

GENERAL RECORDS RETENTION SCHEDULES  
AND RECORDS MANAGEMENT MANUAL FOR  
**HEALTH DISTRICTS AND DEPARTMENTS**  
IN THE STATE OF WASHINGTON

**SUPERSEDED**

Published by:



**SECRETARY  
of STATE**

*Ralph Munro*

The Division of Archives and Records Management  
Approved and issued by the Washington State Local Records Committee

Revised December 1999  
Olympia, Washington

Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS  
Schedule Title: ADMINISTRATIVE – BUSINESS OFFICE

Disposition Authority Number: GS55-01A

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	<b><i>Affidavits of Publication</i></b> Record of publication of public health notices in newspapers or other media.	OPR	6 years	Destroy when obsolete or superseded	
2	<b><i>Annual Reports</i></b> Statistical and/or narrative reports sent to DOH, Board of Health, and other agencies documenting agency activity and programs.	OPR	6 years – unless specified by a contract or agreement for a longer retention. Potential archival value – <b>see remarks</b>	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
3	<b><i>Client/Patient Financial Assessments</i></b>	OPR	6 years	Destroy when obsolete or superseded	
4	<b><i>County Auditors Reports</i></b> Reports received from the County Auditor detailing current financial status (may be monthly or annual).	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	
5	<b><i>Daily Reports/Statistical Sheets</i></b> Report of daily activities used for monthly and annual reports, or grant reporting. Also used for State and Federal audits.	OPR	6 years	Destroy when obsolete or superseded	
6	<b><i>DSHS Billing Records</i></b> Medical Assistance Remittance and Status Reports, and claim documents. Record of claims paid or denied by DSHS.	OFM	3 years after audit or expiration of contract, whichever is longer	Destroy when obsolete or superseded	
7	<b><i>Emergency Prescription Fund</i></b>	OPR	6 years	Destroy when obsolete or superseded	

**Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS**  
**Schedule Title: ADMINISTRATIVE – BUSINESS OFFICE**

**Disposition Authority Number: GS55-01A**

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
8	<b><i>Fee Schedules</i></b> Schedule of fees charged for services.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	
9	<b><i>Health Education Program Records</i></b> Records of specific health educational and prevention programs offered by the agency to the public.	OFM	3 years	Destroy when obsolete or superseded	
10	<b><i>Licenses Issued Register</i></b> Register of licenses issued by the agency.	OFM	Unti expiration of last license listed	Destroy when obsolete or superseded	
11	<b><i>Monthly Reports</i></b> Statitstical and/or narrative reports sent to DOH, Board of Health, and other agencies documenting agency activity and programs. Also used for state and federal audits.	OPR	6 years	Destroy when obsolete or superseded	
12	<b><i>Provider Agreements</i></b> Agreements between the Health District/Department and Program Providers.	OPR	6 years – after termination of agreement.	Destroy when obsolete or superseded	
13	<b><i>Staff Development Program Files</i></b> Reports and other records documenting the implementation of educational programs for staff education and development.	OFM	3 years	Destroy when obsolete or superseded	
14	<b><i>Statistical Reports</i></b> Agency statistical studies and reports.	OPR	6 years – potential archival value – <b>see remarks</b>	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
15	<b><i>Substance Abuse Program Report to DOH</i></b> Reports submitted to management monitoring the Substance Abuse Program.	OPR	6 years	Destroy when obsolete or superseded	

**Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS**  
**Schedule Title: CLIENT/PATIENT HEALTH CARE**

**Disposition Authority Number: GS55-01B**

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS																								
1	<p><b><i>Client/Patient Health Care Information Record</i></b></p> <p>All client medical records for examinations, interviews, diagnosis, treatments, prescriptions and medications, laboratory reports, referrals, correspondence, consent forms, requests for patient files by physicians or institutions outside the agency, and all other records pertaining to a client/patients medical history. For all programs including, but not limited to:</p> <table><tr><td>Alcohol Treatment</td><td>Maternity</td></tr><tr><td>Child Care</td><td>Mental Health Treatment</td></tr><tr><td>Child Neglect or Abuse</td><td>Methadone Treatment</td></tr><tr><td>Children with Special Health Care Needs</td><td>Phenylketonuria</td></tr><tr><td>Dental Health</td><td>Physical Exams</td></tr><tr><td>Diabetes Treatment</td><td>Rheumatic Fever</td></tr><tr><td>Family Planning</td><td>Sexually Transmitted Diseases (STD)</td></tr><tr><td>Family Practice</td><td>Tuberculosis</td></tr><tr><td>General Clinic</td><td>Well Child</td></tr><tr><td>HIV</td><td>Women, Infant &amp; Children</td></tr><tr><td>Immunizations</td><td></td></tr><tr><td>Maternal/Parent – Child Health</td><td></td></tr></table>	Alcohol Treatment	Maternity	Child Care	Mental Health Treatment	Child Neglect or Abuse	Methadone Treatment	Children with Special Health Care Needs	Phenylketonuria	Dental Health	Physical Exams	Diabetes Treatment	Rheumatic Fever	Family Planning	Sexually Transmitted Diseases (STD)	Family Practice	Tuberculosis	General Clinic	Well Child	HIV	Women, Infant & Children	Immunizations		Maternal/Parent – Child Health		OPR	<p>Clients/Patients 18 or older; 8 years after last treatment – <b>see remarks</b></p> <p>Patients younger than 18; 3 years after patient’s 18<sup>th</sup> birthday or 8 years after last treatment, whichever is longer – <b>see remarks</b></p>	Destroy when obsolete or superseded	<p>Reference RCW 4.16.350.</p> <p><b>The Washington State Supreme Court decision re: DeYoung v. Providence Medical Center has voided limitations of action and discovery previously provided by RCW 4.16.350. Contact your legal counsel and insurance provider for guidance on minimum retention policy for Client/Patient Health Care Information Records. The Washington State Medical Association is recommending 10 years after last visit, 20 years after last treatment of pregnant women and infants, or 5 years after a patient’s death, whichever is longest.</b></p>
Alcohol Treatment	Maternity																												
Child Care	Mental Health Treatment																												
Child Neglect or Abuse	Methadone Treatment																												
Children with Special Health Care Needs	Phenylketonuria																												
Dental Health	Physical Exams																												
Diabetes Treatment	Rheumatic Fever																												
Family Planning	Sexually Transmitted Diseases (STD)																												
Family Practice	Tuberculosis																												
General Clinic	Well Child																												
HIV	Women, Infant & Children																												
Immunizations																													
Maternal/Parent – Child Health																													

Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS  
Schedule Title: NURSING ADMINISTRATION – CLINIC

Disposition Authority Number: GS55-01C

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	<b>Advice Nurse &amp; Triage Logs</b> Phone logs documenting questions and actions taken.	OFM	2 years	Destroy when obsolete or superseded	
2	<b>Alcoholism Screening Files</b> Logs of screening programs including test results, diagnosis, and recommendations.	OFM	2 years	Destroy when obsolete or superseded	
3	<b>Alcoholism Treatment Summary</b> Summary sent to DOH documenting Health District/Department activity.	OFM	1 year	Destroy when obsolete or superseded	
4	<b>Appointment Books and Registers</b> Record of patients seen, health providers, and programs or services.	OFM	2 years	Destroy when obsolete or superseded	
5	<b>Cancer Patient Screening Records</b> Logs of x-ray, cytology, sputum cytology and other screening programs, including test results, diagnosis and recommendations. .	OFM	2 years	Destroy when obsolete or superseded	
6	<b>Cancer Treatment Summary</b> Summary sent to DSHS documenting Health District/Department activity.	OFM	1 year	Destroy when obsolete or superseded	
7	<b>Cardiac Screening and Suspect Logs</b> Test results, diagnosis, recommendations, and referrals.	OFM	2 years	Destroy when obsolete or superseded	

Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS  
Schedule Title: NURSING ADMINISTRATION – CLINIC

Disposition Authority Number: GS55-01C

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
8	<b>Diabetes Screening and Suspect Logs</b> Test results, diagnosis, recommendations, and referrals.	OFM	2 years	Destroy when obsolete or superseded	
9	<b>Glaucoma Screening and Suspect Logs</b> Test results, diagnosis, recommendations, and referrals.	OFM	2 years	Destroy when obsolete or superseded	
10	<b>Home Nursing Register</b> Register of home nursing visits and level of care.	OFM	2 years	Destroy when obsolete or superseded	
11	<b>Hypertension Screening and Suspect Logs</b> Test results, diagnosis, recommendations, and referrals.	OFM	2 years	Destroy when obsolete or superseded	
12	<b>Medication Logs</b> Records of drugs dispensed in clinic operations.	OPR	6 years	Destroy when obsolete or superseded	
13	<b>Participant Surveys</b> Client surveys for assessment and research or operational evaluations.	OFM	1 year, or as per contract	Destroy when obsolete or superseded	
14	<b>Patient Eligibility Records</b> Records used for determining patients' eligibility for State funded services.	OFM	3 years after audit	Destroy when obsolete or superseded	Original copy held by DOH/DSHS

Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS  
Schedule Title: NURSING ADMINISTRATION – CLINIC

Disposition Authority Number: GS55-01C

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
15	<b>Pregnancy Test Log</b> Statistical information pertinent to pregnancy testing.	OFM	2 years	Destroy when obsolete or superseded	
16	<b>Referrals</b> All types from private practices or other agencies unable to locate or refuse services.	OFM	2 years	Destroy when obsolete or superseded	
17	<b>Vaccine Accountability Record</b> Record of the disposition of vaccines.	OPR	6 years	Destroy when obsolete or superseded	
18	<b>Vaccine Information Statements</b> Distributed by Department of Health for further distribution to local private providers. Shown to parents of children being immunized. Form changes frequently and was previously known as the Important Information Statement.	OFM	Until superceded	Destroy when obsolete or superseded	Original at DOH

Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS  
Schedule Title: NURSING ADMINISTRATION – CLINIC

Disposition Authority Number: GS55-01C

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
19	<b><i>Vaccine Reaction Report</i></b> Form completed if a patient has a severe reaction to a vaccine.	OPR	Patients 18 years or older: 8 years after last treatment. Patients younger than 18 years of age: 8 years after patient's 18 <sup>th</sup> birthday.	Destroy when obsolete or superseded	Center for Disease Control, Atlanta receives a copy. DOH receives a copy. <b>The Washington State Supreme Court decision re: DeYoung v. Providence Medical Center has voided limitations of action and discovery previously provided by RCW 4.16.350. Contact your legal counsel and insurance provider for guidance on minimum retention policy for Vaccine Reaction Reports. The Washington State Medical Association is recommending 10 years after last visit, 20 years after last treatment of pregnant women and infants, or 5 years after patient's death, whichever is longest.</b>
20	<b><i>Vaccine Sign Out Record</i></b> Documentation of transfer of vaccines from agency to private physicians. Record includes form by which physician certifies that certain procedures will be followed.	OPR	6 years	Destroy when obsolete or superseded	

SUPERSEDED



Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS

Schedule Title: NURSING ADMINISTRATION – CLINIC

Disposition Authority Number: GS55-01C

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
21	<b>Youth Violence Network Reports</b> Files documenting community based programs.	OFM	2 years	Destroy when obsolete or superseded	

SUPERSEDED

Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS

Schedule Title: NURSING ADMINISTRATION – COMMUNICABLE AND INFECTIOUS DISEASES

Disposition Authority Number: GS55-01D

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	<b>Animal Bite Reports</b> Reports to health officers regarding all animal bites.	OPR	6 years	Destroy when obsolete or superseded	
2	<b>Animal Treatment Records</b> Treatment of diseased animals.	OPR	6 years	Destroy when obsolete or superseded	
3	<b>Biologics Inventory and Distribution Record</b> Distribution and inventory record of drugs used in disease control.	OPR	6 years	Destroy when obsolete or superseded	
4	<b>Case Logs</b> List of diseases reported.	OFM	2 years	Destroy when obsolete or superseded	
5	<b>Epidemiologic Records and Reports</b> Records and reports of disease outbreak, response, treatment methods used, demographic, and diagnostic data, and other pertinent information.	OPR	6 years – Potential archival value – <b>see remarks</b>	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record. DOH may receive a copy of this report.
6	<b>Food Borne Illness Complaints and Investigations</b> Files of food poisoning complaints, results of investigations and action taken.	OPR	6 years	Destroy when obsolete or superseded	
7	<b>HIV Test Reports</b> Anonymous testing reports from the State lab. Contains no patient identification information.	OFM	2 years	Destroy when obsolete or superseded	

SUPERSEDED

Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS

Schedule Title: NURSING ADMINISTRATION – COMMUNICABLE AND INFECTIOUS DISEASES

Disposition Authority Number: GS55-01D

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
8	<b><i>HIV Testing and Referral</i></b> Screening and referrals. If patient receives services other than screening and referral, record becomes part of the Client/Patient Health Care Information Record.	OPR	2 years	Destroy when obsolete or superseded	
9	<b><i>Investigation Reports</i></b> Reports of investigations such as Communicable Diseases and Outbreaks.	OPR	6 years	Destroy when obsolete or superseded	
10	<b><i>Occupational Exposure to Communicable Disease</i></b> Includes records of evaluation of exposure to blood borne pathogens, tuberculosis, and other communicable diseases.	OPR	Duration of employment plus 30 years	Destroy when obsolete or superseded	Reference WAC 296-62-05207
11	<b><i>Sexually Transmitted Disease (STD) Screening and Suspect Registers</i></b> Record of screening programs including test results. If patient receives services other than screening and referrals, record becomes part of the Client/Patient Information Record.	OFM	2 years	Destroy when obsolete or superseded	
12	<b><i>STD Case and Contact Register</i></b> Register of infected patients and lists of contacts.	OFM	2 years	Destroy when obsolete or superseded	
13	<b><i>STD Case Reports</i></b> Includes diagnosis, disease stage, demographic data, location of infected patient, and other pertinent information.	OFM	2 years	Destroy when obsolete or superseded	DOH receives a copy.
14	<b><i>Syphilis Positive Serology Reports</i></b> Reports initiated of received by Local Health Jurisdiction.	OFM	2 years	Destroy when obsolete or superseded	DOH receives a copy and maintains registry.

Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS

Schedule Title: NURSING ADMINISTRATION – COMMUNICABLE AND INFECTIOUS DISEASES

Disposition Authority Number: GS55-01D

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
15	<b><i>Tuberculosis Cases and Contact Register</i></b> Register of active and inactive cases with lists of contacts.	OPR	10 years	Destroy when obsolete or superseded	Reference RCW 70.28.020.
16	<b><i>Tuberculosis Screening and Suspect Registers</i></b> Register of screening programs including x-rays, test results, diagnosis, recommendations, and referrals.	OFM	2 years	Destroy when obsolete or superseded	
17	<b><i>Tuberculosis Treatment Summary</i></b> Reports to DOH on active and inactive TB cases in each county.	OFM	2 years	Destroy when obsolete or superseded	DOH receives a copy
18	<b><i>Typhoid Fever Carrier Records and Agreements</i></b> Records of carriers of typhoid fever and agreements signed by them in regard to disease control.	OPR	Death plus 6 years	Destroy when obsolete or superseded	

Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS  
Schedule Title: NURSING ADMINISTRATION – DENTAL HEALTH

Disposition Authority Number: GS55-01E

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	<b><i>Dental Health Screening Files</i></b> Records of screening programs conducted in the health clinic, local schools, and for other agencies. Includes diagnosis, records of consultations, and referrals. If patient receives services other than screening and referral, file becomes part of the Client/Patient Health Care Information Record.	OFM	2 years	Destroy when obsolete or superseded	

SUPERSEDED

Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS

Schedule Title: NURSING ADMINISTRATION – WOMEN, INFANT & CHILDREN

Disposition Authority Number: GS55-01F

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	<b><i>Appointment Register</i></b>	OFM	3 years	Destroy when obsolete or superseded	Reference: WIC Program Consolidated Regulations 7 CFR Ch. 11, Section 246.25(a).
2	<b><i>Contract Administration Files</i></b> May include billing requests, expenditure reports, check registers and transmittals, time studies, and any other financial and contractual documentation.	OFM	4 years	Destroy when obsolete or superseded	Reference: WIC Program Consolidated Regulations 7 CFR Ch. 11, Section 246.25(a).
3	<b><i>Endorser Cross Referencing Reports, Breastfeeding Reports, Outstanding Food Instrument Reports, Participant Summary Reports</i></b>	OFM	Until superseded*	Destroy when obsolete or superseded	*The contractor has the option to discard or retain these files.
4	<b><i>Ineligible Patient Client Files</i></b>	OFM	4 years	Destroy when obsolete or superseded	Reference: WIC Program Consolidated Regulations 7 CFR Ch. 11, Section 246.25(a).
5	<b><i>Paraprofessional Competency Certification Documents</i></b>	OPR	4 years after termination	Destroy when obsolete or superseded	Reference: WIC Program Consolidated Regulations 7 CFR Ch. 11, Section 246.25(a).
6	<b><i>Questionable Food Instrument Reports</i></b>	OFM	4 years	Destroy when obsolete or superseded	Reference: WIC Program Consolidated Regulations 7 CFR Ch. 11, Section 246.25(a).
7	<b><i>Statistical Summaries</i></b>	OFM	3 years; Potential Archival Value – <b>see remarks</b>	Destroy when obsolete or superseded	Reference: WIC Program Consolidated Regulations 7 CFR Ch. 11, Section 246.25(a).

SUPERSEDED

Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS

Schedule Title: NURSING ADMINISTRATION – WOMEN, INFANT & CHILDREN

Disposition Authority Number: GS55-01F

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
8	<i>Transfer/VOC Transmittals and Register</i>	OFM	4 years	Destroy when obsolete or superseded	Reference: WIC Program Consolidated Regulations 7 CFR Ch. 11, Section 246.25(a).
9	<i>Voter Reigstration Status Forms</i>	OFM	2 years	Destroy when obsolete or superseded	
10	<i>Waiting Lists</i>	OFM	3 years	Destroy when obsolete or superseded	Reference: WIC Program Consolidated Regulations 7 CFR Ch. 11, Section 246.25(a).

**SUPERSEDED**

Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS

Schedule Title: NURSING ADMINISTRATION – MATERNAL/PARENT CHILD HEALTH

Disposition Authority Number: GS55-01G

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	<b><i>Child Neglect or Abuse Reports</i></b> Report documenting abuse or neglect of child or mentally retarded adult.	OPR	8 years after close of file For minors 3 years after the 18 <sup>th</sup> birthday or 8 years after the close of file, whichever is longer	Destroy when obsolete or superseded	
2	<b><i>High Priority Infant Tracking Sheets</i></b>	OPR	8 years after close of file	Destroy when obsolete or superseded	Program closed. Records to be kept until retention requirements are satisfied.
3	<b><i>Maternal Referral Records</i></b> Patients referred to or referred from a local health jurisdiction without patient contact.	OFM	2 years	Destroy when obsolete or superseded	
4	<b><i>Passport Program Interagency Work Orders</i></b> For DSHS foster care for children – assessments of healthcare needs.	OFM	Expiration of work order plus 5 years	Destroy when obsolete or superseded	
5	<b><i>Register of Cases and Treatments</i></b> For all Maternal and Child Health Care programs including special needs children.	OFM	2 years	Destroy when obsolete or superseded	
6	<b><i>Screening and Referral Records</i></b> Screening, consultation, and referral programs conducted for schools, childcare facilities, and for individual children.	OFM	2 years	Destroy when obsolete or superseded	

SUPERSEDED



Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS  
Schedule Title: LABORATORY

Disposition Authority Number: GS55-01H

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	<b>Clinical Instrument/Method Validation Studies</b>	OFM	Life of the instrument/method plus 2 years.	Destroy when obsolete or superseded	Reference WAC 246-338-070 and Table 070(1), Published in 2000.
2	<b>Clinical Lab Records</b> Test requisitions or equivalent; Test records; Test reports; Quality control records; Quality assurance records; Hard copy of report, or ability to reproduce a copy, for all specimens referred for testing; and Discontinued procedures for all specialty areas.	OFM	2 years	Destroy when obsolete or superseded	Clinical Lab records must be maintained as described in WAC 246-338-070 "Medical Test Site Rules – Records" and Table 070(1), Published in 2000.
3	<b>Water Reports</b> Analytical records including all raw data, calculations, quality control data, instrument logs and maintenance.	OFM	5 years	Destroy when obsolete or superseded	Reference EPA Manual for the Certification of Laboratories Analyzing Drinking Water, 4 <sup>th</sup> edition, section 8 of Chapters IV (Chemistry) and V (Microbiology).

SUPERSEDED

Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS  
Schedule Title: VITAL STATISTICS/RECORDS

Disposition Authority Number: GS55-011

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	<i>Affidavit of Correction Authorization</i>	OPR	PERMANENT – may be attached to the original certificate copy		DOH retains official copy.
2	<i>Application or Request for Certified Copy of Birth or Death Certificate</i>	OFM	2 years	Destroy when obsolete or superseded.	
3	<i>Birth Certificates</i>	OPR	PERMANENT Copy – not filed electronically with the DEPARTMENT OF HEALTH. Potential archival value – <b>see remarks</b>	See remarks	DOH retains the official permanent copy, except prior to July 1907, which may be available at the county level if filed. Pre-1907 certificates may be transferred to State Archives custody – contact your Regional Archivist. Copies of certificates after 1907 may be transferred to State Archives after filing with DOH – contact your Regional Archivist.
4	<i>Burial/Cremation/Transit Permits – First Class City/County Health Districts</i>	OFM	1 year. Potential archival value – <b>see remarks</b>	Destroy when obsolete or superseded.	Upon completion of retention may be transferred to the State Archives – contact your Regional Archivist.
5	<i>Burial/Cremation/Transit Permits – Non First Class Health Districts</i>	OFM	2 years. Potential archival value – <b>see remarks</b>	Destroy when obsolete or superseded.	Upon completion of retention may be transferred to the State Archives – contact your Regional Archivist.

Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS

Schedule Title: VITAL STATISTICS/RECORDS

Disposition Authority Number: GS55-01I

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
6	<i>Death Certificates</i>	OPR	PERMANENT. Potential archival value – <b>see remarks</b>	See remarks	DOH retains the official permanent copy, except prior to July 1907, which may be available at the county level if filed. Pre-1907 certificates may be transferred to State Archives custody – contact your Regional Archivist. Copies of certificates after 1907 may be transferred to State Archives after filing with DOH – contact your Regional Archivist.
7	<i>Fetal Death Certificates</i>	OPR	PERMANENT		DOH retains official copy.
8	<i>Indexes to Vital Statistics Certificates</i>	OPR	PERMANENT. Potential archival value – <b>see remarks</b>		Contact your Regional Archivist before destroying this record.
9	<i>Inter and Disinter Permits</i>	OPR	6 years. Potential archival value – <b>see remarks</b>	See remarks	Contact your Regional Archivist before destroying this record.

**Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS**

**Schedule Title: ENVIRONMENTAL HEALTH – BUILDINGS AND PROPERTY**

**Disposition Authority Number: GS55-01J**

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	<b><i>Building Plan Approvals</i></b> Approvals of plans for new buildings and homes, and of plans for additions or alterations.	OPR	6 years	Destroy when obsolete or superseded	
2	<b><i>Closed Solid Waste Landfill Files</i></b> Records for closed sites.	OPR	PERMANENT – Potential archival value – <b>see remarks</b>	Destroy when obsolete or superseded	Contact your Regional Archivist.
3	<b><i>Condemnation Orders</i></b> Records of buildings condemned as being unsafe or otherwise not in compliance with local ordinances.	OPR	6 years	Destroy when obsolete or superseded	
4	<b><i>Demolition Orders</i></b> Orders for the demolition of unsafe structures.	OPR	6 years	Destroy when obsolete or superseded	
5	<b><i>Establishment Register</i></b> List of business establishments within agency jurisdiction subject to periodic inspections.	OFM	Destroy when obsolete or superseded – Potential archival value – <b>see remarks</b>	Destroy when obsolete or superseded	Contact your Regional Archivist before destroying this record.
6	<b><i>Federal Housing Authority Inspections</i></b> Inspections of houses conducted by the FHA.	OPR	6 years	Destroy when obsolete or superseded	
7	<b><i>Gas Piping Permits</i></b> Permits to install gas piping. Includes piping diagrams.	OPR	6 years	Destroy when obsolete or superseded	

Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS

Schedule Title: ENVIRONMENTAL HEALTH – BUILDINGS AND PROPERTY

Disposition Authority Number: GS55-01J

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
8	<b>Inspection Reports</b> Includes dumps, recycling, landfills, incinerators, sludge, and other types of solid waste disposal sites.	OPR	PERMANENT	Destroy when obsolete or superseded	
9	<b>Living Environment Inspections</b> Campsites, swimming pools (public or semi-public), spas, swimming beaches, farm worker housing, recreational facilities, etc.	OPR	6 years after the close of the facility or site	Destroy when obsolete or superseded	
10	<b>Ordinances in Effect</b> City, county, state, and federal ordinances regarding buildings and property standards.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	
11	<b>Parks and Recreation Facility Inspections</b> Public facilities inspections.	OPR	6 years	Destroy when obsolete or superseded	
12	<b>Perk Tests</b> Per tests for public and private land to determine suitability for septic tank installation.	OPR	PERMANENT	Destroy when obsolete or superseded	
13	<b>Permit and Approval Summaries</b> Summary record of permits and approvals issued.	OPR	PERMANENT	Destroy when obsolete or superseded	
14	<b>Permits and Approvals</b> All other permits and approvals pertaining to buildings and property including but not limited to: animal shelters, stables, stockyards, camps (summer, labor, penal, church, etc.), boarding homes, dairies, food processing plants, hospitals, schools, nursing homes, homes for the aged, hotels, dormitories, resorts, schools, etc.	OPR	6 years	Destroy when obsolete or superseded	

SUPERSEDED

Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS

Schedule Title: ENVIRONMENTAL HEALTH – BUILDINGS AND PROPERTY

Disposition Authority Number: GS55-01J

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
15	<b>Planning Department Recommendations</b> Reports, criteria, and recommendations from the agency to the Planning Department on health related issues.	OPR	6 years	Destroy when obsolete or superseded	
16	<b>Plumbing Permits</b> Permits to install plumbing.	OPR	6 years	Destroy when obsolete or superseded	
17	<b>School Building Inspections</b>	OPR	6 years	Destroy when obsolete or superseded	
18	<b>Septic System Approvals and Permits</b> For the installation of septic systems.	OPR	PERMANENT	Destroy when obsolete or superseded	
19	<b>Septic System Lapsed Permits</b> Files pertaining to permits issued but not used.	OPR	PERMANENT	Destroy when obsolete or superseded	
20	<b>Septic System Permits Disapproved</b> Files pertaining to permit applications that were disapproved.	OPR	PERMANENT	Destroy when obsolete or superseded	
21	<b>Sewage Treatment Site Inspections</b> Includes public and private sewage treatment sites.	OPR	PERMANENT	Destroy when obsolete or superseded	
22	<b>Sewer Inspections Public and Private</b>	OPR	6 years	Destroy when obsolete or superseded	

Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS

Schedule Title: ENVIRONMENTAL HEALTH – BUILDINGS AND PROPERTY

Disposition Authority Number: GS55-01J

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/ REMARKS
23	<b><i>Solid Waste Landfill Permits</i></b> Includes permit applications, variance requests, plans, monitoring records, test results, and related correspondence.	OPR	PERMANENT – Potential archival value – <b>see remarks</b>	Destroy when obsolete or superseded	Contact your Regional Archivist.
24	<b><i>Solid Waste Transfer Station Files</i></b> Files pertaining to the approval of transfer stations. Includes drop box plans, copies of permits, correspondence and related records.	OPR	PERMANENT	Destroy when obsolete or superseded	
25	<b><i>Water Supply System Approvals Public and Private</i></b> Approvals and ongoing inspections of private and public water supply systems, including sources, distribution systems, filtering, treatment installations, and water quality analysis.	OPR	PERMANENT	Destroy when obsolete or superseded	
26	<b><i>Water Well Logs</i></b> Water well reports submitted to the State.	OPR	6 years	Destroy when obsolete or superseded	

SUPERSEDED

Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS

Schedule Title: ENVIRONMENTAL HEALTH – COMPLAINTS, INVESTIGATIONS, AND REPORTS

Disposition Authority Number: GS55-01K

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	<b><i>Air Pollution Reports</i></b> Record of readings of air pollution levels.	OPR	6 years – Potential archival value – <b>see remarks</b>	Destroy when obsolete or superseded	Department of Ecology holds primary copy. Contact your Regional Archivist before disposing of this record.
2	<b><i>Complaints Filed</i></b> Files of complaints submitted to the environmental health division. Includes nature of report, record of investigations, and results.	OPR	6 years	Destroy when obsolete or superseded	
3	<b><i>Complaints Resulting in Court Action</i></b> Files of complaints resulting in court action or used as evidence in court cases.	OPR	6 years after completion of legal action – Potential archival value – <b>see remarks</b>	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
4	<b><i>Nuisance Report Log</i></b> Record of nuisance reports logged.	OFM	2 years	Destroy when obsolete or superseded	
5	<b><i>Vector Control Records</i></b> Inspections for rodent and other types of pest infestations.	OPR	6 years	Destroy when obsolete or superseded	



Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS  
Schedule Title: ENVIRONMENTAL HEALTH – FOOD AND DAIRY

Disposition Authority Number: GS55-01L

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	<b><i>Dairy Inspections</i></b> Includes sanitation, disease control, bacteria counts, animal infections, radioactivity levels in products, and records of disease.	OPR	6 years	Destroy when obsolete or superseded	
2	<b><i>Food and Beverage Service Permits</i></b> Includes permits and other files related to premises.	OPR	6 years after the close of the establishment	Destroy when obsolete or superseded	
3	<b><i>Food and Beverage Service Permits – Temporary</i></b>	OFM	6 years after expiration of temporary permit	Destroy when obsolete or superseded	
4	<b><i>Food and Beverage Service Permits Denied</i></b> Related applications, correspondence, etc.	OPR	1 year	Destroy when obsolete or superseded	
5	<b><i>Food Borne Illness Complaints and Investigation Files</i></b> Records of investigations and actions.	OPR	6 years after resolution	Destroy when obsolete or superseded	
6	<b><i>Food Handler Licenses</i></b>	OFM	Until license expires or is superseded	Destroy when obsolete or superseded	
7	<b><i>Food Inspections</i></b> Inspections and lab analysis of food in processing plants, retail establishments, restaurants, etc.	OPR	6 years	Destroy when obsolete or superseded	

Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS  
Schedule Title: ENVIRONMENTAL HEALTH – FOOD AND DAIRY

Disposition Authority Number: GS55-01L

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/ REMARKS
8	<b><i>Meat Inspections</i></b> Includes carcass inspection reports, meat plant inspection reports, and meat vehicle inspection reports.	OPR	6 years	Destroy when obsolete or superseded	

SUPERSEDED

Schedule Applicable to: HEALTH DISTRICTS/DEPARTMENTS  
Schedule Title: ENVIRONMENTAL HEALTH – HAZARDOUS WASTE

Disposition Authority Number: GS55-01M

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	RETENTION PERIOD FOR PRIMARY RECORD COPY	RETENTION PERIOD FOR OTHER COPIES	DISPOSITION/REMARKS
1	<b>Business Audits</b> Documentation of visits to businesses responsible for creating hazardous waste.	OPR	6 years – Potential archival value – <b>see remarks</b>	Destroy when obsolete or superseded	Contact your Regional Archivist before disposing of this record.
2	<b>Chemical Site Inspections</b> Inspections of sites which may be potential environmental or health hazards.	OPR	6 years – Potential archival value – <b>see remarks</b>	Destroy when obsolete or superseded	Contact your Regional Archivist.
3	<b>Waste Collectors Audit</b> Documentation of inspections of hazardous waste collectors.	OPR	6 years	Destroy when obsolete or superseded	
4	<b>Waste Permits</b> Public and private agencies applications, approvals, correspondence, etc., for disposal of contaminated soils and other industrial waste. Used to verify materials being disposed of.	OPR	PERMANENT	Destroy when obsolete or superseded	

SUPERSEDED

## HEALTH DISTRICTS AND DEPARTMENTS SCHEDULES INDEX

### A

Advice Nurse and Triage Logs .....	4
Affidavit of Correction Authorization – Vital Statistics/Records .....	17
Affidavits of Publication .....	1
Air Pollution Reports .....	23
Alcoholism Screening Files .....	4
Alcoholism Treatment Summary .....	4
Animal Bite Reports .....	9
Animal Treatment Records .....	9
Annual Reports .....	1
Application or Request for Certified Copy of Birth or Death Certificate.....	17
Appointment Books and Registers.....	4
Appointment Register .....	13

### B

Biologics .....	9
Birth Certificates .....	17
Building Plan Approvals – Environmental Health- Buildings and Property .....	19
Burial/Cremation/Transit Permits – First Class City/County Health Districts .....	17
Burial/Cremation/Transit Permits – NON-First Class City/County Health Districts .....	17
Business Audits – Environmental Health-Hazardous Waste.....	26

### C

Cancer Patient Screening Records .....	4
Cancer Screening and Treatment Summary .....	4

Cardiac Screening and Suspect Records .....	4
Case Logs – Communicable and Infectious Diseases	9
Chemical Site Inspections .....	26
Child Neglect or Abuse Reports .....	15
Client/Patient Financial Assessments .....	1
Client/Patient Health Care Information Record.....	3
Clinical Instruments – Method Validation Studies..	16
Clinical Lab Records .....	16
Closed Solid Waste Landfill Files .....	19
Complaints Files – Environmental Health-Complaints, Investigations and Reports .....	23
Complaints Resulting in Court Action – Environmental Health-Complaints, Investigations and Reports .....	23
Condemnation Orders .....	19
Contract Administrative Files (WIC).....	13
County Auditor's Reports.....	1

### D

Daily Reports/Statistical Sheets .....	1
Dairy Inspections.....	24
Death Certificates .....	18
Demolition Orders .....	19
Dental Health Screening Files .....	12
Diabetes Screening and Suspect Records .....	5
DSHS Billing Records .....	1

### E

Educational Programs .....	2
Emergency Prescription Fund .....	1
Endorser Cross Referencing Reports, WIC Program	13
Epidemiological Records and Reports.....	9
Equipment and Vehicle Maintenance Reports ....	S-36
Equipment and Vehicle Sale and Salvage Record	S-36

Equipment and Vehicle Use Request .....	S-36
Establishment Register .....	19
Estimate of Revenue & Expenditures .....	<i>see Annual Estimate of Revenue &amp; Expenditures</i>
Expenditure Transaction Reports .....	S-3

### F

Facility Inspection History Records .....	S-31
Facility Inspections... <i>see Parks and Recreation Facility Inspections</i>	
Facility Safety History Records .....	S-55
Feasibility Studies – Data Processing .....	<i>see Data Processing Feasibility Studies</i>
Federal Housing Authority Inspections.....	19
Fee Schedules .....	2
Fetal Death Certificates.....	18
Fidelity and Surety Coverage Bonds .....	S-31
Field Orders..... <i>see Purchase/Field Orders</i>	
Field Orders – Official reference copies.....	<i>see Fiscal, Purchase, and Receiving Documents</i>
Final Budget .....	S-6
Final Expenditure Report (Grants) .....	S-6
Financial Assessments – Client/Patient .....	<i>see Client/Patient Financial Assessments</i>
Financial Officer – Financial Reports.....	<i>see Treasurer/Finance Officer Financial Reports</i>
Financial Reports.....	S-14
Financial Statements.....	S-2
Financial Support Documents (Continuing Grants) S-6	
Financial Support Documents (Non-Continuing Grants) .....	S-6
Finding Aids and Indexes (User Working Copy) – Electronic Information .....	S-18
Fire Alarm Application .....	S-31
Fire and Other Emergency Drill Reports .....	S-31
Fire Extinguisher Inspection Tags.....	S-26

Fire Inspection Report.....	S-31
Fire Inspections .....	S-55
Fiscal and Performance Audit Reports.....	S-7
Fiscal, Purchase, and Receiving Documents .....	S-14
Fixed Asset Inventories .....	S-26
Fixed Assets Inventory .. <i>see Inventory of Fixed Assets</i>	
Fixed Assets Inventory Documentation .....	S-3
Food and Beverage Service Permits.....	24
Food and Beverage Service Permits - Denied .....	24
Food and Beverage Service Permits - Temporary... ..	24
Food Borne Illness Complaints and Investigation Files – Environmental Health, Food, and Dairy.....	24
Food Borne Illness Complaints and Investigations – Nursing, Communicable and Infectious Diseases .	9
Food Handler Licenses .....	24
Food Inspections.....	24
Food/Oil Usage Record .....	S-36
Franchises .....	S-27
Fund Accounts Supporting Documents and ReportsS-	3

## G

Gas Piping Permits .....	19
General and Subsidiary Journals .....	S-4
General Annual Dangerous Waste Report .....	S-29
General Ledger.....	S-4
General Obligation Bonds ..... <i>see Revenue Bonds and Coupons</i>	
Glaucoma Screening and Suspect Records .....	5
Goals and Objective Working File – Governing Councils, Commissions, and Boards .....	S-27
Grant Agreement .....	S-6
Grant Applications (Approved) .....	S-6
Grant Applications (Not Approved) .....	S-6
Grant Project Warrants, Checks, and Vouchers.....	S-6
Grievances and Appeals – Personnel.....	S-46

## H

Hazardous Materials Accident/Incident Report ..	S-29
Hazardous Materials Certificate of Destruction ..	S-29
Hazardous Materials Inspection and Test Reports ..	S-29
Hazardous Materials Inventory Sheet.....	S-29
Hazardous Materials Management Plan.....	S-29
Hazardous Materials Trained Personnel List .....	S-29
Hazardous Waste Abatement Project File .....	S-30
Hazardous Waste Complaints Filed .... <i>see Complaints Files – Complaints, Investigations, and Reports</i>	
HBV and HIV Exposure Reports and Waivers – Personnel.....	S-47
Health Care Information Record..... <i>see Client/Patient Health Care Information Record, see Client/Patient Health Care Information Record</i>	
Health Claims ..... <i>see Disability, Health, and Welfare Claims, see Disability, Health, and Welfare Claims</i>	
Health Education Program Records .....	2
High Priority Infant Tracking Sheets.....	15
Histology Reports <i>see Cytology and Histology Reports</i>	
Historical Files .....	S-50
HIV Exposure Reports and waivers ... <i>see HBV and HIV Exposure Reports and Waivers – Personnel</i>	
HIV Test Reports .....	9
HIV Testing and Referral .....	10
Hold Harmless Agreements .....	S-31
Home Nursing Register .....	5
Hypertension Screening and Suspect Records.....	5

## I

Immunizations .....	S-17
Important Information Statement..... <i>see Vaccine Information Statements</i>	
Incident Reports and Accident Claims for Damages Filed Against the Agency by Other Parties, and by the Agency Against Other Parties .....	S-31

Indexes to Minutes and Resolutions – Governing Councils, Commissions, and Boards .....	S-27
Indexes to Vital Statistics Certificates .....	18
Individual Employee Pay History.....	S-9
Ineligible Patient Client Files (WIC) .....	13
Infant Tracking Sheets..... <i>see High Priority Infant Tracking Sheets</i>	
Information Only Copies of Documents..... <i>see Information With No Retention Value</i>	
Information With No Retention Value.....	S-19
Informational Copies.....	S-12
Informational Reports Compiled for Agency Use	S-50
Input Documents – Electronic Information .....	S-18
Inspection Reports – Environmental Health Buildings and Property .....	20
Insurance Audits, Surveys, Reports.....	S-32
Insurance Policies Purchased.....	S-32
Insurance Wavers .....	S-32
Insurance, Safety, and Fire Inspection Reports ...	S-32
Inter and Disinter Permits.....	18
Internal Records Retention Schedules.....	S-54
Internal Revenue Service (IRS) Form 1099.....	S-4
Internal Revenue Service (IRS) Form W-9.....	S-4
Inventory of Fixed Assets .....	S-4
Inventory of Materials/Equipment, Changes and Transfers .....	S-51
Inventory/Year End Report .....	S-51
Investigation Reports – Communicable and Infectious Diseases .....	10
Investment Accounts Supporting Documents and Reports .....	S-4
Invoices .....	<i>see Vouchers</i>

## J

Job Announcements – Personnel-General.....	S-48
Job Announcements or Postings.....	S-47
Job Descriptions.....	S-14

---

**K**

Key Inventory ..... S-26

---

**L**

labor and Industries Report on Payroll ..... S-9  
Leave Buy-Back Election Forms ..... S-9  
Leave Sharing Authorization ..... S-9  
Ledgers.....*see Accounts Payable Ledger, Subsidiary Ledgers*  
Legal Opinions..... S-14, S-34  
Letters of Transmittal..... S-12  
Licenses Issued Register..... 2  
Listings of Payroll Deductions ..... S-9  
Litigation Files ..... S-14, S-34  
Living Environment Inspections – Environmental Health-Buildings and Property..... 20

---

**M**

Mailing Lists ..... S-14  
Maintenance History Documentation ..... S-26  
Maintenance Logs ..... S-26  
Maintenance Reports ..... S-26  
Master File of Agency Publications..... S-14, S-50  
Materials Disbursement Tickets ..... S-51  
Materials Orders/Requisitions ..... S-51  
Materials Receipts ..... S-51  
Materials Receiving and Disbursement Reports.. S-51  
Materials Safety Data Sheet (MSDS)..... S-30  
Maternal Referral Records..... 15  
Maternal/Parent Child Health Cases and Treatments ..... *see register of Cases and Treatments*  
Maternal/Parent Child Health Screening and Referrals..... *see Screening and Referral Records*  
Meat Inspections ..... 25  
Mechanical Recordings ..... *see Shorthand Notes*

---

Medical Assistance Remittance and Status Reports ..... *see Screening and Referral Records*  
Medical Insurance Reports ..... S-9  
Medication Logs..... 5  
Meeting Agendas, Minutes and Tape Recordings for Advisory Councils, Commissions and Boards... S-16  
Minutes*see Council, Commission, and Board Meeting Minutes*  
Minutes for Advisory Councils, Commissions, and Boards.....*see Meeting Agendas, Minutes and Tape Recordings for Advisory Councils, Commissions and Boards*  
Minutes of Official Proceedings Approved and Signed – Governing Councils, Commissions, and Boards S-28  
Miscellaneous Memoranda ..... S-12  
Monthly Reports ..... 2  
Monthly Statement of Benefits Paid..... S-32  
Monthly Statement of Benefits Paid – Personnel S-45  
MSDS..... *see Materials Safety Data Sheet*

---

**N**

Neglect Reports ...*see Child Neglect or Abuse Reports*  
Newspaper Clippings ..... S-14, S-50  
Notices of Public Meetings ..... S-28  
Notification of Penalty Assessment ..... S-32, S-55  
Nuisance Report Log – Environmental Health-Complaints, Investigations and Reports ..... 23

---

**O**

OASI Reports ... *see Old Age Security Insurance (OASI) Reports*  
Oaths of Office ..... S-28  
Occupational Exposure to Communicable Disease 10, S-39  
Occupational Injuries and Illnesses – U.S. Bureau of Labor Statistics Log and Summary ..... S-32

---

Official Agency Policy and Procedure Directives, Regulations, and Rules..... S-15  
Official Correspondence ..... *see Public Records*  
Old Age Security Insurance (OASI) Reports..... S-9  
Operating Manuals ..... S-26  
Operating Permits..... S-26  
Ordinance and Resolution Development Files..... S-15  
Ordinances and Resolutions ..... S-15  
Ordinances and Resolutions – Governing Councils, Commissions, and Boards..... S-28  
Ordinances in Effect – Environmental Health-Buildings and Property ..... 20  
Outdated Publications ..... *see Stocks of Outdated or Superseded Publications*  
Outpatient Lab Reports.....*see Clinical Lab Reports*  
Outstanding Food Instrument Reports ...*see Endorser Cross Referencing Reports, WIC Program*

---

**P**

Packing Slips..... S-51  
Paraprofessional Competency Certification Documents (WIC)..... 13  
Parks and Recreation Facility Inspections..... 20  
Participant Summary Reports ..... *see Endorser Cross Referencing Reports, WIC Program*  
Participant Surveys ..... 5  
Passbooks..... *see Bank Deposit Records*  
Passport Program..... 15  
Patient Eligibility Records ..... 5  
Patient Financial Assessments .....*see Client/Patient Financial Assessments*  
Patient Record .....*see Client/Patient Financial Assessments*  
Pay History .....*see Individual Employee Pay History*  
Payroll Deduction Authorization*see Authorization for Payroll Deduction*  
Payroll Deposit Authorization.....*see Direct Payroll Deposit Authorization*  
Payroll Register ..... S-9(missing)

Payroll Reports.....	S-15
Performance Audit Reports (Internal) .. <i>see Fiscal and Performance Audit Reports</i>	
Perk Tests.....	20
Permit and Approval Summaries – Environmental Health-Buildings and Property.....	20
Permits – Gas Piping .....	<i>see Gas Piping Permits</i>
Permits and Approvals – Environmental Health-Building and Property.....	20
Permits for Waste Disposal.....	<i>see Waste Permits</i>
Personnel File.....	S-48
Personnel Files .....	S-15
Petitions to the Governing Council, Commission, or Board .....	S-28(missing)
Petty Cash Record .....	S-4, S-4
Photographs.....	<i>see Agency Photographs and Other Audio Visual Material</i>
Photographs, Audio/Visual Material.....	S-50
Planning Department Recommendations.....	21
Plumbing Permits .....	21
Policy and Procedure Directives ... <i>see Official Agency Policy and Procedure Directives Regulations, and Rules</i>	
Position Classification Studies.....	S-48
Postage Expenditure Report .....	S-35
Postage Meter License.....	S-35
Postage Meter Log .....	S-35
Pregnancy Test Log .....	6
Preliminary Budgets.....	S-2
Preliminary Drafts .....	S-12
Press Releases .....	S-15, S-50
Price Checks and Informal Quotations.....	S-52
Project Reports (Grants) .....	S-6
Provider Agreements .....	2
Public Disclosure Request .....	S-54
Public Hearings Records.....	<i>see Records of Public Hearings</i>
Public Meeting Notices	<i>see Notices of Public Hearings</i>
Public Opinion Poles .....	S-15
Public Records.....	S-19
Public Records Destruction Affidavits .....	S-54

Public Records Destruction Log .....	S-54
Public Records Retention Schedule and Destruction Authorization.....	S-54
Publications – Outdated or Superseded .....	<i>see Stocks of Outdated or Superseded Publications</i>
Publications Master File.....	<i>see Master File of Agency Publications</i>
Purchase Order, Requisition and Bid Logs or Listing S-52	
Purchase Orders – Official Reference Copies.....	<i>see Fiscal, Purchase, and Receiving Documents</i>
Purchase Orders – Withdrawal, Cancellation, or Change ....	<i>see Withdrawal/Cancellation/Change of Purchase Orders</i>
Purchase Requisition Logs or Listing.....	<i>see Purchase Order, Requisition and Bid Logs or Listing</i>
Purchase/Field Orders .....	S-52

---

<b>Q</b>	
Quality Control Records.....	<i>see Clinical Lab Record</i>
Quarterly Reports – Employee Earnings	<i>see Employee Earnings Quarterly Reports</i>
Questionable Food Instrument Reports (WIC) .....	13

---

<b>R</b>	
Reading File.....	<i>see Chronological Reference File</i>
Receipts.....	S-1, S-4
Receipts for Cash Received .....	S-15
Receiving Reports .....	S-52
Record of Supplies Drawn from Central Stores .....	S-4
Records Center Transmittals, Inventories, and Indexes.....	S-54
Records Circulation Documentation .....	S-54
Records Destruction Authorization (Office of Record) .....	S-54
Records of Attachments or Garnishments of Salaries or Wages.....	S-9

Records of Public Hearings .....	S-28
Records Retention Request (Internal) .....	S-54
Records Retention Schedules-Internal.....	<i>see Internal Records Retention Schedules</i>
Recreation Facility Inspections .....	<i>see Parks and Recreation Facility Inspections</i>
Reference and Informational Materials Received from Safety Agencies .....	S-32, S-55
Referrals – Nursing Administration/Clinic .....	6
Register for Funds Remitted to Fiscal Officer .....	S-4
Register of Cases and Treatments – Maternal/Parent Child Health .....	15
Register of Licenses Issued .....	<i>see Licenses Issued Register</i>
Remittance Advices.....	S-4
Reports or Statements of Claims Costs.....	S-32
Reports Submitted to Governing Council, Commission, or Executive from Advisory Councils, Commissions, or Boards .....	S-16
Reports, Studies, and Surveys.....	S-15
Reproduction Materials .....	S-12
Requests for Leave .....	S-48
Requisitions.....	S-52
Requisitions – Official reference copies.....	<i>see Fiscal, Purchase, and Receiving Documents</i>
Retirement Transmittal – State Employees .....	<i>see State Employees Retirement Transmittal</i>
Revenue Bonds and Coupons .....	S-4
Revenue Coupons ...	<i>see Revenue Bonds and Coupons</i>
Risk Data .....	S-32
Routing Slips.....	S-12

---

<b>S</b>	
Safety Agencies Reference and Informational Materials.....	<i>see Reference and Informational Materials Received From Safety Agencies</i>
Safety Inspection, State Notice and Citation ..	S-32, S-55
School Building Inspections .....	21



Scrapbooks and Albums.....	S-15, S-50
Screening and Referral Records – Maternal/Parent Child Health .....	15
Senders Statement and Certificate of Bulk Mailing . S- 35	
Septic System Approvals and Permits.....	21
Septic System Lapsed Permits .....	21
Septic System Permits Disapproved .....	21
Serologic Speciment Slips <i>see Lab Serologic Specimen Slips</i>	
Sewage Treatment Site Inspections.....	21
Sewer Inspections Public and Private .....	21
Sexually Transmitted Disease (STD) Case & Contact Register .....	10
Sexually Transmitted Disease (STD) Case Reports ..	10
Sexually Transmitted Disease (STD) Screening and Suspect Registers.....	10
Shorthand Notes .....	S-12
Software Backup Data..... <i>see Electronic Information System and Software Backup Data</i>	
Solid Waste Landfill Files – Closed .....	<i>see Closed Solid Waste Landfill Files</i>
Solid Waste Landfill Permits .....	22
Solid Waste Tranfser Station Files .....	22
Solid Waste Transfer Station Files .....	S-22
Speeches .....	S-50
Speeches by Officials and Staff Representing the Agency .....	S-15
Staff Development and Education .....	S-10(missing)
State Auditor’s Examination Report .....	S-4
State Employees Retirement Transmittal .....	S-9
Statements of Bond or Other Collateral Security Posted by Bank or Other Depository .....	S-1
Statistical Documentation (Grants).....	S-6
Statistical Reports .....	2
Statistical Sheets . <i>see Daily Reports/Statistical Sheets</i>	
Statistical Studies .....	<i>see Statistical Reports</i>
Statistical Summaries (WIC) .....	13
STD Case and Contact Register .....	10
STD Case Reports .....	10
STD Screening and Suspect Registers .....	10

Stenotype Tapes .....	<i>see Shorthand Notes</i>
Stocks of Outdated or Superseded Publications S-126	
Studies .....	<i>see Reports, Studies and Surveys</i>
Studies & Reports (Personnel – Affirmative Action) S- 44	
Subsidiary Journals..... <i>see General and Subsidiary Journals</i>	
Substance Abuse Program Report to DOH .....	2
Superseded Publications.... <i>see Stocks of Outdated or Superseded Publications</i>	
Supporting Documents and Reports (Payroll Accounting).....	S-9
Surplus Property Inventory .....	S-53
Surveys..... <i>see Reports, Studies and Surveys; or Participant Surveys</i>	
Syphilis Serology Reports .....	10
System Design Documentation..... <i>see Electronic Information System Design Documentation</i>	
System Maintenance Documentation .. <i>see Electronic Information System Maintenance Documentation</i>	
System Operational Data .. <i>see Electronic Information System Operational Data</i>	
System Post Implementation Reviews.. <i>see Electronic Information System Post Implementation Reviews</i>	
System Programming and Implementation Data .. <i>see Electronic Information System Programming and Implementation Data</i>	

## T

Tape Recordings for Advisory Councils, Commissions, and Boards..... <i>see Meeting Agendas, Minutes and Tape Recordings for Advisory Councils, Commissions and Boards</i>	
Technical Reference Materials.....	S-7
Telephone Logs and Detail Reports .....	S-15
Telephone Messages .....	S-12
Test Reports, Lab .....	<i>see Clinical Lab Reports</i>
Time Cards .....	<i>see Daily, Weekly, or Monthly Time Accumulation Reports (Time Cards)</i>

Trade Journals..... <i>see Catalogs, Trade Journals, and Other Printed Materials</i>	
Training/Class Completion Report .....	S-49
Transfer/VOC Transmittals & Register (WIC) .....	14
Transit Permits. <i>see Burial/Cremation/Transit Permits – First Class; Non First Class</i>	
Transmittal Letters..... <i>see Letters of Transmittal</i>	
Treasurer/Finance Officer – Financial Reports .....	S-5
Triage Logs .....	<i>see Advice Nurse and Triage Logs</i>
Trial Balances .....	S-5
Tuberculosis Cases and Contact Register.....	11
Tuberculosis Screening and Suspect Registers .....	11
Tuberculosis Treatment Summary .....	11
Typhoid Fever Carrier Records and Agreements ....	11

## U

Unemployment Insurance Claims of Individual Employees .....	S-45
Union Contract and Agreement Negotiations Files – Personnel.....	S-46
Union Organization Lists .....	S-46
UPS Register .....	S-35

## V

Vaccine Accountability Record.....	6
Vaccine Information Statements .....	6
Vaccine Reaction Report.....	7
Vaccine Sign-out Record .....	7
Vandalism Reports .....	S-26
Vector Control Records – Environmental Health- Complaints, Investigations and Reports .....	23
Vehicle Checkout .....	<i>see Equipment and Vehicle Checkout</i>
Vehicle Leases..... <i>see Equipment and Vehicle Leases</i>	
Vehicle Maintenance History..... <i>see Equipment and Vehicle Maintenance History</i>	



Vehicle Maintenance Reports.....*see Equipment and Vehicle Maintenance History*  
 Vehicle Mileage Log ..... S-36  
 Vehicle Parts Orders ..... *see Equipment/Vehicle Parts Orders*  
 Vehicle Sale and Salvage Record...*see Equipment and Vehicle Sale and Salvage Record*  
 Vehicle Use Request . *see Equipment and Vehicle Use Request*  
 Visitor Logs..... S-26  
 Vital Statistics Certificates – Indexes .....*see Indexes to Vital Statistics Certificates*  
 Volunteer Files ..... S-48  
 Voter Registration Status Forms ..... 14  
 Voucher Register..... S-5  
 Voucher Registers (Grants) .....*see Warrant, Check, or Voucher Registers (Grants)*  
 Vouchers ..... S-5  
 Vouchers – Grant Project*see Grant Project Warrants, Checks, and Vouchers*  
 Vouchers – Official reference copies ..... *see Fiscal, Purchase, and Receiving Documents*

---

## W

W-2 – Employer’s Copy of Federal Withholding Tax Statement .....*see Employer’s Copy of Federal Withholding Tax Statement (W-2)*

W-4 – Employees Withholding Exemption Certificates *see Employees Withholding Exemption Certificates (W-4)*  
 Waiting Lists (WIC) ..... 14  
 Warrant Registers ..... S-5  
 Warrant Registers (Grants) .....*see Warrant, Check, or Voucher Registers (Grants)*  
 Warrant, Check, or Voucher Registers (Grants)..... S-6  
 Warrants – Grant Project*see Grant Project Warrants, Checks, and Vouchers*  
 Waste Collectors Audit ..... 26  
 Waste Permits..... 26  
 Water Reports..... 16  
 Water Supply System Approvals Public and Private 22  
 Water Well Logs..... 22  
 Welfare Claims.....*see Disability, Health, and Welfare Claims*  
 WIC Appointment Register *see Appointment Register*  
 WIC Contract Administration Files..... *see Contract Administration Files*  
 WIC Ineligible Patient Client Files .....*see Ineligible Patient Client Files*  
 WIC Paraprofessional Competency Certification Documents..... *see Paraprofessional Competency Certification Documents*  
 WIC Program Reports .....*see Program Reports*  
 WIC Questionable Food Instrument Reports..... *see Questionable Food Instrument Reports*  
 WIC Statistical Summaries ..*see Statistical Summaries*

WIC Transfer/VOC Transmittals and Register ..... *see Transfer/VOC Transmittals and Register*  
 WIC Waiting Lists ..... *see Waiting Lists*  
 Withdrawal/Cancellation/Change of Purchase Orders ..... S-52  
 Women and Minority Owned Business Enterprise (WMBE) Vendor Compliance Reports ..... S-52  
 Word Processing Discs ..... *see Shorthand Notes*  
 Word Processing Files – Electronic Information .. S-18  
 Work order – Facilities Management ..... S-26  
 Work Order – Official reference copies ..... *see Fiscal, Purchase, and Receiving Documents*  
 Worker’s Compensation and Employee Liability Claims ..... S-32

---

## Y

Y2K Project Files ...*see Year 2000 Compliance Projects Documentation*  
 Year 2000 Compliance Projects Documentation . S-57  
 Youth Violence Network Reports..... 8

## MEMORANDUM

May 18, 2000

TO: Local Government Health Districts and Departments  
Records Managers/Coordinators

FROM: The Washington State Local Records Committee

SUBJ: Addition to the Local Government Health Districts and Departments General Records Retention Schedule and Records Management Manual

Included with this memo is GS50-25, Social Services, which was inadvertently left out of the above referenced manual. Please add it to your copy of the manual

We apologize for the inconvenience of confusion this may have caused.

If you have any questions, please contact Jeanne Wagner at (360) 586-4901 or email at [jeanne@secstate.wa.gov](mailto:jeanne@secstate.wa.gov).

LRC:jmw

Enclosures

## GLOSSARY

### ACCESSION

1. The act and procedures involved in a transfer of legal title and the taking of records or papers into the physical custody of an archival agency.
2. The materials involved in such a transfer of custody.

### ACTIVE RECORDS

Records that are referred to more than once per month per file drawer. Active records should be maintained in the office.

### ADMINISTRATIVE FILES

Records documenting the operation, management, and administration of an office; usually distinguished from program records that relate to the office's primary function.

### ADMINISTRATIVE VALUE

The usefulness of a specific records series for the administration of current business.

### ALPHABETICAL FILING

Arrangement of records according to the alphabet; used mainly for files referred to by name or topic.

### ARCHIVES

1. The non-current records of an organization or institution preserved because of their permanent, continuing value.
2. The agency responsible for selecting, preserving, and making available archival materials.
3. The building where such materials are located.

**CASE FILES** - see Project Files

**CD-ROM** - see Compact Disk, or Read-Only Memory

### CENTRALIZED FILES

The files of several offices of organizational units physically and/or functionally centralized and supervised in one location.

### CHRONOLOGICAL FILING

The filing of documents in sequence by date.

### CODING

Marking a file code on the document to be filed.

### COMPACT DISK

A machine-readable medium used to reproduce records for rapid retrieval.

### CONFIDENTIAL INFORMATION OR RECORDS

Information that may not be released without the permission of the patient or client, etc.

### CONVENIENCE FILES

Extra copies of records created and kept for quick reference.

### CORRESPONDENCE

Any format of information that is an addressed, written communication to or from an agency or its employees.

### CUSTODY (OF RECORDS)

The guardianship of records that includes both physical possession and legal title.

### CUT-OFF

The termination of files at regular intervals to permit their transfer, retirement, or disposal in complete blocks. Under this process, a file is terminated regularly at the end of a specified period of time or event, and a new file of the same records series is established.

## **DECENTRALIZED FILES**

Files that are created, used, maintained and controlled in or near the office of record.

## **DISPOSITION**

Any manner or method of changing the custody, location, or physical state of records. Includes transfer, microfilming, duplication or destruction.

## **DISPOSITION AUTHORITY NUMBER (DAN)**

The control number assigned to the records retention schedule by the Local Records Committee.

## **ELECTRONIC RECORDS**

Records created and/or stored by electronic means, usually on computer systems.

## **ESSENTIAL RECORDS**

Records essential to:

1. The resumption and/or continuation of operations;
2. The re-creation of the legal and financial status of the agency; or
3. The fulfillment of obligations to local, state, or federal governments, or outside interests.

**FILE CLASSIFICATION** - See Primary, Secondary, and Tertiary

## **FILE PLAN**

A listing of all records series held at each file station, including retention periods, file codes, methods of filing, and disposition instructions.

## **FISCAL VALUE**

The usefulness of a specific records series for the documentation of an agency's financial transactions and obligations.

## **GEOGRAPHICAL FILING**

Arrangement of records according to geographical area, alphabetically.

## **GUIDE**

A card or tab divider used in files to identify sections and/or sub-sections of the file. Guides provide physical support and aid in filing and finding individual records.

## **HISTORICAL VALUE**

The usefulness of a specific records series for historical research. Typically, 1% to 5% of an agency's total records have historical value.

## **IMAGING**

The act of reproducing records in digital format, on optical or magnetic media.

## **INACTIVE RECORDS**

Records with a reference rate of less than one search per file drawer per month. Such records may be transferred to a records center or the State Archives, or may be destroyed as provided by a records retention schedule approved by the Local Records Committee.

## **INVENTORY**

1. A descriptive list of each records series in an office or file station, including such data as title, inclusive dates, quantity, arrangement, relationships to other series, and description of significant subject content.
2. A survey of records conducted prior to disposition or the development of a records retention schedule.

## **LEGAL VALUE**

The usefulness of specific records series for documentation of an agency's legally enforceable rights and obligations.

## **LOCAL RECORDS COMMITTEE**

The body established by the Public Records Act, RCW 40.14.070, to review and approve schedules for the retention and disposition of all local government records. It includes the State Archivist and one representative each from the Offices of the State Attorney General and State Auditor.

**MACHINE-READABLE RECORDS** - See Electronic Records & Optical Disc

### **MATERIAL WITH NO RETENTION VALUE**

Material that does not need to be filed or that may be destroyed after a short retention. This includes drafts, worksheets, routine replies, telephone messages, blank forms, publications, and extra copies of documents created for convenience or public distribution (see Non-Records Schedule).

### **MICROFILM**

1. A high-resolution photographic film used to record reduced-size images from original records.
2. The act of recording micro-photographs on film.

### **NUMERICAL FILING**

Arrangement of records in sequence according to document number.

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

A public records classification provided by RCW 40.14 which identifies records that only have administrative value.

### **OPR (Official Public Record)**

A public records classification provided by RCW 40.14 which identifies records that have significant legal or fiscal value.

### **OPTICAL DISK**

A machine-readable medium used to reproduce records for rapid retrieval.

### **OUT-CARD**

A guide card used to indicate that records have been taken from the file. The out-card should identify the specific item/file, date, and name of the person temporarily holding the record.

### **PERMANENT RECORDS**

Records which have sufficient legal, fiscal, and/or historical value, to be retained indefinitely.

### **PRIMARY FILING CLASSIFICATION**

The most general category under which records can be sorted and arranged for filing.

### **PRIMARY RECORD COPY**

The most important or original copy of the record regardless of media.

### **PROJECT (CASE) FILES**

Groups of documents that pertain to a particular action, event, person, or place. May consist of correspondence, form records, memoranda, or a combination of such records.

### **PROPRIETARY RECORDS**

Records often containing confidential or highly sensitive information that may require shredding at the end of the legal retention period to prevent the disclosure of confidential information.

### **PURGING** - See Screening

### **READ-ONLY MEMORY (ROM)**

Electronic record storage systems that allow for research or "reading" access but protect the record from additional entries or alterations.

### **READING (DAY) FILE**

A file of extra copies of outgoing correspondence arranged in chronological order.

### **RECORDS**

Papers (reports, correspondence, legal documents, etc.), photographs, magnetic tape, microfilm, sound recordings, maps, drawings, or other documents, regardless of physical form or characteristics, and including all copies thereof, either organized or received by an institution.

### **RECORDS CENTER**

A low-cost facility for the organized and controlled storage, maintenance, retrieval, and disposition of inactive or non-current records.

### **RECORDS COORDINATOR** - see Records Officer

### **RECORDS MANAGEMENT**

The management function concerned with the efficient, systematic control of records from their creation to their ultimate disposition.

## **RECORDS OFFICER**

The individual responsible for an agency's records management procedures, including retention scheduling, files organization, records storage, and destruction.

## **RECORDS RETENTION SCHEDULE**

A listing and schedule of records series by office, indicating for each series the full records series title, function/purpose, location of official copy, retention period in the office and/or records center, and whether or not the series is to be microfilmed, destroyed, and/or transferred to the Archives for permanent retention.

## **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 records which are filed together to document a specific function.

## **REFERENCE FILES**

Publications, books, periodicals, catalogs, bulletins, reports, maps, theses, tapes, films, photographs, and other materials that are needed as informational resources but are not part of the main body of files.

## **RETENTION PERIOD**

The period of time from when the record is created to the time it is disposed of.

**ROM** - see Read-Only Memory

## **SCREENING**

Removal of individual papers or folders from a group of records, usually to permit disposal of parts of the file, and retention or transfer of the rest. Also known as purging or weeding.

## **SECONDARY FILING CLASSIFICATION**

The second most general class of filing category under which records can be sorted or arranged for filing; subsidiary to primary classification.

## **SUBJECT FILE**

A file in which documents are arranged alphabetically by general subject or topic.

## **SUSPENSE FILE**

A file in which documents are arranged chronologically by a future date of recall, to remind the user of future tasks and events. Also known as a tickler file.

## **TERTIARY FILING CLASSIFICATION**

The least general, most specific filing category under which records can be sorted and arranged for filing; subsidiary to secondary classification.

**TICKLER FILE:** see Suspense File

## **TRANSACTIONAL FILES**

Records documenting the unique daily transactions or activities of an office which distinguish its primary functions.

## **TRANSITORY FILE**

A file of routine correspondence and other records with short-term value. Its retention period is limited to the interval required for completion of specific actions covered by individual pieces of correspondence.

## **TRANSMITTAL**

Documentation authorizing the disposal, transfer to inactive storage, or transfer to archival storage of public records.

## **VITAL RECORDS**

As defined in RCW 70.58.005(2) means records of birth, death, fetal death, marriage, dissolution, annulment, and legal separation, as maintained under the supervision of the state registrar for vital statistics.

## **WORKING FILE**

A file of rough notes, calculations, or preliminary drafts that are assembled and used in the preparation or analysis of other documents; usually retained in desk files or filed separately until project completion.