**This schedule applies to: Department of Enterprise Services**

**Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of the Department of Enterprise Services relating to the unique functions of centralized services, including capital projects, state facility management, contract administration, human resources, motor pool, risk management and training. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGGRRS)* which authorizes the destruction/transfer of public records common to all state agencies.

**Disposition of public records**

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

Public records designation 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 Department of Enterprise Services (and its predecessor agencies) are revoked. The Department of Enterprise Services 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 7, 2016

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| *Signature on File*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **For the State Auditor:**  **Cindy Evans** | *Signature on File*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **For the Attorney General:**  **Isaac Williamson** | *-*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **For the Office of Financial Management:**  **Shane Hamlin** | *Signature on File*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **The State Archivist:**  **Steve Excell** |

Revision History

|  |  |  |
| --- | --- | --- |
| Version | Date of Approval | Extent of Revision |
| 1.0 | October 5, 2011 | Consolidation of all existing disposition authorities (with some minor revisions) relating to the functions and activities of the former Department of General Administration, the former Department of Printing, the former Department of Information Services, the former Department of Personnel and the Office of Financial Management that were transferred to the new Department of Enterprise Services on October 1, 2011. | |
| 1.1 | September 5, 2012 | Elimination of the Recruitment Services section. | |
| 1.2 | December 4, 2013 | Minor revisions to the Contracts and Purchasing Records and the Employee Assistance Program sections. | |
| 1.3 | September 2, 2015 | Elimination of the Information Technology Systems and Services section following the transfer of functions and activities from the Department of Enterprise Services to Consolidated Technology Services on July 1, 2015. | |
| 2.0 | December 7, 2016 | Major revision of entire schedule to eliminate records series better covered by the *State Government General Records Retention Schedule v.6.0 (June 2016)* and other minor revisions throughout the schedule. | |

For assistance and advice in applying this records retention schedule,

please contact the Department of Enterprise Services’ Records Officer

or Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

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1. ACQUISITION MANAGEMENT

This section covers records relating to managing the coordination of acquisition/procurement of services, supplies and equipment by state agencies which are not covered by the *State Government General Records Retention Schedule*.

*See State Government General Records Retention Schedule for additional records relating to contracts and purchasing.*

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 13-12-68479  Rev. 0 | ***Contractor Debarment Investigations***  Records of investigations conducted involving a contractor and affiliates.  Includes, but is not limited to:   * Correspondence, notes and memoranda used as part of an investigation; * Referrals and dismissal of referral; * Notifications; * Resolution documents not rising to the level of a debarment order; * Case-specific sharing information agreements between the department and other agencies, state or federal; * Notice of recommendation of debarment; * Hearing transcript; * Final decisions and orders. | **Retain** for 6 years after case closed and appeal period expired  *or*  final legal action, *whichever is later*  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 11-10-62853  Rev. 1 | ***Vendor Protests / Appeals***  Records relating to vendor participation regarding requests for services or the competitive bidding process/awards of contracts. This includes vendor disputes or protests of agency acquisitions.  Includes, but is not limited to:   * Vendor initial claim to dispute or protest; * Agency response/reply; * Supporting documentation; * Any appeals to outcome/decision. | **Retain** for 6 years after final disposition of protest / appeal  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. CAPITOL CAMPUS SERVICES

This section covers records relating to the management of events and activities held in the public areas of the Capitol Campus.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 11-10-62864  Rev. 1 | ***Visitor Services and Events – Routine***  Records of the administration of scheduled tours and events held on the Capitol Campus, Capitol Lake or other locations administered by Department of Enterprise Services.  Includes, but is not limited to:   * Tour and event requests; * Tour/event information, maps and other related records.   Excludes records covered by:   * *Advertising and Promotion (DAN GS 05006)*; * *Media Releases and Coverage (DAN GS 05003)*; * *Visitor Services and Events – Significant (DAN 11-10-62865)*. | **Retain** for 3 years after event  *then*  **Destroy**. | non-archival  non-essential  OFM |
| 11-10-62865  Rev. 1 | ***Visitor Services and Events – Significant***  Records of the administration of scheduled tours and special events held on the Capitol Campus, Capitol Lake or other locations administered by Department of Enterprise Services that involve VIP’s such as elected officials, visiting dignitaries, distinguished persons and events of historic significance.  Includes, but is not limited to:   * Tour and event requests; * Event information, maps, and other related records   Excludes records covered by:   * *Advertising and Promotion (DAN GS 05006)*; * *Celebrations/Ceremonies/Events – Significant (DAN GS 05009)*; * *Media Releases and Coverage (DAN GS 05003)*; * *Visitor Services and Events – Routine (DAN 11-10-62864)*. | **Retain** for 3 years after event  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |

1. PERSONNEL AND EMPLOYEE SERVICES

This section covers records relating to the provision of personnel and employee services to state agencies.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 11-10-62871  Rev. 2 | ***Employee Assistance Program (EAP) Case Files***  Records relating to confidential individual client case files associated with the state’s program offering employees assistance in resolving personal and workplace issues.  Includes, but is not limited to:   * Intake information; * Assessments; * Referrals; * Workplace consultations. | **Retain** for 8 years after case closed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

1. RISK MANAGEMENT SERVICES

This section covers records relating to the provision of comprehensive risk management services for state and local government agencies.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 11-10-62881  Rev. 1 | ***Claim Files***  Records relating to tort, sundry or loss claims filed against the state of Washington (RCW 4.92.100) and claims or losses filed with commercial insurance carriers.  Includes, but is not limited to:   * Claim or report of loss information, forms and supporting documentation; * Investigations; * Summary reports related to risk exposure and potential state liability. | **Retain** for 6 years after final resolution of claim (including appeals)  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  OPR |
| 11-10-62887  Rev. 1 | ***Insurance Coverage***  Records relating to the commercial and self-insurance policies of coverage of property, casualty and accident insurance for state agency liability and/or losses.  Includes, but is not limited to:   * Insurance certificates, policies and bonds; * Supporting documentation and underwriting information.   Excludes records covered by:   * *Contracts and Agreements (DAN GS 01050)*; * *Financial Transactions – General (DAN GS 01001)*. | **Retain** for 6 years after calendar year of policy expiration  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  OPR |
| 11-10-62888  Rev. 1 | ***Local Government Self-Insurance***  Records relating to the administration and support for local government self-insurance coverage for property, liability and medical benefits.  Includes, but is not limited to:   * Initial filing and request for coverage; * Program description; * Actuarial and feasibility studies specific to coverage; * Approval and certificates for self-insurance.   Excludes records covered by:   * *Contracts and Agreements (DAN GS 01050)*; * *Financial Transactions – General (DAN GS 01001)*. | **Retain** for 6 years after termination of coverage  *or*  6 years after withdrawal from participation, *whichever is sooner*  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 11-10-62889  Rev. 1 | ***Loss Prevention***  Records related to loss prevention and the review and activities to reduce liability exposure and safeguarding state assets as required by RCW 43.19.781.  Includes, but is not limited to:   * Consultations, guidelines and manuals; * Treatment plans; * Risk registers and assessments.   Excludes published final reports covered by *State Publications (DAN GS 15008)*. | **Retain** for 6 years after review/assessment/plan completed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

1. LEGACY RECORDS

This section covers records nolonger being created or received by the Department of Enterprise Services (or any predecessor agencies) which have yet to reach their minimum retention period.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 11-10-62894  Rev. 0 | ***Manville Trust Files***  Documentation pertaining to asbestos property damage claims filed by the State of Washington against the trust pursuant to proceedings for a reorganization under Chapter 11. (Case Nos. 82B11656 (BRL) – 82B11676 Facilities). | **Retain** for 40 years after filing claim  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  NON-ESSENTIAL  OFM |

Glossary

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| --- |
| ***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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