

**This schedule applies to: Workforce Training and Education Coordinating Board**

**Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of the Workforce Training and Education Coordinating Board relating to the unique functions of advising the Governor and Legislature on workforce development policy, ensuring the state’s workforce services and programs work together, and evaluating the performance of Washington’s key workforce programs. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGRRS)*, which authorizes the destruction/transfer of public records common to all state agencies.

**Disposition of public records**

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of 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 Workforce Training and Education Coordinating Board are revoked. The Workforce Training and Education Coordinating Board 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 December 4, 2019.

*Signature on File*

For the State Auditor:  
Al Rose

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For the Attorney General:  
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For the Office of Financial Management:  
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The State Archivist:  
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## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	December 4, 2019	Consolidation of all existing disposition authorities (with some minor revisions).

For assistance and advice in applying this records retention schedule,  
please contact the Workforce Training and Education Coordinating Board's Records Officer  
or Washington State Archives at:  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

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## 1. AGENCY ADMINISTRATION

This section covers records relating to the administration and management of the agency.

1.1 COMMUNITY AND EXTERNAL RELATIONS			
<i>The activity of the agency's interaction with its community.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-02-49891 Rev. 1	<p><b><i>Stakeholder Liaisons (Significant) – Agency Head</i></b></p> <p>Records documenting the interactions between the agency head 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 from other states, Federal and international governments;</li> <li>Business and community leaders;</li> <li>Celebrities and persons of local, state, national, or international renown.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Correspondence/communications;</li> <li>Presentations/papers delivered the 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 <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>

## 2. CONSUMER PROTECTION SERVICES

This section covers records relating to the licensing of private vocational schools and functions as a state approving agency for veteran education benefits.

2.1 CLOSED SCHOOLS RECORDS REPOSITORY			
<i>The activity of preserving student records from closed private vocational schools.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19-12-69416 Rev. 0	<p><b><i>Student Transcripts from Closed Private Vocational Schools</i></b></p> <p>Student transcripts and records of completion received from closed private vocational schools (below degree level) in accordance with RCW 28C.10.160 and WAC 490-105-200, documenting:</p> <ul style="list-style-type: none"> <li>• School name, address and telephone number;</li> <li>• Student name, address, telephone number, and Social Security number;</li> <li>• Dates of attendance;</li> <li>• Course of instruction or subjects attempted;</li> <li>• Amount of credit, if any, awarded for each subject;</li> <li>• Grade for each subject completed;</li> <li>• Date of completion or termination along with notation of the document issued signifying satisfactory completion, if achieved (degree, diploma, certificate);</li> <li>• If terminated, the reason(s) for termination;</li> <li>• Signature and title of the certifying officer;</li> <li>• Date that transcript is prepared.</li> </ul> <p>Excludes records covered by <i>Student Financial and Educational Files from Closed Private Vocational Schools (DAN 91-04-47797)</i>.</p>	<p><b>Retain</b> for 50 years after school ceases operation <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

**2.1 CLOSED SCHOOLS RECORDS REPOSITORY**

*The activity of preserving student records from closed private vocational schools.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91-04-47797 Rev. 0	<p><b><i>Student Financial and Educational Files from Closed Private Vocational Schools</i></b></p> <p>Records relating to student financial records and student educational files received from private vocational schools (below degree level) in accordance with WAC 490-105-200(4), (5), and (6). Educational files must include the signed and completed enrollment agreements and other training related contracts; and student's payment record. Financial records may consist of federal and state financial aid assistance, grants, and scholarship.</p> <p>The student educational file may also include:</p> <ul style="list-style-type: none"> <li>• Admissions assessment;</li> <li>• Enrollment contract;</li> <li>• Prior credit;</li> <li>• Record of attendance;</li> <li>• Class assignments and tests;</li> <li>• Student's payment record.</li> </ul> <p>Excludes records covered by <i>Student Transcripts from Closed Private Vocational Schools (DAN 19-12-69416)</i>.</p>	<p><b>Retain</b> for 3 years after school ceases operation <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

## 2.2 PRIVATE VOCATIONAL SCHOOL LICENSING

*The activity of licensing private vocational schools, collecting Tuition Recovery Trust Fund deposits, reporting student data, investigating student complaints, and monitoring compliance with licensing regulations.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91-04-47806 Rev. 0	<p><b><i>Student Complaints, Investigations, and Administrative Hearings</i></b></p> <p>Records relating to student complaints filed against private vocational schools for violation of minimum standards in accordance with RCW 28C.10.120. Includes complete record of agency investigation, administrative hearing, agency determination, and any appeals/appeals hearings.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Original filed student complaint;</li> <li>• School response and supporting documentation;</li> <li>• Student file;</li> <li>• Witness interviews;</li> <li>• Complaint Determination, Agency Order;</li> <li>• Resolution or settlement efforts;</li> <li>• Appeal;</li> <li>• Record of Office of Administrative Hearings proceeding.</li> </ul>	<p><b>Retain</b> for 6 years after complaint/investigation completed</p> <p><i>or</i></p> <p>6 years after exhaustion of appeals process, <i>whichever is later</i></p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (For Disaster Recovery) OPR</p>

## 2.2 PRIVATE VOCATIONAL SCHOOL LICENSING

The activity of licensing private vocational schools, collecting Tuition Recovery Trust Fund deposits, reporting student data, investigating student complaints, and monitoring compliance with licensing regulations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91-04-47803 Rev. 0	<p><b>Private Vocational School Act (PVSA) License Application Files – Initial</b></p> <p>Records relating to the initial license application of private vocational schools for approval to operate in accordance with WAC 490-105-040, WAC 490-105-041, WAC 490-105-042, WAC 490-105-043.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Form of ownership and evidence of registration/filing, business license'</li> <li>• Proposed operating budget and financial status (credit report, income taxes DUN);</li> <li>• Identification of location and facility, copy of lease, equipment and supplies;</li> <li>• Business and operating plan</li> <li>• School catalog;</li> <li>• Admission policy and ability-to-benefit test, if applicable;</li> <li>• Student refund/cancellation policy;</li> <li>• Enrollment contract;</li> <li>• Licensing fee and Tuition Recovery Trust Fund deposit;</li> <li>• Liability coverage;</li> <li>• Program curriculum description, materials, evaluations WAC 490-105-160;</li> <li>• License fee;</li> <li>• Tuition Recovery Trust Fund deposit;</li> <li>• Student Transcript Form;</li> <li>• Advertising and marketing materials;</li> <li>• Onsite monitoring and inspection report.</li> </ul>	<p><b>Retain</b> for 10 years after school closes <i>or</i> approval is withdrawn, <i>whichever is sooner</i> <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



## 2.2 PRIVATE VOCATIONAL SCHOOL LICENSING

*The activity of licensing private vocational schools, collecting Tuition Recovery Trust Fund deposits, reporting student data, investigating student complaints, and monitoring compliance with licensing regulations.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91-04-47804 Rev. 0	<p><b><i>Private Vocational School Act (PVSA) License Application Files – Renewal</i></b></p> <p>Records relating to the initial license application of private vocational schools for approval to operate in accordance with RCW 28C.10.060, RCW 28C.10.084, and WAC 490-105-041.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Renewal licensing fee and TRTF deposit;</li> <li>• Current financial status verifying tuition income;</li> <li>• Updated Catalog;</li> <li>• Enrollment Agreement;</li> <li>• Current business license;</li> <li>• Proof of liability insurance coverage;</li> <li>• Onsite monitoring and inspection report(s);</li> <li>• Any other information agency deem necessary in evaluating renewal application.</li> </ul>	<p><b>Retain</b> for 6 years after renewal expires <i>or</i> school ceases operation, <i>whichever is sooner</i> <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

### 2.3 TUITION RECOVERY TRUST FUND (TRTF) MANAGEMENT

*The activity of reviewing claims and processing disbursements of the Tuition Recovery Trust Fund.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91-04-47801 Rev. 0	<p><b><i>Tuition Recovery Trust Fund (TRTF) Claims and Disbursements</i></b></p> <p>Consists of records relating to student claims made on the TRTF for reimbursement as result of a school closure, program/course cancellation, or finding of a violation of the Private Vocational School Act, or an unfair business practice.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Written student/claimant request for reimbursement;</li> <li>• Student enrollment contract;</li> <li>• Student transcript or other evidence of record of completion to date;</li> <li>• Verification of tuition and fees paid;</li> <li>• Financial records, payments and loan disbursements;</li> <li>• Copy of disbursement from Treasury Dept. made to student.</li> </ul>	<p><b>Retain</b> for 6 years after end of fiscal year in which the claim was made and disbursed</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> (For Disaster Recovery) OPR</p>

**2.4 VETERANS EDUCATION PROGRAM ACCREDITATION**

*The activity of all functions and activities associated with the agency contracting with the U.S. Department of Veterans Affairs (DVA) as a State Approving Agency for approval of all non-degree programs for veterans' education benefits.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-04-50237 Rev. 0	<p><b>Quarterly Report</b></p> <p>State Approving Agency reports sent to Department of Veterans Affairs Regional Office documenting: number of source approvals/withdrawals, inspection visits made, deficiencies found/corrected, number of schools whose approval has been withdrawn.</p>	<p><b>Retain</b> for 3 years after end of contract year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

**2.4 VETERANS EDUCATION PROGRAM ACCREDITATION**

*The activity of all functions and activities associated with the agency contracting with the U.S. Department of Veterans Affairs (DVA) as a State Approving Agency for approval of all non-degree programs for veterans' education benefits.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-04-50235  Rev. 0	<p><b>Approved Veterans Education School Program Files</b></p> <p>School file consists of institution and program approval information documenting actions taken by the agency as the designated state approval agency. Serves as historical file/reference for all future approval actions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Application to VA for initial program approval and/or continued reauthorization to offer non-degree programs;</li> <li>• School catalog;</li> <li>• Enrollment agreement;</li> <li>• Student Refund and Cancellation Policy;</li> <li>• Financial information, i.e. credit report, credit references, facility lease;</li> <li>• Program description and course curriculum materials;</li> <li>• Instructional and administrative staff;</li> <li>• Graduate employment record;</li> <li>• Advertising and marketing materials;</li> <li>• Onsite monitoring and inspection report;</li> <li>• Assigned Compliance Surveys;</li> <li>• Assigned Targeted Risk Based Reviews;</li> <li>• Risk Based Surveys;</li> <li>• Student complaints.</li> </ul>	<p><b>Retain</b> for 7 years after program withdrawn by Department of Veterans Affairs, or school ceases operation</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

### 3. EDUCATION AND TRAINING COORDINATION

3.1 PLANNING			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-03-50101 Rev. 0	<b>Charting the Future Public Hearing</b> Cassette tapes on visionary thinking, goals, and plans for the future of vocational education.	<b>Retain</b> for 6 years after hearing <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR
92-03-50099 Rev. 0	<b>Public Hearings</b> Cassette tapes on proposed changes or adoptions to all the Federal State Plans.	<b>Retain</b> for 6 years after hearing completed <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
92-03-50100 Rev. 0	<b>Public Hearings on Transition from Commission to the State Board for Vocational Education Policy Changes</b> Cassette tapes on proposed changes to policies.	<b>Retain</b> for 6 years after hearing <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR

**3.1 PLANNING**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-03-50103 Rev. 0	<p><b><i>State Plans: Two-year and Three-year Plans</i></b> Documents Washington State’s planning and coordination process for vocational education, as required by federal law.</p>	<p><b>Retain</b> for 6 years after planning cycle <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM</p>

### 3.2 REPORTING

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-03-50095 Rev. 0	<b>Annual Performance Report</b> Reports the purposes of the Carl D. Perkins Vocational and Applied Technology Education Act, goals for Washington State’s federal vocational programs and supporting statewide activities, vocational education opportunities, program involvement, consumer and homemaking education, and community-based organizations.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
92-03-50097 Rev. 0	<b>Monitoring Reports and Instruments</b> Documents required monitoring/auditing by the agency of the operation of all federal vocational education programs individually and jointly conducted by the common schools and community colleges to ensure compliance with the Washington State Three-year Plan. (Note, this record series includes what used to be called Compliance Auditing.)	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
92-03-50098 Rev. 0	<b>Office for Civil Rights (OCR)</b> Documents process for monitoring and reporting Washington State’s compliance with USDE Civil Rights requirements.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 4. WORKFORCE SERVICES AND PROGRAMS

4.1 CARL PERKINS CBO/LEA			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-03-50088 Rev. 0	<b>Carl D. Perkins Vocational and Applied Technology Education Act Contract Files</b> Provides a record of Carl Perkins CBO/LEA and Offender contracts from beginning date of contract to termination. The following are included in these files: contract, copies of invoice vouchers, performance reports, monitoring reports, correspondence.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
92-03-50089 Rev. 0	<b>Carl Perkins Audit Files</b> Provides a record of contract audits. The following are included in these files: audit, initial findings and determination, final findings and determination.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
92-03-50094 Rev. 0	<b>Carl Perkins Equipment Inventory</b> Record of all equipment purchased with Carl Perkins set-aside funds.	<b>Retain</b> for 6 years after last piece removed from inventory <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
92-03-50091 Rev. 0	<b>Carl Perkins Instruction Manuals</b> Manuals on how to operate Carl Perkins CBO/LEA and Offender programs.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR



**4.1 CARL PERKINS CBO/LEA**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-03-50090 Rev. 0	<b><i>Carl Perkins Participant Enrollment Forms (MIS)</i></b> Provides a record of eligibility, demographics, and outcomes on all Carl Perkins CBO/LEA and Offender participants.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**4.2 CURRICULUM MANAGEMENT CENTER**

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
77-10-20080 Rev. 0	<p><b><i>Curriculum Management Center Conferences</i></b> Provides a reference to proceedings used as sources of information and for planning the Center's operation.</p>	<p><b>Retain</b> for 5 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> <b>(Appraisal Required)</b> NON-ESSENTIAL OPR</p>

### 4.3 JOB SKILLS PROGRAM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-04-50229 Rev. 0	<b>Job Skills Program (JSP) Contract Files</b> Provides a record of JSP contracts from beginning date of contract to termination. The following are included in these files: contract, copies of invoice vouchers, performance reports, monitoring reports, correspondence.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
92-04-50231 Rev. 0	<b>Job Skills Program Participant Enrollment Forms</b> Provides a record of eligibility, demographics, and outcomes on all Job Skills Program participants.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
92-04-50230 Rev. 0	<b>Job Skills Program Audit Files</b> Provides a record of contract audits. The following are included in these files: audit, initial findings and determination, final findings and determination.	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
92-03-50081 Rev. 0	<b>Job Skills Program Instruction Manuals</b> Manuals of how to operate JSP programs. <ul style="list-style-type: none"> <li>JSP Application Guide.</li> <li>Contractors' Instruction Manual.</li> </ul>	<b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> <b>(Appraisal Required)</b> NON-ESSENTIAL OPR

#### 4.4 JOB TRAINING PARTNERSHIP ACT

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-03-50077 Rev. 0	<p><b>Job Training Partnership Act (JTPA) Contract Files</b></p> <p>Provides a record of JTPA contracts from beginning date of contract to termination.</p> <p>The following are included in these files:</p> <ul style="list-style-type: none"> <li>• Contract;</li> <li>• Copies of invoice vouchers;</li> <li>• Performance reports;</li> <li>• Monitoring reports;</li> <li>• Correspondence.</li> </ul>	<p><b>Retain</b> for 6 years after end of fiscal year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
92-03-50078 Rev. 0	<p><b>JTPA Audit Files</b></p> <p>Provides a record of contract audits.</p> <p>The following are included in these files:</p> <ul style="list-style-type: none"> <li>• Audit;</li> <li>• Initial findings and determination;</li> <li>• Final findings and determination.</li> </ul>	<p><b>Retain</b> for 6 years after end of fiscal year</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
92-03-50080 Rev. 0	<p><b>JTPA Equipment Inventory</b></p> <p>Record of all equipment purchased with JTPA funds.</p>	<p><b>Retain</b> for 6 years after last piece of equipment removed from inventory</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

#### 4.4 JOB TRAINING PARTNERSHIP ACT

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-03-50085 Rev. 0	<p><b><i>JTPA Instruction Manuals</i></b> Manuals on how to operate JTPA programs.</p> <ul style="list-style-type: none"> <li>• MIS Users Manual.</li> <li>• Contractor's Instruction Manual.</li> </ul>	<p><b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>
92-03-50079 Rev. 0	<p><b><i>JTPA Participant Enrollment Forms</i></b> Provides a record of eligibility, demographics, and outcomes on all JTPA 8% participants.</p>	<p><b>Retain</b> for 6 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL 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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