

**This schedule applies to: Statute Law Committee/Code Reviser's Office**

**Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of the Statute Law Committee/Code Reviser's Office relating to the unique functions of periodically codifying, indexing, and publishing the Revised Code of Washington and Washington Administrative Code; and the accepting, editing and publication of state agency rules and regulations in the Washington State Register; and revising, correcting, and harmonizing the statutes by means of administrative or suggested legislative action as may be appropriate. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGGRRS)*, which authorizes the destruction/transfer of public records common to all state agencies.

**Disposition of public records**

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

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

**Revocation of previously issued records retention schedules**

All previously issued records retention schedules to the Statute Law Committee/Code Reviser's Office are revoked. The Statute Law Committee/Code Reviser's Office must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

**Authority**

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on August 5, 2020.

*Signature on File*

**For the State Auditor:  
Al Rose**

*Signature on File*

**For the Attorney General:  
Suzanne Becker**

*Signature on File*

**For the Office of Financial Management:  
Gwen Stamey**

*Signature on File*

**The State Archivist:  
Steve Excell**

## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	August 5, 2020	Consolidation of all existing disposition authorities (with some minor revisions).

For assistance and advice in applying this records retention schedule,  
please contact the Statute Law Committee/Code Reviser's Office's Records Officer  
or Washington State Archives at:  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

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## 1. EXTERNAL RELATIONS

This section covers records relating to the management of external relations which are not covered by the *State Government General Records Retention Schedule*.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-02-49771 Rev. 1	<p><b><i>Stakeholder Liaisons (Significant) – Agency Head</i></b></p> <p>Records documenting the interactions between the head of the agency and key external stakeholders, such as:</p> <ul style="list-style-type: none"> <li>Legislators;</li> <li>Other elected officials and agency heads in Washington State and from other states, Federal and international governments;</li> <li>Business and community leaders.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Correspondence/communications;</li> <li>Presentations/papers delivered to meetings/conferences of key stakeholders;</li> <li>Transcripts and/or recordings of speeches to key stakeholders.</li> </ul>	<p><b>Retain</b> until completion of term/appointment</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>

## 2. STATUTE LAW AND CODE REVISION

The function of bill drafting and maintaining/updating the Revised Code of Washington, Washington Administrative Code, and Washington State Register.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-08-34448 Rev. 1	<p><b>Agency Filings</b></p> <p>Agency filings received by the Code Reviser's Office for incorporation into the Washington State Register, such as:</p> <ul style="list-style-type: none"> <li>• Initial documents of the effective rules of each existing agency;</li> <li>• Proposals (including original, continuance, supplemental and withdrawal notices);</li> <li>• Preproposals (including withdrawals);</li> <li>• Emergency orders;</li> <li>• Rescinding emergency orders;</li> <li>• Expedited rule making (including withdrawals);</li> <li>• Permanent orders;</li> <li>• Notices of public meetings of state agencies;</li> <li>• Rules coordinator notifications;</li> <li>• Public records officer notifications;</li> <li>• Summaries of attorney general opinions;</li> <li>• Executive orders and emergency declarations of the governor;</li> <li>• Rules of the state Supreme Court;</li> <li>• Rules of the Governor's Timer Team, Columbia River Gorge Commission and Air Pollution Control agencies (not codified into the WAC data base);</li> <li>• Department of Corrections' rules that are exempt from the Administrative Procedure Act (codified into the WAC data base);</li> <li>• Letters changing chapter captions, adding or removing subheads in the WAC data base; and</li> <li>• Other miscellaneous documents filed with the Code Reviser's Office under RCW 34.08.020 and 42.30.075.</li> </ul>	<p><b>Retain</b> for life of agency.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-08-34450 Rev. 1	<p><b>Bill Drafting</b></p> <p>Records relating to the drafting of bills and reviewing of initiative proposals.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Bill drafts;</li> <li>• Legislative signature sheets;</li> <li>• Records relating to the distribution of bill drafts (such as signature cards, etc.);</li> <li>• Related correspondence/communications.</li> </ul>	<p><b>Retain</b> for 4 years after end of calendar year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
84-08-34454 Rev. 1	<p><b>Codifying and Publishing – Revised Code of Washington and Washington Administrative Code</b></p> <p>Records relating to the codification, compilation, indexing, publishing, and distribution of the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Codification worksheets;</li> <li>• Disposition sheets;</li> <li>• Indexing worksheets;</li> <li>• Related correspondence/communications.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Published Revised Code of Washington, Washington Administrative Code, Washington State Register covered by <i>State Publications (DAN GS 15008)</i>;</li> <li>• Records relating to the sale of publications covered by <i>Financial Transactions – General (DAN GS 01001)</i>.</li> </ul>	<p><b>Retain</b> for 4 years after end of calendar year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-08-34455 Rev. 1	<p><b><i>Computer Data Base of the Revised Code of Washington (RCW), the Washington Administrative Code (WAC), and the Washington State Register (WSR)</i></b> Original, perfected data base of the RCW, WAC, and WSR as first entered into the Legislative Information System's computer. HTML format as placed online for the public.</p>	<p><b>Retain</b> until superseded <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
20-08-69554 Rev. 0	<p><b><i>Online Archive of the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC)</i></b> Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• PDF files of the RCW containing copies as they existed when published;</li> <li>• PDF files containing copies of the WAC titles that were included in the printed publication for each specific year.</li> </ul>	<p><b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>

## GLOSSARY

### ***Appraisal***

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

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

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

*Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.*

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

Public records which possess enduring legal and/or historic value and must not be destroyed. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period.

*WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as "Archival (Permanent Retention)" other than the removal of duplicates.*

### ***Disposition***

Actions taken with records when they are no longer required to be retained by the agency.

*Possible disposition actions include transfer to Washington State Archives and destruction.*

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

Control numbers systematically assigned to records series or records retention schedules when they are approved by the State Records Committee.

### ***Essential Records***

Public records that state government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

*Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with Chapter 40.10 RCW.*



### **Non-Archival**

**Public records which do not possess sufficient historic 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 that 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 which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.**

*RCW 40.14.010 – Definition and classification of public records.*

*(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”*

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

**Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.**

*RCW 40.14.010 – Definition and classification of public records.*

*(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records.”*

### **Public Records**

**RCW 40.14.010 – Definition and classification of public records.**

*“... The term “public records” shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and*

*including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business..."*

***Records Series***

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

***State Records Committee***

**The 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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