

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 Auditør: Mark Rapozo

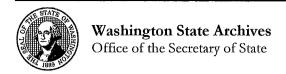
The State Archivist: Jerry Handfield

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 (LGGRRS).
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.

TABLE OF CONTENTS

1.	AGENCY MANAGEMENT	4
	1.1 BOARDS, COUNCILS AND COMMITTEES	4
	1.2 PLANNING, MISSION AND CHARTER	5
	1.3 RISK MANAGEMENT / INSURANCE	6
2.	ELECTIONS	7
	2.1 BOUNDARIES	
	2.2 CANDIDATES	8
	2.3 ELECTION RESULTS AND VOTING RESULTS	10
	2.3 ELECTION RESULTS AND VOTING RESULTS 2.4 VOTER REGISTRATION	17
	HUMAN RESOURCE MANAGEMENT	
3.	HUMAN RESOURCE MANAGEMENT	21
	3.1 INDUSTRIAL INSURANCE	21
4.	LICENSING	23
5.	RECORDINGS	27
LEGA	CY RECORDS	32
	SARY	
GLOS	5ARY	33
INDF	(ES	34



1. AGENCY MANAGEMENT

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

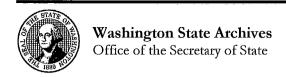
1.1 **BOARDS, COUNCILS AND COMMITTEES** The activity of documenting the business of decision-making bodies, and the administrative arrangement and support provided to them. OPR PRIMARY (SOURCE SECONDARY (ALL DISPOSITION ITEM SERIES TITLE AND DESCRIPTION or DOCUMENT/ORIGINAL) RECORD OTHER) RECORD **AUTHORITY** REMARKS NO. OFM COPY COPIES NUMBER 1.1.1 OATHS OF OFFICE OPR **PERMANENT** Destroy when AU50-05A-15 This records series should be obsolete or protected from loss or damage by ESSENTIAL RECORD - Needs security superseded storage of a security microfilm microfilm backup - See remarks. 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.

l l	OFM	СОРУ	OTHER) RECORD COPIES	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.

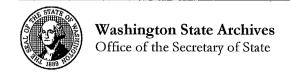


1.3 **RISK MANAGEMENT / INSURANCE** The activity of identifying and mitigating risks to the local government agency. OPR PRIMARY (SOURCE SECONDARY (ALL DISPOSITION ITEM SERIES TITLE AND DESCRIPTION DOCUMENT/ORIGINAL) RECORD OTHER) RECORD **AUTHORITY** REMARKS or NO. OFM COPY **COPIES** NUMBER 1.3.1 INCIDENT REPORTS AND ACCIDENT OPR • For accidents/incidents Destroy when AU50-06C-14 involving adults NOT obsolete or CLAIMS FOR DAMAGES FILED AGAINST resulting in claims-3 years. THE AGENCY BY OTHER PARTIES, AND superseded For accidents/incidents BY THE AGENCY AGAINST OTHER involving adults resulting in PARTIES (CLAIMS MADE OR PER claims-closure plus 6 OCCURRENCE) years. Includes vehicle accidents. 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. 1.3.2 LIABILITY WAIVERS OPR **Expiration or completion** Destroy when AU50-06C-28 obsolete or of activity plus 6 years

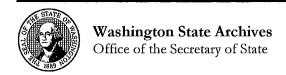
superseded

2. Elections

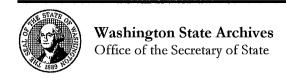
2.1	BOUNDARIES					
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.1	DISTRICT AND PRECINCT BOUNDARIES - DEVELOPMENT Records documenting the development and revision of district 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. Note: For Board of Commissioners resolutions see DAN GS50-05B-04. 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	CANDIDATE FILING RECORDS Records relating to candidate filings including, but not limited to: Declarations of candidacy. Nomination petitions. Withdrawals of candidacy. REV: Title, primary retention and remarks changed; description added. 8/2008	OPR	POTENTIAL ARCHIVAL VALUE Retain for 6 months after close of filing THEN contact Regional Archivist before destroying.	Destroy when obsolete or superseded.	AU52-03C-15	RCW 29A.20.010 These records must be appraised by your Regional Archivist. Contact your Regional Archives to arrange for appraisal and transfer.
2.2.2	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. REV: Title and primary retention wording changed; description added. 8/2008	OPR	Retain for 6 years after close of filing THEN destroy.	Destroy when obsolete or superseded.	AU52-03C-25	

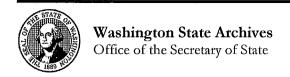


2.2	CANDIDATES					
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.2.3	PUBLIC DISCLOSURE STATEMENTS Candidate statement filed by candidates, campaigns, and political action committees.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

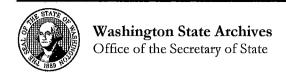


2.3	2.3 ELECTION RESULTS AND VOTING RESULTS								
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS			
2.3.1	BALLOTS - UNISSUED OR UNDELIVERABLE - STATE OR FEDERAL ELECTIONS Includes 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. ELECTIONS Page 10 of 38



2.3	ELECTION RESULTS AND VOTING	RESU	LTS			
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	ELECTION - ADMINISTRATION RECORDS - FEDERAL Records that document the internal administration of each federal election, including, but not limited to: • All voted ballots of any kind. • Records that document the organization, operations, inspections of and challenges to the voting process.	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
	Note: For non-federal elections see DAN AU52-03C73.					
	New series. 8/2008					

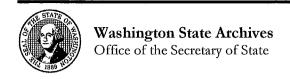


2.3	ELECTION RESULTS AND VOTING	RESU	LTS			
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.3.4	ELECTION - ADMINISTRATION RECORDS - NON-FEDERAL Records that document the internal administration of each non-federal election, including, but not limited to: • All voted ballots of any kind. • Records that document the organization, operations, inspections of and challenges to the voting process.	OPR	Retain for 60 days after date of certification THEN destroy.	Destroy when obsolete or superseded.	AU52-03C-73	WAC 434-262-200
	Note: For federal elections see DAN AU52-03C-72.					
	New series. 8/2008					



2.3	ELECTION RESULTS AND VOTING	RESU	LTS			
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	ELECTION - OFFICIAL RESULTS RECORDS - FEDERAL Core official documentation and published notices concerning the initiation and outcome of each federal election, including, but not limited to: Canvassing board records. Certification records. District resolutions. Official abstracts of the votes that were tabulated. Sample ballots. Voters' pamphlets. Note: For non-federal elections see DAN AU52-03C75. New series. 8/2008	OPR	ARCHIVAL Retain for 22 months after date of election THEN transfer to Washington State Archives.	Destroy when obsolete or superseded.	AU52-03C-74	42 USC 1974, WAC 434-219-330, WAC 434-262-200 Contact your Regional Archives to arrange for transfer to the Washington State Archives for permanent retention.

Page 14 of 38

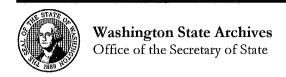


2.3	2.3 ELECTION RESULTS AND VOTING RESULTS							
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS		
2.3.6	ELECTION - OFFICIAL RESULTS RECORDS - NON-FEDERAL Core official documentation and published notices concerning the initiation and outcome of each nonfederal election, including, but not limited to: Canvassing board records. Certification records. District resolutions. Official abstracts of the votes that were tabulated. Sample ballots. Voters' pamphlets. Note: For federal elections see DAN AU52-03C-74. New series. 8/2008	OPR	ARCHIVAL Retain for 60 days after date of certification THEN transfer to Washington State Archives.	Destroy when obsolete or superseded.	AU52-03C-75	Contact your Regional Archives to arrange for transfer to the Washington State Archives for permanent retention.		



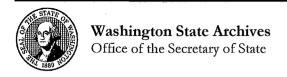
2.3	.3 ELECTION RESULTS AND VOTING RESULTS								
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS			
2.3.7	RECALL OF ELECTED OFFICIALS - INSUFFICIENT Records relating to the processing 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	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	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: 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	Contact your Regional Archives to arrange for transfer to the Washington State Archives for permanent retention.			

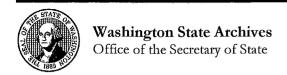
2. ELECTIONS Page 17 of 38



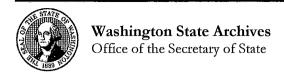
2.4	VOTER REGISTRATION					
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.4.2	VOTER REGISTRATION - STATE VOTER REGISTRATION DATABASE (VRDB) Records relating to the registering 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: Original registration cards. Voter registration totals. Note: The records within the VRDB are designated archival in accordance with the Office of the Secretary of State Records Retention Schedule. REV: Title and primary retention changed; description and remarks added. 8/2008	OFM	POTENTIAL ARCHIVAL VALUE Retain until obsolete or superseded THEN contact Regional Archivist before destroying.	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	VOTER PARTY AFFILIATION - PRESIDENTIAL PRIMARIES Party affiliation data within the voter registration record. For presidential primaries only. 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. Note: For all other records pertaining to party affiliation, use DAN # AU52- 03C72, ELECTION ADMINISTRATION RECORDS — FEDERAL. New series. 8/2008	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	VOTER STATUS CHANGE, VERIFICATION NOTICES AND CONFIRMATIONS 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. Note: Does not include address change records which are included in DAN# AU52-03C33, VOTER REGISTRATION - NON-STATE VOTER REGISTRATION DATABASE (NON-VRDB). REV: Description, primary retention, and remarks changed. 8/2008	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. OPR PRIMARY (SOURCE SECONDARY (ALL DISPOSITION ITEM DOCUMENT/ORIGINAL) SERIES TITLE AND DESCRIPTION or OTHER) RECORD **AUTHORITY** REMARKS NO. OFM RECORD COPY COPIES NUMBER 3.1.1 ACCIDENT/INCIDENT REPORTS -OPR For accidents/incidents Destroy when AU50-06C-02 The Local Records Committee EMPLOYEES - INSURED BY AGENCY OR involving adults NOT suggests that policies, which allow obsolete or NOT REPORTABLE TO LABOR AND resulting in claims-3 superseded claims retroactive to their period of years. coverage, should be retained **INDUSTRIES** • For accidents/incidents permanently. Consult your risk involving adults manager. resulting in claimsclosure 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.



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	 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	Exp <mark>iration pl</mark> us 6 year <mark>s</mark>	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**

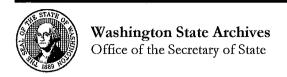
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.1.1	ALL RECORDED DOCUMENTS Includes conveyances, security documents, marriage, and misc. documents.	OPR	PERMANENT or until microfilmed 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	

		1			<u> </u>	
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.	 DISCONTINUED RECORDS SERIES 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.

LEGACY RECORDS

GLOSSARY

Archival 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.

Essential 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.

Security backups of these public records must be created and deposited with Washington State Archives in accordance

with RCW 40.10.

OFM Public records which have been designated as "Office Files and Memoranda" for the purposes of RCW 40.14.010.

OPR Public records which have been designated as "Official Public Records" for the purposes of RCW 40.14.010.

Permanent 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.

Potential Archival Value Publi

and

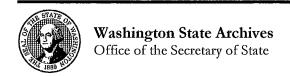
Potentially Archival

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.

Record 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.



INDEXES: ARCHIVAL / POTENTIALLY ARCHIVAL / PERMANENT RECORDS

AGENCY MANAGEMENT	Claim Orders
Boards, Councils and Committees	Conditional Sales Contract Records/Index
Oaths of Office4	Constable's Fee Book
Planning, Mission and Charter	Coroner's Death Record
Work Plans5	Judgment Records
ELECTIONS	Licenses/Certificates for Dentists, Drugles
Boundaries	Register of Instruments
District and Precinct Boundaries - Development7	LIENSING
District and Precinct Boundaries - Final7	Register or Other Record Listing Various T
Candidates	RECORDINGS
Candidate Filing Records8	
Election Results and Voting Results	Binding Sites
Election - Official Results Records - Federal13	
Election - Official Results Records - Non-Federal14	Donation Land Claims
Recall of Elected Officials - Sufficient	Excise Tax Affidavits
Statement of Election Expenses16	Indexes to Recorded Documents
Voter Registrations	Land Corner Records
Voter Registration - Non-State Voter Registration Database (NON-VRDB)17	Liens
Voter Registration - State Voter Registration Database (VRDB)18	Mortgages
LEGACY RECORDS	Planned Unit Development Plans
Articles of Association / Index32	Plats
Articles of Incorporation, Annual Reports, Lists of Corporation Officers/Indexes32	Short plats
Birth Records, Returns/Indexes32	Survey Field Books
Cash Entries (Patents)32	Surveys
Chattel Mortgage Records/Indexes32	Torrens Title Records

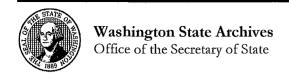
Claim Orders	32
Conditional Sales Contract Records/Indexes	32
Constable's Fee Book	32
Coroner's Death Record	32
Judgment Records	32
Licenses/Certificates for Dentists, Drugless Healers, Osteopathic, etc	32
Register of Instruments	32
LIENSING	
Register or Other Record Listing Various Types of Enterprises	25
RECORDINGS	
All Recorded Documents	
Binding Sites	27
Condominium Plans	28
Donation Land Claims Excise Tax Affidavits	28
Excise Tax Affidavits	28
Indexes to Recorded Documents	28
Land Corner Records	28
Liens	29
Mortgages	29
Planned Unit Development Plans	29
Plats	30
Short plats	30
Survey Field Books	30
Surveys	30
Torrens Title Records	30

ESSENTIAL RECORDS

AGENCY MANAGEMENT

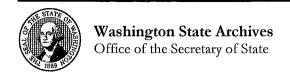
Boards, Councils and Committees





INDEX: DISPOSITION AUTHORITY NUMBERS (DANS)

AU50-01-385	AU52-03B-1228	AU52-03C-258	AU52-03D-0223
AU50-05A-154	AU52-03B-1329	AU52-03C-2718	AU52-03D-0323
AU50-06C-0221	AU52-03B-1429	AU52-03C-3317	AU52-03D-0423
AU50-06C-0322	AU52-03B-1529	AU52-03C-3415	AU52-03D-0523
AU50-06C-146	AU52-03B-1629	AU52-03C-429	AU52-03D-0623
AU50-06C-2722	AU52-03B-1729	AU52-03C-5516	AU52-03D-0724
AU50-06C-286	AU52-03B-1829	AU52-03C-6520	AU52-03D-0824
AU52-03A-0132	AU52-03B-1930	AU52-03C-697	AU52-03D-0924
AU52-03B-0127	AU52-03B-2030	AU52-03C-7010	AU52-03D-1024
AU52-03B-0227	AU52-03B-2130	AU52-03C-7110	AU52-03D-1124
AU52-03B-0327	AU52-03B-2230	AU52-03C-7211	AU52-03D-1224
AU52-03B-0427	AU52-03B-2330	AU52-03C-7312	AU52-03D-1324
AU52-03B-0527	AU52-03B-2430	AU52-03C-7413	AU52-03D-1425
AU52-03B-0627	AU52-03B-2531	AU52-03C-7514	AU52-03D-1525
AU52-03B-0728	AU52-03B-2631	AU52-03C-7615	AU52-03D-1625
AU52-03B-0828	AU52-03B-2731	AU52-03C-7716	AU52-03D-1725
AU52-03B-0928	AU52-03C-1117	AU52-03C-7819	AU52-03D-1825
AU52-03B-1028	AU52-03C-158	AU52-03C-7916	AU52-03D-1925
AU52-03B-1128	AU52-03C-177	AU52-03D-0123	AU52-03D-2026



INDEX: SUBJECTS

A	
abstracts (elections)13, 14	
accident claims6	
accident/incident (employee)	
Department of Labor/Industries22	
self-insured21	
accounting see CORE	
action plans (agency)5	
affidavits	
bulk sales27	
excise tax28	
lien search29	
agent bonds23	
asset management see CORE	
auditor's cash/fee book27	
audits see CORE	
В	
ballots	
sample13, 14	
unissued/undeliverable10	
voted11, 12	
batch receipts23	
benefits (human resources) see CORE	
· · · · · · · · · · · · · · · · · · ·	
binding sites27	

bonds/indexes	•
boundaries (district/precinct)	
bulk sales affidavits	21
C	
candidates	
filing receipts/fee petitions	8
filings	
public disclosure	9
public disclosurecanvassing boards	13, 14
cash register tapes	30
cash/fee book (au <mark>d</mark> itor's)	27
certification of elections	13, 14
challenges	
voter registration	
voting process	11, 12
chattel liens	
checks (dishonored)	
communications	
community relations	
condominium plans	
construction	
contracts	
conveyances	
correspondence (motor vehicle license cu 	•
crop liens	29

D	
damages against the agency	6
dance hall licenses/permits	23
declaration of candidacy	8
Department of (state agency)	
Labor and Industries	22
Licensing	23, 25
deposit slips	23
design/construction	see CORE
dishonored checks	
district resolutions (elections)	13, 14
district/precinct boundaries	7
donation land claims	28
drawings/plans (leased property)	27
F	· · · · · · · · · · · · · · · · · · ·
_	
elected officials (bonds)	27
elections	7
administration	11, 12
ballots	10, 13
boundaries	7
candidates	8
expenses	16
official results	13, 14
statistical records	16
voting systems/equipment	
electronic information systems	



Washington State Archives Office of the Secretary of State

employee	articles of association/incorporation32	M
accidents/incidents21, 22	birth records/returns32	141
liability claims22	bonds27	mail/delivery con CORE
enterprises/activities register25	chattel mortgages32	mail/deliverysee CORE maintenancesee CORE
equipment verification (voting)16	conditional sales contracts32	
excise taxes28, 30	liens28	maps/field notes (land grants)28
expenses (elections)	recorded documents28	marriage documents27
expenses (elections)	uniform commercial code31	microfilm production logs29
	industrial injury21, 22	minutessee CORE
F	internal audits (Licensing, Department of)23	mortgages29
	inventorysee also CORE	motor vehicle license customers24
facilities/property management see CORE	reconciliation certification24	
Federal Elections Commission		A.I
federal tax liens29	reports/verifications24 vehicle/vessel25	N
filing receipts/fee petitions8		
financialsee CORE	invoicessee CORE	name/address changes (voters)17
fleet/motor poolsee CORE		no-fe <mark>e/transi</mark> t permit24
•	L	nomination petitions8
fuel permits24	_	NRM permits24
	Labor and Industries, Department of22	
G	laborer/logger liens29	0
	land	
gross weights (vehicles/vessels)25	claims (donation/grant)28	oaths of office4
	corner records28	off-road vehicle (ORV) permits24
	leased property (drawings/plans)27	on-road vehicle (onv) permits24
Н	legal (advice, litigation, legal affairs)see CORE	
	liability claims (employee)22	P
human resources see CORE	liability waivers6	•
	•	pamphlets (voter)13, 14
	licenses/permits	, , , ,
1	Licensing, Department of23, 25	party affiliation
	liens28, 29	payrollsee CORE
incidents reports6		permits24
incidents/accidents6		personnelsee CORE
indexes		petitions (recall)15



Washington State Archives Office of the Secretary of State

County Auditor Records Retention Schedule Version 4.0 (January 2009)

planned unit development plans	29
plats	30
precinct/district boundaries	
presidential primary (party affiliation)	
property management	see CORE
public	
disclosure	see CORE
records	see CORE
relations	see CORE
public disclosure (candidates) 9, see	also CORE

\overline{R}

recall (elected officials)recapitulation of remittances (workstation receipts	office).24
recorded documents (all)recording fees	27
records managementregister of enterprises/activities	see CORE
registration (vehicle/vessel)reports (accidents/incidents)	25
resolutions (district/elections) risk management	

S

sample ballots	13, 14
Secretary of State (VRDB)	17, 18, 19
securityso	ee also CORE
documents	27
envelopes	10
self-insured (accidents/incidents)	21
shipping document lists	25
short plats	30
staff records	see CORE
surveys/field books	30

30
30
24
30
24

\overline{u}

V

vehicle accidents	6
vehicle/vessel inventory/registration	25, 26
Voter Registration Database (VRDB)	17, 18
voters	
pamphlets	13, 14
party affiliation	19
reg <mark>istration</mark>	17, 18
registration challenges	17
status	20
voting systems	16

\overline{W}

waivers (liability)	6
withdrawals of candidacy	
work plans	
worker's compensation claims	22