

Changes Since Consultation Draft of *County Assessors and Treasurers Records Retention Schedule* v.1.0 (As of May 6, 2025)

Assessment

Destroyed Property Claims – Denied p.5

- Disposition Authority Number (DAN) changed from “AS2025-001” to “AS2025-002”

Rationale: To be consistent with DAN generation process.

Open Space Program Applications – Denied p.6

- Disposition Authority Number (DAN) changed from “AS2025-002” to “AS2025-003”

Rationale: To be consistent with DAN generation process.

Revaluation Notices (AS01-03A-13) p.7

- Changed retention cutoff from “end of fiscal year” to “notice is provided” (Non-Archival)

Rationale: To clarify timeline for when County Assessors create and send these records.

Segregation and Merger Applications – Denied p.8

- Disposition Authority Number (DAN) changed from “AS2025-004” to “AS2025-005”

Rationale: To be consistent with DAN generation process.

Taxation

Payments Under Protest (CT01-05-20) p.12

- Changed description to include references to RCW 84.68.020 and WAC 458-18-215.

Rationale: To clarify threshold for “payments under protest” in state law.

Petitions for Refund – Denied p.13

- Disposition Authority Number (DAN) changed from “CT2025-003” to “CT2025-004”

Rationale: To be consistent with DAN generation process.

Tax Deferrals and Exemptions – Approved p.14

- Disposition Authority Number (DAN) changed from “CT2025-005” to “CT2025-006”

Rationale: To be consistent with DAN generation process.

Tax Deferrals and Exemptions – Denied p.15

- Disposition Authority Number (DAN) changed from “CT2025-006” to “CT2025-007”

Rationale: To be consistent with DAN generation process.