



This schedule applies to: County Auditors

Scope of records retention schedule

This records retention schedule covers the public records of County Auditors relating to the functions of supervising elections and voter registration, recording and maintaining public documents, licensing vehicles and vessels, and providing financial services. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*.

Disposition of public records

Public records covered by records series within this records retention schedule 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 local resources.

Public records designated as Archival or Permanent must not be destroyed. Records designated as Potentially Archival 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 RCW 42.56. 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 previous versions of the *County Auditor General Records Retention Schedules* are revoked. County Auditors 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 Local Records Committee in accordance with RCW 40.14.070 on January 29, 2009.

For the Attorney General: Cindy Evans

For the State Auditor: Mark Rapozo

The State Archivist: Jerry Handfield



REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	December 1997	First version.
2.0	2001 - 2002	Updates to records series originating in Local Government General Records Retention Schedule (LGRRS).
3.0	August 28, 2008	Elections section updated.
4.0	January 29, 2009	Records series common to all local government agencies now appear in the new <i>Local Government Common Records Retention Schedule (CORE)</i> and have been removed from this schedule. All Disposition Authority Numbers (DANs) in the <i>County Auditor Records Retention Schedule</i> now begin with the prefix "AU"; there have been no changes to titles, descriptions, retention periods, or archival designations.

SUPERSEDED



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1. AGENCY MANAGEMENT

This section covers records relating to agency management which are not covered by the *Local Government Common Records Retention Schedule (CORE)*.

1.1 BOARDS, COUNCILS AND COMMITTEES

The activity of documenting the business of decision-making bodies, and the administrative arrangement and support provided to them.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.1.1	OATHS OF OFFICE ESSENTIAL RECORD – Needs security microfilm backup – See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	AU50-05A-15	This records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.



1.2 PLANNING, MISSION AND CHARTER

The activity of documenting and determining the local government agency's objectives, and the means for obtaining them.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.2.1	WORK PLANS Plan of an agency's actions for the coming year. Documents agency, section, or program timelines and areas of responsibility to specific actions. New: January 2001.	OFM	Destroy when obsolete or superseded - Potential archival value - See Remarks	Destroy when obsolete or superseded	AU50-01-38	These records must be appraised by your Regional Archivist. Contact your Regional Archives to arrange for appraisal and transfer.

SUPERSEDED



1.3 RISK MANAGEMENT / INSURANCE

The activity of identifying and mitigating risks to the local government agency.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.3.1	INCIDENT REPORTS AND ACCIDENT CLAIMS FOR DAMAGES FILED AGAINST THE AGENCY BY OTHER PARTIES, AND BY THE AGENCY AGAINST OTHER PARTIES (CLAIMS MADE OR PER OCCURRENCE) Includes vehicle accidents.	OPR	<ul style="list-style-type: none">• For accidents/incidents involving adults NOT resulting in claims— 3 years.• For accidents/incidents involving adults resulting in claims— closure plus 6 years.• For accidents/incidents involving minors NOT resulting in claims— age of majority plus 3 years.• For accidents/incidents involving minors resulting in claims - closure plus 6 years.	Destroy when obsolete or superseded	AU50-06C-14	
1.3.2	LIABILITY WAIVERS	OPR	Expiration or completion of activity plus 6 years	Destroy when obsolete or superseded	AU50-06C-28	



2. Elections

2.1 BOUNDARIES						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.1	DISTRICT AND PRECINCT BOUNDARIES - DEVELOPMENT Records documenting the development and revision of district and precinct boundaries where the final records are retained in accordance with DAN AU52-03C-17. New series. 8/2008	OFM	POTENTIAL ARCHIVAL VALUE Retain until obsolete or superseded THEN contact Regional Archivist before destroying.	Destroy when obsolete or superseded.	AU52-03C-69	These records must be appraised by your Regional Archivist. Contact your Regional Archives to arrange for appraisal and transfer.
2.1.2	DISTRICT AND PRECINCT BOUNDARIES - FINAL Records documenting the boundaries of districts and precincts, including (but not limited to) legal descriptions and maps. <i>Note: For Board of Commissioners resolutions see DAN GS50-05B-04.</i> REV: Title, primary retention, and remarks changed; description added. Incorporates former PRECINCT MAPS record series DAN AU52-03C-40. 8/2008	OPR	ARCHIVAL Retain until obsolete or superseded THEN transfer to Washington State Archives.	Destroy when obsolete or superseded.	AU52-03C-17	Contact your Regional Archives to arrange for transfer to the Washington State Archives for permanent retention.



2.2 CANDIDATES

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.2.1	<p>CANDIDATE FILING RECORDS Records relating to candidate filings including, but not limited to:</p> <ul style="list-style-type: none">• Declarations of candidacy.• Nomination petitions.• Withdrawals of candidacy. <p>REV: Title, primary retention and remarks changed; description added. 8/2008</p>	OPR	<p>POTENTIAL ARCHIVAL VALUE Retain for 6 months after close of filing THEN contact Regional Archivist before destroying.</p>	Destroy when obsolete or superseded.	AU52-03C-15	<p>RCW 29A.20.010</p> <p>These records must be appraised by your Regional Archivist. Contact your Regional Archives to arrange for appraisal and transfer.</p>
2.2.2	<p>FILING RECEIPTS/ FILING FEE PETITIONS Records documenting fees paid by candidates to be placed on the ballot or petitions rendered in lieu of a filing fee.</p> <p>REV: Title and primary retention wording changed; description added. 8/2008</p>	OPR	<p>Retain for 6 years after close of filing THEN destroy.</p>	Destroy when obsolete or superseded.	AU52-03C-25	



2.2 CANDIDATES

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.2.3	<p>PUBLIC DISCLOSURE STATEMENTS Candidate statement filed by candidates, campaigns, and political action committees.</p> <p><i>Note: Statement also filed with the Public Disclosure Commission in accordance with RCW 42.17.080.</i></p> <p>REV: Description added; primary and secondary retentions changed. 8/2008</p>	OPR	Retain for 5 years after close of filing THEN destroy.	Destroy when obsolete or superseded.	AU52-03C-42	



2.3 ELECTION RESULTS AND VOTING RESULTS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.3.1	BALLOTS - UNISSUED OR UNDELIVERABLE - STATE OR FEDERAL ELECTIONS Includes security envelopes. New series. 8/2008	OPR	Retain for 11 days after Secretary of State's certification of election THEN destroy.	Destroy when obsolete or superseded.	AU52-03C-70	RCW 29A.68.011
2.3.2	BALLOTS - UNISSUED OR UNDELIVERABLE - LOCAL ELECTIONS Includes security envelopes. New series. 8/2008	OPR	Retain for 11 days after certification of election by County Auditor THEN destroy.	Destroy when obsolete or superseded.	AU52-03C-71	RCW 29A.68.011



2.3 ELECTION RESULTS AND VOTING RESULTS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.3.3	<p>ELECTION - ADMINISTRATION RECORDS - FEDERAL</p> <p>Records that document the internal administration of each federal election, including, but not limited to:</p> <ul style="list-style-type: none">• All voted ballots of any kind.• Records that document the organization, operations, inspections of and challenges to the voting process. <p><i>Note: For non-federal elections see DAN AU52-03C73.</i></p> <p>New series. 8/2008</p>	OPR	Retain for 22 months after date of election THEN destroy.	Destroy when obsolete or superseded.	AU52-03C-72	42 USC 1974, WAC 434-219-330, WAC 434-262-200



2.3 ELECTION RESULTS AND VOTING RESULTS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.3.4	<p>ELECTION - ADMINISTRATION RECORDS - NON-FEDERAL</p> <p>Records that document the internal administration of each non-federal election, including, but not limited to:</p> <ul style="list-style-type: none">• All voted ballots of any kind.• Records that document the organization, operations, inspections of and challenges to the voting process. <p><i>Note: For federal elections see DAN AU52-03C-72.</i></p> <p>New series. 8/2008</p>	OPR	Retain for 60 days after date of certification THEN destroy.	Destroy when obsolete or superseded.	AU52-03C-73	WAC 434-262-200



2.3 ELECTION RESULTS AND VOTING RESULTS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.3.5	<p>ELECTION - OFFICIAL RESULTS RECORDS - FEDERAL</p> <p>Core official documentation and published notices concerning the initiation and outcome of each federal election, including, but not limited to:</p> <ul style="list-style-type: none">• Canvassing board records.• Certification records.• District resolutions.• Official abstracts of the votes that were tabulated.• Sample ballots.• Voters' pamphlets. <p><i>Note: For non-federal elections see DAN AU52-03C75.</i></p> <p>New series. 8/2008</p>	OPR	<p>ARCHIVAL</p> <p>Retain for 22 months after date of election</p> <p>THEN</p> <p>transfer to</p> <p>Washington State Archives.</p>	Destroy when obsolete or superseded.	AU52-03C-74	<p>42 USC 1974, WAC 434-219-330, WAC 434-262-200</p> <p>Contact your Regional Archives to arrange for transfer to the Washington State Archives for permanent retention.</p>



2.3 ELECTION RESULTS AND VOTING RESULTS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.3.6	<p>ELECTION - OFFICIAL RESULTS RECORDS - NON-FEDERAL</p> <p>Core official documentation and published notices concerning the initiation and outcome of each non-federal election, including, but not limited to:</p> <ul style="list-style-type: none">• Canvassing board records.• Certification records.• District resolutions.• Official abstracts of the votes that were tabulated.• Sample ballots.• Voters' pamphlets. <p><i>Note: For federal elections see DAN AU52-03C-74.</i></p> <p>New series. 8/2008</p>	OPR	<p>ARCHIVAL</p> <p>Retain for 60 days after date of certification</p> <p>THEN</p> <p>transfer to Washington State Archives.</p>	Destroy when obsolete or superseded.	AU52-03C-75	<p>WAC 434-262-200</p> <p>Contact your Regional Archives to arrange for transfer to the Washington State Archives for permanent retention.</p>



2.3 ELECTION RESULTS AND VOTING RESULTS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.3.7	RECALL OF ELECTED OFFICIALS - INSUFFICIENT Records relating to the processing of a recall where requisite number of signatures is not sufficient. Includes, but is not limited to, petitions. New series. 8/2008	OPR	Retain for 30 days after conclusion of count THEN destroy .	Destroy when obsolete or superseded.	AU52-03C-76	RCW 29A.56.230
2.3.8	RECALL OF ELECTED OFFICIALS - SUFFICIENT Records relating to the processing of a recall where requisite number of signatures is sufficient. Includes, but is not limited to, petitions. REV: Title, primary and secondary retention, and remarks changed; description added. 8/2008	OPR	POTENTIAL ARCHIVAL VALUE Retain for 6 years after determination of sufficiency THEN contact Regional Archivist before destroying.	Destroy when obsolete or superseded.	AU52-03C-34	These records must be appraised by your Regional Archivist. Contact your Regional Archives to arrange for appraisal and transfer.



2.3 ELECTION RESULTS AND VOTING RESULTS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.3.9	STATEMENT OF ELECTION EXPENSES	OPR	POTENTIAL ARCHIVAL VALUE Retain for 6 years after date of election THEN contact Regional Archivist before destroying.	Destroy when obsolete or superseded.	AU52-03C-79	These records must be appraised by your Regional Archivist. Contact your Regional Archives to arrange for appraisal and transfer.
2.3.10	STATISTICAL RECORDS REQUIRED BY FEDERAL ELECTIONS COMMISSION Includes registration, voting and file maintenance activity required for biennial reporting. REV: Primary retention wording and remarks wording changed. 8/2008	OFM	Retain for 24 months after issuance of final report THEN destroy .	Destroy when obsolete or superseded.	AU52-03C-55	42 USC 1973
2.3.11	VOTING SYSTEM ACCEPTANCE TESTING DOCUMENTS Includes all legally required official test documents, records indicating corrective action, and voting equipment verification. New series. 8/2008	OFM	Retain until voting system is discontinued THEN destroy .	Destroy when obsolete or superseded.	AU52-03C-77	



2.4 VOTER REGISTRATION

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.4.1	CHALLENGES TO VOTER REGISTRATION REV: Title, designation, primary retention, and remarks changed. 8/2008	OPR	Retain for 6 years after date of resolution of challenge THEN destroy.	Destroy when obsolete or superseded.	AU52-03C-11	
2.4.2	VOTER REGISTRATION - NON-STATE VOTER REGISTRATION DATABASE (NON-VRDB) Records relating to the registering of voters where the record has not been submitted to the Office of the Secretary of State for inclusion in the VRDB. Includes, but is not limited to: <ul style="list-style-type: none">• Bound registers of voters.• Original registration cards.• Voter registration name and address changes.• Voter registration totals. REV: Title, primary retention, description and remarks changed. 8/2008	OPR	ARCHIVAL Retain for 24 months after last federal election in which voter was eligible to vote THEN transfer to Washington State Archives.	Destroy when obsolete or superseded.	AU52-03C-33	42 USC 1973 Contact your Regional Archives to arrange for transfer to the Washington State Archives for permanent retention.



2.4 VOTER REGISTRATION

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.4.2	<p>VOTER REGISTRATION - STATE VOTER REGISTRATION DATABASE (VRDB)</p> <p>Records relating to the registering of voters where the record is also held by the Office of the Secretary of State as part of the VRDB. Includes, but is not limited to:</p> <ul style="list-style-type: none">• Original registration cards.• Voter registration totals. <p><i>Note: The records within the VRDB are designated archival in accordance with the Office of the Secretary of State Records Retention Schedule.</i></p> <p>REV: Title and primary retention changed; description and remarks added. 8/2008</p>	OFM	<p>POTENTIAL ARCHIVAL VALUE</p> <p>Retain until obsolete or superseded</p> <p>THEN</p> <p>contact Regional Archivist before destroying.</p>	Destroy when obsolete or superseded.	AU52-03C-27	These records must be appraised by your Regional Archivist. Contact your Regional Archives to arrange for appraisal and transfer.



2.4 VOTER REGISTRATION

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.4.4	<p>VOTER PARTY AFFILIATION - PRESIDENTIAL PRIMARIES</p> <p>Party affiliation data within the voter registration record. For presidential primaries only.</p> <p><i>Note: The records of the Office of the Secretary of State relating to party affiliation for presidential primaries are designated archival in accordance with the Office of the Secretary of State Records Retention Schedule.</i></p> <p><i>Note: For all other records pertaining to party affiliation, use DAN # AU52-03C72, ELECTION ADMINISTRATION RECORDS – FEDERAL.</i></p> <p>New series. 8/2008</p>	OPR	Retain for 60 days after certification of presidential primary by Secretary of State THEN destroy.	Destroy when obsolete or superseded.	AU52-03C-78	RCW 29A.56.050, WAC 434-219-330.



2.4 VOTER REGISTRATION

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.4.5	<p>VOTER STATUS CHANGE, VERIFICATION NOTICES AND CONFIRMATIONS</p> <p>All records generated in the course of producing acknowledgment notices, confirmation mailings, verification or any other confirmation of voter status, and notices returned to election offices by registrants responding to verification or confirmation. Includes database records and logs that show audit trail of changes to voter status and data source initiating the change.</p> <p><i>Note: Does not include address change records which are included in DAN# AU52-03C33, VOTER REGISTRATION - NON-STATE VOTER REGISTRATION DATABASE (NON-VRDB).</i></p> <p>REV: Description, primary retention, and remarks changed. 8/2008</p>	OPR	Retain for 3 years after date of document THEN destroy.	Destroy when obsolete or superseded	AU52-03C-65	42 USC 1973, 42 USC 1974



3. HUMAN RESOURCE MANAGEMENT

This section covers records relating to human resource management which are not covered by the *Local Government Common Records Retention Schedule (CORE)*.

3.1 INDUSTRIAL INSURANCE

The activity relating to the coverage of medical expenses and salary compensation for work related injuries and illnesses.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.1	ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED BY AGENCY OR NOT REPORTABLE TO LABOR AND INDUSTRIES	OPR	<ul style="list-style-type: none">• For accidents/incidents involving adults NOT resulting in claims— 3 years.• For accidents/incidents involving adults resulting in claims— closure plus 6 years.• For accidents/incidents involving minors NOT resulting in claims— age of majority plus 3 years.• For accidents/incidents involving minors resulting in claims - closure plus 6 years.	Destroy when obsolete or superseded	AU50-06C-02	The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently. Consult your risk manager.



3.1 INDUSTRIAL INSURANCE

The activity relating to the coverage of medical expenses and salary compensation for work related injuries and illnesses.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.2	ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED THROUGH LABOR & INDUSTRIES Made out by employee, supervisor and/or doctor. Includes in-house reports and other reports, which are submitted to other agencies as necessary.	OPR	<ul style="list-style-type: none">• For accidents/incidents involving adults NOT resulting in claims— 3 years.• For accidents/incidents involving adults resulting in claims— closure plus 6 years.• For accidents/incidents involving minors NOT resulting in claims— age of majority plus 3 years.• For accidents/incidents involving minors resulting in claims - closure plus 6 years.	Destroy when obsolete or superseded	AU50-06C-03	The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently. Consult your risk manager.
3.1.3	WORKER'S COMPENSATION AND EMPLOYEE LIABILITY CLAIMS	OFM	Department of Labor and Industries keeps primary copy - PERMANENT - See remarks	Last payment plus completion of State Auditor's examination report.	AU50-06C-27	NOTE: For self-insured entities, the primary file copy will be maintained at the office of the self-insured for 6 years from date of closure.



4. LICENSING

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.1	AGENT BONDS	OPR	Expiration plus 6 years	Washington State Department of Licensing	AU52-03D-01	
4.1.2	BATCH RECEIPTS	OFM	18 months	None	AU52-03D-02	
4.1.3	DANCE HALL AND OTHER LOCAL BUSINESS AND ACTIVITY LICENSES/PERMITS	OPR	Expiration plus 6 years	None	AU52-03D-03	Contact your Regional Archivist before disposing of this record.
4.1.4	DEPARTMENT OF LICENSING INTERNAL AUDIT REPORTS	OFM	Washington State Department of Licensing has primary copy	18 months	AU52-03D-04	
4.1.5	DEPOSIT SLIPS	OPR	6 years	None	AU52-03D-05	
4.1.6	DISHONORED CHECK LETTER	OPR	18 months	None	AU52-03D-06	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.7	DISHONORED CHECK RESTITUTION RECEIPT	OPR	18 months	None	AU52-03D-07	
4.1.8	INVENTORY RECONCILIATION CERTIFICATION	OFM	Washington State Department of Licensing has primary copy (Summary)	18 months	AU52-03D-08	Reference RCW 46.01.270
4.1.9	MONTHLY INVENTORY REPORTS AND VERIFICATIONS - AGENCY AND SUBAGENT	OFM	18 months	None	AU52-03D-09	
4.1.10	MOTOR VEHICLE LICENSE CORRESPONDENCE WITH CUSTOMERS	OFM	2 years	None	AU52-03D-10	
4.1.11	NO-FEE PERMIT/TRANSIT PERMIT	OPR	18 months	None	AU52-03D-11	
4.1.12	PERMITS Trip, fuel, 45 days NRM, 30-60-90, off-road vehicle (ORV), 15 days temporary use.	OFM	18 months	None	AU52-03D-12	
4.1.13	RECAPITULATION OF REMITTANCES (WORKSTATION/OFFICE)	OFM	18 months	None	AU52-03D-13	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.14	REGISTER OR OTHER RECORD LISTING VARIOUS TYPES OF ENTERPRISES Register of activities licensed by the County Auditor's Office.	OPR	Expiration plus 6 years. Potential archival value. See remarks.	None	AU52-03D-14	Contact your Regional Archivist before disposing of this record.
4.1.15	SHIPPING DOCUMENT LIST - NON-TITLE	OFM	18 months	None	AU52-03D-15	
4.1.16	SHIPPING DOCUMENT LIST - TITLE	OFM	Washington State Department of Licensing has primary copy.	18 months	AU52-03D-16	
4.1.17	VEHICLE/VESSEL INVENTORY AND BATCH INSUFFICIENT INVENTORY REPORTS Includes assignments and disassignments.	OFM	18 months	None	AU52-03D-17	
4.1.18	VEHICLE/VESSEL INVENTORY FROM AGENT TO DEPARTMENT OF LICENSING Includes assignments and disassignments.	OFM	Washington State Department of Licensing has primary copy (Summary)	18 months	AU52-03D-18	
4.1.19	VEHICLE/VESSEL REGISTRATION APPLICATIONS Includes supporting documentation and monthly gross weight receipts.	OFM	18 months	None	AU52-03D-19	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.20	VEHICLE/VESSEL TITLE APPLICATIONS Includes supporting documentation.	OFM	Washington State Department of Licensing has primary copy	18 months	AU52-03D-20	

SUPERSEDED



5. RECORDINGS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.1.1	ALL RECORDED DOCUMENTS Includes conveyances, security documents, marriage, and misc. documents.	OPR	PERMANENT or until microfilmed and verified. Potential archival value - See remarks	Destroy when obsolete or superseded	AU52-03B-01	Contact your Regional Archivist before disposing of this record.
5.1.2	AUDITOR'S CASH AND FEE BOOK	OPR	6 years - See remarks	Destroy when obsolete or superseded	AU52-03B-02	May be kept longer if used to verify recordings.
5.1.3	BINDING SITES Official recorded drawings and plans for leased property.	OPR	PERMANENT - Potential archival value - See remarks.	Destroy when obsolete or superseded	AU52-03B-03	Contact your Regional Archivist before disposing of this record.
5.1.4	BOND INDEXES	OFM	Until disposition of all entries	Destroy when obsolete or superseded	AU52-03B-04	
5.1.5	BONDS Collection ag., contractor, elected officials, excavation.	OPR	Box empty on signed schedule	Destroy when obsolete or superseded	AU52-03B-05	
5.1.6	BULK SALES AFFIDAVITS	OPR	Sale plus 6 years	Destroy when obsolete or superseded	AU52-03B-06	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.1.7	CONDOMINIUM PLANS	OPR	PERMANENT - Potential archival value - See remarks.	Destroy when obsolete or superseded	AU52-03B-07	Contact your Regional Archivist before disposing of this record.
5.1.8	DONATION LAND CLAIMS Maps and field notes documenting original land grants.	OPR	PERMANENT - or until microfilmed. Potential archival value - See remarks.	Destroy when obsolete or superseded	AU52-03B-08	Contact your Regional Archivist before disposing of this record.
5.1.9	EXCISE TAX AFFIDAVITS	OPR	PERMANENT - Primary copy held by Auditor or Treasurer.	Destroy when obsolete or superseded	AU52-03B-09	This records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.
5.1.10	INDEXES TO RECORDED DOCUMENTS	OPR	PERMANENT or until microfilmed and verified - Potential archival value - See remarks.	Destroy when obsolete or superseded	AU52-03B-10	Contact your Regional Archivist before disposing of this record.
5.1.11	LAND CORNER RECORDS	OPR	PERMANENT - Potential archival value. See remarks.	Destroy when obsolete or superseded	AU52-03B-11	Contact your Regional Archivist before disposing of this record.
5.1.12	LIEN INDEXES	OFM	Satisfaction plus 6 years	Destroy when obsolete or superseded	AU52-03B-12	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.1.13	LIEN RELEASES	OPR	6 years	Destroy when obsolete or superseded	AU52-03B-13	
5.1.14	LIEN SEARCH AFFIDAVITS	OPR	6 years	Destroy when obsolete or superseded	AU52-03B-14	
5.1.15	LIENS Chattel, Crop, Federal Tax, Laborers, Loggers, etc.	OPR	Satisfaction plus 6 years - Potential archival value - See remarks	Destroy when obsolete or superseded	AU52-03B-15	Contact your Regional Archivist before disposing of this record.
5.1.16	MICROFILM PRODUCTION LOGS Documentation of records microfilmed.	OFM	Agency option	Destroy when obsolete or superseded	AU52-03B-16	This records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.
5.1.17	MORTGAGES	OPR	PERMANENT or until microfilmed and verified - Potential archival value - See remarks.	Destroy when obsolete or superseded	AU52-03B-17	Contact your Regional Archivist before disposing of this record.
5.1.18	PLANNED UNIT DEVELOPMENT PLANS	OPR	PERMANENT - Potential archival value - See remarks.	Destroy when obsolete or superseded	AU52-03B-18	Contact your Regional Archivist before disposing of this record.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.1.19	PLATS	OPR	PERMANENT - Potential archival value - See remarks.	Destroy when obsolete or superseded	AU52-03B-19	Contact your Regional Archivist before disposing of this record.
5.1.20	SHORT PLATS	OPR	PERMANENT - Potential archival value - See remarks.	Destroy when obsolete or superseded	AU52-03B-20	Contact your Regional Archivist before disposing of this record.
5.1.21	SURVEY FIELD BOOKS Original notes on surveys.	OPR	PERMANENT - or until microfilmed. Potential archival value. See remarks.	Destroy when obsolete or superseded	AU52-03B-21	Contact your Regional Archivist before disposing of this record.
5.1.22	SURVEYS	OPR	PERMANENT - Potential archival value - See remarks.	Destroy when obsolete or superseded	AU52-03B-22	Contact your Regional Archivist before disposing of this record.
5.1.23	TORRENS TITLE RECORDS	OPR	PERMANENT or until microfilmed and verified - Potential archival value - See remarks.	Destroy when obsolete or superseded	AU52-03B-23	Contact your Regional Archivist before disposing of this record.
5.1.24	TRANSMITTAL AND RECEIPT RECORDS Forms and cash register tapes documenting daily collection of recording fees and excise taxes.	OFM	6 years	Destroy when obsolete or superseded	AU52-03B-24	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.1.25	UNIFORM COMMERICAL CODE INDEX	OPR	Until disposition of all entries	Destroy when obsolete or superseded	AU52-03B-25	Discontinuation since 1967 - Must be retained at least 9 years. If extended, it must be retained at least 4 years after becoming void.
5.1.26	UNIFORM COMMERCIAL CODE TERMINATION	OPR	6 years	Destroy when obsolete or superseded	AU52-03B-26	
5.1.27	UNIFORM COMMERICAL CODE CONTRACTS	OPR	Maturity plus 5 years	Destroy when obsolete or superseded	AU52-03B-27	If continuation statement timely filed original statement effective for 5 years after last date to which filing effective.



LEGACY RECORDS

These are records no longer created and/or received by County Auditors; however, County Auditors may still hold some of these records.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.	<p>DISCONTINUED RECORDS SERIES</p> <ul style="list-style-type: none">• Articles of Association / Index.• Articles of Incorporation, Annual Reports, Lists of Corporation Officers, and Indexes.• Birth Records, Returns, and Indexes.• Cash Entries (Patents).• Chattel Mortgage Records and Indexes.• Claim Orders.• Conditional Sales Contract Records and Indexes.• Constable's Fee Book.• Coroner's Death Record.• Judgment Records.• Licenses / Certificates for Dentists, Drugless Healers, Osteopathic, etc. Register of Instruments.	OFM	Potential archival value. See remarks.	None	AU52-03A-01	Contact your Regional Archivist before disposing of this record. Items not taken by State Archives may be destroyed.



GLOSSARY

<i>Archival</i>	<i>Public records which possess enduring legal and/or historic value and must not be destroyed. Local government agencies must either transfer these records to Washington State Archives or retain and preserve these records according to archival best practices until such time as they are transferred to Washington State Archives.</i>
<i>Essential</i>	<i>Public records that local government agencies must have to maintain or resume business continuity following a disaster. The retention requirements for these records may range from very short-term to archival, but are necessary for an agency to resume its core functions following a disaster.</i> <i>Security backups of these public records must be created and deposited with Washington State Archives in accordance with RCW 40.10.</i>
<i>OFM</i>	<i>Public records which have been designated as "Office Files and Memoranda" for the purposes of RCW 40.14.010.</i>
<i>OPR</i>	<i>Public records which have been designated as "Official Public Records" for the purposes of RCW 40.14.010.</i>
<i>Permanent</i>	<i>These records must not be destroyed. Permanent records which are not designated as archival or potentially archival must remain in the agency's legal custody.</i>
<i>Potential Archival Value and Potentially Archival</i>	<i>Public records whose enduring legal and/or historic value must be appraised by Washington State Archives on an individual basis. Public records will be reviewed for sampling/selective retention by archivists from Washington State Archives. Records not selected for retention by Washington State Archives may be disposed of after appraisal.</i>
<i>Record Series</i>	<i>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.</i>



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