**This schedule applies to: Liquor and Cannabis Board**

**Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of the Liquor and Cannabis Board relating to the unique functions of promoting public safety, public health and trust through fair administration, education, and enforcement of liquor, cannabis, tobacco, and vapor laws. 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 agency resources.

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

**Revocation of previously issued records retention schedules**

All previously issued records retention schedules to the Liquor and Cannabis Board (including the former Liquor Control Board) are revoked. The Liquor and Cannabis Board must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

**Authority**

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on August 7, 2024.

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| *Signature on File*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **For the State Auditor:**  **Al Rose** | *Signature on File*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **For the Attorney General:**  **Suzanne Becker** | *Signature on File*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **For the Office of Financial Management:**  **Gwen Stamey** | *Signature on File*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **The State Archivist:**  **Heather Hirotaka** |

Revision History

|  |  |  |
| --- | --- | --- |
| Version | Date of Approval | Extent of Revision |
| 1.0 | August 7, 2024 | Revocation of records series no longer created/received or otherwise covered by State Government General Records Retention Schedule. | |

For assistance and advice in applying this records retention schedule,

please contact the Liquor and Cannabis Board’s Records Officer

or Washington State Archives at:

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

**TABLE OF CONTENTS**

[1. ENFORCEMENT AND EDUCATION 4](#_Toc170821416)

[2. FINANCE/REPORTING 10](#_Toc170821417)

[3. LICENSING 14](#_Toc170821418)

[4. RETAIL 17](#_Toc170821419)

[5. LEGACY RECORDS 18](#_Toc170821420)

[glossary 21](#_Toc170821421)

[INDEXES 23](#_Toc170821422)

1. ENFORCEMENT AND EDUCATION

This section covers records relating to enforcing state liquor/cannabis/tobacco/vapor laws and regulations as well as education to liquor/cannabis/tobacco licensed businesses, communities, and local law enforcement agencies.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 95-12-56341  Rev. 3 | ***Administrative Violation Notices (AVN's)***  Copy – Record of tobacco violations issued to licensees. | **Retain** for 6 years after case closed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 77-07-19645  Rev. 5 | ***Application and Banquet Permit (Form LIQ 158-33) (Copy)***  Permits applicant to legally serve liquor at organized gatherings. | **Retain** for 2 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 88-09-42859  Rev. 1 | ***Arrest Summary Record***  Use of form will eliminate the filing and maintaining of citations in headquarters and will reduce greatly the duplication of work in each field office. This form will also provide, as required by procedures manual, a system of verifying the existence of an arrest record of an individual any place in the state generated by this agency. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 08-12-61927  Rev. 1 | ***Arrest Ticket Log***  Log listing person assigned infraction, or citation. Log acts as the ticket system for criminal/citation infraction books. | **Retain** for 6 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 08-12-61928  Rev. 1 | ***Case File***  All case files including investigatory information developed to sustain probable cause charges for criminal action. | **Retain** for 7 years after case closed of statute of limitations  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |
| 00-12-59972  Rev. 1 | ***Cigarette Assessment***  Assessments issued due to seizures of contraband cigarettes. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 79-05-22447  Rev. 2 | ***Complaints***  To record follow-up and report complaints received regarding liquor law violations.  A) LIQ 238-33, Report of Complaint  B) LIQ 496-33, Complaint Log Sheet.  If this turns into a violation it moves into Administrative Violation Notices (AVN's)DAN 95-12-56341 | **Retain** for 3 years after date of occurrence  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 77-07-19699  Rev. 0 | ***Criminal Case Files***  Files of criminal cases worked by enforcement officers in district. See schedule for complete list of forms and documents. | **Retain** for 6 years after case disposition  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 95-12-56338  Rev. 0 | ***Criminal Case Log***  To assign control numbers to criminal cases. | **Retain** for 3 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 02-06-60367  Rev. 1 | ***Criminal History Background Files***  Background files on former employees and considered but not hired Liquor Officers. | **Retain** for 6 years after date of non-selection  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 79-01-21888  Rev. 2 | ***Criminal History Inquiries***  Teletype inquiries for criminal history information for purposes of criminal investigation, licensing, and employment. | **Retain** for 6 years after action completed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 95-12-56347  Rev. 2 | ***Discontinued Business Licensee File***  Licensees who have discontinued business – Contains assumptions, DAR's, change of location and other activity requested by licensee and approved by Board. | **Retain** for 3 years after date of action  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 08-12-61936  Rev. 0 | ***Firearms Qualifications***  Officer qualifications log showing if an officer met or did not meet the qualifications criteria. Includes a tracking report showing how standards were or were not met. | **Retain** for 7 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 00-12-59971  Rev. 1 | ***Investigations***  Records of investigations conducted by LCB for contraband cigarette sales and smuggling. | **Retain** for 7 years after case closed  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |
| 97-07-57823  Rev. 3 | ***Mandatory Server Training Administrative Violation Notices***  Record of violations against servers including notices of Board actions, final orders, and other supporting documents. | **Retain** for 6 years after date of receipt  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 95-12-56345  Rev. 1 | ***Monthly DWI/WSP Data Sheets (Copy)***  Record of tobacco violations issued to licensees. | **Retain** for 2 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 08-12-61930  Rev. 0 | ***Officer Information Files***  Records of case reports and notes which are not included in a felony case file. May include detailed surveillance observation reports. | **Retain** for 6 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL NON-ESSENTIAL  OPR |
| 00-12-59969  Rev. 1 | ***Pre-Notification of Unstamped Cigarette Shipment (LIQ 662) (Copy)***  Used to notify the LCB of shipments of untaxed, unstamped cigarettes coming into or leaving the state. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 00-12-59970  Rev. 1 | ***Schedule C'S (Copy) (Form REV 82 2103-1)***  Reports filed by out-of-state cigarette wholesalers of incoming cigarette shipments. Also, reports filed by in-state wholesalers for exempt Native Americans of interstate sales. | **Retain** for 5 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 95-12-56350  Rev. 1 | ***Tobacco Administrative Violation Notice (LIQ 297-61)***  Record of tobacco violations issued to licensees. | **Retain** for 6 years after case closed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 09-01-61910  Rev. 0 | ***Tobacco Investigation File***  Case documentation of a tobacco investigation. May include Officer statements and investigation reports as backup documentation in making the case. This information is used to determine if probable cause exists. | **Retain** for 10 years after case closed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 08-12-61935  Rev. 0 | ***Use of Force Incident Reports***  Documentation related to an officer’s involvement in use of force. These reports are used to review and determine if the officer has violated his or her use of force. | **Retain** for 7 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 08-12-61929  Rev. 0 | ***Vehicle Inspection***  Detailed information regarding the vehicle seizure inspection prior to confiscation. Includes list of damages, and a complete inventory of items found in vehicle. | **Retain** for 1 year after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 08-12-61932  Rev. 0 | ***Voided Criminal Infraction/Citation Log***  Provides a record of voided infractions/citations which include the infraction/citation number, date, reason for void, trooper’s name and badge number. May include civil tobacco violations. | **Retain** for 6 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 08-12-61931  Rev. 0 | ***Voided Tickets***  Provides a record of voided citations, infractions, and tobacco Administrative Violation Notices (AVNs). | **Retain** for 10 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 95-12-56342  Rev. 0 | ***Washington Uniform Criminal Citations (LIQ 497-61)***  Copies of criminal citations. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 95-12-56352  Rev. 2 | ***Washington Uniform Criminal/Infraction Citation (Ticket Book Receipt)***  Criminal/infraction ticket book receipts maintain accountability for blank ticket books issued to officers as required by law. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

1. FINANCE/REPORTING

This section covers records relating to tax and fee reporting.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 07-05-61515  Rev. 1 | ***Beer Authorized Representative Certificate of Approval Holders Summary Tax Report – LIQ 319-20***  An authorized representative of United States and foreign produced beer reporting sales to Washington State distributors. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL NON-ESSENTIAL  OPR |
| 86-03-36351  Rev. 4 | ***Beer Certificate of Approval Holders Summary Tax Report. Report of Sales to Washington Retailers from Beer Certificate of Approval Holder (LIQ 308/LIQ 308A)***  Out-of-State U.S. brewers reports of shipments into Washington and report sales to in state retailers. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL NON-ESSENTIAL  OPR |
| 09-01-61907  Rev. 0 | ***Craft Distillery Summary Tax Report (LIQ 988)***  Production reporting forms for craft distiller reporting production quantities, raw materials used and source, quantities sold outside the State of Washington, quantities sold to consumers and quantities used for samples to consumers and retailers. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL NON-ESSENTIAL  OPR |
| 09-11-62157  Rev. 0 | ***Craft Distillery Summary Tax Report LIQ 988***  Tax reporting for used to report production and sales of hard alcohol. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL NON-ESSENTIAL  OFM |
| 99-05-59116  Rev. 2 | ***Domestic and Micro Brewery Summary Tax Report. Report of Sales to WA Beer Distributor by Domestic Brewery LIQ 526/526A***  In-state brewery report of sales production and taxes paid. Lists any sales to a distributor. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL NON-ESSENTIAL  OPR |
| 77-07-49222  Rev. 1 | ***Importation Release Authorization***  Authorized release of alcoholic beverages brought into this state from another country or state. | **Retain** for 3 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 03-12-60617  Rev. 0 | ***Interstate Common Carriers Tax Summary (LIQ 111)***  Monthly report submitted by airlines, train and cruise ships recording any beer, wine or spirits sold while in the State of Washington. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL NON-ESSENTIAL  OFM |
| 07-05-61513  Rev. 0 | ***Retailer Receiving Direct Shipment Summary Report – LIQ 871-20***  In-state retailer report of shipments received directly from out-of-state wineries and breweries. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL NON-ESSENTIAL  OPR |
| 99-05-59118  Rev. 2 | ***Washington Beer Importers Summary Tax Report (LIQ 788)***  Report of importers showing beer purchased and sold in the state of Washington. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL NON-ESSENTIAL  OPR |
| 98-01-58210  Rev. 4 | ***Washington Distributors Summary Tax Report (LIQ 775-779)***  Reports by distributors indicating receipt of beer and wine with tax computation and report of payment on beer received. Request for refund of beer and wine tax. Used by licensee to apply for credit on taxes on tax paid beer and wine shipped out of state, sold to military/ICC or destroyed, or freight damage claims. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL NON-ESSENTIAL  OPR |
| 86-06-36877  Rev. 5 | ***Washington Domestic Winery Summary Tax Report. Report of Sales to Washington Wine Distributors LIQ 774/777***  Consolidates reports by in-state winery indicating production, sales, tax computation, and reports of payments In state winery report of sales to in state distributors. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL NON-ESSENTIAL  OPR |
| 92-12-51721  Rev. 2 | ***Washington Wine Importer Summary Tax Report (LIQ 776)***  Consolidates reports by importers indicating purchases and sales. Computes taxes due on samples used by importers. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL NON-ESSENTIAL  OPR |
| 07-05-61514  Rev. 1 | ***Wine Authorized Representative Certificate of Approval Holders Summary Tax Report – LIQ 318-20***  An authorized representative of United States and foreign produced wines reporting sales to Washington State distributors. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL NON-ESSENTIAL  OPR |
| 92-12-51719  Rev. 5 | ***Wine Certificate of Approval Holder Summary Tax Report/Report of Sales to WA Retailers (LIQ 778-20/778A)***  Out of State US winery reports of shipments into Washington and report sales to in state retailers. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL NON-ESSENTIAL  OPR |
| 07-05-61512  Rev. 0 | ***Wine Shipper to Consumer Summary Tax Report – LIQ 870-20***  Out-of-state winery report of sales to in-state consumers. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL NON-ESSENTIAL  OPR |

1. LICENSING

This section covers records relating to issuing liquor licenses and permits.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 01-09-60210  Rev. 0 | ***Affidavits of Lost Permits***  Permit holders who have lost their permits and request a replacement and pay a $5 fee as provided by WAC 314-17-035(2). | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 77-07-19611  Rev. 2 | ***Agents Applications and Licenses***  Authority to represent instate breweries, wineries, and distillers to the Board. | **Retain** for 2 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 77-07-19613  Rev. 1 | ***Alcohol Permits***  Permits granted to purchase and use alcohol and liquor (not covered under retail and wholesale licenses). | **Retain** for 2 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 03-12-60618  Rev. 0 | ***Beer and Wine Distributor Appointments/Contracts/Memorandums of Agreement***  Approved appointments of Beer and Wine Distributors by Beer and Wine Suppliers. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 77-07-19608  Rev. 5 | ***Licensee – Applicant File***  Record of all action pertaining to liquor license applications and issuances are scanned into a document imaging system. Paper copies to be destroyed after scanned and verified, imaged data security copy transferred to off-site storage. | **Retain** for 8 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 93-05-54610  Rev. 0 | ***Mayor Notices/Approval on Renewals*** | **Retain** for 2 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 01-09-60211  Rev. 0 | ***Permit Order Forms***  As provided by WAC 314-17-075(2) – Authorized providers and trainers of certified programs may order Class 12 and Class 13 permit forms to issue to individuals who have successfully completed a server training program. A fee of $10 per package. | **Retain** for 6 years after date of receipt  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 97-07-57822  Rev. 1 | ***Provider Application and Curriculum***  Application, curriculums and supporting documents authorizing to provide training as set for in RCW 66.20.320. | **Retain** for 6 years after superseded  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 77-07-19612  Rev. 0 | ***Representative – Agents***  Authority to represent out-of-state breweries, wineries, and distillers to the form. Forms: 286-32, 365-32, LIQ-204-32, LIQ-324-32 (same as for DAN 77-07-19611). | **Retain** for 7 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 89-04-44005  Rev. 0 | ***Special Occasion Licensee Files***  Applications approval letter, license, sketches, and correspondence. | **Retain** for 2 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 77-07-19673  Rev. 0 | ***Surety Bonds***  Surety bond for: Brewers; Wine Wholesaler; Domestic Winery; Certificate for Approval (Beer). | **Retain** for 6 years after cancelled  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 97-07-57821  Rev. 1 | ***Trainer Registration***  Application for individuals to be public trainers as authorized by RCW 66.20.300-350. | **Retain** for 6 years after date of certification  *then*  **Destroy**. | NON-ARCHIVAL NON-ESSENTIAL  OPR |
| 77-07-19669  Rev. 2 | ***Wine/Beer Certificate of Label Approval***  Certificate for certified wine/beer (3 ring binders). | **Retain** for 3 years after label obsolete  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OFM |

1. RETAIL

This section covers records relating to doing business with the Liquor and Cannabis Board.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 76-01-16442  Rev. 0 | ***Licensee Certification Card (LIQ 579-33) (Original)***  To ensure adequate ID of persons questionable age desiring to purchase liquor. | **Retain** until action resolved  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. LEGACY RECORDS

This section covers records no longer being created/received by the Liquor and Cannabis Board, but the existing records have not yet reached their minimum retention period.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 77-05-19028  Rev. 1 | ***Administrative Hearing Case Files***  All documents pertaining to Administrative Hearing Case Files of liquor violations or licensing matters which may include, Notice of Proposed Summary Suspension Forms (143-31, 269-31, 275-31, 300-31) Original; Request for Hearing Form (80-31) Acknowledge Request for Hearing Form (118-31; Transmittal Memo Forms (6-31, 427-31 & 427-31, 327-31, 162-31); Notice of Hearing Forms (281-31, 236-31, 236A-31) Original; Subpoena Form (234-31) Original; Certificate of Gross Profit from Liquor Sales Form (319-31) Original; Examiners Proposed Findings, Conclusions and Order Original; Notice to parties form (325-31, 326-31) Original; Final Order of the Board of Original Certificate of Destruction (129-31) Original; Final Orders, Initial Orders, Exhibits, Cassette recordings, and Administrative Record. | **Retain** for 6 years after action on claim resolved  *then*  **Destroy**. | NON-ARCHIVAL NON-ESSENTIAL  OPR |
| 71-03-01387  Rev. 3 | ***Bound Original Board Minutes***  Deliberations and decisions of Liquor Control Board and Board Orders (Copy 2) meetings. | **Retain** for 50 years after end of fiscal year  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL (Appraisal Required)**  NON-ESSENTIAL  OFM |
| 86-06-36834  Rev. 0 | ***Hourly Employees Pay Hours List, 12 Months Worked D2112***  Provides computer reports in alphabetical order by employee showing regular, overtime, total and cumulative pay hours per pay period. | **Retain** for 30 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL NON-ESSENTIAL  OFM |
| 73-11-03208  Rev. 0 | ***License Directories, Supplements, Subscriptions and Receipts***  Records relating to Listings of all licensees issued various types of licenses each fiscal year and subscribers to distribution (includes retail, class H and manufacturers).  Includes, but is not limited to:   * Importers and wholesalers license directories and supplements (FY 1959-1964); * Licensees' lists (FY 1936-1947); * Subscription cards and receipts (FY 1949-1969). | **Retain** for 75 years after date of document  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 77-07-49224  Rev. 1 | ***Official Retail Liquor Price List***  List of all alcoholic beverages carried by Board in code sequence (size, price, and proof). | **Retain** for 50 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL NON-ESSENTIAL  OFM |
| 77-07-49221  Rev. 1 | ***Permanent Liquor Listing Record Card***  Permanent reference of all current and previously carried alcoholic beverages listed by the Board. | **Retain** for 50 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL NON-ESSENTIAL  OPR |
| 92-04-50253  Rev. 0 | ***Report Form for Examination and Testing of Samples Submitted for the Purpose of Negotiating the Sale of Liquor to the Board, COPY-LIQ 290-12***  Reports testing and recommendation of samples submitted to Board. | **Retain** for 75 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL NON-ESSENTIAL  OFM |

glossary

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| ***Appraisal*** |
| The process of determining the value and disposition of records based on their administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records. |
| ***Archival (Appraisal Required)*** |
| Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met. |
| ***Archival (Permanent Retention)*** |
| Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation. |
| ***Disposition*** |
| Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction. |
| ***Disposition Authority Number (DAN)*** |
| Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series. |
| ***Essential Records*** |
| Records needed to respond to, and/or perform critical operations during/after, a disaster or emergency. They need to be protected through backup or enhanced storage. (RCW 40.10.010) |
| ***Local Records Committee*** |
| Committee established by RCW 40.14.070 to review and approve disposition of local government records through records retention schedules. The Committee’s three members include the State Archivist and one representative each from the Office of the Attorney General and the State Auditor. |
| ***Non-Archival*** |
| Designation given to public records that do not possess sufficient historical 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 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 not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda. |
| ***OPR (Official Public Records)*** |
| Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records. |
| ***Public Records*** |
| Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics. |
| ***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 or a number of different types of documents that are filed together to document a specific function. |
| ***State Records Committee*** |
| 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. |

INDEXES

ARCHIVAL RECORDS INDEX

*See the State Government General Records Retention Schedule for additional “Archival” records.*

ENFORCEMENT AND EDUCATION

Case File 5

Investigations 7

LEGACY RECORDS

Bound Original Board Minutes 18

ESSENTIAL RECORDS INDEX

*See the State Government General Records Retention Schedule for “Essential” records.*

DISPOSITION AUTHORITY NUMBERS (dan’S) INDEX

00-12-59969 7

00-12-59970 8

00-12-59971 7

00-12-59972 5

01-09-60210 14

01-09-60211 15

02-06-60367 6

03-12-60617 11

03-12-60618 14

07-05-61512 13

07-05-61513 11

07-05-61514 12

07-05-61515 10

08-12-61927 4

08-12-61928 5

08-12-61929 8

08-12-61930 7

08-12-61931 9

08-12-61932 9

08-12-61935 8

08-12-61936 6

09-01-61907 10

09-01-61910 8

09-11-62157 10

71-03-01387 18

73-11-03208 19

76-01-16442 17

77-05-19028 18

77-07-19608 15

77-07-19611 14

77-07-19612 15

77-07-19613 14

77-07-19645 4

77-07-19669 16

77-07-19673 16

77-07-19699 5

77-07-49221 19

77-07-49222 11

77-07-49224 19

79-01-21888 6

79-05-22447 5

86-03-36351 10

86-06-36834 19

86-06-36877 12

88-09-42859 4

89-04-44005 16

92-04-50253 20

92-12-51719 12

92-12-51721 12

93-05-54610 15

95-12-56338 6

95-12-56341 4

95-12-56342 9

95-12-56345 7

95-12-56347 6

95-12-56350 8

95-12-56352 9

97-07-57821 16

97-07-57822 15

97-07-57823 7

98-01-58210 12

99-05-59116 11

99-05-59118 11

Subject INDEX

*Note: The use in this index of SGGRRS refers to the State Government General Records Retention Schedule.*

A

administrative hearing case files 18

administrative violation notices 4

affidavits of lost permits 14

agents application and licenses 14

agreements *see SGGRRS*

alcohol permits 14

application and banquet permit 4

arrest summary record 4

arrest ticke log 4

asset management *see SGGRRS*

audits *see SGGRRS*

B

backups *see SGGRRS*

beer and wine distributor appointments/contracts/memorandums of agreement 14

beer authorized representative certificate of approval holders summary tax report LIQ 319-20 10

beer certificate of approval holders summary tax report 10

bound original board minutes 18

budgeting *see SGGRRS*

C

case file 5

cigarette assessment 5

complaints 5, *see SGGRRS*

contracts *see SGGRRS*

craft distillery summary tax report 10

criminal case files 5

criminal case log 6

criminal history background files 6

criminal history inquiries 6

D

discontinued business licensee file 6

domestic and micro brewery summary tax report 11

F

facilities *see SGGRRS*

financial records *see SGGRRS*

firearms qualifications 6

G

grants *see SGGRRS*

grievances *see SGGRRS*

H

hourly employees pay hours list 19

human resources *see SGGRRS*

I

importation release authorization 11

information systems *see SGGRRS*

interstate common carriers tax summary 11

investigations 7

L

leave *see SGGRRS*

legal affairs *see SGGRRS*

license directories, supplements, subscriptions and receipts 19

licensee – applicant file 15

licensee certification card 17

M

mail services *see SGGRRS*

mandatory server training administration violation notices 7

mayor notices/approval on renewals 15

meetings *see SGGRRS*

monthly DWI/WSP Data Sheets 7

motor vehicles *see SGGRRS*

O

officer information files 7

official retail liquor price list 19

P

payroll *see SGGRRS*

permanent liquor listing records card 19

permit order forms 15

policies/procedures *see SGGRRS*

pre-notification of unstamped cigarette shipment 7

provider application and curriculum 15

public disclosure *see SGGRRS*

public records requests *see SGGRRS*

publications *see SGGRRS*

R

records management *see SGGRRS*

report form for examination and testing of samples submitted for the purpose of negotiating the sale of liquor to the board 20

representative - agents 15

retailer receiving direct shipment summary report 11

risk management *see SGGRRS*

S

schedule c’s 8

security *see SGGRRS*

special occasion licensee files 16

surety bonds 16

T

telecommunications *see SGGRRS*

timesheets *see SGGRRS*

tobacco administrative violation notice 8

tobacco investigation file 8

trainer registration 16

training *see SGGRRS*

transitory records *see SGGRRS*

travel *see SGGRRS*

U

use of force incident reports 8

V

vehicle inspection 8

vehicles *see SGGRRS*

voided criminal infraction/citation log 9

voided tickets 9

W

Washington beer importers summary tax report 11

Washington distributors summary tax report 12

Washington domestic winery summary tax report 12

Washington uniform criminal citations 9

Washington uniform criminal/infraction citation 9

Washington wine importer summary tax report 12

wine authorized representative certificate of approval holders summary tax report 12

wine certificate of approval holder summary tax report 12

wine shipper to consumer summary tax report 13

wine/beer certificate of label approval 16