



## **This schedule applies to: Energy Facility Site Evaluation Council (EFSEC)**

### **Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of the Energy Facility Site Evaluation Council (EFSEC) relating to the unique functions of monitoring and regulating the siting and construction of certain non-hydroelectric energy facilities (alternative energy such as wind turbine, nuclear, refineries, etc.). The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGRRS)*, which authorizes the destruction/transfer of public records common to all state agencies.

### **Disposition of public records**

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

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

### **Revocation of previously issued records retention schedules**

All previously issued records retention schedules to the Energy Facility Site Evaluation Council are revoked. The Energy Facility Site Evaluation Council must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

### **Authority**

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on February 7, 2024.

  
Al Rose (Feb 7, 2024 14:20 PST)

**For the State Auditor:**  
**Al Rose**

  
Suzanne Becker (Feb 13, 2024 08:20 PST)

**For the Attorney General:**  
**Suzanne Becker**

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**For the Office of Financial Management:**  
**Cheri Keller**

  
Heather Hirota (Feb 7, 2024 15:17 PST)

**The State Archivist:**  
**Heather Hirota**



## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	December 7, 2022	Initial agency schedule.
1.1	February 7, 2024	Addition of records series Traditional Cultural Places and Properties (TCP) Studies/Reports – Internal Use Only and associated exclusions in all other records series.

For assistance and advice in applying this records retention schedule,  
please contact the Energy Facility Site Evaluation Council’s Records Officer  
or Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)



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## 1. ENERGY FACILITY SITE EVALUATION

This section covers records relating to monitoring and regulating the siting and construction of certain non-hydroelectric energy facilities (alternative energy such as wind turbine, nuclear, refineries, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
22-12-69671 Rev. 1	<p><b>Cases Approved (But Not Constructed)</b></p> <p>Records relating to EFSEC cases that are approved but not constructed. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• SEPA Compliance;</li> <li>• Applications submitted to the Council for these projects;</li> <li>• Records of adjudicative proceedings conducted by the Council;</li> <li>• Records of appeals of Council or Governor decisions;</li> <li>• Compliance monitoring of facility construction and operation;</li> <li>• Off-site emergency response planning and activities;</li> <li>• Project termination and site restoration planning and activities;</li> <li>• Site certification agreement amendments;</li> <li>• Contracting and other review activities conducted in support of these projects.</li> </ul> <p>Excludes records covered by <i>Traditional Cultural Places and Properties (TCP) Studies/Reports – Internal Use Only (DAN 24-02-69708)</i>.</p> <p><i>Note: This series includes (but is not limited to) records pertaining to the following proposals: Wallula Power Project, Sumas 2 Generation Facility, Weyerhaeuser/Cowlitz Project, BP Cherry Point Cogeneration, and the Creston Power Project.</i></p>	<p><b>Retain</b> for 10 years after end of fiscal year in which the Site Certification Agreement (SCA) was terminated</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
<p>22-12-69672 Rev. 1</p>	<p><b>Discontinued Cases</b> Records relating to cases that are discontinued due to preclusion of federal Legislation, legal difficulties, a denial by the Governor, at the request of the applicant, or other valid reasons. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Legal description of the proposed site;</li> <li>• General correspondence;</li> <li>• Materials and agenda regarding site visit tours;</li> <li>• Consultant selection environmental report &amp; final analysis study;</li> <li>• Transcripts and exhibits from initial and informational hearings and prehearing conferences;</li> <li>• Official distribution list as well as files of parties who are granted intervenor status.</li> </ul> <p>Excludes records covered by <i>Traditional Cultural Places and Properties (TCP) Studies/Reports – Internal Use Only (DAN 24-02-69708)</i>. <i>Note: This series includes (but is not limited to) records pertaining to the following proposals: Starbuck Power Project, Olympic Pipeline, Tesoro Savage Vancouver Energy Distribution Terminal.</i></p>	<p><b>Retain</b> for 10 years after end of fiscal year in which project was discontinued <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> <b>(Appraisal Required)</b> NON-ESSENTIAL OPR</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
22-12-69673 Rev. 1	<p><b><i>Nuclear Power Projects</i></b></p> <p>Records relating to reviews and recommendations to the Governor for Washington Nuclear Projects (WNP), such as projects 1,2,3,4 &amp; 5.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications submitted to the Council for these projects;</li> <li>• SEPA compliance;</li> <li>• Records of adjudicative proceedings conducted by the Council;</li> <li>• Records of appeals of Council or Governor decisions;</li> <li>• Compliance monitoring of facility construction and operation;</li> <li>• Off-site emergency response planning and activities;</li> <li>• Project termination and site restoration planning and activities;</li> <li>• Site certification agreements and amendments;</li> <li>• Council orders and resolutions relating to nuclear power generating sites;</li> <li>• Incident reports, testing results, compliance violations, and enforcements actions;</li> <li>• Contracting or other review activities conducted in support of these projects.</li> </ul> <p>Excludes records covered by <i>Traditional Cultural Places and Properties (TCP) Studies/Reports – Internal Use Only (DAN 24-02-69708)</i>.</p>	<p><b>Retain</b> for 25 years after site restoration completion date <i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
22-12-69674 Rev. 1	<p><b><i>Operating Alternative Energy Facilities</i></b></p> <p>Records relating to reviews, recommendations to the Governor, and compliance monitoring of operating alternative energy producing facilities. Alternative energy resources includes energy facilities of the following types: Wind energy, solar energy, geothermal energy, landfill gas, wave or tidal action, and biomass energy based on solid organic fuels.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• SEPA compliance;</li> <li>• Applications submitted to the Council for the related project;</li> <li>• Records of adjudicative proceedings conducted by the Council;</li> <li>• Records of appeals of Council or Governor decisions;</li> <li>• Compliance monitoring of facility construction and operation;</li> <li>• Off-site emergency response planning and activities;</li> <li>• Project termination and site restoration planning and activities;</li> <li>• Site certification agreements and amendments;</li> <li>• Contracting and other review activities conducted in support of this project;</li> <li>• Council order and resolutions relating to project site;</li> <li>• Incident reports, testing results, compliance variations, enforcement actions;</li> <li>• Contracting and other review activities conducted in support of this project.</li> </ul> <p>Excludes records covered by <i>Traditional Cultural Places and Properties (TCP) Studies/Reports – Internal Use Only (DAN 24-02-69708)</i>.</p>	<p><b>Retain</b> for 25 years after site restoration completion date <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
22-12-69675 Rev. 1	<p><b>Operating Thermal Facilities</b></p> <p>Records relating to reviews and recommendations to the Governor and compliance for operating thermal facilities, such as Chehalis Generating facility and Grays Harbor Energy (formerly Satsop, formerly WNP 3/5).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications submitted to the Council for these projects;</li> <li>• SEPA compliance;</li> <li>• Records of adjudicative proceedings conducted by the Council;</li> <li>• Recommendation records and Governor’s decision;</li> <li>• Records of appeals of Council or Governor decisions;</li> <li>• Compliance monitoring of facility construction and operation;</li> <li>• Off-site emergency response planning and activities;</li> <li>• Project termination and site restoration planning and activities;</li> <li>• Site certification agreement amendments;</li> <li>• Council orders and resolutions relating to project site;</li> <li>• Incident reports, testing results, compliance violations;</li> <li>• Contracting and other review activities conducted in support of this project.</li> </ul> <p>Excludes records covered by <i>Traditional Cultural Places and Properties (TCP) Studies/Reports – Internal Use Only (DAN 24-02-69708)</i>.</p>	<p><b>Retain</b> for 25 years after site restoration completion date <i>then</i></p> <p><b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
22-12-69676 Rev. 1	<p><b><i>Pipeline or Transmission Line Projects</i></b></p> <p>Records relating to reviews and recommendations to the Governor for pipeline or transmission line projects.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Applications submitted to the Council;</li> <li>• SEPA compliance;</li> <li>• Records of adjudicative proceedings conducted by the Council;</li> <li>• Records of appeals of Council or Governor decisions;</li> <li>• Compliance monitoring of facility construction and operation;</li> <li>• Off-site emergency response planning and activities;</li> <li>• Project termination and site restoration planning and activities;</li> <li>• Site certification agreements and amendments;</li> <li>• Council orders and resolutions relating to project site;</li> <li>• Incident reports, testing results, compliance violations, enforcement actions;</li> <li>• Contracting and other review activities conducted in support of this project.</li> </ul> <p>Excludes records covered by <i>Traditional Cultural Places and Properties (TCP) Studies/Reports – Internal Use Only (DAN 24-02-69708)</i>.</p>	<p><b>Retain</b> for 25 years after final date of decommissioned project</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (for Disaster Recovery) OPR</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
24-02-69708 Rev. 0	<p><b><i>Traditional Cultural Places and Properties (TCP) Studies/Reports – Internal Use Only</i></b></p> <p>Records relating to traditional cultural places and properties (TCPs) given to or contracted by the agency for use in project reviews with the understanding they will not be shared outside of the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• TCP forms;</li><li>• TCP studies/reports.</li></ul>	<b>Retain</b> permanently.	NON-ARCHIVAL NON-ESSENTIAL OPR



## GLOSSARY

### ***Appraisal***

The process of determining the value and disposition of records based on their administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

### ***Archival (Appraisal Required)***

Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met.

### ***Archival (Permanent Retention)***

Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation.

### ***Disposition***

Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction.

### ***Disposition Authority Number (DAN)***

Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series.

### ***Essential Records***

Records needed to respond to, and/or perform critical operations during/after, a disaster or emergency. They need to be protected through backup or enhanced storage. (RCW 40.10.010)

### ***Local Records Committee***

Committee established by RCW 40.14.070 to review and approve disposition of local government records through records retention schedules. The Committee's three members include the State Archivist and one representative each from the Office of the Attorney General and the State Auditor.



### ***Non-Archival***

Designation given to public records that do not possess sufficient historical value to be designated as “Archival.” Agencies must retain these records for the minimum retention period specified by the appropriate current records retention schedule. Agencies should destroy these records after their minimum retention period expires, provided the records are not required for litigation, public records requests, or other purposes required by law.

### ***Non-Essential Records***

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in chapter 40.10 RCW.

### ***OFM (Office Files and Memoranda)***

Public records not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda.

### ***OPR (Official Public Records)***

Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records.

### ***Public Records***

Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics.

### ***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 or a number of different types of documents that are filed together to document a specific function.

### ***State Records Committee***

Committee established by RCW 40.14.050 to review and approve disposition of state government records. Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.



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# Energy Facility Site Evaluation Council Records Retention Schedule v.1.1 (February 2024)

Final Audit Report

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