*	~~Date of Document~~	~~Destroy After Superseded or Obsolete~~	~~GS 14027~~	

GS 15 Publication and Duplication Services

~~MASTER JOB CARDS~~ ~~Historical record of printing jobs, filed alphabetically by the name of the requesting office~~. (Series Discontinued 2005 to use GS 15001 Master Printing Job Documentation.)	~~Date of Document~~	~~3 Years~~	~~GS 15002~~	
~~PUBLICATION AND DUPLICATION SUBJECT FILES~~ ~~Records used to support the administration of agency publication and duplication services, generally arranged by subject. May include correspondence, memoranda, studies, reports, plans, operator's manuals, vendor materials, supply catalogs, and copies of internal policies and procedures pertaining to publication and duplication equipment, supplies and services.~~ (Series Discontinued 2005 to use GS 09019 Subject Files.)		~~Administrative Purpose Served~~	~~GS 15006~~	
~~PUBLICATION JOB FILES~~ ~~Requests, orders, job descriptions and specifications, publication design records, sample job products and related records documenting jobs completed by an agency publications services unit. Includes estimates, material order sheet, proofs, samples, completed job reports, summary of costs, and related documentation.~~ (Series Discontinued 2005 to use GS 15005 Publication and Duplication Service Job Files.)		~~6 Years~~	~~GS 15003~~	

GS 16 Supplies, Equipment and Vehicle Management

~~EQUIPMENT AND FURNITURE INVENTORIES~~ ~~Running inventory control documents for equipment such as audiovisual equipment, tools, laboratory equipment, personal computers and printers, and other office equipment and furniture. The records describe each piece of agency-owned or leased equipment and furniture, indicating their location and value.~~ ~~Inventory control documents may include, but are not limited to: Data Input Sheet, Edit Error Report, Edit Control Error Report, Work File Error List, Location Code Report, Update Report, Update Control Report, Tag Number Report, AFRS Organizational Code Report, Asset Report, Data Transmittal to Statewide Asset Reporting System, Added Report, Changes Report, Error Report, Summary Report, Summary of Monthly File Activity Report.~~ (Series Discontinued 2005 to use GS 16008 Capital Assets Management Systems, Statewide or Agency.) ~~*Note: Does not apply to land ownership records. See GS 24 Real Property Management*~~	~~Until Report Superseded or Individual Equipment Of Inventory~~	~~6 Years~~	~~GS 16001~~	

GS 19 Legislative Relations

~~LEGISLATIVE CONTACT REPORTS~~ ~~A record of contacts between agency personnel and legislators, legislative staff, lobbyists, or the staff of the Governor's office in regard to pending legislation or other legislative issues.~~ (Series Discontinued 2005 to use GS 19004 Public Disclosure Report, Agency Copy.)	~~End of Legislative Session~~	~~4 Years~~	~~GS 19005~~	
~~LEGISLATIVE CORRESPONDENCE~~ ~~Correspondence relating to legislative issues, agency policies, or the agency's position on issues. May include constituent correspondence and correspondence with other agencies.~~ (Series Discontinued 2005 to use GS 10007 Correspondence, Official.)	~~End of Legislative Session~~	~~2 Years~~	~~GS 19003~~	~~Archival~~

GS 20 Affirmative Action

~~AGENCY WIDE AFFIRMATIVE ACTIONS PLANS, POLICIES AND PROCEDURES~~ ~~Plans developed by state agencies to fulfill affirmative action goals. Includes policy statements and agency procedures.~~ (Series Discontinued 2005 to use GS 10002 Policies and Procedures.)	~~Superseded plus 6 Years~~		~~GS 20001~~	~~Archival~~
~~AFFIRMATIVE ACTION SUBJECT FILES~~ ~~Correspondence, memoranda, copies of reports, articles, copies of publications and related documentation, generally organized by subject and used in the administration of an affirmative action program.~~ (Series Discontinued 2005 to use GS 09019 Subject Files.)	~~Administrative Purpose Served plus 2 Years~~		~~GS 20003~~	

GS 21 Facilities Management

~~FACILITY MANAGEMENT SUBJECT FILES~~ ~~Records used to support agency facility management programs, generally organized by subject. May include correspondence, memoranda, reports, manuals, copies of policies and procedures, and other records relating to the maintenance and use of facilities.~~ (Series Discontinued 2005 to use GS 09019 Subject Files.)	~~Administrative Purpose Served~~	~~2 Years~~	~~GS 21009~~	
~~LEASE FILES~~ ~~Records documenting the lease of state-owned property or other facilities to public or private organizations or individuals. Records may include copies of lease documents, related correspondence, copies of fiscal documents, and requests for maintenance and repairs.~~ (Series Discontinued 2005 to use GS 21004 Leases.)	~~Expiration of Agreement~~	~~6 Years~~	~~GS 21005~~	~~Possibly Essential~~

GS 24 Real Property Management

~~LAND ADMINISTRATION FILES~~ ~~Documentation of the planning process for the acquisition of land.~~ (Series Discontinued 2005 to use GS 24004 Land Acquisition Documentation.)	~~Date of Document~~	~~6 Years~~	~~GS 24002~~	~~Archival Possibly Essential~~

GLOSSARY

ACCESSION
- The act and procedures involved in a transfer of legal title and the taking of records or papers into the physical custody of an archival agency.
- The materials involved in such a transfer of custody.

ACTIVE RECORDS
Records that are referenced more than once per month per file drawer are considered active. Active records should be maintained in the office.

ADMINISTRATIVE FILES
Records documenting the operation, management, and administration of an office; usually distinguished from program records that relate to the office's primary function.

ADMINISTRATIVE VALUE
The usefulness of a specific records series for the administration of current or future business.

ALPHABETICAL FILING
Arrangement of records according to the alphabet; used mainly for files referred to by name or topic.

ARCHIVES
- The records, which have passed their retention requirement that are transferred to archival custody and preserved because of their continuing historical research value.
- The agency responsible for selecting, preserving, and providing public access to archival records.
- The building in which archival records are preserved and referenced.

CASE FILES
See Project Files

CD-ROM -
See Compact Disk, or Read-Only Memory

CENTRALIZED FILES
The files of several offices or organizational units physically or functionally that are centralized and supervised in one location.

CHRONOLOGICAL FILING
Arrangement of records according to date.

CODING
Marking a file code on a document prior to filing.

COMPACT DISK
A machine-readable medium used to reproduce records for rapid retrieval.

CONVENIENCE FILES
Extra copies of records created and kept for quick reference.

CORRESPONDENCE
Any format of information that is an addressed, written communication to or from an agency or its employees.

CUSTODY (OF RECORDS)
The guardianship of records that includes both physical possession and legal title.

CUT-OFF
The termination of files at regular intervals to permit their transfer, retirement, or disposal in complete blocks. Under this process, a file is terminated regularly at the end of a specified period of time or event, and a new file established.

DECENTRALIZED FILES
Files that are created, used, maintained and controlled in or near the office of record.

DISPOSITION
Any manner or method of changing the custody, location, or physical state of records. Includes transfer, microfilming, duplication and destruction.

DISPOSITION AUTHORITY NUMBER (DAN)
The control numbers assigned to records retention schedules and general records retention schedules approved by the State Records Committee.

ELECTRONIC IMAGING SYSTEM (EIS)
An Electronic Imaging System digitizes static records (microfilm and/or paper) with a scanner, provides a utility for indexing them in a database, and makes them available for search and retrieval using a personal computer, typically through a network or via the internet.

ELECTRONIC RECORDS
Records created and/or stored by electronic means, usually on computer systems.

ESSENTIAL (VITAL) RECORDS
Records essential to any of the following:
- Protect the legal rights of clients, property owners, students and other citizens;
- The resumption and/or continuation of agency operations;
- The re-creation of the legal and financial status of the agency; or
- The fulfillment of obligations to local, state, and federal governments and outside interests.

FILE CLASSIFICATION
See Primary and Secondary

FILE PLAN
A listing of all records series held at each file station, including retention periods, file codes, methods of filing, and disposition instructions.

FISCAL VALUE
The usefulness of a specific records series for the documentation of an agency's financial transactions and obligations.

GENERAL RECORDS RETENTION SCHEDULE
A schedule, listing and assigning minimum retention periods to individual records series, which is approved for all state government agencies, or particular types of agencies, by the State Records Committee. General records retention schedules provide the agencies they cover with continuing blanket authority for the disposition of commonly-held records according to their assigned retention periods.

GEOGRAPHICAL FILING
Arrangement of records according to geographical area, alphabetically.

GUIDE
A card or tab divider used in filing systems to identify sections and/or sub-sections of the file. Guides provide physical support and aid in filing and finding individual records.

HISTORICAL VALUE
The usefulness of a specific records series for historical research. Typically, 1% to 5% of an agency's total records have historical value.

IMAGING
The act of reproducing records on digital or micrographic media.

INACTIVE RECORDS
Records with a reference rate of less than one search per file drawer per month. Such records may be transferred to an inactive records storage center.

INVENTORY
1) A descriptive listing of records series held by an office or file station, including such data as title, inclusive dates, quantity, arrangement, relationships to other series, and description of significant subject content; 2.) A survey of records conducted prior to disposition or the development of a records retention schedule.

LEGAL VALUE
The usefulness of specific records series as documentation of an agency's legally enforceable rights and obligations.

MACHINE-READABLE RECORDS
See Electronic Records and Optical Disc

MATERIAL WITH NO RETENTION VALUE
Material that does not need to be filed or that may be destroyed after a short retention. This includes drafts, worksheets, telephone messages, blank forms, publications, and extra copies of documents created for convenience or public distribution.

MICROFILM
A high-resolution photographic film used to record reduced-size images from original records. The act of recording microphotographs on film.

NUMERICAL FILING
Arrangement of records in sequence according to document number.

OFM (OFFICE FILES AND MEMORANDA)
A public records classification provided by chapter 40.14.010(2) RCW that identifies records that have purely administrative value.

OPR (Official Public Record)
A public records classification provided by chapter 40.14.010(1) RCW that identifies records which have significant legal or fiscal value and require a minimum retention of 6 years unless an agency establishes justification that a 6-year retention is unnecessary or uneconomical.

OPTICAL DISK
A machine-readable medium used to reproduce records for rapid retrieval.

OUT-CARD
A guide card used to indicate that records have been taken from the file. Identifies the specific item/file, date, and name of the person temporarily holding the record with an "out-card."

PERMANENT RECORDS
Records that have sufficient legal, fiscal, and/or historical value to be retained forever.

PRIMARY FILING CLASSIFICATION
The most general category under which records can be sorted and arranged for filing. Primary filing classifications should be defined by the function and retention requirements of the records.

PRIMARY RECORD COPY
The original or official copy of a records series.

PROGRAM LEVEL RECORDS
Records which are complied as direct documentation of the program, as opposed to records created during the course of administering the program. Examples of program level records include: correspondence, subject files, policy statements and planning records documenting the operation.

PROJECT (CASE) FILES
Groups of documents that pertain to a particular action, event, person, or place. May consist of correspondence, form records, memoranda, reports, or a combination of such records.

PROPRIETARY RECORDS
Records containing information of a confidential or highly sensitive nature requiring destruction by shredding, to eliminate the possibility of illegal or undesirable disclosure.

PUBLIC RECORD
See Records

PURGING
See Screening

READ-ONLY MEMORY (ROM)
Electronic record storage systems that allow for research or "reading" access but protect the record from additional entries or alterations.

READING (DAY) FILE
A file of extra copies of outgoing correspondence arranged in chronological order.

RECORDS
Papers (reports, correspondence, legal documents, etc.), photographs, magnetic tape, microfilm, sound recordings, maps, drawings, or other documents, regardless of physical form or characteristics, and including all copies thereof, either organized or received by an institution.

RECORDS CENTER
A low-cost facility for the organized and controlled storage, maintenance, retrieval, and disposition of inactive or non-current records.

RECORDS COORDINATOR
Assists the agency records officer with the records management duties of their section or division.

RECORDS MANAGEMENT
The management function concerned with the efficient, systematic control of records from their creation to their ultimate disposition.

RECORDS OFFICER
The individual responsible for an agency's records management procedures, including retention scheduling, files organization, records storage, and destruction.

RECORDS RETENTION SCHEDULE
A schedule, listing and assigning minimum retention periods to individual records series, which is approved for a specific agency by the State Records Committee. A records retention schedule provides the agency for which it is approved continuing records disposition authority.

RECORDS SERIES
A group of records, performing a specific function, which is used as a unit, filed as a unit and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.

REFERENCE FILES
Publications, books, periodicals, catalogs, bulletins, reports, maps, theses, tapes, films, photographs, and other materials that are needed as informational resources but are not part of the main body of files.

RETENTION PERIOD
The minimum amount of time required for the retention of a records series on a records retention schedule or general records retention schedule approved by the State Records Committee.

ROM
See Read-Only Memory

SCREENING
Removal of individual papers or folders from a group of records, usually to permit disposal of parts of the file, and retention or transfer of the rest. Also known as purging or weeding.

SECONDARY FILING CLASSIFICATION
The second most general class of filing category under which records can be sorted or arranged for filing; subsidiary to primary classification.

STATE RECORDS COMMITTEE
The body established by the Public Records Act, chapter 40.14.070 RCW, to review and approve schedules for the retention and disposition of all state government records. It includes the State Archivist and one representative each from the Offices of the State Attorney General, State Auditor, and Financial Management.

SUBJECT FILE
A file in which documents are arranged alphabetically by general subject or topic.

SUSPENSE FILE
A file in which documents are arranged chronologically by a future date of recall, to remind the user of future tasks and events. Also known as a tickler file.

TICKLER FILE
See Suspense File

TRANSACTIONAL FILES
Records documenting the unique daily transactions or activities of an office that distinguish its primary functions.

TRANSITORY FILE
A file of routine correspondence and other records with short-term value. Its retention period is limited to the interval required for completion of specific actions covered by individual pieces of correspondence.

TRANSMITTAL
Documentation authorizing the disposal, transfers to inactive storage, or transfer to archival storage of public records.

VITAL RECORDS
See Essential Records

WORKING FILE
A file of rough notes, calculations, or preliminary drafts that are assembled and used in the preparation or analysis of other documents; usually retained in desk files or filed separately until project complete.