



This schedule applies to: All Local Government Agencies

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records documenting the common functions and activities of local government agencies (such as counties, cities, towns, special purpose districts, etc.). It is to be used in conjunction with the other approved schedules that relate to the unique functions of the agency.

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 previous versions of the Local Government Common Records Retention Schedule are revoked. Local government agencies 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 Local Records Committee in accordance with RCW 40.14.070 on October 2, 2024.

For the State Auditor: Al Rose

For the Attorney General: Matt Kernutt

The State Archivist: Heather Hirota



REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	December 16, 2008	Consolidation of existing records series common to all local government agencies (from all local government general schedules) into a single records retention schedule. No changes to records series titles, descriptions, retention periods, disposition authority numbers (DANs), or archival designations. EXCEPTION: All duplicate DANs have been assigned new DANs. New series relating to Electronic Imaging Systems (EIS) source documents (DAN GS50-09-14).
2.0	January 28, 2010	Complete revision of Information Management function. New Records Conversion activity created. Library records series transferred from <i>Local Government General Records Retention Schedule (LGRRS) Version 5.0</i> and updated. Electronic Information Systems activity completely revised and placed in Asset Management function. New archival designations introduced in all <i>new and revised</i> records series. (Definitions can be found in the Glossary.) Revision numbers have been added to all Disposition Authority Numbers (DANs). A new section, Records with Minimal Retention Value, covers records previously covered by GS50-02 (which has been discontinued). Removed "Secondary Copy" and "Remarks" columns in all activities with <i>new and revised</i> records series. Also removed extraneous notes about revisions and corrections in all records series.
2.1	July 29, 2010	Records series in the Risk Management/Insurance and Legal sections (covering accidents/incidents, guardian permission for minors, and claims for damages) have been revised. The Industrial Insurance (workers' compensation) section has been updated and consolidated, and a new series covering LEOFF 1 claims has been added. GS50-01-11 (covering contracts and agreements) has been updated to include legal agreements of all kinds, such as liability waivers, hold harmless agreements, insurance waivers, etc. Two new series covering agency strategic plans have been added. A new series covering Superior Court source records (which have been reproduced) has been added. An obsolete records series relating to public disclosure requests has been discontinued.
2.2	December 15, 2011	Critical updates based on user feedback/input. 36 pages removed. 77 records series discontinued, 34 revised, and 28 added. 31 existing series relating to financial transactions have been consolidated into 2 new series: Financial Transactions – General , and Financial Transactions – Bond, Grant and Levy Projects . 19 existing series relating to meetings and hearings have been consolidated into 2 existing and 4 new series. Added "Designations" column; removed "Item No.", "Secondary Record Copy", and "Remarks" columns. (<i>Some</i> remarks have been added to description as "Notes".) All records series relating to purchasing have been moved to Financial Management/ Purchasing. The Contracts and Agreements section has been updated/enhanced, and a new Training section has been added to cover agency-provided training. (These and many more changes are detailed in the Revision Guide.)
3.0	November 29, 2012	Complete revision of the Asset Management function. 34 new series; 7 series transferred in from LGRRS Version 5.2; 87 series revised; and 78 series discontinued. Multiple activities restructured and several new activities added including: Elections (Elected Officials, Initiatives and Referenda); Emergency Planning, Response and Recovery; and, Local Government Legislation. (All changes are detailed in the Revision Guide.)
3.1	December 18, 2014	Added new series (GS2014-030) to urgently address the payment card Sensitive Authentication Data issue. Three additional series added (GS2014-029, GS2014-031, and GS2014-032); one discontinued (GS2010-085); and 11 revised/updated. Also, corrections made to 11 DAN <i>revision numbers</i> (e.g., "Rev. 0") (All changes are detailed in the Summary of Changes.)



Version	Date of Approval	Extent of Revision
3.2	August 20, 2015	One records series modified. GS2014-030 renamed Financial Transactions – Sensitive Cardholder Data and description modified to <u>include</u> primary account/credit card number (PAN) <i>as well as</i> all Sensitive Authentication Data (SAD). Exclusions on p.90 & 91 updated. (No Summary of Changes.)
3.3	October 27, 2016	Minor revisions to the “Agency Management – Meetings and Hearings” and “Records with Minimal Retention Value (Transitory Records)” sections.
4.0	May 18, 2017	Complete revision of Human Resource Management, Legal Affairs (Agency Management), and Payroll (Financial Management). IMPORTANT: Disposition authority for legal advice/opinions provided by the agency attorney (or outside counsel) is granted <i>with the DAN for the records to which the advice relates</i> , whether specified in each individual records series or not. EMPLOYEE refers to any individual who performs tasks or assumes responsibilities <i>for or on behalf of the agency</i> , whether paid or unpaid (e.g., appointed, volunteer, contract, temporary, etc.) This definition applies <u>only</u> in relation to legal disposition authority and does <u>not</u> refer to legal employment status. 16 records series added; 63 revised; and 98 discontinued. (All changes are listed in the Summary of Changes.)
4.1	August 5, 2020	Minor revisions to the “Asset Management – Security” section.
4.2	August 4, 2021	Minor revisions to the “Human Resource Management – Employee Health and Safety” section.
5.0	October 2, 2024	Major revisions throughout the schedule.

For assistance and advice in applying this records retention schedule,
please contact your agency’s Records Officer/Manager
or Washington State Archives at:
recordsmanagement@sos.wa.gov



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1. AGENCY ADMINISTRATION AND MANAGEMENT

The function relating to the overarching management of the agency and its general administration. Also includes managing the agency’s interaction with its community, and legal matters.

1.1 ADVICE AND TECHNICAL ASSISTANCE			
<i>The activity of providing advice, technical assistance, and information about the agency, its core business, programs, and services.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-001 Rev. 4	<p>Provision of Advice, Assistance, or Information</p> <p>Records relating to requests received and provision of advice, technical assistance and information (including agency-initiated communications) concerning the agency, its core business, programs and services, where not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Internal and external correspondence/communications (regardless of format) relating to requested and/or agency-initiated advice, assistance, or information. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> Public Disclosure/Records Requests (DAN GS2010-014); Publications – Master Set (DAN GS50-06F-04); Requests for Basic/Routine Agency Information (DAN GS50-02-01). 	<p>Retain for 2 years after communication received or provided, <i>whichever is later then</i></p> <p>Destroy.</p> <p><i>Note: Information/advice published online by the agency continues to be “provided” until the date it is removed/withdrawn.</i></p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.2 AUDITING

The activities associated with conducting internal audits of the agency and coordinating external audits of the agency by the State Auditor’s Office and others. Also includes performance audits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03F-02 Rev. 1	<p>External Audits/Reviews of Agency – Final Reports Records relating to the final outcome of audits conducted by either the State Auditor’s Office or other external organizations. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Final reports of audits and examinations; • Management letters; • Exit items; • Other documentation provided at the final exit conference. 	<p>Retain for 6 years after audit report date <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS2024-010 Rev. 0	<p>External Audits/Reviews of the Agency – Interactions Records relating to the agency’s interactions with the external agency/organization conducting the audit/review of the agency. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests for information; • Entrance documents; • Status reports; • Related correspondence/communications. <p>Excludes records covered by <i>External Audits/Reviews of the Agency – Final Reports (DAN GS50-03F-02)</i>.</p>	<p>Retain until conclusion of audit <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



1.2 AUDITING

The activities associated with conducting internal audits of the agency and coordinating external audits of the agency by the State Auditor’s Office and others. Also includes performance audits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03F-03 Rev. 1	<p>Internal Audits – Development</p> <p>Records related to the conducting of internal audits that are either documented in the audit working papers or that proved not to be relevant to the conclusions of the audit/consultation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Preliminary drafts; • Review notes; • Related correspondence/communications. 	<p>Retain until conclusion of audit <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS2024-016 Rev. 0	<p>Internal Audits – Final Reports and Audit Working Papers</p> <p>Final reports, audit working papers and other supporting documentation relating to the planning, methodology, conduct, and conclusions of internal audits.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Planning procedures and communications (such as engagement letters, memoranda of understanding, etc.); • Internal control reviews; • Substantive tests and criteria used; • Audit strategies and procedures performed; • Audit evidence; • Conclusions reached; • Final reports. 	<p>Retain for 6 years after conclusion of audit <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.3 AUTHORIZATION/CERTIFICATION

The activity of the agency receiving authorizations/approvals from other regulating authorities or external organizations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-42 Rev. 3	<p><i>Authorizations/Certifications Received by Agency</i></p> <p>Records relating to licenses, permits, accreditations, certifications, and other authorizations received by the agency from other regulating authorities or external organizations, <i>where not covered by a more specific records series.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications/confirmations; • Reports; • Violations/corrections; • Related correspondence/communications. <p>Excludes licenses, permits, etc., that are:</p> <ul style="list-style-type: none"> • Issued by the agency to others; • Received by employees in connection with their employment covered by <i>Authorizations/Certifications – Employees (General) (DAN GS2011-190)</i>; • <i>Authorizations/Certifications – Hazardous Materials (DAN GS55-01M-04)</i>; • <i>Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS55-05A-06)</i> (land division permits, etc.). 	<p>Retain for 6 years after authorization expired/superseded/terminated <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



1.4 CALENDARS

The activity of documenting staff appointments/activities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2024-005 Rev. 0	<p><i>Calendars – Elected Officials and Agency Heads</i> Records documenting the day-to-day meetings and other official appointments of elected officials and the head of the agency. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Calendar records stored in Microsoft Outlook and other calendaring software/apps; • Hardcopy calendars/appointment books/diaries/etc. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Organizing/Monitoring Work in Progress (DAN GS2016-008);</i> • <i>Scheduling – Appointments/Meetings (DAN GS2016-011).</i> 	<p>Retain for 4 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
GS50-01-36 Rev. 1	<p><i>Calendars – Employees (Other than Elected Officials and Agency Heads)</i> Records documenting the day-to-day meetings and other work-related appointments of agency employees other than elected officials and agency heads. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Calendar records stored in Microsoft Outlook and other calendaring software/apps; • Hardcopy calendars/appointment books/diaries/etc. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Calendars – Elected Officials and Agency Heads (DAN GS2024-005);</i> • <i>Organizing/Monitoring Work in Progress (DAN GS2016-008);</i> • <i>Scheduling – Appointments/Meetings (DAN GS2016-011).</i> 	<p>Retain until obsolete or superseded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



1.5 CHARTER, JURISDICTION, AND MISSION

The activity of establishing, documenting, and determining the agency’s charter, jurisdiction, and mission.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-01 Rev. 2	Charter and Bylaws – Adopted Official, adopted charter and/or bylaws defining the scope of the agency and its rights, responsibilities, and authority, and including written rules for the agency’s decision-making bodies (councils, commissions, committees, etc.). Includes Associated Student Bodies (ASB). Excludes records included in the agency’s governing body’s meeting packets and covered by <i>Governing/Executive/Policy-Setting Body Records (DAN GS50-05A-13)</i> .	Retain until superseded <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR
GS50-05A-07 Rev. 2	Charter and Bylaws – Development Records relating to the development of the agency’s charter and/or by-laws defining the scope of the agency and its rights, responsibilities, and authority, and including written rules for the agency’s decision-making bodies (councils, commissions, committees, etc.). Includes Associated Student Bodies (ASB). Excludes records covered by <i>Charter and Bylaws – Adopted (DAN GS50-05A-01)</i> .	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS52-03A-05 Rev. 2	Jurisdictional Boundary – Development Records relating to the development and/or proposal of modifications/changes to the agency’s jurisdictional boundary (including annexation or incorporation). Includes requests, proposals, process documentation, related communications, etc. Excludes records covered by: <ul style="list-style-type: none"> <i>Governing/Executive/Policy-Setting Body Records (DAN GS50-05A-13);</i> <i>Jurisdictional Boundary – Official (DAN GS50-16-09).</i> 	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



1.5 CHARTER, JURISDICTION, AND MISSION

The activity of establishing, documenting, and determining the agency’s charter, jurisdiction, and mission.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-16-09 Rev. 2	<p><i>Jurisdictional Boundary – Official</i></p> <p>Official documentation of the agency’s legal jurisdictional boundary, changes to its boundary (including annexation or incorporation), and related records documenting locations and physical features within the agency’s jurisdiction.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Drawings, maps, photographs (prints, slides, negatives, digital images), aerial photos; • Surveys, land survey field books; • Geological data/geotechnical reports. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS55-05A-06);</i> • <i>County Engineer Records (DAN GS2012-031);</i> • The County Assessor, County Auditor, and Land Use Planning and Permitting records retention schedules. 	<p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR</p>



1.6 CIVIL RIGHTS COMPLIANCE

The activities associated with the agency's compliance with civil rights obligations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04C-01 Rev. 3	<p><i>Accommodation Requests (ADA/Section 504)</i></p> <p>Records relating to requests for accommodations from the agency's clients, customers, students, etc. in accordance with Title II of the Americans with Disabilities Act (ADA) or Section 504 of the <i>Rehabilitation Act of 1973</i>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests and supporting materials; • Records documenting the decision-making process, determination, and final outcome; • Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Civil Rights – Violation Complaints (1985 and earlier) (DAN GS50-04C-04);</i> • <i>Civil Rights – Violation Complaints (1986 and later) (DAN GS2017-002);</i> • <i>Employee Health Records (Routine) (DAN GS2017-015).</i> 	<p>Retain for 6 years after completion or denial of accommodation(s)</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.6 CIVIL RIGHTS COMPLIANCE

The activities associated with the agency's compliance with civil rights obligations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-171 Rev. 2	<p><i>Civil Rights Compliance – General</i></p> <p>Records relating to the agency's efforts to comply with federal, state and local statute governing <u>employees</u>' and the general public's civil rights, <i>where not covered by a more specific records series.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agreements, surveys, reports; • Meeting and training materials; • Notifications and communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Accommodation Requests (ADA/Section 504) (DAN GS50-04C-01);</i> • <i>Civil Rights – Violation Complaints (1985 and earlier) (DAN GS50-04C-04);</i> • <i>Civil Rights – Violation Complaints (1986 and later) (DAN GS2017-002).</i> 	<p>Retain for 6 years after end of calendar year</p> <p><i>and</i></p> <p>until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.6 CIVIL RIGHTS COMPLIANCE

The activities associated with the agency's compliance with civil rights obligations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04C-04 Rev. 2	<p><i>Civil Rights – Violation Complaints (1985 and earlier)</i></p> <p>Records relating to civil rights violation complaints within the agency's jurisdiction, filed by agency employees or the general public <i>in 1985 or earlier</i>. Includes defending or responding to complaints filed with the United States Equal Employment Opportunity Commission (EEOC) and/or the Washington State Human Rights Commission.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Complaints, investigations, witness statements, evidentiary documents; • Findings, settlement agreements, post-finding materials; • Litigation case file (if applicable); • Notifications, communications, contact logs, notes. <p>Violation types include, but are not limited to:</p> <ul style="list-style-type: none"> • <i>Civil Rights Act of 1964</i> (voter registration, facilities, transportation, equal employment opportunity, education, busing, race, color, and national origin [Title VI], etc.); • <i>Rehabilitation Act of 1973</i> (Section 504 accommodations, etc.). 	<p>Retain for 6 years after resolution, completion, closure, or decision not to proceed</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



1.6 CIVIL RIGHTS COMPLIANCE

The activities associated with the agency's compliance with civil rights obligations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-002 Rev. 0	<p><i>Civil Rights – Violation Complaints (1986 and later)</i></p> <p>Records relating to civil rights violation complaints within the agency's jurisdiction, filed by employees or the general public <i>in 1986 or later</i>, and <i>where civil litigation has not commenced</i>. Includes defending or responding to complaints filed with the United States Equal Employment Opportunity Commission (EEOC) and/or the Washington State Human Rights Commission.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Complaints, investigations, witness statements, evidentiary documents; • Findings, settlement agreements, post-finding materials; • Notifications, communications, contact logs, notes. <p>Violation types include, but are not limited to:</p> <ul style="list-style-type: none"> • <i>Americans with Disabilities Act (ADA), Title II, etc.;</i> • <i>Civil Rights Act of 1964</i> (voter registration, facilities, transportation, equal employment opportunity, education, busing, race, color and national origin [Title VI], etc.); • <i>Federal Fair Housing Amendments Act of 1988;</i> • <i>Health Insurance Portability and Accountability Act (HIPAA);</i> • <i>Individuals with Disabilities Education Act (IDEA);</i> • <i>Rehabilitation Act of 1973</i> (Section 504 accommodations, etc.). <p><i>Note: If litigation commences, these records become part of the litigation case file.</i></p>	<p>Retain for 6 years after resolution, completion, closure, or decision not to proceed</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.7 COMMUNITY AND EXTERNAL RELATIONS

The activity of the agency's interaction with its community and external stakeholders.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-165 Rev. 1	<p><i>Advertising and Promotion</i> Records documenting the planning and/or execution of advertising and promotional activities conducted by the agency to promote the agency's mission or business. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Marketing plans/strategies; • Records relating to the development of advertising campaigns/materials (such as original artwork, designs, storyboards, etc.); • Samples of advertising materials (regardless of format); • Records relating to the evaluation of campaigns/strategies; • Records relating to the design/selection of agency branding (such as logos, mottos, slogans, etc.); • Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none"> • Advertising materials covered by <i>Publications – Master Set (DAN GS50-06F-04)</i>; • Financial records covered by <i>Financial Transactions – General (DAN GS2011-184)</i>; • Intellectual property ownership records covered by <i>Acquisition and Disposal – Assets (Other than Real Property) (DAN GS2012-030)</i>. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.7 COMMUNITY AND EXTERNAL RELATIONS

The activity of the agency’s interaction with its community and external stakeholders.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2024-008 Rev. 0	<p><i>Celebrations/Ceremonies/Events – Routine</i> Records relating to the agency’s involvement in routine celebrations/ceremonies/events (such as staff recognition, retirement ceremonies, etc.). Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Photographs, audio/visual recordings; etc.; • Websites, social media sites, etc.; • Planning and coordination records. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Advertising and Promotion (DAN GS2011-165);</i> • <i>Celebrations/Ceremonies/Events – Significant (DAN GS2011-166);</i> • <i>Employee Work History (DAN GS50-04B-06);</i> • <i>Financial Transactions – General (DAN GS2011-184).</i> 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.7 COMMUNITY AND EXTERNAL RELATIONS

The activity of the agency's interaction with its community and external stakeholders.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-166 Rev. 1	<p><i>Celebrations/Ceremonies/Events – Significant</i></p> <p>Records relating to the agency's involvement in celebrations/ceremonies/events of particular significance to the agency and/or the state of Washington (such as milestone anniversaries, openings/dedications of major buildings or monuments, inaugurations, noteworthy appointments, national/international recognition, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Programs, lists of VIPs in attendance, etc.; • Photographs, audio/visual recordings, transcripts of speeches; • Samples/designs of logos, commemorative items; • Websites, social media sites, etc.; • Planning and coordination records. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Advertising and Promotion (DAN GS2011-165);</i> • <i>Celebrations/Ceremonies/Events – Routine (DAN GS2024-008);</i> • <i>Financial Transactions – General (DAN GS2011-184).</i> 	<p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



1.7 COMMUNITY AND EXTERNAL RELATIONS

The activity of the agency's interaction with its community and external stakeholders.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-167 Rev. 1	<p>Charity Fundraising</p> <p>Records documenting the agency's coordination, participation, and support of fundraising campaigns and promoting employee payroll deductions for charities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Decision process for selecting charity campaigns to support; • Communication between the agency and charities; • Dissemination of charity information; • Arrangements and promotion of campaign events. <p>Excludes authorizations of payroll deductions covered by <i>Employee Pay – Authorizations and Deductions (DAN GS50-03E-01)</i>.</p>	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.7 COMMUNITY AND EXTERNAL RELATIONS

The activity of the agency's interaction with its community and external stakeholders.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-09 Rev. 3	<p><i>Client/Customer Feedback and Complaints</i></p> <p>Records relating to the capturing and receiving of feedback/information/data (including complaints) from the agency's clients/customers concerning policies, procedures, business practices, customer service, etc., <i>where not covered by a more specific records series.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Thank-you messages, kudos, etc.; • Client/customer satisfaction surveys (including the design and distribution of such surveys); • Internal and external correspondence/communications relating to complaints, their investigation, mediation, and resolution. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Claims for Damages (DAN GS50-01-10);</i> • <i>Code Enforcement (DAN GS2012-026).</i> <p><i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080).</i></p>	<p>Retain for 3 years after feedback received/resolution of complaint</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.7 COMMUNITY AND EXTERNAL RELATIONS

The activity of the agency's interaction with its community and external stakeholders.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06F-07 Rev. 1	<p>Media Releases and Coverage Records relating to the agency's communications with the media and coverage in the media of the agency's activities and accomplishments. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Press/news releases issued by the agency to the media for distribution; • Audio/visual recordings/transcripts of press conferences, speeches, etc., by the head of the agency or senior executives; • Copies of guest editorials written by the head of the agency; • Copies of news clippings/media coverage of the agency's activities (if compiled by the agency). <p>Excludes information distributed through the agency's website/social media channels and correspondence/communications with the media covered by <i>Provision of Advice, Assistance, or Information (DAN GS2010-001)</i>.</p>	<p>Retain for 2 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
GS2011-168 Rev. 0	<p>Proclamations Proclamations issued by the mayor, commissioner, or elected executive on behalf of the local government agency, where not included in the minutes or meeting packet of the agency's governing body.</p>	<p>Retain for 6 years after issued <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



1.7 COMMUNITY AND EXTERNAL RELATIONS

The activity of the agency's interaction with its community and external stakeholders.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-016 Rev. 1	<p>Public Notice (Official) Records documenting public notices published or posted by the agency in order to inform the general public of its actions, decisions, or services. Includes all public notices, whether posted voluntarily or required by statute, where not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Affidavit of mailing, posting, or publishing; • Notices of agency elections, ordinances, auctions, public meetings/hearings, etc. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Bids and Proposals – Successful (DAN GS50-08A-01);</i> • <i>Bids and Proposals – Unsuccessful (DAN GS50-08A-11).</i> 	<p>Retain for 6 years after notice published <i>or</i> 6 years after published event completed, <i>whichever is later then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.7 COMMUNITY AND EXTERNAL RELATIONS

The activity of the agency's interaction with its community and external stakeholders.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2024-027 Rev. 0	<p><i>Stakeholder Group Relations</i> Records relating to developing and maintaining cooperative working relationships with stakeholder groups (such as community groups, government agency associations/ taskforces/committees, labor unions, professional associations, etc.) <i>where not covered by a more specific records series.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Copies of agendas/minutes/conference proceedings; • Newsletters/notices of stakeholder groups' activities; • Non-financial records relating to corporate memberships with external organizations; • Related correspondence/communications. <p>Excludes records:</p> <ul style="list-style-type: none"> • Covered by <i>Contact Information (DAN GS2016-003)</i>; • Documenting the payment of membership dues/fees covered by <i>Financial Transactions – General (DAN GS2011-184)</i>. 	<p>Retain for 2 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.7 COMMUNITY AND EXTERNAL RELATIONS

The activity of the agency's interaction with its community and external stakeholders.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-12 Rev. 4	<p><i>Stakeholder Liaisons (Significant) – Elected Officials and Agency Heads</i> Records documenting the interactions between the agency's elected officials/agency head and key stakeholders, such as:</p> <ul style="list-style-type: none"> • Legislators; • Other elected officials and agency heads in Washington State and from other states, federal and international governments; • Business and community leaders; • Persons of local, state, national, or international renown. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence/communications; • Presentations/papers delivered to meetings/conferences of key stakeholders; • Transcripts and/or recordings of speeches to key stakeholders. 	<p>Retain until completion of term/appointment <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>



1.8 ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA)

*The activity of administering all elections **other than those administered by the County Auditor** (which are covered in the County Auditor Records Retention Schedule). Includes official notifications of election results issued by the agency and/or received from the County Auditor or other regulating authority, and oaths of office taken by elected and appointed officials.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-018 Rev. 2	<p><i>Certification of Election – By Regulatory Agency</i></p> <p>Agency copy of election certification documentation issued by a regulatory agency in accordance with federal, state, or local law. Includes certifications of elected officials (school board, city council, chief of police, judge, prosecuting attorney, etc.), bonds, levies, etc.</p> <p>Includes, but is not limited to, certifications of:</p> <ul style="list-style-type: none"> • Regular and special elections held in accordance with Title 29A RCW and certified by the County Auditor. (County Auditor certification records are designated “Archival – Permanent Retention” in the <i>County Auditors Records Retention Schedule</i>.) • Educational service district board elections held by the Washington State School Directors’ Association in accordance with RCW 28A.310.080). • Conservation District elections certified by the Washington State Conservation Commission (WSCC) in accordance with RCW 89.08.110. (WSCC’s certification records are designated “Archival” in its records retention schedule.) <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • County Auditor records covered in the <i>County Auditors Records Retention Schedule</i>; • <i>Elections – Held and Certified by the Local Government Agency (Official Results) (DAN GS2012-019)</i>; • <i>Elections Held by the Local Government Agency (Administration) (DAN GS2012-020)</i>. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.8 ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA)

*The activity of administering all elections **other than those administered by the County Auditor** (which are covered in the County Auditor Records Retention Schedule). Includes official notifications of election results issued by the agency and/or received from the County Auditor or other regulating authority, and oaths of office taken by elected and appointed officials.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-019 Rev. 1	<p><i>Elections – Held and Certified by the Local Government Agency (Official Results)</i></p> <p>Core official documentation and certification of elections <u>held and certified</u> by the agency.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Sample ballots, voters’ pamphlets; • Tabulated votes; • Certification of election. <p>Elections include, but are not limited to:</p> <ul style="list-style-type: none"> • Irrigation District elections held pursuant to RCW 87.03.075; • Associated Student Body (ASB) officer elections held pursuant to RCW 28A.325.020; • School Board President elections held pursuant to RCW 28A.330.010; • Executive Committee elections. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • County Auditor records covered in the <i>County Auditor Records Retention Schedule</i>. • <i>Elections Held by the Local Government Agency (Administration) (DAN GS2012-020)</i>. 	<p>Retain for 6 years after end of calendar year</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</p>



1.8 ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA)

*The activity of administering all elections **other than those administered by the County Auditor** (which are covered in the County Auditor Records Retention Schedule). Includes official notifications of election results issued by the agency and/or received from the County Auditor or other regulating authority, and oaths of office taken by elected and appointed officials.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-020 Rev. 1	<p><i>Elections – Held by the Local Government Agency (Administration)</i> Internal administration of elections held by the local government agency. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Voter eligibility and challenges to voter eligibility; • Voted ballots, tally sheets; • Working files. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • County Auditor records covered in the <i>County Auditor Records Retention Schedule</i>; • <i>Elections – Held and Certified by the Local Government Agency (Official Results) (DAN GS2012-019)</i>. 	<p>Retain for 1 year after certification of election <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.8 ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA)

*The activity of administering all elections **other than those administered by the County Auditor** (which are covered in the County Auditor Records Retention Schedule). Includes official notifications of election results issued by the agency and/or received from the County Auditor or other regulating authority, and oaths of office taken by elected and appointed officials.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-021 Rev. 1	<p><i>Initiatives, Referenda, and Recall Measures</i></p> <p>Records relating to the administrative management of initiatives, referenda, and recall measures filed with the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Petitions signed by citizens; • Outreach, voter pamphlet input; • Planning files, legal opinions; • Related communications. <p>Includes, but is not limited to, initiative, referenda, and recall measures:</p> <ul style="list-style-type: none"> • Passed by voters; • Rejected by voters; • Where requisite number of signatures is not sufficient to place on ballot. <p>Excludes election records covered by:</p> <ul style="list-style-type: none"> • <i>Certification of Election – By Regulatory Agency (DAN GS2012-018);</i> • <i>Elections – Held and Certified by the Local Government Agency (Official Results) (DAN GS2012-019);</i> • <i>Elections – Held by the Local Government Agency (Administration) (DAN GS2012-020).</i> 	<p>Retain for 6 years after certification of election or determination of signature insufficiency</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



1.8 ELECTIONS (ELECTED OFFICIALS, INITIATIVES AND REFERENDA)

*The activity of administering all elections **other than those administered by the County Auditor** (which are covered in the County Auditor Records Retention Schedule). Includes official notifications of election results issued by the agency and/or received from the County Auditor or other regulating authority, and oaths of office taken by elected and appointed officials.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-15 Rev. 2	<p><i>Oaths of Office – Filed or Recorded with County Auditor</i> Agency copy of official oaths of office taken by elected and appointed officials <i>which have been filed or recorded with the County Auditor.</i></p> <p>Excludes:</p> <ul style="list-style-type: none"> • County Auditor records; • Records covered by <i>Oaths of Office – Not Filed or Recorded with County Auditor (DAN GS2012-023)</i>. <p><i>Note: All documents filed and/or recorded with the County Auditor are designated Archival in the County Auditor Records Retention Schedule.</i></p>	<p>Retain for 6 years after end of term of office or appointment <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS2012-023 Rev. 1	<p><i>Oaths of Office – Not Filed or Recorded with County Auditor</i> Official oaths of office taken by elected and appointed officials <i>which have not been filed or recorded with the County Auditor.</i></p>	<p>Retain for 6 years after end of term of office or appointment <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR</p>



1.9 EMERGENCY PLANNING, RESPONSE, AND RECOVERY

The activity of the agency responding to natural, man-made, and technology disasters and emergencies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-024 Rev. 1	<p><i>Emergency/Disaster Preparedness – Contact Information</i> Personal contact information compiled to facilitate contact in the event of an emergency or natural disaster. Includes employees, students, volunteers, etc. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Medical information (provider name, blood type, allergies, ADA requirements, etc.); • Personal contact information (cell/home phone, email address, etc.); • Physical pick-up information (for students/minors, etc.). 	<p>Retain until obsolete or superseded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM</p>
GS50-14-03 Rev. 3	<p><i>Emergency/Disaster Preparedness and Recovery Plans</i> Records relating to disaster preparedness, response, and recovery plans prepared for any aspect of the agency’s operations and assets. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Continuity of operations (COOP) plans; • Coordination of essential records protection; • Employee emergency plans and fire prevention plans prepared in accordance with WAC 296-24-567. <p>Excludes records covered by <i>Hazardous Materials/Dangerous Waste – Plans (DAN GS50-19-08)</i>. <i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080).</i></p>	<p>Retain for 3 years after obsolete or superseded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



1.9 EMERGENCY PLANNING, RESPONSE, AND RECOVERY

The activity of the agency responding to natural, man-made, and technology disasters and emergencies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-18-29 Rev. 2	<p><i>Emergency/Disaster Response/Recovery – Uncommon or Major</i></p> <p>Records relating to actions taken by the local government agency in response to uncommon or major natural or manmade disasters/emergencies (storms, floods, fires, earthquakes, terrorism, etc.), <i>where the agency deploys non-routine procedures, mobilizes special resources, requires significant outside assistance and/or where normal agency operations are suspended or significantly disrupted.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Emergency operations center activities and communications; • Invocation of mutual aid or interlocal agreements with adjoining local jurisdictions; • State of Emergency/disaster damage declaration; • Federal Emergency Management Agency (FEMA) claims; • Actions implemented to protect life, property, public peace, the environment, and/or the economic base of the community; • Protection, recovery and repair of agency or community assets. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Accidents/Incidents (Hazardous Materials) – Human Exposure (DAN GS2011-177);</i> • <i>Hazardous Materials/Dangerous Waste – Abatement and Remediation (DAN GS50-19-15).</i> 	<p>Retain for 6 years after matter resolved/recovery complete <i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



1.9 EMERGENCY PLANNING, RESPONSE, AND RECOVERY

The activity of the agency responding to natural, man-made, and technology disasters and emergencies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-025 Rev. 1	<p><i>Emergency/Disaster Response/Recovery – Routine or Minor</i></p> <p>Records relating to actions taken by the local government agency in response to routine or minor natural or manmade disasters/emergencies (leaking pipes/flooding, snow closure, vandalism, etc.) <i>where the agency manages the recovery with minimal assistance and/or disruption to normal agency operations.</i></p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Accidents/Incidents (Hazardous Materials) – Human Exposure (DAN GS2011-177);</i> • <i>Emergency/Disaster Response/Recovery – Uncommon or Major (DAN GS50-18-29);</i> • <i>Hazardous Materials/Dangerous Waste – Abatement and Remediation (DAN GS50-19-15).</i> 	<p>Retain for 6 years after matter resolved/recovery complete <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.10 LEGAL AFFAIRS

The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.

IMPORTANT: *Criminal and civil cases filed on behalf of “the People of” the cities, counties, or the State of Washington, are covered in the Prosecuting Attorney Records Retention Schedule.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS53-02-01 Rev. 2	<p>Attorney General Opinions</p> <p>Formal opinions issued by the Washington Attorney General in response to requests by the county prosecuting attorney.</p> <p><i>Note: Opinions issued by the Office of the Attorney General are designated Archival in the Office of the Attorney General Records Retention Schedule.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-01-10 Rev. 3	<p>Claims for Damages</p> <p>Records relating to claims for damages filed either against the agency by other parties, or by the agency against other parties.</p> <p>Excludes workers’ compensation claims covered in the HR and Payroll Management – Employee Benefits section.</p> <p><i>Note: If litigation commences, these records become part of the litigation case file.</i></p>	<p>Retain for 6 years after claim closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.10 LEGAL AFFAIRS

The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-026 Rev. 2	<p>Code Enforcement Records relating to the enforcement of the local government agency’s official code, where not covered by the Law Enforcement Records Retention Schedule.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Complaints, mediation/dispute resolution, investigations, warnings, notices; • Inspections, assessments, citations, statements of required corrective action, resolution; • Related communications. <p>Code violations <u>may</u> include, but are not limited to:</p> <ul style="list-style-type: none"> • Animal control; • Building, development, land use, and fire; • Nuisance (accumulation of junk on private property, etc.); • Parking; • Personal license and business license. <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules, such as <i>Hearings – Local Decision-Making Bodies (General)</i> (DAN GS2011-173).</p> <p><i>Note: If litigation commences, these records become part of the litigation case file.</i></p>	<p>Retain for 6 years after matter resolved or closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.10 LEGAL AFFAIRS

The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.

IMPORTANT: Criminal and civil cases filed on behalf of “the People of” the cities, counties, or the State of Washington, are covered in the Prosecuting Attorney Records Retention Schedule.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-172 Rev. 1	<p>Compulsory Process Served on the Agency (Not Party to Litigation) Records relating to court orders, subpoenas and other compulsory legal process served on the agency, where the agency is <u>not</u> a party to the litigation. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Personnel/staff summonses or notices of deposition; • Subpoenas or court orders for agency records. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS2017-003 Rev. 0	<p>Discovery Materials Not Submitted to the Court Records gathered, received, or produced in relation to discovery requests or civil investigative demands which are not submitted to the court. <i>Note: Discovery materials submitted to the court become part of the litigation case file.</i></p>	<p>Retain until resolution of case (including appeals) <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.10 LEGAL AFFAIRS

The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.

IMPORTANT: *Criminal and civil cases filed on behalf of “the People of” the cities, counties, or the State of Washington, are covered in the Prosecuting Attorney Records Retention Schedule.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS55-05A-09 Rev. 4	<p><i>Evictions, Liens, Foreclosures, and Condemnations</i></p> <p>Records relating to disputes and attempts to collect funds <i>where real property ownership is involved and where litigation has not commenced.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence, research, invoices/statements, notices, proof of mailing; • Copies of title reports, certificates of delinquency; • Damage and loss claims (purchasing); • Lien filings (and releases) and other actions; • Settlement documentation; • Warrants/checks returned due to non-sufficient funds (NSF). <p>Includes activities and actions relating to real property ownership (where litigation has not commenced), such as:</p> <ul style="list-style-type: none"> • Condemnation/eminent domain; • Debt forgiveness; • Evictions, vacation of premises, etc.; • Property liens (and releases), foreclosure of deeds and mortgages, etc. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS55-05A-06)</i> (encroachments); • <i>Financial Disputes and Collections (DAN GS50-03B-14)</i>; • <i>Prosecuting Attorney Records Retention Schedule.</i> <p><i>Note: If litigation commences, these records become part of the litigation case file.</i></p> <p><i>Note: Retention based on 10-year statute of limitations for the commencement of actions for the recovery of real property (RCW 4.16.020).</i></p>	<p>Retain for 10 years after matter resolved <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.10 LEGAL AFFAIRS

The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.

IMPORTANT: Criminal and civil cases filed on behalf of “the People of” the cities, counties, or the State of Washington, are covered in the Prosecuting Attorney Records Retention Schedule.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS52-07-03 Rev. 1	<p><i>Legal Advice, Analysis, and Opinions – Development</i> Records relating to the development of legal advice and analysis of the law. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Preliminary drafts; • Comments on preliminary drafts; • Related correspondence/communications. 	<p>Retain until issuance of advice/opinion <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS53-02-03 Rev. 3	<p><i>Legal Advice, Analysis, and Opinions – Official</i> Records relating to the provision of legal advice, opinions, and interpretations in the process of acting as legal counsel for the agency or any of its departments/offices, where the advice/analysis/opinions are <u>not</u> retained and dispositioned with other agency records to which they relate. Excludes records covered by <i>Legal Advice, Analysis, and Opinions – Development (DAN GS52-07-03)</i>.</p>	<p>Retain for 10 years after issuance of advice/opinion <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.10 LEGAL AFFAIRS

The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.

IMPORTANT: *Criminal and civil cases filed on behalf of “the People of” the cities, counties, or the State of Washington, are covered in the Prosecuting Attorney Records Retention Schedule.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS53-02-05 Rev. 1	<p>Legal Advice, Analysis, and Opinions – Secondary Copies</p> <p>Records relating to the provision of legal advice, opinions, and interpretations in the process of acting as legal counsel for the agency or any of its departments/offices, where the advice/analysis/opinions are retained and dispositioned with the agency records to which they relate.</p> <p>Excludes records covered by <i>Legal Advice, Analysis, and Opinions – Development (DAN GS52-07-03)</i>.</p>	<p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS53-02-04 Rev. 3	<p>Litigation Case Files</p> <p>Records relating to cases litigated on behalf of the local government agency (as plaintiff or defendant) before a local, state or federal court or administrative forum.</p> <p>Excludes records covered by <i>Litigation Materials – Development (DAN GS2017-004)</i>.</p> <p><i>Note: The provision of legal representation on behalf of the cities, counties, or State of Washington (relating to criminal, juvenile offender, or civil matters) in family law, juvenile, trial, and appellate courts and/or administrative forums, is covered in the Prosecuting Attorney Records Retention Schedule.</i></p>	<p>Retain for 10 years after resolution of case (including appeals)</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



1.10 LEGAL AFFAIRS

The activity of providing legal counsel and managing litigation for the local government agency. Includes internal and outside counsel.

IMPORTANT: Criminal and civil cases filed on behalf of “the People of” the cities, counties, or the State of Washington, are covered in the Prosecuting Attorney Records Retention Schedule.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-004 Rev. 0	<p><i>Litigation Materials – Development</i></p> <p>Records relating to the development of litigation materials (such as pleadings, memoranda, briefs, declarations, discovery materials, reports, etc.) concerning any matter in litigation or reasonably anticipated to be in litigation before any judicial or administrative forum.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Copies of research materials; • Copies of records that are part of the official court record (pleadings, orders, decrees, etc.); • Preliminary drafts; • Comments on preliminary drafts; • Related correspondence (including procedural/scheduling communications, non-substantive transmittal letters, etc.). 	<p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2024-017 Rev. 0	<p><i>Notary Public Journals</i></p> <p>Journals documenting notarial acts performed by agency employees within the scope of their employment in accordance with RCW 42.45.180.</p> <p><i>Note: Retention based on 10-year requirement for journals (RCW 42.45.180(1)).</i></p>	<p>Retain for 10 years after last notarial act chronicled in journal</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.11 LOCAL GOVERNMENT LEGISLATION

The activity of the local government agency's governing bodies establishing law, statutes and regulations for themselves and for the people they represent.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-16 Rev. 2	<p><i>Ordinances and Resolutions – Approved</i> Laws, statutes and/or regulations approved and enacted by the local government agency's governing body. Excludes published official/municipal codes covered by <i>Publications – Master Set (DAN GS50-06F-04)</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR</p>
GS50-01-25 Rev. 2	<p><i>Ordinances and Resolutions – Development</i> Documentation of the analysis and development of ordinances and/or resolutions intended for submission to the agency's governing council, commission, or board. Excludes records covered by <i>Ordinances and Resolutions – Approved (DAN GS50-05A-16)</i>.</p>	<p>Retain for 3 years after approval or decision not to proceed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



1.12 MEETINGS AND BOARD/COMMITTEE SUPPORT

The activities associated with documenting staff appointments/activities and assembling of groups of people for the purpose of information-sharing, discussion, planning, and/or decision-making.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-027 Rev. 1	<p>Advisory Body Records</p> <p>Records documenting the actions, meetings and membership of boards, commissions, committees, councils, task forces, etc., that are created to act strictly in an advisory capacity to the agency and have no final decision-making powers.</p> <p>Also includes interagency/national/external advisory bodies for which the agency acts as secretary/keeper of the official records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Speaker sign-up, written testimony; • Audio/visual recordings and transcripts of proceedings; • Minutes; • Reports/correspondence/communications sent/received on behalf of the body; • Appointment, reappointment, and termination correspondence/communications; • Selected images/photographs showing the committee membership at particular points in time (such as board/committee portraits, etc.) and/or significant stages of the board/committee’s life. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Governing/Executive/Policy-Setting Body Records (DAN GS50-05A-13);</i> • <i>Meeting and Board/Committee Administrative Arrangements (DAN GS2011-176);</i> • <i>Meeting Materials – Members’ Copies/Notes (DAN GS2016-007);</i> • <i>Meetings – Staff and Internal Committees (DAN GS50-01-43).</i> 	<p>Retain for 6 years after end of calendar year</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



1.12 MEETINGS AND BOARD/COMMITTEE SUPPORT

The activities associated with documenting staff appointments/activities and assembling of groups of people for the purpose of information-sharing, discussion, planning, and/or decision-making.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-13 Rev. 3	<p><i>Governing/Executive/Policy-Setting Body Records</i></p> <p>Records documenting the actions, meetings and membership of the agency’s governing body, executive management team and other policy-setting/decision-making boards, committees, commissions, councils, task forces, etc.</p> <p>Also includes interagency/national/external policy-setting/decision-making bodies for which the agency acts as secretary/keeper of the official records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting/agenda packets (briefs, reference materials, documents for approval, etc.); • Speaker sign-up, written testimony; • Audio/visual recordings and transcripts of proceedings; • Minutes; • Appointment, reappointment, and termination correspondence/communications; • Selected images/photographs showing the committee membership at particular points in time (such as board/committee portraits, etc.) and/or significant stages of the board/committee’s life. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Advisory Body Records (DAN GS2012-027);</i> • <i>Meeting and Board/Committee Administrative Arrangements (DAN GS2011-176);</i> • <i>Meeting Materials – Members’ Copies/Notes (DAN GS2016-007);</i> • <i>Ordinances and Resolutions – Approved (DAN GS50-05A-16).</i> 	<p><i>Within 6 years after end of calendar year,</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR</p>



1.12 MEETINGS AND BOARD/COMMITTEE SUPPORT

The activities associated with documenting staff appointments/activities and assembling of groups of people for the purpose of information-sharing, discussion, planning, and/or decision-making.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-173 Rev. 3	<p>Hearings – Local Decision-Making Bodies (General)</p> <p>Records documenting the adjudicative proceedings of the local government agency’s decision-making bodies (such as hearings and quasi-judicial actions of the legislative body, planning commission, hearing examiner, or other bodies which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceeding, etc.), where not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Audio/visual recordings and transcripts of proceedings; • Case files, decisions/orders/rulings, minutes (if taken); • Oral and written testimony, exhibits, etc.; • Indexes and other finding aids. <p>Hearings and proceedings include, but are not limited to:</p> <ul style="list-style-type: none"> • Animal control dispute appeals; • Billing dispute appeals hearings (utilities, etc.); • Civil asset forfeiture hearings; • Civil Service Commission hearings and employee grievance appeals; • County Board of Equalization property tax valuation and/or exemption appeals. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Advisory Body Records (DAN GS2012-027);</i> • <i>Governing/Executive/Policy-Setting Body Records (DAN GS50-05A-13);</i> • <i>Land Use Projects – Hearing Examiner Case Files (DAN LU2022-017);</i> • <i>Meeting and Board/Committee Administrative Arrangements (DAN GS2011-176).</i> 	<p>Retain for 6 years after final disposition of case</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</p>



1.12 MEETINGS AND BOARD/COMMITTEE SUPPORT

The activities associated with documenting staff appointments/activities and assembling of groups of people for the purpose of information-sharing, discussion, planning, and/or decision-making.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-176 Rev. 2	<p><i>Meeting and Board/Committee Administrative Arrangements</i> Records relating to the administrative arrangements of boards/committees/etc. and meetings (including staff/internal meetings) held by or on behalf of the agency. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agenda requests; • Arrangement of catering, facilities, and equipment; • Records relating to membership appointments, interviews, etc., provided the final decision is documented in records covered by <i>Advisory Body Records (DAN GS2012-027)</i> or <i>Governing/Executive/Policy-Setting Records (DAN GS50-05A-13)</i>. <p>Excludes:</p> <ul style="list-style-type: none"> • Records covered by <i>Scheduling – Appointments/Meetings (DAN GS2016-011)</i>; • Financial records (facilities, catering, etc.) covered by <i>Financial Transactions – General (DAN GS2011-184)</i>; • Open Public Meeting Act notices covered by <i>Public Notice (Official) (DAN GS2012-016)</i>; • Travel arrangements/expenses covered by <i>Travel (DAN GS2024-031)</i>. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.12 MEETINGS AND BOARD/COMMITTEE SUPPORT

The activities associated with documenting staff appointments/activities and assembling of groups of people for the purpose of information-sharing, discussion, planning, and/or decision-making.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2016-007 Rev. 1	<p>Meeting Materials – Members’ Copies/Notes Individual members’ meeting materials from participating in advisory, governing/ executive/policy-setting, internal/external committees (including national/external bodies), and staff meetings, <u>provided</u> the Committee’s records are retained by the secretary/responsible agency/member.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Copies of agendas, meeting packets, minutes, etc.; • Working notes/drafts, individual member’s audio/visual recordings, etc.; • Related correspondence/communications. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



1.12 MEETINGS AND BOARD/COMMITTEE SUPPORT

The activities associated with documenting staff appointments/activities and assembling of groups of people for the purpose of information-sharing, discussion, planning, and/or decision-making.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-43 Rev. 3	<p>Meetings – Staff and Internal Committees</p> <p>Records documenting meetings of agency staff and those of internal committees, councils, commissions, boards, task forces, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Speaker sign-up, written testimony, etc.; • Audio/visual recordings and transcripts of proceedings, etc.; • Minutes. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Advisory Body Records (DAN GS2012-027);</i> • <i>Governing/Executive/Policy-Setting Body Records (DAN GS50-05A-13);</i> • <i>Meeting and Board/Committee Administrative Arrangements (DAN GS2011-176);</i> • <i>Meeting Materials – Members’ Copies/Notes (DAN GS2016-007);</i> • <i>Occupational Health and Safety Program – Administration (DAN GS2017-016) (safety committee minutes).</i> 	<p>Retain for 2 years after end of calendar year <i>and</i> until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.13 PLANNING, POLICIES, AND PROCEDURES

The activities associated with documenting and determining the agency’s objectives and the means for obtaining them, and creating systemic approaches to operations and processes.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-38 Rev. 3	<p><i>Business/Work Plans</i> Records relating to plans for the management of the agency’s business divisions/units, projects, assets, workforce, etc., including timelines, performance measures and areas of responsibility.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Final plan; • Records relating to the development of the plan. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Emergency/Disaster Preparedness and Recovery Plans (DAN GS50-14-03);</i> • <i>Organizing/Monitoring Work in Progress (DAN GS2016-008);</i> • <i>Strategic Plans – Development (DAN GS2010-079);</i> • <i>Strategic Plans – Final (Unpublished) (DAN GS2010-080).</i> 	<p>Retain for 2 years after completion/expiration of plan <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.13 PLANNING, POLICIES, AND PROCEDURES

The activities associated with documenting and determining the agency’s objectives and the means for obtaining them, and creating systemic approaches to operations and processes.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06F-02 Rev. 2	<p><i>Establishment/Development History of Agency/Programs</i> Records documenting the planning, establishment, and significant changes/developments of the agency and its programs. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Biographical files/information and selected images/photographs (such as portraits, etc.) of notable individuals, officials, and agency heads; • Summaries/histories of the agency/programs; • Scrapbooks, news clippings, photographs, etc., documenting the history of the agency/programs; • Organizational charts and other planning records documenting significant changes/restructures (such as agency mergers/splits, creation/combinations of divisions, major changes of agency functions/roles, etc.); • Transitional documentation prepared for incoming officials/agency heads. 	<p>Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



1.13 PLANNING, POLICIES, AND PROCEDURES

The activities associated with documenting and determining the agency’s objectives and the means for obtaining them, and creating systemic approaches to operations and processes.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2024-018 Rev. 0	<p><i>Policies and Procedures – Administrative Functions</i></p> <p>Records relating to the development, implementation and interpretation of the policies and procedures developed by the agency to implement internal administrative functions (such as facility management, finance, human resources, purchasing, information management, etc.) where these functions are <u>not</u> the agency’s core mission.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Each adopted/approved version of policies and procedures; • Records documenting the development of policies and procedures. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Work Instructions/Desk Manuals (DAN GS50-01-01).</i> 	<p>Retain for 6 years after superseded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



1.13 PLANNING, POLICIES, AND PROCEDURES

The activities associated with documenting and determining the agency’s objectives and the means for obtaining them, and creating systemic approaches to operations and processes.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-24 Rev. 2	<p><i>Policies and Procedures – Agency Core Mission</i></p> <p>Records relating to the development, implementation, and interpretation of the policies and procedures developed by the agency to implement its core functions and mission.</p> <p>Also includes less formal policy decisions which set or impact the direction and priorities of the agency (such as elected officials/agency head correspondence/communications, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Each adopted/approved version of policies and procedures; • Records documenting the development of policies and procedures; • Legal advice related to the development, implementation and interpretation of the policies and procedures; • Standardized construction specifications/manuals; • Policy statements; • Papers of executive direction. 	<p>Retain for 6 years after superseded</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</p>



1.13 PLANNING, POLICIES, AND PROCEDURES

The activities associated with documenting and determining the agency’s objectives and the means for obtaining them, and creating systemic approaches to operations and processes.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2024-019 Rev. 0	<p><i>Policies and Procedures (Employee Acknowledgements)</i> Records documenting that individual employees have read/acknowledged agency policies and procedures. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Policy review acknowledgements. 	<p>Retain for 6 years after acknowledgement superseded/obsolete <i>or</i> 6 years after employee separation from agency, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2024-020 Rev. 0	<p><i>Process Improvement</i> Records relating to process improvements undertaken by the agency to improve the efficiency and effectiveness of the agency, its programs and services. Includes process improvement initiatives such as LEAN, employee suggestion programs, etc. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Plans and studies (such as Time-in-Motion, etc.); • Performance measures/statistics/reports; • Evaluations; • Related correspondence/communications. 	<p>Retain for 6 years after end of improvement cycle/project <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.13 PLANNING, POLICIES, AND PROCEDURES

The activities associated with documenting and determining the agency’s objectives and the means for obtaining them, and creating systemic approaches to operations and processes.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-079 Rev. 0	Strategic Plans – Development Records relating to the development of the agency’s strategic plans.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-080 Rev. 1	Strategic Plans – Final (Unpublished) Final version of agency-wide strategic, long-term plans used to align the agency’s organizational and budget structure with its priorities, missions and objectives developed and <u>not</u> published. Excludes published strategic plans covered by <i>Publications – Master Set (DAN GS50-06F-04)</i> .	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR
GS50-01-01 Rev. 1	Work Instructions/Desk Manuals Routine day-to-day task/work instructions, desk manuals, etc.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



1.14 REPORTING AND STUDIES

The activities associated with internal agency reporting/statistics, reporting/notifying to external agencies/organizations as required by federal, state or local statute, or by court order/rule, and with conducting studies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2024-024 Rev. 0	<p>Records Reported/Submitted to External Databases/Systems</p> <p>Records relating to information reported/submitted to databases/systems operated by external agencies/organizations, where not covered by a more specific records series and provided the:</p> <ul style="list-style-type: none"> • Original record/form (including any signatures) is not required as evidence or authorization of the transaction; and • Agency has access to the external database/system. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Data entry input records (such as paper forms, handwritten notes, etc.); • Related correspondence/communications. <p>Excludes records entered into agency-owned databases/systems covered by <i>Records Documented as Part of More Formalized Records (DAN GS2016-009)</i>.</p>	<p>Retain until verification of successful keying/submission <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



1.14 REPORTING AND STUDIES

The activities associated with internal agency reporting/statistics, reporting/notifying to external agencies/organizations as required by federal, state or local statute, or by court order/rule, and with conducting studies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06F-03 Rev. 2	<p>Reporting Internally – Routine Program/Project/Work Unit Reports/Statistics</p> <p>Records relating to routine internal statistical and narrative reports provided to management documenting/tracking the activities and work accomplishments of a division/program/project for a given time period.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Monthly/quarterly/yearly reports. <p>Excludes:</p> <ul style="list-style-type: none"> • Annual reports of the agency and other published reports covered by <i>Publications – Master Set (DAN GS50-06F-04)</i>; • Records covered by <i>Records Documented as Part of More Formalized Records (DAN GS2016-009)</i>. 	<p>Retain for 2 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.14 REPORTING AND STUDIES

The activities associated with internal agency reporting/statistics, reporting/notifying to external agencies/organizations as required by federal, state or local statute, or by court order/rule, and with conducting studies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-028 Rev. 2	<p>Reporting to External Agencies (Mandatory)</p> <p>Records relating to the mandatory reporting/notifying/filing by the agency to external agencies in accordance with federal, state or local law or by court order/rule where not covered by a more specific records series, such as reporting to:</p> <ul style="list-style-type: none"> • Federal or state agencies; • Public Disclosure Commission (Public Agency Lobbying L-5 Report); • Other local government entities, etc. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agency copy of reports/forms/certificates/lists submitted; • Submission confirmation and inquiries; • Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none"> • Notifications covered by <i>Security Incidents and Data/Privacy Breaches (DAN GS2010-008)</i>; • Records covered by <i>Records Reported/Submitted to External Databases/Systems (DAN GS2024-024)</i>; • Voluntary reporting/notifying, responding to surveys, etc., covered by <i>Provision of Advice, Assistance, or Information (DAN GS2010-001)</i>; • Reports/notifications/filings <u>received by</u> the agency from other entities. 	<p>Retain for 6 years after submitted <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



1.14 REPORTING AND STUDIES

The activities associated with internal agency reporting/statistics, reporting/notifying to external agencies/organizations as required by federal, state or local statute, or by court order/rule, and with conducting studies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-32 Rev. 2	<p><i>Studies (Major) – Final Reports (Unpublished)</i> Unpublished final reports of major studies initiated at the executive level and/or conducted in response to a federal/state 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.</p> <p>Excludes:</p> <ul style="list-style-type: none"> Final reports included in the agency’s governing body’s meeting packets and covered by <i>Governing/Executive/Policy-Setting Body Records (DAN GS50-05A-13)</i>; Published final reports covered by <i>Publications – Master Set (DAN GS50-06F-04)</i>; Records covered by <i>Studies (Major) – Working Papers/Development (DAN GS2024-028)</i>. 	<p>Retain for 6 years after conclusion of study <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
GS2024-028 Rev. 0	<p><i>Studies (Major) – Working Papers/Development</i> Records relating to the conducting of major studies initiated at the executive level and/or conducted in response to a federal/state 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.</p> <p>Excludes final reports covered by:</p> <ul style="list-style-type: none"> <i>Governing/Executive/Policy-Setting Body Records (DAN GS50-05A-13)</i>; <i>Publications – Master Set (DAN GS50-06F-04)</i>; <i>Studies (Major) – Final Reports (Unpublished) (DAN GS50-01-32)</i>. 	<p>Retain for 6 years after conclusion of study <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



1.14 REPORTING AND STUDIES

The activities associated with internal agency reporting/statistics, reporting/notifying to external agencies/organizations as required by federal, state or local statute, or by court order/rule, and with conducting studies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2024-029 Rev. 0	<p><i>Studies (Minor/Routine)</i> Records relating to the conducting of minor/routine studies and developing ad hoc reports <u>not</u> initiated at the executive level or conducted in response to a federal/state requirement or court order <i>where not covered by a more specific records series.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports and compiled survey results; • Charts, diagrams, and statistics; • Research materials; • Related correspondence/communications. <p>Excludes collections of external materials covered by <i>Reference Materials (DAN GS2016-010)</i>.</p>	<p>Retain for 2 years after conclusion of study <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.15 RISK MANAGEMENT/INSURANCE

The activity of identifying and mitigating risks to the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-177 Rev. 1	<p>Accidents/Incidents (Hazardous Materials) – Human Exposure</p> <p>Records documenting accidents, incidents, and any other occurrences within the agency’s jurisdiction that are known to have involved human exposure to potentially hazardous materials. Includes employees (including contractors and volunteers) and the public.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Description of accident/incident, response, and investigation; • Personal exposure information, physical examination reports, etc.; • Analyses of medical or exposure records (WAC 296-802-20015); • Toxic and hazardous substances records (29 CFR § 1926.1101(n)); • Personal exposure records as defined by American Nuclear Insurers (ANI); • Employment records for persons entering radiologically-controlled areas as defined by American Nuclear Insurers (ANI); • Other records as specified in WAC 296-802-20010. <p>Hazardous materials include, but are not limited to:</p> <ul style="list-style-type: none"> • Toxic substances or harmful physical agents as defined by 29 CFR § 1910.1020(c)(13); • Hazardous materials as defined by RCW 70.136.020; • Dangerous waste, extremely dangerous waste, hazardous substances, or hazardous waste as defined by RCW 70A.300.010; • Pesticides as defined by RCW 15.58.030. <p><i>Note: There is no limitation of action on the agency’s liability for the exposure of individuals to hazardous materials.</i></p>	<p>Retain for 100 years after individual’s date of birth</p> <p><i>or</i></p> <p>30 years after individual’s date of death, <i>whichever is sooner</i></p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL</p> <p>ESSENTIAL</p> <p>(for Disaster Recovery)</p> <p>OPR</p>



1.15 RISK MANAGEMENT/INSURANCE

The activity of identifying and mitigating risks to the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-03 Rev. 3	<p><i>Accidents/Incidents (Hazardous Materials) – No Human Exposure</i></p> <p>Records documenting accidents and incidents within the agency’s jurisdiction involving hazardous materials <i>where there was no human exposure</i>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Description of accident/incident, response, and investigation; • Toxic and hazardous substances records (29 CFR § 1926.1101(n)). <p>Hazardous materials include, but are not limited to:</p> <ul style="list-style-type: none"> • Toxic substances or harmful physical agents as defined by 29 CFR § 1910.1020(c)(13); • Hazardous materials as defined by RCW 70.136.020; • Dangerous waste, extremely dangerous waste, hazardous substances, or hazardous waste as defined by RCW 70A.300.010; • Pesticides as defined by RCW 15.58.030. <p>Excludes records covered by <i>Accidents/Incidents (Hazardous Materials) – Human Exposure (DAN GS2011-177)</i>.</p>	<p>Retain for 50 years after date of accident/incident <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



1.15 RISK MANAGEMENT/INSURANCE

The activity of identifying and mitigating risks to the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-081 Rev. 3	<p><i>Accidents/Incidents – No Claim Filed (Age 18 and Older)</i> Records relating to accidents/incidents involving individuals age 18 and older, and where claims for damages are <u>not</u> filed. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agency copy of Reports of Accident filled out for volunteer fire fighters and reserve officers in accordance with RCW 41.24.210; • Reports and investigations. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Accidents/Incidents (Hazardous Materials) – Human Exposure (DAN GS2011-177);</i> • <i>Accidents/Incidents (Hazardous Materials) – No Human Exposure (DAN GS50-19-03).</i> • <i>Claims for Damages (DAN GS50-01-10);</i> • <i>Occupational Health and Safety – Injuries and Illnesses (DAN GS50-06C-21);</i> <p><i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080).</i></p>	<p>Retain for 3 years after date of incident <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.15 RISK MANAGEMENT/INSURANCE

The activity of identifying and mitigating risks to the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06C-03 Rev. 5	<p>Accidents/Incidents – No Claim Filed (Under Age 18) Records relating to accidents/incidents involving individual(s) younger than age 18, and where claims for damages are <u>not</u> filed. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agency copy of Reports of Accident filled out for volunteer fire fighters and reserve officers in accordance with RCW 41.24.210; • Reports and investigations. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Accidents/Incidents (Hazardous Materials) – Human Exposure (DAN GS2011-177);</i> • <i>Accidents/Incidents (Hazardous Materials) – No Human Exposure (DAN GS50-19-03);</i> • <i>Claims for Damages (DAN GS50-01-10);</i> • <i>Occupational Health and Safety – Injuries and Illnesses (DAN GS50-06C-21).</i> <p><i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080 and RCW 4.16.190).</i></p>	<p>Retain for 3 years after individual reaches age 18 <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06C-16 Rev. 2	<p>Insurance Policies Purchased Records relating to insurance policies taken out by the agency. Excludes:</p> <ul style="list-style-type: none"> • Insurance claims covered by <i>Claims for Damages (DAN GS50-01-10);</i> • Proof of insurance held by contractors covered by <i>Contracts and Agreements – General (DAN GS50-01-11).</i> 	<p>Retain for 6 years after termination or expiration of coverage <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR



1.15 RISK MANAGEMENT/INSURANCE

The activity of identifying and mitigating risks to the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06C-35 Rev. 4	<p><i>Permission for Minors to Participate</i></p> <p>Records relating to parental/legal guardian permission for individuals under age 18 (includes employees, students, interns, and volunteers) to participate in agency-sponsored or agency-approved programs, events, and activities. Includes travel away from agency facilities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Notices and announcements; • Sign-up sheets, rosters, registration forms; • Parent/legal guardian permissions (approval for use of private vehicles, waiver of liability, emergency information, etc.); • Chaperone/driver lists and information; • Transportation and all other arrangements. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Accidents/Incidents – No Claim Filed (Under Age 18) (DAN GS50-06C-03);</i> • <i>Attendance – School-Sponsored Activities, Events and Programs (DAN SD51-06C-31);</i> • <i>Claims for Damages (DAN GS50-01-10);</i> • <i>Litigation Case Files (DAN GS53-02-04);</i> • <i>Recreation Event Attendance Records (DAN PR50-13C-19).</i> <p><i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080 and RCW 4.16.190).</i></p>	<p>Retain for 3 years after individual reaches age 18 <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.16 TRAINING OTHERS

The activity of the agency providing training (including through contracted trainers) to agency employees, contractors, customers/clients, or the public.

See HR and Payroll Management – Staff Development for records documenting training received by employees.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-34 Rev. 1	<p><i>Apprenticeship – Program Administration</i></p> <p>Records relating to the administration of apprentice training programs implemented by the agency in accordance with the <i>Washington State Apprenticeship and Training Act</i> pursuant to chapter 49.04 RCW, chapter 296-05 WAC, and Title 29 CFR Part 30.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Program operations documentation (29 CFR § 30.8); • Affirmative action plans (29 CFR § 30.4); • Evidence of qualification standards validation (29 CFR § 30.5); • Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Employee Work History (DAN GS50-04B-06);</i> • <i>Training Records – Employee (DAN GS2024-030).</i> 	<p>Retain for 6 years after end of calendar year <i>and</i> until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.16 TRAINING OTHERS

The activity of the agency providing training (including through contracted trainers) to agency employees, contractors, customers/clients, or the public.

See HR and Payroll Management – Staff Development for records documenting training received by employees.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-179 Rev. 2	<p>Training – Arrangements Records relating to the administrative arrangements of agency-provided training courses, seminars, and workshops. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Training date and place scheduling records; • Training availability announcements and notices; • Participant registration; • Arrangement of catering, facilities, and equipment. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Contracts and Agreements – General (DAN GS50-01-11);</i> • <i>Financial Transactions – General (DAN GS2011-184);</i> • <i>Travel (DAN GS2024-031).</i> 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2011-178 Rev. 2	<p>Training – Development Records relating to the development of training courses, seminars, workshops, etc., such as research, materials development, etc. Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Training – General (DAN GS2011-181);</i> • <i>Training – Hazardous Materials Handling (DAN GS2012-029);</i> • <i>Training – Mandatory or Certification/Hours/Credit Provided (DAN GS2011-180).</i> 	<p>Retain until training no longer provided by agency <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



1.16 TRAINING OTHERS

The activity of the agency providing training (including through contracted trainers) to agency employees, contractors, customers/clients, or the public.

See HR and Payroll Management – Staff Development for records documenting training received by employees.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-181 Rev. 2	<p>Training – General</p> <p>Records documenting training courses, seminars, workshops, etc. <u>provided by</u> the agency (including through contracted trainers) to agency employees, contractors, customers/clients, or the public where either:</p> <ul style="list-style-type: none"> • Training is <u>not</u> required by federal, state, or local statute and/or the employer; • Qualifications/credentials/licenses are <u>not</u> earned; • Continuing education hours/credits/points are <u>not</u> awarded; • Not covered by a more specific records series. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Materials presented (PowerPoint slide deck, handouts, etc.); • Attendee lists/sign-in sheets documenting who attended; • Tests administered and results; • Course/seminar/workshop evaluation feedback/surveys. <p><i>Note: Records documenting training <u>received by</u> employees are covered by Training Records – Employee (DAN GS2024-030).</i></p>	<p>Retain for 3 years after training provided <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.16 TRAINING OTHERS

The activity of the agency providing training (including through contracted trainers) to agency employees, contractors, customers/clients, or the public.

See HR and Payroll Management – Staff Development for records documenting training received by employees.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-029 Rev. 1	<p><i>Training – Hazardous Materials Handling</i></p> <p>Records documenting training courses, seminars, workshops, etc. <u>provided by</u> the agency (including through contracted trainers) to agency <u>employees</u>, contractors, customers/clients, or the public, relating to non-radiological hazardous materials/waste handling or exposure (including communicable infectious disease, toxic substances, harmful physical agents, etc.), where:</p> <ul style="list-style-type: none"> • Training is required by federal, state, or local statute, and/or the employer; • Qualifications/credentials/licenses may be earned; • Continuing education hours/credits/points are awarded; • Not covered by a more specific records series. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Materials presented (PowerPoint slide deck, handouts, etc.); • Attendee lists/sign-in sheets documenting who attended; • Tests administered and results; • Course/seminar/workshop evaluation feedback/surveys; • Certification/hours/credits/points awarded. <p><i>Note: There is no limitation of action on the agency’s liability for the exposure of individuals to hazardous materials.</i></p> <p><i>Note: Records documenting training received by employees are covered by Training Records – Employee (DAN GS2024-030).</i></p>	<p>Retain for 50 years after training provided <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



1.16 TRAINING OTHERS

The activity of the agency providing training (including through contracted trainers) to agency employees, contractors, customers/clients, or the public.

See HR and Payroll Management – Staff Development for records documenting training received by employees.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-180 Rev. 2	<p><i>Training – Mandatory or Certification/Hours/Credit Provided</i></p> <p>Records documenting training courses, seminars, workshops, etc. <u>provided by</u> the agency (including through contracted trainers) to agency employees, contractors, customers/clients, or the public, where either:</p> <ul style="list-style-type: none"> • Training is required by federal, state, or local statute, and/or the employer; • Qualifications/credentials/licenses may be earned; • Continuing education hours/credits/points are awarded; • Not covered by a more specific records series. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Materials presented (PowerPoint slide deck, handouts, etc.); • Attendee lists/sign-in sheets documenting who attended; • Tests administered and results; • Course/seminar/workshop evaluation feedback/surveys; • Certification/hours/credits/points awarded. <p><i>Note: Records documenting training received by employees are covered by Training Records – Employee (DAN GS2024-030).</i></p>	<p>Retain for 6 years after training provided <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2. ASSET MANAGEMENT

The function of managing the agency’s assets, including physical assets (facilities, land, equipment, vehicles, supplies, hazardous materials, etc.) and intangible assets (copyrights, easements, water and timber rights, etc.). Excludes financial assets (stocks, bonds, etc.), which are covered in the Financial Management section.

2.1 ACQUISITION AND DISPOSAL <i>The activities associated with acquiring/owning and disposing of agency assets.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-030 Rev. 1	<p>Acquisition and Disposal – Assets (Other than Real Property)</p> <p>Records relating to the acquisition and disposal of assets other than real property (such as equipment, intellectual property, vehicles, vessels, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Purchase orders; • Surplus property disposition records; • Registration of intellectual property rights; • Vehicle/vessel titles or copy of title if original is transferred to new owner/Department of Licensing; • Related correspondence/communications. <p>Excludes records covered by <i>Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS55-05A-06)</i>.</p>	<p>Retain for 4 years after disposition of asset</p> <p><i>or</i></p> <p>until disposition of asset <i>and</i> completion of State Auditor’s examination report, <i>whichever is sooner</i></p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL</p> <p>ESSENTIAL</p> <p>(for Disaster Recovery)</p> <p>OPR</p>



2.1 ACQUISITION AND DISPOSAL

The activities associated with acquiring/owning and disposing of agency assets.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS55-05A-06 Rev. 2	<p><i>Acquisition and Disposal – Real Property/Land/Water Rights</i></p> <p>Records relating to the acquisition and disposal of real property/land and water rights by state agencies through purchase/sale, condemnation, escheatment, or donation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Contracts/agreements; • Planning reports, studies, etc., regarding the acquisition/disposal; • Conveyance documentation (title searches, deeds, patents, etc.); • Related correspondence/communications. <p>Excludes records covered more specifically in CORE or sector schedules such as:</p> <ul style="list-style-type: none"> • Records recorded/filed with the county engineer covered by <i>County Engineer Records (DAN GS2012-031)</i>; • Land survey field books and maps covered by <i>Jurisdictional Boundary – Official (DAN GS50-16-09)</i>; • Lead Agency SEPA records covered in the <i>Land Use Planning and Permitting Records Retention Schedule</i>; • Non-site-specific geological data/geotechnical reports. <p><i>Note: Retention based on 10-year statute of limitations relating to real property transactions (RCW 4.16.020).</i></p>	<p>Retain for 10 years after disposal of asset</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</p>



2.1 ACQUISITION AND DISPOSAL

The activities associated with acquiring/owning and disposing of agency assets.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-031 Rev. 1	<p>County Engineer Records</p> <p>Records retained by the county engineer in accordance with RCW 36.80.040. Includes all matters recorded and filed with the county engineer documenting the complete history of public roads, highways, bridges, ditches, or other surveys of the county.</p> <p>Includes, but is not limited to, original papers, documents, petitions, surveys, repairs, other papers, and reports.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Financial Transactions – General (DAN GS2011-184);</i> • <i>Maintenance – Major and/or Regulated (DAN GS2012-039);</i> • <i>Maintenance – Minor Non-Regulated (DAN GS2012-040).</i> 	<p>Retain for the life of the agency <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR</p>
GS50-06B-24 Rev. 2	<p>Environmental Site Assessments – Asset Not Acquired</p> <p>Records relating to an analysis of environmental conditions (including hazardous materials and conditions) on real property being considered for acquisition, but not acquired by the agency. Includes appraisals completed by independent appraisers under contract to the agency as well as agency-generated appraisals.</p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>



2.1 ACQUISITION AND DISPOSAL

The activities associated with acquiring/owning and disposing of agency assets.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-005 Rev. 1	<p>Lost and Found Property</p> <p>Records relating to personal property left behind in/at agency facilities/properties, vehicles and/or events, and the return or disposal of the item.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Records documenting discovery of item(s), attempts to locate the owner; Return, retention, donation, or disposal of item(s); Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <i>Unclaimed Property – Funds Remitted to Department of Revenue (DAN GS55-05B-31);</i> <i>Unclaimed Property – Funds Held by Agency (DAN GS55-05B-32).</i> <p><i>Note: Retention based on 3-year statute of limitations for taking, detaining, or injuring personal property (RCW 4.16.080).</i></p>	<p>Retain for 3 years after return/disposal of item <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2012-032 Rev. 1	<p>Naming (Assets)</p> <p>Records relating to the naming or renaming of roads, streets, parks, buildings, schools, stadiums, bridges, and other assets within the local government’s jurisdiction where the naming process is not included in the development application.</p> <p>Includes research, community polls, proposals, approvals, correspondence, contracts and agreements, sale of naming rights, etc.</p> <p>Excludes records covered by <i>Governing/Executive/Policy-Setting Body Records (DAN GS50-05A-13).</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR



2.1 ACQUISITION AND DISPOSAL

The activities associated with acquiring/owning and disposing of agency assets.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-07-21 Rev. 2	<p><i>Property Purchase Proposals Made by Agency – Unsuccessful</i></p> <p>Records relating to proposals made <u>by</u> the local government agency for the purchase of real property <i>where the offer is not accepted or is withdrawn by the agency.</i></p> <p>Includes, but is not limited to, negotiations, purchase offers, title reports, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Successful purchase proposals made by the agency <u>and</u> purchase offers made by other parties for the agency’s real property, which are covered by <i>Acquisition and Disposal – Real Property/Land/Water Rights (GS55-05A-06)</i>; • Environmental site assessments covered by <i>Environmental Site Assessments – Asset Not Acquired (DAN GS50-06B-24)</i>. 	<p>Retain for 3 years after offer declined or withdrawn <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



2.2 AUTHORIZATION/CERTIFICATION

The activity of receiving permission or approval in relation to asset management. Excludes authorizations granted by the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-034 Rev. 1	<p>Designations (Assets)</p> <p>Records relating to designations bestowed on assets owned or maintained by the agency, such as heritage or landmark designations, placement on the National Historic Register, critical (sensitive) area designations, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications; • Notifications; • Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none"> • Electric utility designations made by federal regulators including North American Electric Reliability Corporation Critical Infrastructure Protection (NERC CIP) and Transportation Security Administration (TSA); • Granting of designations, which is covered in sector schedules. 	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM</p>



2.3 DESIGN AND CONSTRUCTION

The activities associated with the designing, planning, and construction of agency facilities and infrastructure.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2024-006 Rev. 0	<p>Capital Construction Projects – Project Administration and Process</p> <p>Records not required beyond the warranty period that relate to the project administration/process for new construction or additions/remodels (affecting the structure of the building/facility) for both routine and significant structures, <u>provided</u> the longer-term records documenting the project are retained in accordance with either:</p> <ul style="list-style-type: none"> • <i>Capital Construction Projects – Routine Buildings/Facilities (DAN GS2024-007);</i> • <i>Capital Construction Projects – Significant Buildings/Facilities (DAN GS50-18-10).</i> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Phone lists; • Work requisitions; • Meeting coordination records; • Shop drawings not affecting the structure or operating systems of the building; • Schedules; • Punch lists; • “Red-line” drawings (“as-designed” drawings reflecting updates) that have been superseded by “as-built” drawings. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Capital Construction Projects – Routine Buildings/Facilities (DAN GS2024-007);</i> • <i>Capital Construction Projects – Significant Buildings/Facilities (DAN GS50-18-10).</i> 	<p>Retain for 6 years after project completion/acceptance <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.3 DESIGN AND CONSTRUCTION

The activities associated with the designing, planning, and construction of agency facilities and infrastructure.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2024-007 Rev. 0	<p>Capital Construction Projects – Routine Buildings/Facilities</p> <p>Records relating to the design, new construction, or additions/remodels (affecting the structure of the building/facility) of <u>routine</u> structures (including roads and other infrastructure).</p> <p>Also includes records relating to the preliminary planning of the agency’s capital construction projects of routine structures where the project was not proceeded with/completed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Project meeting minutes, approval, program review, and/or comments; • Plans and drawings (including “as-built” and “as-designed” drawings and shop drawings affecting the structure or operating systems of the building (such as elevators, structural steel, HVAC, etc.)); • Permits and Environmental Impact Statements (EIS); • Project-specific specifications, design calculations, contracts, test results, reports (including engineering, commissioning, and balancing reports), modification proposals, and manuals; • Selected images/photographs showing major/significant stages of the project; • Allotment and payment records and related documentation. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Capital Construction Projects – Project Administration and Process (DAN GS2024-006);</i> • <i>Capital Construction Projects – Significant Buildings/Facilities (DAN GS50-18-10);</i> • <i>Maintenance – Major and/or Regulated (DAN GS2012-039);</i> • <i>Maintenance – Minor Non-Regulated (DAN GS2012-040).</i> 	<p>Retain for 6 years after disposal of asset/ abandonment of project</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.3 DESIGN AND CONSTRUCTION

The activities associated with the designing, planning, and construction of agency facilities and infrastructure.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-18-10 Rev. 2	<p>Capital Construction Projects – Significant Buildings/Facilities</p> <p>Records relating to the design, new construction, or additions/remodels (affecting the structure of the building/facility) of <u>significant</u> structures, such as:</p> <ul style="list-style-type: none"> • Courthouses and city halls; • Headquarters/main office of the agency; • Major facilities operated by the agency (such as fire stations, hospitals, jails, libraries, police stations, power stations, schools, etc.); • Historic or heritage-listed buildings and structures. <p>Also includes records relating to the preliminary planning of the agency’s capital construction projects of significant structures where the project was not proceeded with/completed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Project meeting minutes, approval, program review, and/or comments; • Plans and drawings (including “as-built” and “as-designed” drawings and shop drawings affecting the structure or operating systems of the building); • Permits and Environmental Impact Statements (EIS); • Project-specific specifications, design calculations, contracts, test results, reports (including engineering, commissioning, and balancing reports), modification proposals, and manuals; • Selected images/photographs showing major/significant stages of the project; • Allotment and payment records and related documentation. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Capital Construction Projects – Project Administration and Process (DAN GS2024-006);</i> • <i>Capital Construction Projects – Routine Buildings/Facilities (DAN GS2024-007);</i> • <i>Maintenance – Major and/or Regulated (DAN GS2012-039);</i> • <i>Maintenance – Minor Non-Regulated (DAN GS2012-040).</i> 	<p>Retain for 6 years after completion/abandonment of project</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>



2.3 DESIGN AND CONSTRUCTION

The activities associated with the designing, planning, and construction of agency facilities and infrastructure.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06B-22 Rev. 2	<p>Facility Systems and Equipment – Installation</p> <p>Records relating to the installation of systems and equipment in agency facilities that are <u>not</u> integral to the structure of the facility and that may be replaced during the life of the facility, such as:</p> <ul style="list-style-type: none"> • Audio/visual systems/equipment; • Fire and life safety (alarms, sprinklers, etc.); • Heating, ventilating, and air conditioning (HVAC); • Information technology (IT) wiring; • Security systems/equipment (alarms, keys, locks, etc.). <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Installation drawings and other documentation integral to the maintenance and operation of the system or equipment; • System layout descriptions/specifications; • Warranties. 	<p>Retain for 6 years after disposal of systems/equipment <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



2.4 HAZARDOUS MATERIALS MANAGEMENT

Records relating to the identification, location, handling, use, storage, transportation, and disposal of the local government agency’s hazardous materials. Includes abatement and remediation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS55-01M-04 Rev. 2	<p>Authorizations/Certifications – Hazardous Materials</p> <p>Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations <u>acquired</u> by the local government agency in relation to hazardous materials created, maintained, disposed of, or in any way used by the local government agency, where not covered by a more specific records series. Includes authorizations required by and/or received from regulating authorities (local, state, federal agencies and/or courts). Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Radioactive materials licenses and inspections pursuant to chapter 246-220 through 254 WAC. <p>Hazardous materials include, <u>but are not limited to</u>:</p> <ul style="list-style-type: none"> • Toxic substances or harmful physical agents as defined by CFR § 1910.1020(c)(13); • Hazardous materials as defined by RCW 70.136.020; • Dangerous waste, extremely dangerous waste, hazardous substances, or hazardous waste as defined by RCW 70A.300.010; • Pesticides as defined by RCW 15.58.030; • Hazardous chemicals as defined by the U.S. Department of Labor, Occupational Safety & Health Administration (OSHA) Hazard Communication Standards. <p><i>Note: There is no limitation of action on the agency’s liability for the exposure of individuals to hazardous materials.</i></p>	<p>Retain for 50 years after authorization superseded or terminated <i>and</i> conditions of authorization satisfied <i>and</i> violations (if any) corrected <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.4 HAZARDOUS MATERIALS MANAGEMENT

Records relating to the identification, location, handling, use, storage, transportation, and disposal of the local government agency’s hazardous materials. Includes abatement and remediation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
<p>GS50-19-15 Rev. 1</p>	<p>Hazardous Materials/Dangerous Waste – Abatement and Remediation</p> <p>Records relating to hazardous materials clean-up actions and investigations of incidents and/or disasters occurring within the agency’s jurisdiction and completed by or on behalf of the agency.</p> <p>Projects include, but are not limited to:</p> <ul style="list-style-type: none"> • Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) Superfund projects; sites listed on the Department of Ecology’s Hazardous Sites List (WAC 173-340-330); • Abatement, remediation, removal of potentially hazardous materials such as asbestos, lead paint, lead in drinking water, contaminated soil, storage tanks (under or above ground), etc.; • Clean-up of spills and releases of hazardous materials. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Preliminary assessment/site inspection reports, remedial investigation/feasibility studies and reports, risk and endangerment assessment, health and safety plans, etc.; • Notifications (such as Emergency Release Notification of an Extremely Hazardous Substance (EHS) in accordance with CERCLA, or asbestos removal/disturbance notification required of local education agencies by the Asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP) in accordance with 40 CFR § Part 61, Subpart M.); • Contracts, abatement permits, consent agreements, record of decision (ROD), administrative orders, plans (project operations, work, community relations, quality assurance, etc.); • Sampling data, chemical analysis services, surveys, applicable or relevant and appropriate requirements (ARARs), enforcement action, operation and maintenance, monitoring and review; • (Potentially) responsible party searches and investigations; consent decrees; • Alert notifications (email, web post, tweet, RSS feed, etc.). 	<p>Retain for 10 years after completion of project</p> <p><i>or</i></p> <p>10 years after terms of grant agreement, <i>whichever is later then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention</p> <p><i>and</i></p> <p>Retain records <u>not</u> selected for permanent preservation for 50 years pursuant to 42 USC § 9603 (d)(2).</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</p>



2.4 HAZARDOUS MATERIALS MANAGEMENT

Records relating to the identification, location, handling, use, storage, transportation, and disposal of the local government agency’s hazardous materials. Includes abatement and remediation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-02 Rev. 2	<p><i>Hazardous Materials/Dangerous Waste – Control/Inventory/Tracking/Disposal</i></p> <p>Records documenting the control, tracking, and disposal of the hazardous materials and dangerous waste generated, transported, treated, stored, used, and/or disposed of by the local government agency, <i>where no accident or incident has occurred.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports and forms required under the <i>Resource Conservation and Recovery Act (RCRA)</i>; • Dangerous Waste Annual Report filed with the Department of Ecology in accordance with WAC 173-303-220; • Annual inventory of chemicals, emergency and hazardous chemical inventory form, Tier Two Chemical Inventory Report, and all other forms and reports submitted to the State Emergency Response Commission (SERC), Local Emergency Planning Committees (LEPC), the Department of Ecology and/or local fire department as required by the Environmental Protection Agency (EPA) <i>Emergency Planning & Community Right-to-Know Act (EPCRA)</i>; • Toxic Release Inventory (TRI) reporting in accordance with 40 CFR § Part 372. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Hazardous Materials/Dangerous Waste – Abatement and Remediation (DAN GS50-19-15)</i>; • <i>Hazardous Materials/Dangerous Waste – Plans (DAN GS50-19-08)</i>; • <i>Pesticide Applications (DAN GS50-18-43)</i>; • <i>Safety Data Sheets (SDS)/Allowed Substitute Records (DAN GS2024-025)</i>. <p><i>Note: There is no limitation of action on the agency’s liability for the exposure of individuals to hazardous materials.</i></p>	<p>Retain for 50 years after end of calendar year</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



2.4 HAZARDOUS MATERIALS MANAGEMENT

Records relating to the identification, location, handling, use, storage, transportation, and disposal of the local government agency’s hazardous materials. Includes abatement and remediation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
<p>GS50-19-08 Rev. 2</p>	<p><i>Hazardous Materials/Dangerous Waste – Plans</i> Plans and procedures relating to the proper management of hazardous materials/waste used, owned, stored, or created by the local government agency. May include information relating to the collection, analysis, transportation, recordkeeping, and disposal of hazardous waste/materials in an effort to prevent contamination of humans, the environment, etc. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Hazardous materials emergency response plans and procedures; • Employee Right to Know implementation plan; • Hazardous waste plans prepared and submitted to the Department of Ecology in accordance with RCW 70A.300.350; • Asbestos management plans prepared in accordance with the <i>Asbestos Hazard Emergency Response Act (AHERA)</i> and the <i>Asbestos School Hazard Abatement Reauthorization Act (ASHARA)</i> in accordance with 40 CFR § Part 763. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Hazardous Materials/Dangerous Waste – Abatement and Remediation (DAN GS50-19-15);</i> • <i>Hazardous Materials/Dangerous Waste – Control/Inventory/Tracking/Disposal (DAN GS50-19-02).</i> <p><i>Note: Local hazardous waste plans (RCW 70A.300.350) received by the Washington State Department of Ecology are designated Archival in accordance with the Department of Ecology’s records retention schedule.</i></p>	<p>Retain for 6 years after obsolete or superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</p>



2.4 HAZARDOUS MATERIALS MANAGEMENT

Records relating to the identification, location, handling, use, storage, transportation, and disposal of the local government agency’s hazardous materials. Includes abatement and remediation.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-18-43 Rev. 2	<p><i>Pesticide Applications</i> Records relating to the agency’s application of pesticides to agricultural land, roadsides, and/or landscapes and property as regulated by RCW 17.21.100 and WAC 16-228-1320. Also includes citizen requests to opt out of pesticide applications on right-of-ways and/or adjacent to their property. <i>Note: Retention based on 7-year requirement for pesticide application records (RCW 17.21.100 and WAC 16-228-1320).</i></p>	<p>Retain for 7 years after date of pesticide application/exception <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2024-025 Rev. 0	<p><i>Safety Data Sheets (SDS)/Allowed Substitute Records</i> Safety data sheets or allowed substitute records identifying hazardous chemical(s) by the chemical and common names and listing all ingredients which have been determined to be health hazards in accordance with WAC 296-901-14014. <i>Note: Safety Data Sheets were known as Material Safety Data Sheets prior to May 2014.</i> <i>Note: Retention based on 30-year requirement for Safety Data Sheets as exposure records (WAC 296-800-180).</i></p>	<p>Retain for 30 years after superseded <i>or</i> 30 years after chemicals are no longer used <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR
GS50-06B-23 Rev. 0	<p><i>Waste Materials Analysis</i> Records relating to the analysis of the agency’s waste materials (such as motor oil) used to determine if the materials should be designated as non-hazardous or hazardous waste. Includes reports.</p>	<p>Retain for 6 years after analysis completed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.5 INFORMATION SERVICES

The activities associated with providing the agency with information technology and services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2024-002 Rev. 0	<p><i>Applications/Systems – Implementation Projects</i> Records relating to the implementation of the agency’s computer software applications, databases, and websites (internet and intranet). Excludes records covered by <i>Applications/Systems – Technical Design (DAN GS50-06A-03)</i>.</p>	<p>Retain for 6 years after end of project <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-06A-03 Rev. 4	<p><i>Applications/Systems – Technical Design</i> Records relating to the technical design of the agency’s computer software applications, databases, and websites (internet and intranet). Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Design documentation/detail; • Database schema and dictionaries; • Source code; • System and program change descriptions/authorizations; • Development plans (for testing, training, conversion, and acceptance); • Release notes; • Operational and user instructions; • Acceptance testing. <p>Excludes records covered by <i>Applications/Systems – Implementation Projects (DAN GS2024-002)</i>.</p>	<p>Retain until application or version is no longer needed for agency business <i>and</i> all records within the application have been migrated/deleted/transferred in accordance with a current approved records retention schedule <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM</p>



2.5 INFORMATION SERVICES

The activities associated with providing the agency with information technology and services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-003 Rev. 2	<p><i>Audit Trails and System Usage Monitoring</i> Records documenting the use of the agency’s information technology and communication systems to ensure security and appropriate use.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Audit trails; • Authorizations for and modifications to the configurations and settings of the agency’s IT infrastructure (such as firewalls, routers, ports, network servers, etc.); • Log-in records, security logs, and system usage files; • Internet activity logs (sites visited, downloads/uploads, video/audio streaming, etc.); • Fax and telephone logs. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Internet Browsing (DAN GS2016-006);</i> • <i>Security Incidents and Data/Privacy Breaches (DAN GS2010-008).</i> 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2024-003 Rev. 0	<p><i>Authorization – Systems/Telecommunications Access</i> Records documenting the authorization of employees (including contractors and volunteers) to use agency systems/applications and telecommunication services.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • User account creation/change requests; • Network access authorization requests; • Related correspondence/communications. <p>Excludes records covered by <i>Authorization – Building/Facility Access (DAN GS2010-002).</i></p>	<p>Retain for 6 years after end of fiscal year in which user account/access was terminated <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM



2.5 INFORMATION SERVICES

The activities associated with providing the agency with information technology and services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-004 Rev. 2	<p>Automated/Scheduled Tasks and Work/Intermediate/Test Files Records relating to scheduled, computer-driven tasks and other work/intermediate files, where not covered by a more specific records series. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Run reports and requests; • Task schedules; • Test data sets; • Successful completion reports; • Valid transaction files; • Work/intermediate files. <p>Excludes records covered by <i>Audit Trails and System Usage Monitoring (DAN GS2010-003)</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06A-02 Rev. 2	<p>Backups for Disaster Preparedness/Recovery Routine backups of IT systems and data for disaster preparedness and recovery.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM
GS2010-005 Rev. 2	<p>Helpdesk Requests Records relating to requests for advice and assistance in using the agency’s information technology and telecommunications equipment, systems, and applications.</p>	<p>Retain until finalization of request <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



2.5 INFORMATION SERVICES

The activities associated with providing the agency with information technology and services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-006 Rev. 2	<p>Network – Design and Build Records relating to the design and construction of the agency’s information technology networks. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Network diagrams and build guides; • Master control list of Internet Protocol (IP) address assignments; • Uniform Resource Locator (URL) addresses and passwords. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM</p>



2.6 INVENTORY

The activity of detailing or itemizing goods, materials, and resources on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03A-18 Rev. 2	<p><i>Inventory – Capital, Expendable and Consumable Assets</i></p> <p>Records relating to the inventorying of the agency’s capital assets (as defined by agency policy, ordinance, or resolution) and expendable assets (tagged or tracked using tags or serial numbers in accordance with agency policy, ordinance, or resolution), and consumable assets (including items offered for resale).</p> <p>Capital assets may include, but are not limited to:</p> <ul style="list-style-type: none"> • Land, improvements, infrastructure, easements, rights-of-way; • Buildings, leasehold improvements; • Vehicles, machinery, computers, equipment, furniture; • Works of art and historical treasures. <p>Expendable assets may include, but are not limited to:</p> <ul style="list-style-type: none"> • Computers, smart phones, global positioning system (GPS) devices. <p>Consumable assets may include, but are not limited to:</p> <ul style="list-style-type: none"> • Commodities (food, fuel, etc.); • Supplies (office, forms, printing, mailing, linens, etc.); • Forms, publications; • Parts (for vehicles, printers, machines, etc.); • School stores items (shirts, snacks, annuals, planners, yearbooks, etc.); • Concession supplies, maps, code books; • Grave markers. <p>Excludes:</p> <ul style="list-style-type: none"> • Capital asset tracking information covered by <i>Capital Asset Record (DAN GS2011-182)</i>; • <i>Hazardous Materials/Dangerous Waste – Control/Inventory/Tracking/Disposal (DAN GS50-19-02)</i>; • <i>Inventory – Surplus Property (DAN GS50-08C-06)</i>. 	<p>Retain for 4 fiscal years after date of inventory</p> <p><i>or</i></p> <p>until disposition of asset <i>and</i> completion of State Auditor’s examination report, <i>whichever is sooner</i></p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.6 INVENTORY

The activity of detailing or itemizing goods, materials, and resources on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06B-05 Rev. 1	<i>Inventory – Keys/Key Cards/Badges</i> Records documenting the inventory of security badges or building keys/key cards issued to employees (includes contractors and volunteers) and visitors to gain access to agency facilities and resources.	Retain until obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM
GS50-08C-06 Rev. 1	<i>Inventory – Surplus Property</i> Records relating to the inventorying of surplus capital and/or expendable (tagged or tracked) assets.	Retain for 6 years after inventory record obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



2.7 MAINTENANCE, INSPECTION, AND MONITORING

The activity of performing legally required or voluntary actions on assets owned or used by the agency, with the aims of preventing unsafe conditions, advancing security, reducing equipment decline/failure, and avoiding unnecessary loss. Includes routine, preventive, scheduled, and unscheduled repair, remediation, and abatement. Excludes records documenting financial transactions which are covered in the Financial Management section of CORE.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-18-08 Rev. 2	<p><i>Inspections – Bridges</i></p> <p>Records relating to the inspection of bridges owned by the agency and performed in accordance with National Bridge Inspection Standards (NBIS) pursuant to 23 CFR § 650(C) and 23 USC 151. Includes inspection diaries, field notes, etc.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>County Engineer Records (DAN GS2012-031);</i> • <i>Reporting to External Agencies (Mandatory) (DAN GS2012-028).</i> 	<p>Retain for 6 years after asset no longer owned by agency <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



2.7 MAINTENANCE, INSPECTION, AND MONITORING

The activity of performing legally required or voluntary actions on assets owned or used by the agency, with the aims of preventing unsafe conditions, advancing security, reducing equipment decline/failure, and avoiding unnecessary loss. Includes routine, preventive, scheduled, and unscheduled repair, remediation, and abatement. Excludes records documenting financial transactions which are covered in the Financial Management section of CORE.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-07-10 Rev. 3	<p><i>Inspections/Monitoring – Regulated (Environmental)</i> Records relating to environmental monitoring of assets owned by the agency where required by regulatory agencies and where not covered by a more specific records series. May include monitoring of soil, air, water (ground, drinking, surface, waste), etc. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Atmospheric monitoring of confined spaces (WAC 296-809-50006). <p>Excludes records covered more specifically in CORE or sector schedules such as:</p> <ul style="list-style-type: none"> • <i>Authorizations/Certifications – Agency Management (DAN GS50-01-42);</i> • <i>Hazardous Materials/Dangerous Waste – Abatement and Remediation (DAN GS50-19-15);</i> • Inspections/monitoring of assets not owned by the agency but monitored by the agency in a regulatory capacity, which is covered in sector schedules. <p><i>Note: Local government agencies may need to retain these records longer in order to comply with additional federal or state regulatory agency requirements.</i></p>	<p>Retain for 30 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



2.7 MAINTENANCE, INSPECTION, AND MONITORING

The activity of performing legally required or voluntary actions on assets owned or used by the agency, with the aims of preventing unsafe conditions, advancing security, reducing equipment decline/failure, and avoiding unnecessary loss. Includes routine, preventive, scheduled, and unscheduled repair, remediation, and abatement. Excludes records documenting financial transactions which are covered in the Financial Management section of CORE.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-038 Rev. 1	<p><i>Inspections/Monitoring – Regulated (Non-Environmental)</i></p> <p>Records relating to non-environmental monitoring of assets owned by the agency where required by regulatory agencies and where not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Airport self-inspections (14 CFR § 139.327); • Underground storage tank (UST) inspections (40 CFR § 280.45). <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • <i>Hazardous Materials/Dangerous Waste – Abatement and Remediation (DAN GS50-19-15)</i>; • <i>Inspections – Bridges (DAN GS50-18-08)</i>; • <i>Inspections/Monitoring – Non-Regulated (DAN GS2012-037)</i>; • <i>Inspections/Monitoring – Regulated (Environmental) (DAN GS51-07-10)</i>; • <i>Authorizations/Certifications Received by Agency (DAN GS50-01-42)</i>; • Inspections/monitoring of assets not owned by the agency but monitored by the agency in a regulatory capacity, which is covered in sector schedules. <p><i>Note: Agencies may need to retain these records longer in order to comply with additional federal or state regulatory requirements.</i></p>	<p>Retain for 6 years after end of calendar year <i>and</i> violations (if any) corrected <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.7 MAINTENANCE, INSPECTION, AND MONITORING

The activity of performing legally required or voluntary actions on assets owned or used by the agency, with the aims of preventing unsafe conditions, advancing security, reducing equipment decline/failure, and avoiding unnecessary loss. Includes routine, preventive, scheduled, and unscheduled repair, remediation, and abatement. Excludes records documenting financial transactions which are covered in the Financial Management section of CORE.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-037 Rev. 1	<p><i>Inspections/Monitoring – Routine/Non-Regulated</i></p> <p>Records relating to the routine inspecting/monitoring of assets owned, used, or maintained by the agency, <i>where not required by regulatory agencies and/or not covered by a more specific records series.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Temperature and humidity records; • Equipment functionality/safety checks (vehicle daily checks, etc.). 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.7 MAINTENANCE, INSPECTION, AND MONITORING

The activity of performing legally required or voluntary actions on assets owned or used by the agency, with the aims of preventing unsafe conditions, advancing security, reducing equipment decline/failure, and avoiding unnecessary loss. Includes routine, preventive, scheduled, and unscheduled repair, remediation, and abatement. Excludes records documenting financial transactions which are covered in the Financial Management section of CORE.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-039 Rev. 1	<p><i>Maintenance – Major and/or Regulated</i></p> <p>Records documenting all major maintenance (which is beyond regular upkeep) and all regulated maintenance (required by regulatory agencies and/or local, state or federal statute and/or court order/rule) which is performed on assets owned, used, or maintained by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Instructions, maintenance manuals, vendor statements; • Maintenance/repair history (logs, summaries, reports, etc., which may also include non-regulated minor maintenance); • Original defect and inspection reports; • Service, repair, and maintenance records (regulated and/or major); • Work orders; • Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Capital Construction Projects – Routine Building/Facilities (DAN GS2024-007);</i> • <i>Capital Construction Projects – Significant Building/Facilities (DAN GS50-18-10);</i> • <i>Contracts and Agreements – General (DAN GS50-01-11);</i> • <i>County Engineer Records (DAN GS2012-031);</i> • <i>Financial Transactions – General (DAN GS2011-184).</i> 	<p>Retain for 6 years after disposal of asset <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



2.7 MAINTENANCE, INSPECTION, AND MONITORING

The activity of performing legally required or voluntary actions on assets owned or used by the agency, with the aims of preventing unsafe conditions, advancing security, reducing equipment decline/failure, and avoiding unnecessary loss. Includes routine, preventive, scheduled, and unscheduled repair, remediation, and abatement. Excludes records documenting financial transactions which are covered in the Financial Management section of CORE.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-040 Rev. 1	<p>Maintenance – Minor Non-Regulated</p> <p>Records documenting minor maintenance (regular upkeep) performed on assets owned, used, or maintained by the agency and <u>not</u> required by a regulatory agency, such as:</p> <ul style="list-style-type: none"> • Custodial, floor and window cleaning, lawn/gardening, indoor plant care, etc.; • Painting, furniture upholstery/refinishing, etc.; • Vehicle and equipment oil changes, tune-ups, filters, tires, etc. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Service, repair, and maintenance records; • Work orders, lists/logs, and reports; • Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Capital Construction Projects – Routine Building/Facilities (DAN GS2024-007);</i> • <i>Capital Construction Projects – Significant Building/Facilities (DAN GS50-18-10);</i> • <i>Contracts and Agreements – General (DAN GS50-01-11);</i> • <i>Financial Transactions – General (DAN GS2011-184);</i> • <i>Maintenance – Major and/or Regulated (DAN GS2012-039);</i> • <i>Pesticide Applications (DAN GS50-18-43).</i> 	<p>Retain for 3 years after completion of work <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



2.8 OPERATIONS AND USE

The activity of the agency (staff, contractors, and volunteers) using (or granting temporary authority to use) its assets (buildings, vehicles, equipment, IT systems, goods, materials, resources, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-045 Rev. 1	<p>Disbursement of Agency Supplies/Consumables Records documenting the disbursement of agency supplies (such as office supplies, fuel, parts, and other consumables). Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Energy usage measurements; • Fuel/oil usage and dispersal data; pump/tank audit reports; mileage data, etc.; • Materials disbursement, supplies drawn from central stores, stores reports, etc.; • Pit and quarry material control files. <p>Excludes services (public utilities, transit, housing, etc.) covered in sector schedules. Excludes authorizations issued by the local government agency (permits, certificates, licenses, etc.), which are covered in sector schedules. <i>Note: Contracts, agreements, and permits authorizing the use of the agency's assets are covered in the Contracts and Purchasing section.</i></p>	<p>Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06B-09 Rev. 2	<p>Operating Manuals Operating manuals, specifications, vendor statements, and other related documentation for assets owned, used or maintained by the agency, where not covered by a more specific records series.</p>	<p>Retain until superseded or disposal of asset, <i>whichever is sooner</i> <i>then</i> Destroy <i>or</i> Transfer to new owner.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM



2.8 OPERATIONS AND USE

The activity of the agency (staff, contractors, and volunteers) using (or granting temporary authority to use) its assets (buildings, vehicles, equipment, IT systems, goods, materials, resources, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2014-029 Rev. 1	<p>Tenant Files (Residential Housing) Records relating to residential tenants in buildings/units owned, used or maintained by agencies where public housing/low-income housing subsidies are NOT provided pursuant to Title 24 CFR.</p> <p>Residential housing may include, but is not limited to:</p> <ul style="list-style-type: none"> • Unsubsidized housing; • HCFP Rural Rental Housing, Farm Labor Housing, Rural Rental Assistance, or other housing programs regulated by the United States Department of Agriculture (USDA) pursuant to 7 CFR § XXXV; • Rural Housing Stability Assistance Program regulated by the U.S. Department of Housing and Urban Development (HUD) pursuant to Subtitle D of Title IV of the McKinney-Vento Homeless Assistance Act (42 USC § 11408). <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application, background check, etc.; • Correspondence with tenants (including notifications, complaints and responses, notices of entry of dwelling unit during tenancy, etc.); • Executed lease/agreement; • Inspections. <p>Excludes:</p> <ul style="list-style-type: none"> • Tenant files for housing programs provided pursuant to Title 24 CFR, which are covered in the <i>Housing Authorities Records Retention Schedule</i>. • Damage claims and collections covered by CORE series <i>Claims for Damages (DAN GS50-01-10)</i> and <i>Financial Disputes and Collections (DAN GS50-03B-14)</i>. <p><i>Note: If litigation commences, these records become part of the litigation case file.</i></p>	<p>Retain for 6 years after termination of lease/agreement <i>or</i> 6 years after conditions of grant satisfied (if applicable), <i>whichever is later</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.8 OPERATIONS AND USE

The activity of the agency (staff, contractors, and volunteers) using (or granting temporary authority to use) its assets (buildings, vehicles, equipment, IT systems, goods, materials, resources, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2024-032 Rev. 0	<p><i>Use of Agency Facilities/Equipment/Vehicles</i></p> <p>Records relating to allowing use of agency assets (such as meeting rooms, other facilities, equipment, vehicles/vessels, etc.) by agency staff (including contractors and volunteers), other agencies, students/clients and the general public.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Allocation of parking spaces/permits; • Bookings/reservations/requests for use; • Check-in/-out logs; • Rental/use schedules; • Vehicle logs/usage data; • Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Contracts and Agreements – General (DAN GS50-01-11);</i> • <i>Financial Transactions – General (DAN GS2011-184);</i> • <i>Records Documented as Part of More Formalized Records (DAN GS2016-009).</i> 	<p>Retain for 3 years after asset returned/use completed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.9 PLANNING

The activity of assessing the need for, and strategizing the acquisition, use, and disposal of, the agency’s physical assets (facilities, land, equipment, vehicles, supplies, hazardous materials, etc.) and intangible assets (copyrights, easements, water and timber rights, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-042 Rev. 1	<p>Long-Range Asset Plans (Development) Records relating to the development of the agency’s long-range strategic plan(s) for the management of its physical and intangible assets.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Forecasting, needs assessment, feasibility studies, surveys, and reports; • Goals and objectives, long-range vision; • Annual review. <p>Excludes:</p> <ul style="list-style-type: none"> • <i>Capital Construction Projects – Routine Building/Facilities (DAN GS2024-007);</i> • <i>Capital Construction Projects – Significant Building/Facilities (DAN GS50-18-10);</i> • Financial records relating to successful levy and bond proposals which are covered by <i>Financial Transactions – Bond and Levy Projects (DAN GS2011-183);</i> • <i>Long Range Asset Plans (Final Version) (DAN GS51-07-15).</i> 	<p>Retain for 6 years after final version completed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.9 PLANNING

The activity of assessing the need for, and strategizing the acquisition, use, and disposal of, the agency’s physical assets (facilities, land, equipment, vehicles, supplies, hazardous materials, etc.) and intangible assets (copyrights, easements, water and timber rights, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-07-15 Rev. 2	<p>Long-Range Asset Plans (Final Version)</p> <p>Final version of the agency’s long-range strategic plan(s) for the management of its physical and intangible assets.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Capital facilities/improvement plans; • Comprehensive solid waste plans prepared in accordance with RCW 70A.205.040; • Environmental and conservation plans; • Transportation plans (such as comprehensive transportation plans approved by the legislative body in accordance with RCW 35.77.010, Transportation Improvement Plans (TIP) prepared in accordance with RCW 36.81.121, Annual Construction Program (ACP) prepared in accordance with RCW 36.81.130, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> • Plans held by the county engineer covered by <i>County Engineer Records (DAN GS2012-031)</i>; • Plans retained as part of the records of the governing body and retained in accordance with <i>Governing/Executive/Policy-Setting Body Records (DAN GS50-05A-13)</i>; • Project plans covered in the Design and Construction section; • <i>Strategic Plans – Final Version (DAN GS2010-080)</i>. 	<p>Retain until superseded <i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



2.10 SAFETY AND SECURITY

The activities associated with protecting people and the agency’s assets against danger, loss, or threat.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-002 Rev. 2	<p>Authorization – Building/Facility Access Records documenting the authorization of access for staff, contractors, students, volunteers, visitors, etc. to agency buildings and facilities. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests and approvals for access and permissions; • Assignment of security identification badges, building/card keys, access codes, etc. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Authorization – System/Telecommunications Access (DAN GS2024-003);</i> • <i>Entry/Exit Logs – Facilities (DAN GS50-06B-20).</i> 	<p>Retain for 6 years after termination of access <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
GS50-06B-20 Rev. 2	<p>Entry/Exit Logs – Facilities Records documenting the entry and exit of staff, contractors, students, volunteers, visitors, etc. to agency buildings and facilities (including secure areas), where not covered by a more specific records series. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Keycard transaction logs; • Secure area logs (such as safe logs); • Visitor books/logs. <p>Excludes records covered by <i>Security Incidents and Data/Privacy Breaches (DAN GS2010-008).</i></p>	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



2.10 SAFETY AND SECURITY

The activities associated with protecting people and the agency’s assets against danger, loss, or threat.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2020-009 Rev. 1	<p>Entry/Exit Logs – Facilities (COVID-19 Checks/Logs) Records documenting COVID-19-related checks/logs of staff and visitors to agency facilities, such as:</p> <ul style="list-style-type: none"> Wellness/temperature checks; Contact details captured solely for tracing purposes; Records relating to contact tracing by the agency. <p>Exclude records covered by <i>Entry/Exit Logs – Facilities (DAN GS50-06B-20)</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-008 Rev. 2	<p>Security Incidents and Data/Privacy Breaches Records documenting security incidents, data/privacy breaches, assessments of threats received, responses and investigations relating to agency facilities, vehicles, equipment, supplies, information, targeted violence towards staff, students, and others, etc. Includes, but is not limited to:</p> <ul style="list-style-type: none"> Incident documentation (such as security recordings, alarm logs/reports, entry/exit logs, incident reports, witness statements, etc.); Notification documentation; Reports to law enforcement agencies, agency management, regulating authority, etc.; Records documenting services provided by outside vendors (such as notifications, credit monitoring, call center reports/logs/notes, etc.); Records documenting corrective action taken; Records documenting decision not to proceed with investigation/notification; Related correspondence/communications. 	<p>Retain for 6 years after matter resolved <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



2.10 SAFETY AND SECURITY

The activities associated with protecting people and the agency’s assets against danger, loss, or threat.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06B-18 Rev. 2	<p>Security Monitoring – No Incident</p> <p>Records relating to the routine security monitoring of the agency’s infrastructure, buildings, vehicles, equipment, etc., where an incident has <u>not</u> occurred.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Alarm reports; • Audio/visual recordings (such as CCTV, dash cams, etc.); • Security patrol logs. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Audit Trails and System Usage Monitoring (DAN GS2010-003);</i> • <i>Security Incidents and Data/Privacy Breaches (DAN GS2010-008);</i> • Law enforcement mobile recordings covered in the <i>Law Enforcement Records Retention Schedule.</i> 	<p>Retain for 30 days after date record created</p> <p><i>or</i></p> <p>until determined that no security incident has occurred, <i>whichever is sooner</i></p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



3. FINANCIAL MANAGEMENT

The function of managing the agency’s financial resources, obligations, and monetary infrastructure.

3.1 ACCOUNTING AND FISCAL <i>The activities relating to the creation of financial records of agency business transactions and the preparation of statements concerning the financial assets, liabilities, and performance of the agency.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-185 Rev. 1	<p>Banking – Accounts and Transactions</p> <p>Records relating to the agency’s banking activities and documenting its banking transactions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Checks and warrants <u>issued by</u> the agency (<i>if returned by bank</i>); • Deposits and withdrawals (including Electronic Funds Transfers (EFT), International Money Transfers (IMT), Automated Clearing House (ACH), etc.); • Records documenting the status of and adjustments to accounts; • Statements (bank, dividend, investment, etc.) and reconciliations; • Stop payment reports/requests (and supporting documentation). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Banking – Deposited Items (DAN GS2011-186)</i>; • <i>Contracts and Agreements – General (DAN GS50-01-11)</i> (master depository contract, etc.); • <i>Financial Transactions – Bond and Levy Projects (DAN GS2011-183)</i> (cancelled and voided checks for capital assets constructed by the agency, etc.). 	<p>Retain for 6 years after end of fiscal year</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



3.1 ACCOUNTING AND FISCAL

The activities relating to the creation of financial records of agency business transactions and the preparation of statements concerning the financial assets, liabilities, and performance of the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-186 Rev. 1	<p>Banking – Deposited Items</p> <p>Negotiable instruments received by the agency and deposited to the bank in a different format.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Original paper checks/warrants imaged using Remote Deposit Capture (RDC) or Imaged Cash Letter (ICL), or returned by the bank after redemption; • Images of checks/warrants created in lieu of depositing the original item (such as imaged cash letter (ICL)). <p>Excludes checks returned to agency due to non-sufficient funds covered by <i>Financial Disputes and Collections (DAN GS50-03B-14)</i>.</p>	<p>Retain until deposit verified by bank <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2011-182 Rev. 0	<p>Capital Asset Record</p> <p>Tracking record created by the local government agency for each of its capital assets as required by the Office of the State Auditor in accordance with RCW 43.09.200.</p> <p>Includes information summarizing:</p> <ul style="list-style-type: none"> • Acquisition (when and how purchased or constructed, purchase price); • Improvements; • Depreciation; • Deductions; • Disposal (when and how disposed of, expenses related to the sale, etc.). 	<p>Retain for 4 years after disposition of asset <i>or</i> disposition of asset and completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3.1 ACCOUNTING AND FISCAL

The activities relating to the creation of financial records of agency business transactions and the preparation of statements concerning the financial assets, liabilities, and performance of the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-047 Rev. 0	Collection Agency Reports Reports received from collection agencies itemizing collections activities performed on behalf of the local government agency.	Retain for 4 fiscal years <i>or</i> completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



3.1 ACCOUNTING AND FISCAL

The activities relating to the creation of financial records of agency business transactions and the preparation of statements concerning the financial assets, liabilities, and performance of the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03B-14 Rev. 4	<p><i>Financial Disputes and Collections</i></p> <p>Records relating to financial disputes and attempts to collect funds, where not related to real property ownership, and where litigation has not commenced.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Accounts receivable and payable; • Correspondence, research, invoices/statements, notices, proof of mailing, account closure; • Damage and loss claims (purchasing); • Lien filings (and releases) and other actions; • Settlement documentation; • Warrants/checks returned due to non-sufficient funds (NSF). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Collection Agency Reports (DAN GS2012-047);</i> • <i>Evictions, Liens, Foreclosures, Condemnations (DAN GS55-05A-09);</i> • <i>Hearings – Local Decision-Making Bodies (General) (DAN GS2011-173);</i> • <i>Litigation Case Files (DAN GS53-02-04).</i> 	<p>Retain for 6 years after matter resolved <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3.1 ACCOUNTING AND FISCAL

The activities relating to the creation of financial records of agency business transactions and the preparation of statements concerning the financial assets, liabilities, and performance of the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-183 Rev. 3	<p><i>Financial Transactions – Bond and Levy Projects</i> Records documenting all resources received and expended by the agency for bond- and/or levy-funded projects. Also includes authorized debt financing.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Cancelled (and voided) checks, credit card slips, project cost record, etc., <i>for capital assets constructed by the local government agency;</i> • Contracts and agreements (for non-capital assets only); includes negotiations, compliance monitoring, etc.; • Documents supporting purchase/acquisition/construction and disposition/sales prices; • Financial statements and reports (cash receipts transmittals, daily cash report/summary, expenditure transactions, treasurer/finance officer reports, etc.); • Project cost/expenditure tracking record (staff time, etc.); • Receipt/expenditure of impact fees; • Registers and journals for all funds and functions (including numerical listing of checks/warrants/vouchers, etc.); • Revenue bonds and coupons, registers, etc.; • Trust indenture, loan agreement, etc. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Acquisition and Disposal – Assets (Other than Real Property) (DAN GS2012-030);</i> • <i>Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS55-05A-06);</i> • <i>Financial Transactions – Sensitive Cardholder Data (DAN GS2014-030).</i> 	<p>Retain for 6 years after final bond payment <i>or</i> 6 years after completion of levy project, <i>whichever is later then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3.1 ACCOUNTING AND FISCAL

The activities relating to the creation of financial records of agency business transactions and the preparation of statements concerning the financial assets, liabilities, and performance of the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-184 Rev. 4	<p><i>Financial Transactions – General</i> Records documenting all resources received and expended by the agency <i>provided that receipts and expenditures are not for bond, grant or levy projects.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Accounts payable/receivable; • Purchase and sales (purchase/field orders, bills of sale, receipts, petty cash, cash books, remittance advices, vouchers, fiscal purchasing/receiving documents, etc.); • Billing statements, billing summaries (registers/ledgers), adjustments to accounts (error corrections, overpayment refunds, conservation rebates, etc.), delinquent account lists; • Financial statements and reports (cash receipts transmittals, daily cash report/summary, expenditure transactions, treasurer/finance officer, etc.); • Registers and journals (general and subsidiary) for all funds and functions; • Reconciliations; • Check/warrant registers; • Donations and documentation of non-monetary gifts/donations (other than capital or tracked assets). <p>Excludes financial transactions records covered by:</p> <ul style="list-style-type: none"> • <i>Financial Transactions – Bond and Levy Projects (DAN GS2011-183);</i> • <i>Grants Received by Agency (DAN GS2024-014).</i> 	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3.1 ACCOUNTING AND FISCAL

The activities relating to the creation of financial records of agency business transactions and the preparation of statements concerning the financial assets, liabilities, and performance of the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2014-030 Rev. 2	<p><i>Financial Transactions – Sensitive Cardholder Data</i></p> <p>Specific Sensitive Cardholder Data elements obtained during electronic financial transactions where the agency stores, processes or transmits cardholder data received via point of sale systems, phone, email, internet, paper, etc.</p> <p>Sensitive Cardholder Data elements include:</p> <ul style="list-style-type: none"> • Primary Account Number (PAN) and credit card number, if different; • Sensitive Authentication Data (SAD) as defined by the <i>Payment Card Industry Data Security Standard (PCI DSS)</i>. Includes full track data, PIN/PIN blocks, and 3- or 4-digit customer identification (CID) number printed on the front or back of payment card such as Card Identification Number (CIN), Card Verification Value (CVV), or Card Validation Code (CVC). <p>Excludes data elements other than PAN and SAD that are received by the agency (such as transaction number, date, amount, etc.), which must be retained in accordance with <i>Financial Transactions – General (DAN GS2011-184)</i> or other relevant records series.</p>	<p>Retain until completion of transaction <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



3.1 ACCOUNTING AND FISCAL

The activities relating to the creation of financial records of agency business transactions and the preparation of statements concerning the financial assets, liabilities, and performance of the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03A-33 Rev. 1	<p><i>Investment Monitoring (Mandatory)</i> Records relating to the monitoring of funds held and/or invested by the agency <i>where required by regulatory agencies.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports reflecting the monitoring and review of fund(s); • Performance and reports, asset review, etc.; • Related correspondence/communications. <p>Funds include, but are not limited to:</p> <ul style="list-style-type: none"> • Self-insured retirement system investment portfolios (domestic and international equities, domestic fixed income, real estate, venture and cash equivalents, etc.); • Health care, industrial insurance, unemployment, group term life, etc. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Banking – Accounts and Transactions (DAN GS2011-185);</i> • <i>Contracts and Agreements – General (DAN GS50-01-11)</i> (broker and banking contracts, etc.). 	<p>Retain for 6 years after end of fiscal year <i>and</i> Until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3.1 ACCOUNTING AND FISCAL

The activities relating to the creation of financial records of agency business transactions and the preparation of statements concerning the financial assets, liabilities, and performance of the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS55-05B-32 Rev. 1	<p><i>Unclaimed Property – Funds Held by Agency</i></p> <p>Records relating to the return of unclaimed property to its legal owner in accordance with the <i>Uniform Unclaimed Property Act</i>, chapter 63.29 RCW, where the funds are not submitted to the Department of Revenue (DOR) in accordance with RCW 63.29.190.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Research and investigative records; • Correspondence, registered mail receipts, last known address, etc.; • Transmittal of abandoned intangible property to the agency’s general fund pursuant to RCW 63.29.135. <p>Excludes records covered by <i>Unclaimed Property – Funds Remitted to Department of Revenue (DAN GS55-05B-31)</i>.</p> <p><i>Note: Retention based on the requirement that “... the local government shall remain liable to pay the intangible property to a person or entity subsequently establishing its ownership of this intangible property” (RCW 63.29.135).</i></p>	<p>Retain for 6 years after property claimed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



3.1 ACCOUNTING AND FISCAL

The activities relating to the creation of financial records of agency business transactions and the preparation of statements concerning the financial assets, liabilities, and performance of the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS55-05B-31 Rev. 1	<p><i>Unclaimed Property – Funds Remitted to Department of Revenue</i></p> <p>Records relating to unclaimed property where the funds are submitted to the Department of Revenue (DOR) in accordance with the <i>Uniform Unclaimed Property Act</i>, chapter 63.29 RCW.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Research and investigative records; • Correspondence, registered mail receipts, last known address, etc.; • Remittance of funds to Department of Revenue (RCW 63.29.190). <p>Excludes records covered by <i>Unclaimed Property – Funds Held by Agency (DAN GS55-05B-32)</i>.</p>	<p>Retain for 6 years after report filed and funds remitted to DOR</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS2024-033 Rev. 0	<p><i>Vendor Payment Information</i></p> <p>Records relating to vendor payment information.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • IRS Form W-9; • Vendor Registration Forms; • Electronic Funds Transfer Authorization Forms. 	<p>Retain for 6 years after final payment</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



3.2 AUTHORIZATION/DELEGATION

The activity of granting and/or receiving permission or approval in relation to financial management.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2024-026 Rev. 0	<p><i>Signature Authority/Delegation Records</i> Records documenting the designating of agency personnel with the authority to sign for purchases, leave authorizations or other actions.</p>	<p>Retain for 6 years after end of fiscal year in which signature authority was superseded/rescinded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



3.3 BUDGETING

The activity of preparing budget submissions and managing the allocation of revenues and expenditures.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2024-004 Rev. 0	<p><i>Budget Development and Funding Allocation</i></p> <p>Records relating to the development of agency budget proposals and the allocation of funds.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Allocation submittals; • Budget proposals/decision packages; • Supporting/backup documentation; • Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none"> • Strategic plans covered by <i>Strategic Plans – Final Version (DAN GS2010-080)</i>; • Final Budget covered by <i>Governing/Executive/Policy-Setting Body Records (DAN GS50-05A-13)</i> (as part of the meeting packet); <i>Ordinances and Resolutions – Approved (DAN GS50-05A-16)</i>; or <i>Publications – Master Set (DAN GS50-06F-04)</i>. 	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



3.4 CONTRACTS AND PURCHASING

The activities associated with developing and managing contracts/agreements and the purchasing of goods and services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-08A-01 Rev. 2	<p><i>Bids and Proposals – Successful</i></p> <p>Records relating to bids and proposals made by other parties to provide the agency with goods, services, revenue, or other benefits which <u>are</u> accepted by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Request for proposal or bid (RFP), request for qualifications/quotations (RFQQ), specifications, etc.; • Notices (filed with county clerk, newspaper, etc.); • Bid proposals, evaluation documents, statements of qualification, applications, etc. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Bids and Proposals – Unsuccessful (DAN GS50-08A-11);</i> • <i>Contracts and Agreements – General (DAN GS50-01-11).</i> 	<p>Retain for 6 years after completion of purchase or fulfillment of contract</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3.4 CONTRACTS AND PURCHASING

The activities associated with developing and managing contracts/agreements and the purchasing of goods and services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-08A-11 Rev. 2	<p><i>Bids and Proposals – Unsuccessful</i></p> <p>Records relating to bids and proposals to provide the agency with goods, services, revenue, or other benefits, which are <u>not</u> accepted by the agency. Includes bid proposals, evaluation documents, statements of qualification, applications (rental/lease), etc.</p> <p>Also includes records relating to contract/agreement negotiations which do not result in an executed contract/agreement.</p> <p>If agency decides not to proceed with purchase or agreement, records also include:</p> <ul style="list-style-type: none"> • Request for proposal or bid (RFP), request for qualifications/quotations (RFQQ), specifications, etc.; • Notices (filed with county clerk, newspaper, etc.). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Bids and Proposals – Successful (DAN GS50-08A-01);</i> • <i>Contracts and Agreements – General (DAN GS50-01-11).</i> 	<p>Retain for 3 years after bid award or decision not to proceed</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-08A-02 Rev. 1	<p><i>Consultant and Contractor Rosters</i></p> <p>Records relating to the collection and storage of contact and business information from potential consultants and contractors.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Forms; • Rosters; • Related correspondence/communications. 	<p>Retain for 6 years after superseded</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



3.4 CONTRACTS AND PURCHASING

The activities associated with developing and managing contracts/agreements and the purchasing of goods and services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-11 Rev. 5	<p><i>Contracts and Agreements – General</i> Records relating to contracts and agreements entered into by the agency, <i>where not covered by a more specific records series.</i> Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Contracts/agreements (including amendments), such as: <ul style="list-style-type: none"> ○ Bonds (fidelity/surety coverage, performance/vendor, elected and appointed official, etc.); ○ Account authorizations (automatic payments, ongoing discounts, or rate reductions, etc.) for agency customers (utilities, property taxes, etc.); ○ Human resources and labor relations (employee/employment, collective bargaining, etc.); ○ Inter-agency, intra-agency, inter-governmental, inter-local agreements; ○ Liability waivers and employee use of personally owned items for work-related purposes (hold harmless, insurance, etc.); ○ Loan, lending, lease, and rental agreements (facility, equipment, vehicle, etc.); ○ Purchase/sales agreements and warranties (non-capital asset purchases only); ○ Retirement investment portfolios (for agencies operating their own pension systems); • Records relating to contract monitoring and compliance; • Records relating to negotiations/re negotiations; • Related correspondence/communications. <p><i>Note: Retention based on 6-year statute of limitations for breach of contracts/agreements (RCW 4.16.040).</i></p>	<p>Retain for 6 years after termination or expiration of contract/agreement <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



3.4 CONTRACTS AND PURCHASING

The activities associated with developing and managing contracts/agreements and the purchasing of goods and services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-08A-14 Rev. 0	<i>Emergency Purchase Authorization and Exception Request</i> Request for an exception of the purchasing process when a department exceeds the dollar limit when purchasing an item. Files document the approval authorization for emergency purchases under an amount set by the agency. Includes correspondence, copy of invoice, log of requests, etc.	Retain for 3 years after date approved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2012-017 Rev. 1	<i>Franchise Requests – Declined</i> Records relating to franchise request proposals submitted to or requested by the local government agency where the request is not granted. Includes review, development, negotiations, and related communications. Excludes franchises granted: <ul style="list-style-type: none"> • <u>By</u> the agency covered by <i>Franchise Requests – Granted by Agency (DAN GS50-05A-10)</i>. • <u>To</u> the agency covered by <i>Acquisition and Disposal – Assets (Other than Real Property) (DAN GS2012-030)</i>. 	Retain for 6 years after request declined <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3.4 CONTRACTS AND PURCHASING

The activities associated with developing and managing contracts/agreements and the purchasing of goods and services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-05A-10 Rev. 2	<p>Franchise Requests – Granted by Agency</p> <p>Records relating to franchise agreements granted by the local government agency allowing the use of public streets, bridges or other public ways, structures or places above or below the surface of the ground, for the provision of public services (such as utilities [gas, electricity, water, sewer, etc.], railroads, telecommunications, and other activities) in accordance with RCW 35A.47.040 and/or RCW 80.32.010. Includes review, development, negotiations, final agreement and related communications.</p> <p>Excludes franchises granted <u>to</u> the agency, which are covered by <i>Acquisition and Disposal – Assets (Other than Real Property) (DAN GS2012-030)</i>.</p>	<p>Retain for 6 years after termination or withdrawal of franchise agreement</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR</p>
GS50-08A-06 Rev. 1	<p>Price Checks and Informal Quotations</p> <p>Records relating to price checks and informal quotations, where not covered by a more specific records series.</p>	<p>Retain until obsolete or superseded</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



3.5 GRANTS MANAGEMENT

The activities associated with the administration of grants received by the agency and grants given out by the agency including the re-granting of federal grant monies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2024-011 Rev. 0	<p>Grants Issued by Agency – Applications (Denied) Records relating to grant applications that were denied by the agency. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications; • Grant evaluation summaries; • Letters of denial; • Related correspondence/communications. 	<p>Retain for 1 year after grant application denied <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS2024-012 Rev. 0	<p>Grants Issued by Agency – Applications (Successful) Records relating to grants administered and/or issued by the agency, including continuous grants. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Announcement parameters, applications, evaluation summaries; • Notification of grant awards, project status, fiscal reports; • Grant monitoring, audit reports; • Modifications and amendment requests; • Progress and compliance reports prepared and submitted by the grantee; • Related correspondence/communications. <p>Excludes final deliverables/reports received covered by:</p> <ul style="list-style-type: none"> • <i>Publications – Master Set (DAN GS50-06F-04).</i> 	<p>Retain for 6 years after end of funding period/grant cycle <i>and</i> completion of all grant requirements <u>for that cycle</u> <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



3.5 GRANTS MANAGEMENT

The activities associated with the administration of grants received by the agency and grants given out by the agency including the re-granting of federal grant monies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2024-013 Rev. 0	<p>Grants Issued by Agency – Program Administration</p> <p>Records relating to the agency’s administration of grant and other financial assistance programs (such as loans, scholarships, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Fiscal reports; • Auditing reports; • Related correspondence/communications. <p>Excludes records covered by <i>Advertising and Promotion (DAN GS2011-165)</i>.</p>	<p>Retain for 6 years after end of funding period/grant cycle <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



3.5 GRANTS MANAGEMENT

The activities associated with the administration of grants received by the agency and grants given out by the agency including the re-granting of federal grant monies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2024-014 Rev. 0	<p>Grants Received by Agency</p> <p>Records relating to grant projects and funds received and expended by the agency, including any continuous grants.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests for Proposals (RFPs), agency application; • Notifications of grant awards, fiscal reports, and supporting documentation; • Grant monitoring, audit reports, compliance reports; • Time keeping/time and effort reports and supporting documentation (if required); • Modification requests, progress and status reports; • Related correspondence/communications. <p>Excludes final deliverables/reports covered by:</p> <ul style="list-style-type: none"> • <i>Publications – Master Set (DAN GS50-06F-04);</i> • <i>Studies (Major) – Final Reports (Unpublished) (DAN GS50-01-32).</i> <p><i>Note: If federal retention requirements are shorter than 6 years, the records must still be retained for the minimum 6 years after end of grant period/cycle to satisfy state requirements.</i></p>	<p>Retain for 6 years after end of funding period/grant cycle <i>and</i> completion of all grant requirements <u>for that cycle</u> (such as federal retention requirements, submission of financial status report, etc.) <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR
GS2024-015 Rev. 0	<p>Grants Received by Agency – Unsuccessful Applications</p> <p>Records relating to unsuccessful grant applications made by the agency to grant-issuing entities.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



3.6 PLANNING

The activity relating to planning financial strategies and processes in regard to revenues and expenditures. Includes levy and bond planning.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-048 Rev. 0	<p>Impact Fees – Rate Setting</p> <p>Records relating to setting impact fee rates for the collection of taxes by regulatory authorities. Includes inquiries, notifications, etc.</p> <p>Includes, but is not limited to, fees calculated for collection pursuant to:</p> <ul style="list-style-type: none"> • RCW 36.73.120, Transportation improvements; • RCW 39.92.050, Transportation Impact Fee; • RCW 82.02.050, Impact fees – Intent – Limitations; • RCW 36.70A.350, <i>Growth Management Act</i>; • RCW 43.21C.060, <i>State Environmental Policy Act</i>; • RCW 58.17.110(2)(b), <i>State Subdivision Act</i>. <p>Excludes approvals by governing bodies, and capital facilities plans covered elsewhere in <i>CORE</i>.</p>	<p>Retain for 6 years after rates superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2011-187 Rev. 0	<p>Internal Service Fund – Rate Setting</p> <p>Records relating to setting rates for goods and services provided by the local government agency to itself on a cost-reimbursement basis through an internal service fund. May include motor pools, information technology, purchasing, central stores, duplicating/printing services, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Cost-allocation basis; • Actual costs separated from estimated costs. 	<p>Retain for 4 years after rates superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3.6 PLANNING

The activity relating to planning financial strategies and processes in regard to revenues and expenditures. Includes levy and bond planning.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS53-02-06 Rev. 2	<p><i>Levy and Bond Planning – Successful</i></p> <p>Records relating to the financial planning of successful capital improvement and/or operations & maintenance levy and bond proposals. Includes Local Improvement District (LID) and Road Improvement District (RID) bond projects.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Preliminary studies, proposals, prospectuses, budget requests, decision packages, etc.; • Legal opinions; authorizations and certificates for issuance; cancellation and exchange records; bond counsel opinions; other legal documents; • Communications and documentation related to the issuance of bonds to finance any capital or other project. <p>Excludes:</p> <ul style="list-style-type: none"> • <i>Acquisition and Disposal – Real Property/Land/Water Rights (DAN GS55-05A-06);</i> • <i>Capital Construction Projects – Routine Buildings/Facilities (DAN GS2024-007);</i> • <i>Capital Construction Projects – Significant Buildings/Facilities (DAN GS50-18-10);</i> • <i>County Engineer Records (DAN GS2012-031);</i> • <i>Financial Transactions – Bond and Levy Projects (DAN GS2011-183);</i> • <i>Long Range Asset Plans (Final Version) (DAN GS51-07-15).</i> 	<p>Retain for 6 years after final bond payment <i>or</i> completion of levy project</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3.6 PLANNING

The activity relating to planning financial strategies and processes in regard to revenues and expenditures. Includes levy and bond planning.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-188 Rev. 1	<p><i>Levy and Bond Planning – Unsuccessful</i></p> <p>Records relating to the financial planning of unsuccessful capital improvement and/or operations and maintenance levy and bond proposals. Includes Local Improvement District (LID) and Road Improvement District (RID) bond projects.</p> <p>Includes, but is not limited to, preliminary studies, proposals, prospectuses, budget requests, decision packages, communications, legal opinions, etc.</p>	<p>Retain for 6 years after levy failure or decision to not proceed</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3.7 REPORTING

The activity of providing financial information as required by regulating authorities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03D-02 Rev. 1	<p>Annual Financial Report of Chief Fiscal Officer to Commissioners/Council</p> <p>Annual financial report compiled by the local government agency and submitted to its governing body in accordance with statute, charter, and/or agency policy.</p>	<p>Retain until obsolete or superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
GS50-03A-17 Rev. 1	<p>Reporting/Filing (Mandatory) – Internal Revenue Service (IRS)</p> <p>Records relating to Internal Revenue Service forms and reports that are submitted to the Internal Revenue Service (IRS) as required by law. Includes records documenting the transmittal of funds.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • W-2 – Wage and Tax Statement; • W-3 – Transmittal of Wage and Tax Statements; • 940 – Employer’s Annual Federal Unemployment Tax Return (FUTA); • 941 – Employer’s Quarterly Federal Tax Return (social security, Medicare, etc.); • 1099 – Payments made to non-employees or unincorporated businesses, etc. <p><i>Note: The Department of Revenue requires 5 years of tax records pursuant to RCW 82.32.070. The Internal Revenue Service requires all records of employment taxes for at least four years after filing the 4th quarter for the year.</i></p>	<p>Retain for 5 years after date form/report submitted <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



3.8 TAXES

The activity of paying or collecting taxes.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-12D-01 Rev. 1	<p><i>Business and Occupation Tax Account Ledgers</i> Records relating to business and occupation tax account ledgers.</p>	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS50-12D-02 Rev. 1	<p><i>Business and Occupation Tax Records</i> Records relation to business and occupation tax. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Computations and listings; • Debit and credit notices; • Transmittals. <p>Excludes records covered by <i>Business and Occupation Tax Account Ledgers (DAN GS50-12D-01)</i>.</p>	<p>Retain for 3 years after end of fiscal year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-12D-07 Rev. 1	<p><i>Local Improvement District Tax Records</i> Records relating to local improvement district taxes. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Assessment rolls and ledgers; • Tax statements and receipts. 	<p>Retain for 6 years after final payment <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



3.8 TAXES

The activity of paying or collecting taxes.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-12D-04 Rev. 1	<p><i>State and Local Tax Returns</i> Records documenting taxes paid to other state and/or local government agencies. Includes but is not limited to:</p> <ul style="list-style-type: none"> • Sales Tax, Use Tax, Food and Beverage Tax; • Litter Tax, Tobacco Products Tax, Syrup Tax; • Lodging Tax, State Public Utility Tax, Regional Transit Authority Tax; • Petroleum and Hazardous Substances Tax, Solid Fuel Burning Device Tax; and • Enhanced 911 Tax. <p><i>Note: Retention is based on requirements set in RCW 82.32.070.</i></p>	<p>Retain for 5 years after date of filing <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



3.9 TRAVEL

The activity relating to the authorization, arrangement, and reimbursement for travel.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2024-031 Rev. 0	Travel Records documenting travel undertaken by employees and non-employees. Includes, but is not limited to: <ul style="list-style-type: none">• Travel authorizations;• Arrangements (including visas for overseas travel);• Travel receipt documentation;• Reimbursement of expenses (including advance payments).	Retain for 6 years after end of fiscal year in which travel was completed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



4. HR AND PAYROLL MANAGEMENT

The function of managing the agency’s workforce and payroll. Throughout this section, “**employee**” refers to any individual who performs tasks or assumes responsibilities for or on behalf of the agency regardless of pay status, and includes paid staff (permanent full- or part-time, short-term/term-limited, contract, temporary, hourly, etc.), volunteers, interns, work-study students, etc.

4.1 AUTHORIZATION/CERTIFICATION

The activity of agency **employees** receiving authorization/approval, or fulfilling certification requirements, as required by the agency or regulating authorities for purposes relating to job activities. (**Excludes** the granting of approval by agencies acting in a regulatory capacity, which is covered in sector schedules.)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-190 Rev. 2	<p>Authorizations/Certifications – <u>Employees</u> (General)</p> <p>Records relating to licenses, permits, accreditations, certifications and other authorizations acquired by agency employees that are either required by regulating authorities (such as local, state or federal agencies and/or court order/rule) or required by the agency as a condition of employment, where not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application/confirmation, recertification; • Violations/corrections; • Related correspondence/communications, reports, etc. <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> • Conflict of interest, outside employment, etc.; • Continuing professional education credits/hours; • Drivers’ licenses (individual or commercial); • Required professional certification (flagger, language interpreter, pesticide applicator, notary, etc.). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Authorizations/Certifications Received by Agency (DAN GS50-01-42);</i> • <i>Authorizations/Certifications – Employees (Hazardous Materials) (DAN GS50-19-09);</i> • <i>Authorizations/Certifications – Employees (Health Care/Services) (DAN GS2011-191).</i> 	<p>Retain for 6 years after authorization/certification superseded or terminated</p> <p><i>or</i></p> <p>6 years after separation from agency, <i>whichever is sooner then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.1 AUTHORIZATION/CERTIFICATION

The activity of agency **employees** receiving authorization/approval, or fulfilling certification requirements, as required by the agency or regulating authorities for purposes relating to job activities. (**Excludes** the granting of approval by agencies acting in a regulatory capacity, which is covered in sector schedules.)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-19-09 Rev. 2	<p>Authorizations/Certifications – Employees (Hazardous Materials Handling) Records relating to licenses, permits, accreditations, certifications, and other authorizations <u>acquired by employees</u> that relate to the handling of hazardous materials and that are either <i>required by</i> <u>or received from</u> regulating authorities (local, state, or federal agencies and/or courts). Includes trained personnel lists. <i>Note: There is no limitation of action on the agency’s liability for the exposure of individuals to hazardous materials.</i></p>	<p>Retain for 50 years after authorization/certification superseded or terminated <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
GS2011-191 Rev. 2	<p>Authorizations/Certifications – Employees (Health Care/Services) Records relating to mandatory licenses, certifications, and authorizations received <u>from</u> Washington State Departments of Health or Licensing <u>by employees</u> for the provision of health care or related services. As specified in RCW 4.16.350, providers include (but are not limited to) physicians, nurses, psychologists, physical therapists, physician’s assistants, pharmacists, etc. <u>and employees or agents of licensed individuals</u> (paramedics, EMTs, etc.).</p>	<p>Retain for 8 years after authorization superseded or terminated <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



4.2 EMPLOYEE BENEFITS

The activity of compensating employees by means **other than direct** financial compensation. Benefits include vacation & leave, insurance (medical, life, disability, unemployment, etc.), industrial/workers' compensation, retirement/pension, non-financial incentives, wellness programs, etc.).

See HR and Payroll Management – Payroll for records relating to **direct** financial compensation (wages, salaries, bonuses, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-007 Rev. 1	<p>Benefit Programs – Administration</p> <p>Records relating to the general administration of benefit programs, plans and opportunities made available to employees by the agency. Does not include individual <u>employee</u> participant files and claims.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Benefit studies, surveys, and questionnaires (planning, selection, use, improvement, etc.); • Reports, statements, lists and logs used for internal purposes (such as participant, claims costs/logs, quarterly/annual summaries, calculations to determine benefit rates, cumulative leave record, etc.); • Related correspondence/communications. <p>Programs include, but are not limited to:</p> <ul style="list-style-type: none"> • Insurance (medical, dental, vision, industrial/worker's compensation, unemployment, life, long-term care, disability, <i>Consolidated Omnibus Budget Reconciliation Act (COBRA)</i>, etc.); • Retirement (pension, deferred compensation, 401K, etc.); • Educational (tuition reimbursement, etc.); • Transportation (commute trip reduction, carpool, bus pass, etc.); • Wellness (employee assistance program [EAP]; health and fitness rewards or memberships, smoking cessation, weight loss; event discounts, etc.). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Contracts and Agreements – General (DAN GS50-01-11);</i> • <i>Employee Retirement/Pension Verification (DAN GS2017-009);</i> • <i>Employee Benefits – Enrollment and Participation (DAN GS50-04D-03);</i> • <i>Reporting to External Agencies (Mandatory) (DAN GS2012-028).</i> 	<p>Retain for 3 years after end of calendar year and no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.2 EMPLOYEE BENEFITS

The activity of compensating [employees](#) by means **other than direct** financial compensation. Benefits include vacation & leave, insurance (medical, life, disability, unemployment, etc.), industrial/workers' compensation, retirement/pension, non-financial incentives, wellness programs, etc.).

See HR and Payroll Management – Payroll for records relating to **direct** financial compensation (wages, salaries, bonuses, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04D-03 Rev. 1	<p>Employee Benefits – Enrollment and Participation</p> <p>Records relating to individual employee enrollment and participation in benefit programs and plans made available by the agency. Does not include retirement/pension verification records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Notification/determination of eligibility; • Applications for enrollment/participation/elections/extensions; • Contracts and agreements; • Name, address, status, and dependent modifications/changes; • Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Contracts and Agreements (General) (DAN GS50-01-11);</i> • <i>Employee Benefits – Claims and Appeals (DAN GS2017-008);</i> • <i>Employee Retirement/Pension Verification (DAN GS2017-009).</i> 	<p>Retain for <u>6 years after termination</u> of contract/lapse of coverage or withdrawal from participation or separation from agency, whichever is sooner</p> <p><i>and</i></p> <p>6 years after expiration of appeal period for any/all claims filed</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



4.2 EMPLOYEE BENEFITS

The activity of compensating employees by means **other than direct** financial compensation. Benefits include vacation & leave, insurance (medical, life, disability, unemployment, etc.), industrial/workers' compensation, retirement/pension, non-financial incentives, wellness programs, etc.).

See HR and Payroll Management – Payroll for records relating to **direct** financial compensation (wages, salaries, bonuses, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-008 Rev. 0	<p>Employee Benefits – Claims and Appeals</p> <p>Records relating to individual <u>employee</u> benefit program claims and appeals. Does <u>not</u> include retirement/pension plans.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Claims (approved and denied); • Appeals; • Related correspondence/communications. <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules.</p>	<p>Retain for 6 years after benefit/beneficiary payment completed or denied</p> <p><i>and</i></p> <p>6 years after expiration of appeal period</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.2 EMPLOYEE BENEFITS

The activity of compensating employees by means **other than direct** financial compensation. Benefits include vacation & leave, insurance (medical, life, disability, unemployment, etc.), industrial/workers' compensation, retirement/pension, non-financial incentives, wellness programs, etc.).

See HR and Payroll Management – Payroll for records relating to **direct** financial compensation (wages, salaries, bonuses, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-009 Rev. 0 <i>continued from previous page</i>	<p style="text-align: center;"><i>continued from previous page</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application for enrollment/participation/elections/extensions; • Determination and notification of eligibility/entitlement or ineligibility; • Contract/agreement, policy/plan between employee and benefit provider; • Name, address, status, and dependent modifications/changes; • Withdrawal from plan/system. <p>Types of documentation that commonly verify some of the required elements include:</p> <ul style="list-style-type: none"> • Appointment letters; salary and employment dates; • Application forms, enrollment records, authorizations, position eligibility worksheets, retirement status forms/reviews, beneficiary information, qualified domestic relations orders (QDRO), etc.; • Calendars/work schedules; • Individual payroll registers/summaries/databases; • Time cards/time sheets. <p>Each agency should develop policies that define which specific records it needs to retain in order to provide all elements necessary to validate or refute retirement benefit eligibility.</p>	<p style="text-align: center;"><i>continued from previous page</i></p>	<p style="text-align: center;"><i>continued from previous page</i></p>



4.2 EMPLOYEE BENEFITS

The activity of compensating employees by means **other than direct** financial compensation. Benefits include vacation & leave, insurance (medical, life, disability, unemployment, etc.), industrial/workers' compensation, retirement/pension, non-financial incentives, wellness programs, etc.).

See HR and Payroll Management – Payroll for records relating to **direct** financial compensation (wages, salaries, bonuses, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-010 Rev. 0	<p>Leave/Overtime – Non-Routine</p> <p>Records relating to the authorization of leave or overtime and the management of individual <u>employee</u> status <i>where leave is mandated by federal, state, or local statute or where agency policy/procedure requires more than direct supervisory approval.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests, eligibility determination, approvals; • Returned/unused leave, etc. <p>Types of leave include, but are not limited to:</p> <ul style="list-style-type: none"> • Leave regulated by <i>The Family Medical Leave Act of 1993 (FMLA) (29 CFR § 825) and/or the Washington State Family Leave Act of 2006 (chapter 49.78 RCW);</i> • Shared/donated leave requests and donations; • Military leave; • Extended leave without pay/leave of absence. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Employee Health Records (Routine) (DAN GS2017-015) (FMLA medical records, etc.);</i> • <i>Employee Medical and Exposure Records (DAN GS50-04B-30);</i> • <i>Employee Retirement/Pension Verification (DAN GS2017-009).</i> 	<p>Retain for 6 years <i>after</i> expiration of leave period or denial of request</p> <p><i>and</i></p> <p>no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.2 EMPLOYEE BENEFITS

The activity of compensating employees by means **other than direct** financial compensation. Benefits include vacation & leave, insurance (medical, life, disability, unemployment, etc.), industrial/workers' compensation, retirement/pension, non-financial incentives, wellness programs, etc.).

See HR and Payroll Management – Payroll for records relating to **direct** financial compensation (wages, salaries, bonuses, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-09 Rev. 2	<p>Leave/Overtime – Routine</p> <p>Records relating to <u>employee</u> requests for and approval or denial of routine leave or overtime.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Employee Health Records (Routine) (DAN GS2017-015);</i> • <i>Employee Retirement/Pension Verification (DAN GS2017-009);</i> • <i>Leave/Overtime – Non-Routine (DAN GS2017-010).</i> 	<p>Retain for 4 years after end of fiscal year</p> <p><i>or</i></p> <p>until completion of State Auditor's examination report, <i>whichever is sooner</i></p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2010-082 Rev. 1	<p>Law Enforcement Officers and Fire Fighters (LEOFF 1) Injury/Disability Claims</p> <p>Records relating to injury and disability claims filed by law enforcement officers and fire fighters who are members of the Washington State Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF) Plan 1, in accordance with chapter 41.26 RCW.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Medical, dental, vision, long-term care records; • Claim and insurance payment information. <p>Excludes records covered by <i>Governing/Executive/Policy-Setting Body Records (DAN GS50-05A-13) (Local Disability Board).</i></p> <p><i>Note: LEOFF Plan 2 injury/disability claims are covered by other records series in this section.</i></p>	<p>Retain for 6 years after death of individual</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.2 EMPLOYEE BENEFITS

The activity of compensating employees by means **other than direct** financial compensation. Benefits include vacation & leave, insurance (medical, life, disability, unemployment, etc.), industrial/workers' compensation, retirement/pension, non-financial incentives, wellness programs, etc.).

See HR and Payroll Management – Payroll for records relating to **direct** financial compensation (wages, salaries, bonuses, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-083 Rev. 0	Volunteer Fire Fighters' and Reserve Officers' Relief Claims Records relating to injury and disability relief claims filed by volunteer fire fighters and reserve officers in accordance with chapter 41.24 RCW. <i>Note: Claims filed with the State Board for Volunteer Firefighters and Reserve Officers (SBVFRO) are retained for 50 years in accordance with the SBVFRO's records retention schedule.</i>	Retain for 6 years after claim closed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2010-084 Rev. 1	Workers' Compensation Claims (Department of Labor and Industries) – Eye Injuries Records relating to workers' compensation claims for injuries to eyes filed by employees of agencies insured by the Department of Labor & Industries (L&I) in accordance with Title 51 RCW and Title 296 WAC. Includes, but is not limited to, report of occupational injury. <i>Note: Retention based on 10-year requirement for eye injury claims (RCW 51.32.160(1)(c)).</i>	Retain for 10 years after claim closed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06C-02 Rev. 2	Workers' Compensation Claims (Department of Labor and Industries) – General Records relating to workers' compensation claims filed by employees of agencies insured by the Department of Labor & Industries (L&I) in accordance with Title 51 RCW and Title 296 WAC. Includes, but is not limited to, report of occupational injury or disease. Excludes records covered by <i>Workers' Compensation Claims (Department of Labor and Industries) – Eye Injuries (DAN GS2010-084)</i> . <i>Note: Retention based on 7-year requirement for injury claims (RCW 51.32.160(1)(a)).</i>	Retain for 7 years after claim closed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



4.2 EMPLOYEE BENEFITS

The activity of compensating employees by means **other than direct** financial compensation. Benefits include vacation & leave, insurance (medical, life, disability, unemployment, etc.), industrial/workers' compensation, retirement/pension, non-financial incentives, wellness programs, etc.).

See HR and Payroll Management – Payroll for records relating to **direct** financial compensation (wages, salaries, bonuses, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06C-27 Rev. 1	<p>Workers' Compensation Claims (Self-Insured) – Compensable</p> <p>Records relating to compensable workers' compensation claims filed by employees of self-insured agencies in accordance with Title 51 RCW and Title 296 WAC.</p> <p>Includes, but is not limited to, Self-Insurance Report of Occupational Injury or Disease.</p> <p><i>Note: All files of defaulting self-insured employers shall be transferred to and will be retained by Department of Labor and Industries (L&I) for 75 years after claim closed in accordance with L&I's records retention schedule.</i></p>	<p>Retain for 75 years after claim closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06C-31 Rev. 1	<p>Workers' Compensation Claims (Self-Insured) – Non-Compensable</p> <p>Records relating to non-compensable workers' compensation claims filed by employees of self-insured agencies in accordance with Title 51 RCW and Title 296 WAC.</p> <p>Includes, but is not limited to, Self-Insurance Report of Occupational Injury or Disease.</p> <p><i>Note: All files of defaulting self-insured employers shall be transferred to and will be retained by Department of Labor and Industries (L&I) for 40 years after claim closed in accordance with L&I's records retention schedule.</i></p>	<p>Retain for 40 years after claim closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.3 EMPLOYEE HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for [employees](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-014 Rev. 1	<p><i>Alcohol/Substances Testing (Commercial Drivers Licenses) – Collection Process</i></p> <p>Records relating to the collection process for alcohol and controlled substances testing of employees with commercial driver’s licenses in accordance with 49 CFR § 382.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Collection logbooks (if used); • Documentation relating to random selection process; • Documents generated in connection with decisions to administer reasonable suspicion/post-accident tests. <p><i>Note: Retention based on 2-year requirement for testing collection process records (49 CFR § 382.401(b)(2)).</i></p>	<p>Retain for 2 years after end of calendar year</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2017-013 Rev. 1	<p><i>Alcohol/Substances Testing (Commercial Drivers Licenses) – Program Administration</i></p> <p>Records relating to administration of the agency’s alcohol and controlled substances testing program of employees with commercial driver’s licenses in accordance with 49 CFR § 382.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Administration of the alcohol and controlled substances testing programs; • Calibration documentation; • Annual calendar year summary required by 49 CFR § 382.403; • Program summary report. <p><i>Note: Retention based on 5-year requirement for program administration records (49 CFR § 382.401(b)(1)).</i></p>	<p>Retain for 5 years after end of calendar year</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.3 EMPLOYEE HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for [employees](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-33 Rev. 2	<p><i>Alcohol/Substances Testing (Commercial Drivers Licenses) – Test Results (Negative, Not Positive, Canceled)</i></p> <p>Records relating to alcohol and controlled substances testing of employees with commercial driver’s licenses in accordance with 49 CFR § 382, where the results are negative, do not meet the threshold for “positive”, or where test is canceled.</p> <p>Excludes records of positive results, refusals, etc. covered by <i>Employee Health Record (Routine)</i> (DAN GS2017-015).</p> <p><i>Note: Retention based on 1-year requirement for negative results/canceled tests (49 CFR § 382.401(b)(3)).</i></p>	<p>Retain for 1 year after negative results posted or test canceled</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2021-010 Rev. 1	<p><i>COVID-19 Vaccination Status Verification Records</i></p> <p>Records documenting the agency’s compliance with its process for verifying the COVID-19 vaccination status of its employees.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Attestations relating to vaccination status; • Lists/logs of employees documenting the verification of their vaccination status; • Evidence of COVID-19 vaccinations (only if captured/retained by agency). <p>Excludes records covered by <i>Policies and Procedures – Administrative Functions</i> (DAN GS2024-018).</p>	<p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.3 EMPLOYEE HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for [employees](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-015 Rev. 0	<p>Employee Health Records (Routine)</p> <p>Records relating to the health status of employees where <u>not</u> related to occupational illness or injury.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Documentation relating to off-duty injuries and extended illnesses; • Drug/alcohol testing (positive results, refusals, corrective action, treatment, compliance, etc.) and all other <i>employee-specific</i> records listed in 49 CFR § 382.401(c)(2) & (4); • Employee Assistance Program (EAP) documentation (alcohol, drug abuse, or personal counseling programs); • Employee exposure to <i>certain</i> toxic substances <i>that were used in same manner and frequency that a consumer would use them</i> (pursuant to WAC 296-802-20010); • <i>Family and Medical Leave Act</i> (FMLA) (including medical histories, certifications provided by health care professionals such as fitness-for-duty, Family Leave certifications issued pursuant to RCW 49.78.270), etc.); • First aid treatment <i>made on-site by a non-physician</i> (WAC 296-802-900); • “Fitness for duty” releases and physical exams, etc., provided by health care professionals <i>where <u>not</u> related to occupational exposure</i>; • Information concerning a disabling condition (records relating to medical issues, reasonable accommodation, adjustments to leave policy, etc.). <p>Excludes records covered by <i>Employee Medical and Exposure Records (DAN GS50-04B-30)</i>.</p>	<p>Retain for 6 years after created or received and no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.3 EMPLOYEE HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for [employees](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-30 Rev. 2	<p><i>Employee Medical and Exposure Records</i></p> <p>Records relating to the health status of employees who in the course of employment are routinely exposed to toxic substances or harmful physical agents as regulated by 29 CFR § 1910.1020 and chapter 296-802 WAC. Includes medical records, exposure records, analyses, and other records as specified in WAC 296-802-900.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Medical and employment questionnaires or histories (including job description and occupational exposures); • Medical examinations and diagnostic results (pre-employment, pre-assignment, periodic, episodic, etc.); • Medical opinions, diagnoses, progress notes and recommendations; • Medical evaluations (including respirator use [WAC 296-842-14005], audiometric [WAC 296-817-400], etc.); • Descriptions of treatment and prescriptions; • Employee medical complaints; • First aid records; • “Fitness-for-duty” releases provided by health care professionals <i>where related to toxic substances/harmful physical agents</i>. • Immunization records <i>where required or recommended for job performance</i> (including Human Immunodeficiency Virus (HIV), rabies, Hepatitis B Virus [HBV], etc.). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Accidents/Incidents (Hazardous Materials) – Human Exposure (DAN GS2011-177);</i> • <i>Employee Health Records (Routine) (DAN GS2017-015).</i> 	<p>Retain for 30 years after separation from agency <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



4.3 EMPLOYEE HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for [employees](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-192 Rev. 1	<p><i>Employee Medical and Exposure Records – Employed Less Than One Year</i></p> <p>Records documenting the medical condition of employees (includes contractors and volunteers) whose service with the agency is less than one year <i>and where the medical records are provided to the employee</i> in accordance with 29 CFR § 1910.1020(d)(1)(i)(C) and WAC 296-802-20005.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Accidents/Incidents (Hazardous Materials) – Human Exposure (DAN GS2011-177).</i> • <i>Employee Medical and Exposure Records (DAN GS50-04B-30).</i> <p><i>Note: The Local Records Committee recommends that agencies retain copies of any medical/exposure records returned to these employees under Employee Medical and Exposure Records (DAN GS50-04B-30). Please consult your agency’s risk management advisor.</i></p>	<p>Retain until separation from agency <i>then</i> Provide to employee upon departure.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-06C-21 Rev. 1	<p><i>Occupational Health and Safety – Injuries and Illnesses</i></p> <p>Records documenting work-related injuries and illnesses as required by the Department of Labor and Industries, Division of Occupational Safety and Health (DOSH) pursuant to chapter 296-27 WAC.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Log of Work-Related Injuries and Illnesses (and privacy case list); • Annual Summary; • Injury and Illness Incident Report(s); • Surveys required by regulatory agencies (Occupational Safety Health Administration [OSHA], Bureau of Labor Statistics [BLS], etc.). <p><i>Note: Workers’ compensation claims are covered in the Employee Benefits section.</i></p>	<p>Retain for 5 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



4.3 EMPLOYEE HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for [employees](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-016 Rev. 0	<p><i>Occupational Health and Safety Program – Administration</i></p> <p>Records relating to the administration of programs implemented by the agency to ensure a safe and healthful workplace for workers. Includes records that document assessments, inspections (including self-issued permits), training, violation citations, analyses, actions, steps followed, measures taken, etc.</p> <p><i>Programs</i> include, but are not limited to:</p> <ul style="list-style-type: none"> • Accident Prevention/Total Safety and Health Plan (WAC 296-800-140); • Confined Space Program (WAC 296-809); • Drug-Free Workplace; • Emergency drills (fire, earthquake, etc.); • Ergonomic furniture and equipment (excluding Section 504 accommodations); • Exposure Control; • Globally Harmonized System for Hazard Communication (WAC 296-901-14010); • Hearing Loss Prevention; • Personal Protective Equipment (PPE) (WAC 296-800-160); • Respiratory Protection (chapter 296-842 WAC); • Safety Committee (including meeting records); • <i>Washington Industrial Safety and Health Act of 1973</i> (WISHA) inspections and citations issued in accordance with WAC 296-900-13005). <p>Excludes records covered more specifically elsewhere, such as:</p> <ul style="list-style-type: none"> • <i>Alcohol Misuse and Controlled Substances Use Prevention Program (DAN GS2017-013);</i> • <i>Employee Health Records (Routine) (DAN GS50-04B-30);</i> • <i>Employee Medical and Exposure Records (DAN GS50-04B-30);</i> • <i>Occupational Health and Safety (Work-Related Injuries and Illness) (DAN GS50-06C-21);</i> • <i>Reporting/Filing (Mandatory) – (Human Resources) (DAN GS50-04C-05);</i> • <i>Workplace Monitoring of Toxic Substances/Harmful Physical Agents (DAN GS50-06C-33).</i> 	<p>Retain for 3 years after end of calendar year and no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



4.3 EMPLOYEE HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for [employees](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-05D-07 Rev. 1	Respirator Fit Tests Records relating to employee respirator fit tests conducted pursuant to WAC 296-842-12010. Excludes respiratory protection program records covered by <i>Occupational Health and Safety Program – Administration (DAN GS2017-016)</i> .	Retain until next fit test administered <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-06C-33 Rev. 1	Workplace Monitoring of Toxic Substances/Harmful Physical Agents Records relating to monitoring or measuring the amount(s) of toxic substance(s) or harmful physical agent(s) to which an employee is or has been exposed in the workplace in accordance with 29 CFR § 1910 – Occupational Safety and Health Standards. Includes the identification of any toxic substance used in the workplace, including where and when the substance was used in accordance with WAC 296-802-20010. <i>Note: There is no limitation of action on the agency’s liability for the exposure of individuals to hazardous materials.</i>	Retain for 50 years after date of monitoring/measuring <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
GS2017-017 Rev. 0	Workplace Monitoring of Toxic Substances/Harmful Physical Agents (Background Data) <u>Background data</u> compiled while monitoring or measuring the amount(s) of toxic substance(s) or harmful physical agent(s) to which an employee is or has been exposed in the workplace where a summary of the data is prepared and retained pursuant to WAC 296-802-20010. Excludes Summary of Data and other records covered by <i>Workplace Monitoring of Toxic Substances/Harmful Physical Agents (DAN GS50-06C-33)</i> .	Retain for 1 year after date of monitoring/measuring <u>and</u> creation of data summary <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



4.4 EMPLOYEE PERFORMANCE AND WORK HISTORY

The activities associated with documenting an [employee's](#) employment history with the agency; evaluating and directing employee performance progress and goals; and investigating and responding to employee misconduct, grievances, and disciplinary matters.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2014-031 Rev. 2	<p><i>Disclosure of Former Employee Information to Prospective Employers</i></p> <p>Records relating to the disclosure of information (such as hiring recommendations, employment/income verifications, etc.) about <u>former</u> employees to prospective employers or employment agencies in accordance with RCW 4.24.730.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Written logs; • Disclosure releases/statements; • Copies of information provided. <p>Excludes:</p> <ul style="list-style-type: none"> • Disclosure of information about <u>current</u> employees covered by <i>Employee Work History (DAN GS50-04B-06)</i>; • Public records requests covered by <i>Public Disclosure/Records Requests (DAN GS2010-014)</i>. <p><i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080) and 2-year requirement in RCW 4.24.730.</i></p>	<p>Retain for 3 years after disclosure of information <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.4 EMPLOYEE PERFORMANCE AND WORK HISTORY

The activities associated with documenting an [employee's](#) employment history with the agency; evaluating and directing employee performance progress and goals; and investigating and responding to employee misconduct, grievances, and disciplinary matters.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04E-03 Rev. 2	<p><i>Employee Complaints and Grievances</i></p> <p>Records relating to complaints and grievances about workplace issues filed with the local government agency by or on behalf of its employee(s). Complaints include health and safety, whistleblower, retaliation, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Filed complaints and grievances; • Supporting documentation; • Agency response and decisions; • Legal actions, arbitration, or mediation efforts; • Determinations and appeals. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Civil Rights Violation Complaints (DAN GS50-04C-04)</i>; • <i>Contracts and Agreements – General (DAN GS50-01-11)</i> (grievances filed by a union on its own behalf, etc.); • <i>Misconduct Investigations – Founded (DAN GS50-04B-46)</i>; • <i>Misconduct Investigations – Unfounded (DAN GS50-04B-47)</i>. 	<p>Retain for 6 years after matter resolved/final determination of case</p> <p><i>and</i></p> <p>until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.4 EMPLOYEE PERFORMANCE AND WORK HISTORY

The activities associated with documenting an [employee's](#) employment history with the agency; evaluating and directing employee performance progress and goals; and investigating and responding to employee misconduct, grievances, and disciplinary matters.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-06 Rev. 5	<p>Employee Work History Records relating to an individual's employment history with the agency. IMPORTANT: Some of these records may be needed for retirement verification purposes. Do not destroy before consulting with your agency's retirement benefits manager.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Recruitment records for each position held by employee (position description, application, resume, eligibility certifications, transcripts, letters of recommendation); • Non-disclosure agreements <i>signed as a condition of employment</i>; • <i>Copies of oaths of office and/or bonds of officials</i> (elected and appointed); • Commendations, recommendations, awards; • Disclosure of information (to prospective employers [RCW 4.24.730(2)], etc.); home address and telephone disclosures, etc.; • Employee Assistance Program (EAP) referral and completion documentation; • Letters/notices of personnel action or employment status changes (hiring/appointment, promotion, transfer, salary history [increases, decreases, exceptions], etc.); • Letters/notices of disciplinary action (demotion, termination, suspension, etc.); • Departure status and eligibility (disability, retirement, death, etc.), exit interview, etc. <p>Excludes records covered more specifically in CORE or sector schedules, including:</p> <ul style="list-style-type: none"> • <i>Employee Medical and Exposure Records (DAN GS50-04B-30)</i>; • <i>Employee Retirement/Pension Verification (DAN GS2017-009)</i>; • <i>Personnel Records (Peace/Corrections Officers) (DAN LE2022-010)</i>. 	<p>Retain for 6 years after separation from agency and no longer needed for agency business (<i>including retirement benefit verification</i>) <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM</p>



4.4 EMPLOYEE PERFORMANCE AND WORK HISTORY

The activities associated with documenting an [employee's](#) employment history with the agency; evaluating and directing employee performance progress and goals; and investigating and responding to employee misconduct, grievances, and disciplinary matters.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-011 Rev. 1	<p>Employees – Routine Administrative Transactions</p> <p>Records relating to the agency’s human resources that document routine transactions or tasks but do not affect employment history, payroll, performance, or retirement status/eligibility.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Changes to work schedules and assignments; • <i>Certain</i> employee directories/rosters and organizational charts (see exclusion, below); • Location codes; • Miscellaneous tracking forms; • Name/address/status/contact change documentation. <p>Excludes records covered by <i>Establishment/Development History of Agency/Programs (DAN GS50-06F-02)</i> (annual organizational charts).</p>	<p>Retain until superseded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



4.4 EMPLOYEE PERFORMANCE AND WORK HISTORY

The activities associated with documenting an [employee's](#) employment history with the agency; evaluating and directing employee performance progress and goals; and investigating and responding to employee misconduct, grievances, and disciplinary matters.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2017-012 Rev. 0	<p><i>Employment Eligibility Verification – Labor Condition Application (LCA) Public Access File</i></p> <p>Records that relate to Labor Condition Applications filed with the U.S. Department of Labor by the local government agency on behalf of non-immigrant workers in accordance with 20 CFR § 655.760.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • ETA forms and cover pages; • Wage rate documentation; • Union/employee notification, etc. 	<p>Retain for 1 year after last date any nonimmigrant is employed under the LCA</p> <p><i>or</i></p> <p>1 year after date LCA expires/is withdrawn, <i>whichever is later</i></p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-05A-26 Rev. 2	<p><i>Employment Eligibility Verification – U.S. Citizenship and Immigration Services (USCIS)</i></p> <p>Documents used to verify identity and employment authorization of individuals hired for employment in the United States in accordance with 8 CFR § 274a.2.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • USCIS form I-9; • Copies of other documents (such as passport, permanent resident card, etc.). 	<p>Retain for 3 years after date of hire</p> <p><i>or</i></p> <p>1 year after separation from agency, <i>whichever is later</i></p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.4 EMPLOYEE PERFORMANCE AND WORK HISTORY

The activities associated with documenting an [employee's](#) employment history with the agency; evaluating and directing employee performance progress and goals; and investigating and responding to employee misconduct, grievances, and disciplinary matters.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-46 Rev. 3	<p>Misconduct Investigation Files – Founded</p> <p>Documentation compiled in official investigations of employee misconduct that result in findings of misconduct by the employee.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Complaint initiating the investigation; • Investigative reports, statements, recordings (audio/video); • Corrective action (oral reprimand, letter of direction), correspondence, notes, and closing document (summary of findings, after-action report, etc.); • Legal advice/opinions. <p>Excludes certain employees covered in the:</p> <ul style="list-style-type: none"> • <i>Public Schools (K-12) Records Retention Schedule</i>; and, • <i>Law Enforcement Records Retention Schedule</i>. <p><i>Note: RCW 40.14.070 vests the authority to determine the retention period for public records in the Local Records Committee, and not in the parties to a collective bargaining agreement.</i></p>	<p>Retain for 6 years after case closed/matter resolved and no longer needed for agency business</p> <p><i>and</i></p> <p>6 years after corrective action completed, <i>if imposed</i></p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



4.4 EMPLOYEE PERFORMANCE AND WORK HISTORY

The activities associated with documenting an [employee's](#) employment history with the agency; evaluating and directing employee performance progress and goals; and investigating and responding to employee misconduct, grievances, and disciplinary matters.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-47 Rev. 3	<p>Misconduct Investigation Files – Unfounded</p> <p>Documentation compiled in official investigations of employee misconduct that do not result in findings of misconduct by the employee.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Complaint initiating the investigation; • Investigative reports, statements, recordings (audio/video); • Corrective action (oral reprimand, letter of direction), correspondence, notes, and closing document (summary of findings, after-action report, etc.); • Legal advice/opinions. <p>Excludes certain employees covered in the:</p> <ul style="list-style-type: none"> • <i>Public Schools (K-12) Records Retention Schedule</i>; and, • <i>Law Enforcement Records Retention Schedule</i>. <p><i>Note: RCW 40.14.070 vests the authority to determine the retention period for public records in the Local Records Committee, and not in the parties to a collective bargaining agreement.</i></p> 	<p>Retain for 3 years after case closed and no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-04A-08 Rev. 3	<p>Performance Evaluations – Employee</p> <p>Records relating to regularly scheduled performance evaluations of employees.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Completed and signed evaluations; • Expectations review and acceptance. <p><i>Note: RCW 40.14.070 vests the authority to determine the retention period for public records in the Local Records Committee, and not in the parties to a collective bargaining agreement.</i></p>	<p>Retain for 3 years after completion of evaluation</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



4.4 EMPLOYEE PERFORMANCE AND WORK HISTORY

The activities associated with documenting an [employee's](#) employment history with the agency; evaluating and directing employee performance progress and goals; and investigating and responding to employee misconduct, grievances, and disciplinary matters.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-31 Rev. 2	<p><i>Performance Evaluations – Supervisor Preparation</i></p> <p>Records gathered by an employee’s supervisor in preparation for employee’s performance evaluation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Notes of performance, training, and development; • Job assignments; • Other related documentation. <p><i>Note: RCW 40.14.070 vests the authority to determine the retention period for public records in the Local Records Committee, and not in the parties to a collective bargaining agreement.</i></p>	<p>Retain until completion of evaluation <i>and</i> resolution of any ongoing performance issues <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



4.5 PAYROLL

The activity relating to the monetary compensation of [employees](#) on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03E-01 Rev. 1	<p><i>Employee Pay – Authorizations and Deductions</i></p> <p>Records relating to <u>authorizations for</u> and <u>reductions to</u> individual employee salary/wages <i>where authorized by the employee or required by court order.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Court orders (for garnishment or other liens/attachments, child support, etc.); • Direct deposit (authorization, removal, change of banks, etc.); • Voluntary deductions (charitable donations, parking, etc.); • Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Employee Retirement/Pension Verification (DAN GS2017-009);</i> • <i>Internal Revenue Service (IRS) – Employee Forms (DAN GS2017-006);</i> • <i>Reporting/Filing (Mandatory) – Internal Revenue Service (IRS) (DAN GS50-03A-17).</i> 	<p>Retain for 6 years after completion of transaction, termination of authorization, or satisfaction of order</p> <p><i>and</i></p> <p>no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.5 PAYROLL

The activity relating to the monetary compensation of [employees](#) on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03E-15 Rev. 1	<p>Employee Pay – History Records relating to the pay history of individual employees. IMPORTANT: Some of these records may be needed for retirement verification purposes. Do not destroy before consulting with your agency’s retirement benefits manager. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Documentation of employee pay status; • Payroll deductions (taxes, insurance, retirement, miscellaneous); • Time cards and time sheets. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Employee Pay – Authorizations and Deductions (DAN GS50-03E-01);</i> • <i>Employee Retirement/Pension Verification (DAN GS2017-009);</i> • <i>Employee Pay – Internal Revenue Service (IRS) Forms (DAN GS2017-006);</i> • <i>Reporting/Filing (Mandatory) – Internal Revenue Service (IRS) (DAN GS50-03A-17).</i> 	<p>Retain for 4 years after end of fiscal year <i>and</i> no longer needed for agency business (<i>including retirement benefit verification</i>) <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
GS2017-006 Rev. 0	<p>Employee Pay – Internal Revenue Service (IRS) Forms Records relating to the Internal Revenue Service forms that are held by the agency and used to request/authorize employee tax withholding/exemptions. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • W-4 (W-4P, W-4S, W-4V) – Employee/recipient income tax Withholding Allowance Certificates; • W-9 – Request for Taxpayer ID Number and Certification. <p>Excludes records covered by <i>Reporting/Filing (Mandatory) – Internal Revenue Service (IRS) (DAN GS50-03A-17).</i></p>	<p>Retain for 4 years after obsolete or superseded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



4.5 PAYROLL

The activity relating to the monetary compensation of employees on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03E-02 Rev. 1	<p><i>Payroll Processing, Distribution and Reporting</i></p> <p>Records relating to the processing of payroll. Includes verification of actions, detailing of payroll cost distributions, and ensuring accuracy and accountability.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Detail reports, year-to-date costs and cumulative summary expense reports; • Listings of payroll deductions; • Status of and adjustments to accounts; • Payroll distribution, warrant distribution log/sheet, etc. • Reports <i>and transmittal of funds</i> to state agencies (such as Departments of Retirement Systems (DRS), Labor & Industries (L&I), Employment Security (ESD), etc.). <p>Excludes records covered:</p> <ul style="list-style-type: none"> • <i>Employee Pay – Authorizations and Deductions (DAN GS50-03E-01);</i> • <i>Employee Pay – History (DAN GS50-03E-15);</i> • <i>Employee Retirement/Pension Verification (DAN GS2017-009);</i> • <i>Reporting/Filing (Mandatory) – Internal Revenue Service (IRS) (DAN GS50-03A-17).</i> 	<p>Retain for 3 years after end of fiscal year <i>and</i> completion of State Auditor’s examination report, <i>whichever is later</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



4.5 PAYROLL

The activity relating to the monetary compensation of [employees](#) on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-03E-22 Rev. 1	<p><i>Payroll Register</i> Official record of the agency's payroll. IMPORTANT: This record may be needed for retirement verification purposes. <u>Do not destroy</u> before consulting with your agency's retirement benefits manager. Excludes records covered by <i>Employee Retirement/Pension Verification (DAN GS2017-009)</i>.</p>	<p>Retain for 6 years after end of fiscal year <i>and</i> no longer needed for agency business (<i>including retirement benefit verification</i>) <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



4.6 RECRUITMENT/HIRING

The activity of screening, selecting, and employing of individuals. Includes anyone who perform tasks or assume responsibilities for or on behalf of the agency regardless of pay status, and covers paid staff (permanent full- or part-time, short-term/term-limited, contract, temporary, hourly, etc.), volunteers, interns, work-study students, etc.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04A-05 Rev. 1	<p>Employment Inquiries Records relating to persons seeking employment/ job opportunities with the agency where not associated with an official agency recruitment. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Unsolicited applications, resumes, letters of inquiry; • Requests for announcement information (position, test, etc.). <p>Excludes records covered by <i>Recruitment (DAN GS50-04B-22)</i>.</p>	<p>Retain for 1 year after received or responded to <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
GS50-04B-35 Rev. 3	<p>Civil Service System – Program Administration Records relating to the administration of the Civil Service System in accordance with chapters 41.08, 41.12, and 41.14 RCW. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Civil Service Commission (CSC) administrative support and communications; • Investigation and other background files; • Cases that are <u>not</u> heard by the CSC (resolved, referred, ineligible, withdrawn, etc.); • Appointment of outside attorneys. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Employee Work History (DAN GS50-04B-06)</i>; • <i>Hearings – Local Decision-Making Bodies (General) (DAN GS2011-173)</i>; • <i>Recruitment (DAN GS50-04B-22)</i>. 	<p>Retain for 6 years after end of calendar year <i>and</i> 6 years after matter resolved/case closed (if applicable) <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



4.6 RECRUITMENT/HIRING

The activity of screening, selecting, and employing of individuals. Includes anyone who perform tasks or assume responsibilities for or on behalf of the agency regardless of pay status, and covers paid staff (permanent full- or part-time, short-term/term-limited, contract, temporary, hourly, etc.), volunteers, interns, work-study students, etc.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-22 Rev. 2	<p>Recruitment</p> <p>Records relating to the process of recruiting, interviewing, selecting, and hiring of employees. Includes applicants interviewed and/or screened, but not hired.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Employment requisitions (position specifications, needs analyses and authorizations, requests to fill, desired qualifications, etc.); • Personnel Action Request/notice (PAR) <i>development</i>; • Job announcements and postings; • Applications, resumes, and test results; • Background and criminal history checks; • Applicant lists, eligibility lists, applicant profile data (<u>including</u> Civil Service); • Interview questions and tests; • Screening, scoring, ranking and selection criteria; • Related correspondence/communications. <p>Excludes successful/hired applicant records covered by:</p> <ul style="list-style-type: none"> • <i>Apprenticeship – Program Administration (DAN GS50-04B-34)</i>; • <i>Employee Work History (DAN GS50-04B-06)</i>. <p><i>Note: Retention based on 3-year statute of limitations for the commencement of actions for employment discrimination (injury to the rights of others) (RCW 4.16.080).</i></p>	<p>Retain for 3 years after position filled/recruitment effort terminated</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



4.7 STAFF DEVELOPMENT

The activity of enhancing employees' competencies and skills through programs and training.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2024-030 Rev. 0	<p><i>Training Records – Employee</i> Records documenting the training history of individual employees participating in training, orientations, and staff development programs. Training may include:</p> <ul style="list-style-type: none"> • Internal agency training for ethics, diversity, safety, and other policies; • Internships, apprentice programs; • External training as requested or required. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Sign-in or attendance documentation IF no certificate or other documentation is issued as evidence of completion, satisfaction, or attendance; • Certificates/credentials/licenses awarded or renewed; • Test results if necessary for continued certification, etc.; • Continuing education hours/credits/points. <p>Excludes records covered by <i>Personnel Records (Peace/Corrections Officers) (DAN LE2022-010)</i>.</p>	<p>Retain for 6 years after separation from agency <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.8 WORKFORCE PLANNING/STAFF STRUCTURE/POSITION DEVELOPMENT

The activity of structuring and organizing human resources to meet the current and future needs of the agency. Includes paid and unpaid staff (permanent full- or part-time, short-term/term-limited, contract staff, temporary, hourly, volunteers, interns, work-study students, etc.).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-04B-05 Rev. 1	<p><i>Position Description and Classification</i> Records relating to the description and classification of agency jobs and positions. May include duties and responsibilities, time percentage breakdowns of tasks, required skills and abilities, salary or pay range, and the development, modification or redefinition of each job or position.</p>	<p>Retain for 6 years after obsolete or superseded and no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS50-04B-17 Rev. 2	<p><i>Staff Planning/Staffing</i> Records relating to requests for workforce changes that require formal approval and that result in the beginning of recruitment processes or changes to the employment or payroll status of existing employees. Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Business/Work Plans (DAN GS50-01-38);</i> • <i>Employee Work History (DAN GS50-04B-06).</i> 	<p>Retain for 3 years after request approved or denied <i>and</i> 3 years after conclusion of any pending action (<i>if applicable</i>) <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



5. INFORMATION MANAGEMENT

The function of managing the agency’s records and information, including forms, library services, mail services, public records requests, publications, and records management.

5.1 FORMS MANAGEMENT			
<i>The activity of drafting, producing, and managing the agency’s forms.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-011 Rev. 1	Forms – Accountable Unused, pre-numbered forms (such as checks, receipts, invoices, meal tickets, licenses, etc.). <i>Note: These records are retained for audit purposes.</i>	Retain for 3 fiscal years <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-013 Rev. 1	Forms – Development Records relating to the design, creation, and revision of agency-created forms. Includes, but is not limited to: <ul style="list-style-type: none"> • Design/specification records; • Printing/production records; • Proofs/samples. 	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-012 Rev. 1	Forms – Master Set Master set of all forms created by the agency. Also includes source materials (.pdfs, camera-ready copies, original photographs/images, etc.).	Retain until superseded/use of form ceases <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



5.2 LIBRARY SERVICES

The activity of circulating a collection of materials. Includes public, school, and internal agency libraries.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-12A-01 Rev. 1	Catalog Records describing the library information sources owned by the agency.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM
GS50-12A-02 Rev. 2	Circulation Records relating to the borrowing, lending, and returning of items in the library's collection. Includes, but is not limited to: <ul style="list-style-type: none"> • Item circulation history; • User/patron records (applications for membership, borrower registration, parent/guardian permissions). Excludes interlibrary loans covered by <i>Collection Control – General (DAN GS50-12A-08)</i> .	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-12A-08 Rev. 2	Collection Control – General Records documenting the physical control of the library's collection. Includes, but is not limited to: <ul style="list-style-type: none"> • Accession and deaccession (discard) of items; • Interlibrary loans; • Shelf list/inventory of holdings. Excludes records covered by <i>Collection Control – Special Collections (DAN GS2010-023)</i> . <i>Note: Agreements relating to bequests are covered by Contracts and Agreements – General (DAN GS50-01-11).</i>	Retain for 3 fiscal years <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR



5.2 LIBRARY SERVICES

The activity of circulating a collection of materials. Includes public, school, and internal agency libraries.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-023 Rev. 1	<p>Collection Control – Special Collections Records documenting the physical control of the library’s special collections (archival, manuscript, rare books, etc.). Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Accession and deaccession (discard) of items; • Interlibrary loans; • Shelf list/inventory of holdings. <p><i>Note: Agreements relating to bequests are covered by Contracts and Agreements – General (DAN GS50-01-11).</i></p>	<p>Retain until special collection items no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</p>
GS2010-024 Rev. 0	<p>Special Collections Items in the library’s special collections, including, but not limited to:</p> <ul style="list-style-type: none"> • Archival collections; • Manuscripts; • Rare books. 	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



5.3 MAIL SERVICES

The activity of managing the circulation of printed information. Includes incoming and outgoing, internal and external mail processes.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06D-02 Rev. 2	<p><i>Mail Delivery and Receipt</i> Records documenting the agency’s incoming and outgoing physical mail (letters, packages, etc.). Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Certified/registered/insured mail logs and return receipts; • Postage meter logs/reports; • Private ground delivery registers/receipts (UPS, Federal Express, etc.); • Signed pick-up and delivery receipts; • United States Postal Service (USPS) forms (certificate of bulk mailing, etc.). <p>Excludes contracts/agreements/permits relating to mailing services and equipment covered by <i>Contracts and Agreements – General (DAN GS50-01-11)</i>.</p>	<p>Retain for 3 fiscal years <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



5.4 PUBLIC DISCLOSURE/RECORDS REQUESTS

The activity of responding to public records requests in accordance with the Public Records Act (chapter 42.56 RCW) or Court Rule GR 31.1 Access to Administrative Records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-014 Rev. 4	<p>Public Disclosure/Records Requests</p> <p>Records relating to requests from the general public for access to the agency’s public records in accordance with chapter 42.56 RCW or GR 31.1.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Internal and external correspondence relating to the request; • Records documenting the public records provided to the requestor (copies or lists of the records provided, etc.); • Records documenting the public records (or portions) withheld (exemption logs, copies of portions redacted, etc.); • Records documenting administrative reviews relating to the request; • Tracking logs. <p>Excludes:</p> <ul style="list-style-type: none"> • Records that are the subject of the public records request (which must be retained in accordance with the applicable records series); • Records covered by <i>Provision of Advice, Assistance, or Information (DAN GS2010-001)</i>. 	<p>Retain for 2 years after public records request fulfilled</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



5.4 PUBLIC DISCLOSURE/RECORDS REQUESTS

The activity of responding to public records requests in accordance with the Public Records Act (chapter 42.56 RCW) or Court Rule GR 31.1 Access to Administrative Records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2024-021 Rev. 0	<p><i>Public Records Request Exemptions for Certain Employees' Personally Identifying Information</i></p> <p>Records documenting exemptions from public records requests for individual employees' personally identifying information for survivors of domestic violence, sexual assault, sexual abuse, stalking, and harassment in accordance with RCW 42.56.250(i).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Sworn statements; • Supporting documentation used to verify eligibility; • Proof of participation in the address confidentiality program under chapter 40.24 RCW. <p>Excludes records covered by <i>Public Disclosure/Records Requests (DAN GS2010-014)</i>.</p> <p><i>Note: Sworn statements expire after 2 years (RCW 42.56.250(i)(i)(A)).</i></p> <p><i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080).</i></p>	<p>Retain for 3 years after expiration of exemption <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



5.5 PUBLISHING

The activity of drafting, producing, and managing the agency’s publications (including web-based publishing).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-007 Rev. 1	<p>Online Content Management</p> <p>Records documenting the publishing/changing of the agency’s online (internet and intranet) content.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests/approvals to upload/update/remove content; • Confirmation of content upload/update/removal; • Point-in-time record of webpage/site (screenshot, snapshot, site map). <p><i>Note: All published content consists of individual records which have their own separate retention requirements. Each of these records must be retained for the current approved minimum retention period(s) according to their applicable records series.</i></p>	<p>Retain for 1 year after online content removed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2024-022 Rev. 0	<p>Publications – Development</p> <p>Records relating to the drafting, development, design and production of agency-created publications.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Design/specification records; • Printing/production records; • Proofs/samples; • Articles submitted for inclusion (including those not used); • Related correspondence/communications. <p>Excludes final publication covered by Publications – Master Set (DAN GS50-06F-04).</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



5.5 PUBLISHING

The activity of drafting, producing, and managing the agency’s publications (including web-based publishing).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-06F-04 Rev. 5	<p><i>Publications – Master Set</i></p> <p>Master set of all publications created by the agency and intended for distribution to the agency’s customers, clients, community, or the general public. Also includes source materials (.pdfs, camera-ready copies, original photographs/digital images, etc.).</p> <p>Publications include, but are not limited to:</p> <ul style="list-style-type: none"> • Annual reports, final budgets, reports, manuals, brochures; • Newsletters, magazines, journals; • Official/municipal code; • Maps, plans, charts; • Audio/video recordings and films/presentations. 	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>



5.6 RECORDS MANAGEMENT

The activity of systematically controlling the lifecycle of the agency’s public records (creation or receipt, use, maintenance, conversion/migration to other formats, and destruction/transfer).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2024-009 Rev. 0	<p><i>Contaminated/Compromised Records</i> Records which have yet to reach their minimum retention and have been either:</p> <ul style="list-style-type: none"> • Physically contaminated with mold, chemicals, sewage, etc. to such an extent that handling the records poses an occupational health and safety risk; or • Electronic records contaminated with viruses, malware, etc., that pose a risk to the integrity of the agency’s information systems. <p>Excludes spam records covered by <i>General Information – External (DAN GS50-02-03)</i>.</p>	<p>Retain until a good faith effort has been made to render the records or copies of the records safe for use <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



5.6 RECORDS MANAGEMENT

The activity of systematically controlling the lifecycle of the agency’s public records (creation or receipt, use, maintenance, conversion/migration to other formats, and destruction/transfer).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2010-016 Rev. 1	<p><i>Conversion/Conservation of Records</i></p> <p>Records documenting the process of converting the agency’s public records from one form to another where <u>not</u> captured in the metadata of the converted records.</p> <p>Also includes records documenting the repair and stabilization of damaged public records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Migration of digital records (mapping schemas, testing reports, etc.); • Digitization of paper-based records (tests, inspection results, etc.); • Microfilming of digital and/or paper-based records (arrangement of originals, guide sheets, etc.); • Transfer of magnetic recordings; • Records documenting conservation (repair/stabilization) treatments performed on public records. <p>Excludes records are covered by:</p> <ul style="list-style-type: none"> • <i>Contaminated/Compromised Records (DAN GS2024-009);</i> • <i>Source Records – Imaged/Migrated (Archival) (DAN GS2010-017);</i> • <i>Source Records – Imaged/Migrated (Non-Archival) (DAN GS50-09-14).</i> 	<p>Retain until the converted/repared records have been destroyed/transferred in accordance with a current approved records retention schedule</p> <p style="text-align: center;"><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



5.6 RECORDS MANAGEMENT

The activity of systematically controlling the lifecycle of the agency’s public records (creation or receipt, use, maintenance, conversion/migration to other formats, and destruction/transfer).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-09-06 Rev. 2	<p><i>Destruction/Transfer of Records</i> Records documenting the destruction and/or transfer of legal custody of the agency’s public records. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Affidavits; • Agency authorizations; • Certificates/notices of destruction; • Destruction logs; • Transfer agreements/transmittals. 	<p>Retain for 50 years after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
GS2024-023 Rev. 0	<p><i>Records Appraised and Not Selected by the Archives</i> Records designated as “Archival (Appraisal Required)” where the:</p> <ul style="list-style-type: none"> • Records have met their minimum retention; • Been appraised by Washington State Archives; and • Not selected for transfer to Washington State Archives. <p>Excludes records appraised by the agency’s archives, but not appraised by the Washington State Archives.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



5.6 RECORDS MANAGEMENT

The activity of systematically controlling the lifecycle of the agency’s public records (creation or receipt, use, maintenance, conversion/migration to other formats, and destruction/transfer).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-09-02 Rev. 3	<p>Records Control</p> <p>Records relating to the physical and intellectual control of the agency’s records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Files classification schemes/guidelines; • Inventories; • Records center transmittals/retrievals; • Master indexes, lists, registers, tracking systems, databases, and other finding aids used to access public records designated as Non-Archival; • Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Destruction/Transfer of Records (DAN GS50-09-06);</i> • <i>Emergency/Disaster Preparedness and Recovery Plans (DAN GS50-14-03).</i> <p><i>Note: Master indexes, lists, registers, tracking systems, databases and other finding aids for public records designated as Archival should be retained with the records and transferred to Washington State Archives.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM</p>



5.6 RECORDS MANAGEMENT

The activity of systematically controlling the lifecycle of the agency’s public records (creation or receipt, use, maintenance, conversion/migration to other formats, and destruction/transfer).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-09-01 Rev. 2	<p><i>Retention and Disposition Authorization</i></p> <p>Records relating to the retention of the agency’s records in accordance with chapter 40.14 RCW.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Internal working guides abstracted from approved records retention schedules; • Records relating to the former Early Destruction of Source Documents after Digitization (DAD) or Electronic Imaging Systems (EIS) application processes; • Agency’s copies of records retention schedules approved by the Local Records Committee in accordance with chapter 40.14 RCW. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2010-017 Rev. 3	<p><i>Source Records – Imaged/Migrated (Archival)</i></p> <p>Archival source records which have been imaged or migrated, <u>provided</u> the converted records are retained in accordance with a current approved records retention schedule.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Paper records which are scanned/digitized in accordance with <i>Requirements for the Destruction of Paper Records After Imaging</i>; • Paper records which are microfilmed in accordance with <i>Washington State Standards for the Production and Use of Microfilm</i>; • Digital records which are migrated to another digital format; • Magnetic records (VHS, cassette tapes, reel to reel, 8-track tapes, etc.) which are migrated to another magnetic or digital format. <p>Excludes records covered in the <i>County Clerks Records Retention Schedule</i>.</p>	<p>Retain until verification of successful conversion <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



5.6 RECORDS MANAGEMENT

The activity of systematically controlling the lifecycle of the agency's public records (creation or receipt, use, maintenance, conversion/migration to other formats, and destruction/transfer).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-09-14 Rev. 4	<p>Source Records – Imaged/Migrated (Non-Archival) Non-Archival source records which have been imaged or migrated, <u>provided</u> the converted records are retained in accordance with a current approved records retention schedule . Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Paper records which are scanned/digitized in accordance with <i>Requirements for the Destruction of Paper Records After Imaging</i>; • Paper records which are microfilmed in accordance with <i>Washington State Standards for the Production and Use of Microfilm</i>; • Digital records which are migrated to another digital format; • Magnetic records (VHS, cassette tapes, reel to reel, 8-track tapes, etc.) which are migrated to another magnetic or a digital format. <p>Excludes records covered in the <i>County Clerks Records Retention Schedule</i>.</p>	<p>Retain until verification of successful conversion <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



6. RECORDS WITH MINIMAL RETENTION VALUE (TRANSITORY RECORDS)

This section covers records created or received by the agency which are typically of short-term, temporary informational use.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-02-02 Rev. 1	<p><i>Agency-Generated Forms and Publications – Copies</i></p> <p>Blank forms and duplicate copies of publications, provided the agency retains the primary record in accordance with the current approved minimum retention period and that the forms are not required for audit or accountability purposes.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports, catalogs, brochures, calendars, posters; • Multi-media presentations (videos, CDs, etc.). <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Forms – Accountable (DAN GS2010-011);</i> • <i>Forms – Master Set (DAN GS2010-012);</i> • <i>Publications – Master Set (DAN GS50-06F-04).</i> 	<p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2016-002 Rev. 0	<p><i>Brainstorming and Collaborating</i></p> <p>Records generated as part of informal exchanges of ideas/brainstorming/collaboration processes, where not covered by a more specific records series.</p> <p>Includes, but is not limited to, notes, mind maps, etc., developed as part of brainstorming/collaboration sessions using electronic/virtual collaboration tools (such as OneNote, Popplet, Lync, etc.), as well as those written on whiteboards, flipcharts, large/oversize paper sheets, Post-it/sticky notes, etc.</p> <p>Excludes records generated during open public meeting brainstorming sessions covered by:</p> <ul style="list-style-type: none">• <i>Meetings – Advisory (DAN GS2012-027);</i>• <i>Meetings – Governing/Executive (DAN GS50-05A-13);</i> <p>Excludes records covered by:</p> <ul style="list-style-type: none">• <i>Drafting and Editing (DAN GS2016-004);</i>• <i>Records Documented as Part of More Formalized Records (DAN GS2016-009).</i>	<p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2016-003 Rev. 1	<p>Contact Information</p> <p>Records relating to the contact details of employees, stakeholders, and/or clients the agency has gathered/received and the maintenance of such lists/collections.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Business cards; • Contact details stored in Microsoft Outlook and other contact databases; • Mailing lists, email distribution lists, listserv/RSS subscriber details, etc.; • Requests to be added/removed from the agency’s contact lists (includes mail/communications returned as undeliverable); • Validation/verification/quality assurance checks of contact lists/collections; • Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none"> • Records covered by <i>Emergency/Disaster Preparedness – Contact Information (DAN GS2012-024)</i>; • Contact information gathered for other, more specific purposes, such as attendee/sign-in lists for meetings and trainings, visitor books/logs, etc. 	<p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2016-004 Rev. 0	<p><i>Drafting and Editing</i> Records relating to the drafting/editing of correspondence, documents, and publications. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Preliminary drafts not covered by a more specific records series, not needed as evidence of external consultation or as evidence that the agency practiced due diligence in the drafting process; • Edits/suggestions/directions (such as handwritten annotations/notes, track changes information/comments in Microsoft Word, etc.); • Electronic documents created solely for printing (such as signs, mailing labels, etc.); • Related correspondence/communications. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2016-005 Rev. 0	<p><i>Electronic Documents Used to Create Signed Paper Records</i> Electronic documents created in order to print paper records that get signed, provided the signed paper records (or agency copy of same, if signed original is sent) are retained in accordance with the current approved minimum retention period. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Microsoft Word versions of minutes/letters/correspondence/etc., used to print the hard copy that gets signed. <p><i>Note: Agencies should still create and retain copies of signed letters as evidence of the business transaction.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-02-03 Rev. 0	<p>General Information – External</p> <p>Information received from other agencies, commercial firms, or private institutions, which requires no action and is no longer needed for agency business purposes.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Catalogs, reports, multi-media presentations (videos, CDs, etc.); • Informational copies, notices, bulletins, newsletters, announcements; • Unsolicited information (junk mail, spam, advertisements, etc.). 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-02-05 Rev. 2	<p><i>Informational Notifications/Communications</i> Records communicating basic/routine short-term information (regardless of format or media used) that:</p> <ul style="list-style-type: none"> • Do <u>not</u> document agency decisions/actions; • Are <u>not</u> used as the basis of agency decisions/actions; and • Are <u>not</u> covered by a more specific records series. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Basic messages such as “Come and see me when you’re free,” “Call me back at 555-5555,” etc.; • Internal communications notifying of staff absences or lateness (such as “Bob is out today,” “Mary is running late,” etc.), provided the appropriate attendance and leave records are retained in accordance with Leave/Overtime – Routine (DAN GS50-04B-09); • Internal communications notifying of staff social events/gatherings (such as potlucks, birthdays, fun runs, cookies in the break room, etc.) or of weather/traffic conditions (such as “Avoid I-5, it’s a parking lot,” “Take care – it has started snowing,” etc.); • Email delivery/read receipts, out-of-office notices, etc. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Leave/Overtime – Routine (DAN GS50-04B-09).</i> 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2016-006 Rev. 1	<p>Internet Browsing</p> <p>Records routinely generated as part of internet browsing.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Browsing history/saved passwords/web form information, etc.; • Cache/temporary files; • Cookies. <p>Excludes internet activity log records covered by <i>Audit Trails and System Usage Monitoring (DAN GS2010-003)</i>.</p>	<p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS2016-008 Rev. 0	<p>Organizing/Monitoring Work in Progress</p> <p>Records relating to the assigning, prioritizing, tracking/monitoring and status of work/tasks/projects in progress, where not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Status logs; • To-do lists; • Tasks within Microsoft Outlook, etc.; • Routing slips; • Working/rough notes; • Workflow notifications/escalations. 	<p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2016-009 Rev. 1	<p>Records Documented as Part of More Formalized Records</p> <p>Records where the evidence of the business transaction has been documented as part of another more formalized record of the agency which is retained in accordance with the current approved minimum retention period.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Data entry input records (such as paper forms, handwritten notes, etc.) that have been documented as records within agency information systems (such as databases) provided the original record/form (including any signatures) is not required as evidence or authorization of the transaction; • Working/rough notes, voicemail messages, text messages, social media posts, etc., that have been memorialized/captured in another format such as a note-to-file, email confirming the conversation, speech-to-text translations, etc.; • Automatically-generated email notifications sent out by agency information systems, provided the transaction is captured as part of an audit trail; • Raw data/statistics/survey responses that have been consolidated/aggregated into another record. <p>Excludes:</p> <ul style="list-style-type: none"> • Audio/visual recordings of meetings covered by <i>Advisory Body Records (DAN GS2012-027)</i>, <i>Governing/Executive/Policy-Setting Body Records (DAN GS50-05A-13)</i>, or <i>Meetings – Staff and Internal Committees (DAN GS50-01-43)</i>; • Electronic records (such as emails) that have been printed to paper; • Records covered by <i>Records Reported/Submitted to External Databases/Systems (DAN 2024-024)</i>. <p><i>Note: Electronic records need to be retained in electronic format in accordance with WAC 434-662-040.</i></p>	<p>Retain until verification of successful conversion/keying/transcription</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2016-010 Rev. 0	<p>Reference Materials</p> <p>Materials gathered from outside sources for reference/reading use which are <u>not</u> evidence of the agency’s business transactions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Copies of published articles, reports, etc.; • Individual participants’ copies of internal and external training materials (such as proceedings, handouts, notes taken, etc.) from conferences/seminars/trainings; • Internet browser favorites/bookmarks; • Listserv/RSS feeds. <p>Excludes records covered by <i>Secondary (Duplicate) Copies (DAN GS50-02-04)</i>.</p>	<p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-02-01 Rev. 2	<p>Requests for Basic/Routine Agency Information</p> <p>Internal and external requests for, and provision of, routine information about the operations of the agency, such as:</p> <ul style="list-style-type: none"> • Business hours, locations/directions, web/email addresses; • Meeting dates/times. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Provision of Advice, Assistance, or Information (DAN GS2010-001)</i>; • <i>Public Disclosure/Records Requests (DAN GS2010-014)</i>. 	<p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2016-011 Rev. 1	<p><i>Scheduling – Appointments/Meetings</i> Records relating to the scheduling of appointments/meetings (such as checking participant and room availability, rescheduling, accepting/declining meeting invitations, etc.), <u>provided</u> the calendar record of the appointment/meeting is retained in accordance with:</p> <ul style="list-style-type: none"> • <i>Calendars – Elected Officials and Agency Heads (DAN GS2024-005);</i> • <i>Calendars – Employees (Other than Elected Officials and Agency Heads) (DAN GS50-01-36).</i> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Meeting invitations and accepted/declined notifications in Microsoft Outlook and other calendaring/scheduling software/apps; • Related correspondence/communications. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS50-02-04 Rev. 2	<p><i>Secondary (Duplicate) Copies</i> Copies of records (created or received), <u>provided</u> the agency retains its primary copy of the record in accordance with the current approved minimum retention period.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Data extracts and printouts from agency information systems; • Cc’s of emails, <u>provided</u> the agency is retaining its primary copy of the email; • Convenience/reference copies of records; • Duplicate and near-duplicate images/photographs, <u>provided</u> the selected “best” image(s) documenting the occasion/object is retained. <p>Excludes records which are the agency’s only copy of the record, even if it is held by another agency.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2016-012 Rev. 0	<p><i>Unsolicited Additional Materials</i></p> <p>Additional materials received by the agency that are:</p> <ul style="list-style-type: none">• <u>Not</u> requested; and• <u>Not</u> used by the agency in the course of government business. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Superfluous extra materials provided with applications (including health/medical records);• Information entered through online applications, e-forms, etc., but <u>not</u> completed and <u>not</u> submitted to the agency.	<p><i>Upon receipt,</i></p> <p>Return to sender</p> <p><i>or</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



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.

Employee

Any individual who performs tasks or assumes responsibilities for or on behalf of the agency regardless of pay status.

*Includes the agency's paid staff (permanent full- or part-time, short-term/term-limited, contract, temporary, hourly, etc.), volunteers, interns, work-study students, etc. This definition applies **only** in relation to legal disposition authority and does **not** refer to legal employment status.*



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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