

Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Barley Commission - Office# 100	<p style="text-align: center;">Accounts Payable</p> <p>Provides a record of requests, orders, invoices, travel vouchers and other administrative business transactions.</p>	90-05-46180 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Barley Commission - Office# 100	<p style="text-align: center;">Advertising and Promotion</p> <p>Provides a record of planned and executed promotional efforts of the commission.</p>	90-05-46193 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OFM
Barley Commission - Office# 100	<p style="text-align: center;">Agreements and Contracts</p> <p>Documentation providing a record of those persons, companies, associations who are authorized by contract or agreement to perform various services for the commission (also includes rental and maintenance agreements.)</p>	90-05-46185 Rev.0	Termination of Contract	72 Months	0 Months	6 Years	Non-Archival OPR
Barley Commission - Office# 100	<p style="text-align: center;">Annual Reports</p> <p>Provides a yearly record of commission activities.</p>	90-05-46187 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Barley Commission - Office# 100	<p style="text-align: center;">Assessment and Collection</p> <p>Documentation providing a record of moneys received from industry to satisfy statutorily mandated assessments to be used for research, promotion and operational costs; also the investigation of unfair trade practices.</p>	90-05-46179 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Barley Commission - Office# 100	<p style="text-align: center;">Audit Records</p> <p>Documentation providing a record of annual audit reports which are subject to procedures and methods lawfully prescribed by the state auditor.</p>	90-05-46183 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Barley Commission - Office# 100	<p style="text-align: center;">Banking Records</p> <p>Cancelled and voided checks, bank statements, reconciliation reports, deposit and withdrawal records, investment activity records and other documentation pertaining to the banking activities of the commission.</p>	90-05-46178 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OPR
Barley Commission - Office# 100	<p style="text-align: center;">Budget Workpapers</p> <p>Provides a record of yearly budget projections and operating expenditures.</p>	90-05-46182 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OFM
Barley Commission - Office# 100	<p style="text-align: center;">Commision Newsletter</p> <p>Historical record containing copies of all commission newsletters sent to producers, commission members and others.</p>	90-05-46190 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OFM

Barley Commission - Office# 100	Elections Documents election proceedings and appointments made of persons to serve as members of the board.	90-05-46186 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OFM
Barley Commission - Office# 100	Financial Reports Provides a (monthly) (annual) summary of cash receipts and expenditures.	90-05-46181 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OFM
Barley Commission - Office# 100	General Correspondence Provides documentation pertaining to the operation of the commission.	90-05-46188 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OFM
Barley Commission - Office# 100	History, Washington Barley Commission Historical documentation of the formation and organization of the commission.	90-05-46189 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OFM
Barley Commission - Office# 100	Legislation File To provide a record of legislative activities concerning administrative orders and changes and/or amendments to the Revised Code of WA pertaining to the commission.	90-05-46191 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OPR
Barley Commission - Office# 100	Litigation and Legal Matters Correspondence and other documentation pertaining to legal matters that involve the commission. Includes correspondence with the WA State AGO.	90-05-46192 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OPR
Barley Commission - Office# 100	Meeting Minutes To provide a record of regular, annual and other special meetings held by the commission.	90-05-47602 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OPR
Barley Commission - Office# 100	Payroll Records Provides a record of W-4's, insurance info, payroll changes.	90-05-46195 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Non-Archival OPR
Barley Commission - Office# 100	Research Records Documentation of research projects approved and carried out by various researchers.	90-05-46194 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Archival OFM
Barley Commission - Office# 100	State Audit Reports Provides a record of audit examinations performed by the state auditor.	90-05-46184 Rev.0	Fiscal Year	72 Months	0 Months	6 Years	Non-Archival OFM
Grain Commission, Washington - Office# 100	Advertising and Promotion Provides a record of planned and executed promotional efforts of the Commission	90-05-46176 Rev.0	Calendar Year	72 Months	0 Months	6 Years	Archival OFM

Grain Commission, Washington - Office# 100	Research Records Documentation of research projects approved and implemented by various researchers.	90-05-46177 Rev.0	Completed Research	72 Months	0 Months	6 Years	Archival OFM
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