



This schedule applies to: Department of Fish and Wildlife

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of the Department of Fish and Wildlife relating to the unique functions of agency management, asset management, conservation, enforcement, and licensing and permitting. 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 Department of Fish and Wildlife are revoked. The Department of Fish and Wildlife 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 6, 2025.

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REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	March 14, 2012	Consolidation of all existing disposition authorities (with some minor revisions).
1.1	June 6, 2012	Minor correction of one incorrect Disposition Authority Number and minor corrections to the DAN index.
1.2	September 5, 2012	Major revision of Enforcement function (with some other minor revisions).
1.3	December 5, 2012	Minor revision of Asset Management – Maintenance section.
1.4	March 6, 2013	Addition of one new record series to the Enforcement – Case Management section.
1.5	December 4, 2013	Minor revisions to the Enforcement and Licenses and Permits sections.
1.6	June 4, 2014	Revision to existing and added series for Recreational Sports Fish/Crab Catch Report Cards.
1.7	December 2, 2015	Minor revisions to the Agency Management, Conservation, and Licenses and Permits sections.
1.8	March 2, 2016	Minor revisions to the Conservation and Licenses and Permits sections.
1.9	September 7, 2016	Minor revisions to the Agency Management, Enforcement – Case Management and the Licenses and Permits – Granting Licenses and Permits sections.
1.10	December 7, 2016	Minor revisions to the Conservation, Enforcement and Licenses and Permits sections.
1.11	October 7, 2020	Minor revisions to the Conservation and Enforcement sections.
1.12	August 6, 2025	Minor revision to the Conservation section, removal of enforcement retention schedules that were duplicative.



For assistance and advice in applying this records retention schedule,
please contact the Department of Fish and Wildlife's Records Officer
or Washington State Archives at:
recordsmanagement@sos.wa.gov



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1. AGENCY MANAGEMENT

This section covers records relating to the overarching management of agency business and its general administration not currently covered by the *State Government General Records Retention Schedule*.

See *State Government General Records Retention Schedule* for additional records relating to agency management.

1.1 COMMUNITY RELATIONS Records relating to the state government agency's interaction with its community not currently covered by the State Government General Records Retention Schedule.			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
82-04-29817 Rev. 2	<p>Tribal Relations</p> <p>Records documenting agency interaction with tribes concerning contracts, agreements, regulations, resolutions, law or other official documents that concern and/or controls the government to government operations.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Studies and management plans;• Tribal ceremonial agreements;• Court cases and other legal documents. <p>Excludes enforcement case files covered by:</p> <ul style="list-style-type: none">• <i>Case Files – Homicides (Solved) (DAN LE2010-062);</i>• <i>Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies (DAN LE2010-061);</i>• <i>Case Files – Other Cases (Notorious/Historically Significant) (DAN LE2010-060);</i>• <i>Case Files – Other Cases (Routine) (DAN LE2010-064);</i>• <i>Case Files – Sex Offenders and Sexually Violent Offenses (DAN LE2010-063).</i>	<p>Retain for 11 years after end of calendar year</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention)</p> <p>ESSENTIAL (for Disaster Recovery)</p> <p>OPR</p>



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1.2 HEARINGS

The activity of conducting administrative hearings.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
96-01-56406 Rev. 4	<p><i>Civil Administrative Hearings</i></p> <p>Records documenting the adjudicative proceedings of the Department's Administrative Hearing Officers that determine the rights, duties and privileges of petitioners in Department rulings.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Seizure for forfeiture;• Notice of Forfeiture following 45 days;• Hunting/fishing license suspension and revocations;• Wildlife Rehabilitation permit revocation;• Wildlife permit denial, hunter education application and instructor's dismissal;• Master Hunter Permit Revocation;• Crop Damage claims;• Commercial license (fishing/crab) appeals. <p>Excludes records related to other litigation actions through the Attorney General's Office.</p>	<p>Retain for 7 years after case closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2. ASSET MANAGEMENT

This section covers records relating to the management of the agency's physical assets (facilities, land, equipment, vehicles, supplies, etc.) not currently covered by the *State Government General Records Retention Schedule*.

See *State Government General Records Retention Schedule* for additional records relating to asset management.

2.1 MAINTENANCE

The activity of maintaining and servicing of agency owned assets.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-12-68351 Rev. 0	<p><i>Aircraft – Alteration, Status, and Time in Service</i></p> <p>Records identified by 14 CFR §91.417(b) (2) relating to the airworthiness, alterations, time in service and status of agency aircraft.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Time in service records;• Life-limited parts;• Inspection status;• Alterations to aircraft. <p>Excludes records covered by <i>Aircraft – Maintenance and Inspection (DAN 12-12-68352)</i>.</p> <p><i>Note: At time of sale, copies of the agency's records should be transferred to purchaser. Original records must be retained by the agency until the current approved minimum retention period has been met in accordance with RCW 40.14.060.</i></p>	<p>Retain for 6 years after sale of aircraft <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.1 MAINTENANCE

The activity of maintaining and servicing of agency owned assets.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-12-68352 Rev. 0	<p><i>Aircraft – Maintenance and Inspection</i></p> <p>Records identified in 14 CFR §91.417(b) (1) relating to the maintenance and inspections of agency aircraft.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Maintenance records;• Inspection records <p>Excludes records covered by <i>Aircraft – Alteration, Status, and Time in Service (DAN 12-12-68351)</i>.</p>	<p>Retain until repeated or superseded by subsequent maintenance work</p> <p><i>or</i></p> <p>3 years after the work is performed,</p> <p><i>whichever is sooner</i></p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3. CONSERVATION

This section covers records relating to the conservation, restoration and recovery of fish and wildlife.

3.1 HABITAT RESTORATION AND PROTECTION

The activity relating to restoring and protecting natural habitats for fish and wildlife.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
77-02-18453 Rev. 1	<i>Lakes and Streams Historical File</i> Information gathered annually by Department of Fish and Wildlife lake and stream surveying used for documenting rotenone (pesticide) treatment and rehabilitation for the purpose of protecting fish species and enhancing fisheries and the effects on specific bodies of water within the State of Washington.	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR
00-07-59816 Rev. 1	<i>State Environmental Policy Act (SEPA) – DFW as Lead Agency</i> Documentation pertaining to SEPA permits issued by Department of Fish and Wildlife as a lead agency. Includes records of environmental review by the public and federal/state permitting agencies, and threshold determinations originated by the Washington Department of Fish and Wildlife and rendered before project initiation per chapter 43.21C RCW. Excludes requests received on which WDFW elects not to comment, covered by <i>Provision of Advice, Assistance, or Information (DAN GS 09022)</i> . <i>Note: Department of Ecology holds the registry of SEPA permits issued by Department of Fish and Wildlife and other lead agencies in the State of Washington.</i>	Retain for 14 years after initiation of project or until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR



3.1 HABITAT RESTORATION AND PROTECTION

The activity relating to restoring and protecting natural habitats for fish and wildlife.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-12-68949 Rev. 0	<p><i>Water Resources/Energy Development</i></p> <p>Records related to the Department of Fish and Wildlife's consultation in the proposed licensing and permitting of construction, expansion and implementation of projects related to energy development in WA State, such as:</p> <ul style="list-style-type: none">• Hydropower and water storage;• Wind power;• Mining and fossil energy generation and distribution;• Transmission lines and pipelines. <p>Projects may be regulated by the Federal Energy Regulatory Commission (FERC), the Energy Facility Site Evaluation Council (EFSEC), local jurisdictions or other external entities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Biological assessments;• Associated maps;• Correspondence, email, meeting notes and memorandum to file;• Photographs;• Modifications or changes to the proposed action or project;• Any necessary internal compliance documentation and the WDFW concurrence.	<p>Retain for 6 years after date of document</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



3.1 HABITAT RESTORATION AND PROTECTION

The activity relating to restoring and protecting natural habitats for fish and wildlife.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-01-61695 Rev. 1	<i>Watershed Analyses</i> Detailed records of Local Habitat Assessments (LHA) performed by Department of Fish and Wildlife staff for counties and watersheds to identify important species and habitats for fish and wildlife protection.	Retain until completion of watershed analysis project <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR



3.2 SPECIES RECOVERY AND MANAGEMENT

The activity relating to protection, restoration and recovery of fish and wildlife species.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
77-02-18439 Rev. 2	<i>Claims For Damage</i> Records of claims filed by land owners who have a legal right to commercial crops, commercial livestock, or private land for monetary reimbursement for damages caused by wildlife interaction.	Retain for 6 years after claim closes <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
16-12-69022 Rev. 0	<i>Controlled Substance Authorized Lists</i> Lists of personnel who are authorized to possess and administer controlled substances (such as sodium pentobarbital), created and maintained in accordance with WAC 246-886-160.	Retain for 2 years after superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
16-12-69023 Rev. 0	<i>Drug Management</i> Records documenting the acquisition/requisition, transfer, inventory and reconciliation, use, and/or disposition of drugs or Schedule I, II, III, IV or V controlled substances under the control or possession of the agency. Includes, but is not limited to: <ul style="list-style-type: none">• Drug Enforcement Agency Form 222 and other requisition documentation (as required by 21 CFR 1305.17);• Drug inventories or transcriptions of inventories from oral recordings (WAC 246-886-210);• Documentation accounting for errors, discrepancies, or inventory reconciliations;• Drug Enforcement Agency Form 41;• Drug log books (in accordance with WAC 246-886-210);• Correspondence.	Retain for 2 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3.2 SPECIES RECOVERY AND MANAGEMENT

The activity relating to protection, restoration and recovery of fish and wildlife species.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
82-04-29818 Rev. 5	<p><i>Fish Species – Management, Protection and Restoration</i></p> <p>Records documenting the management, protection and recovery of fish species that exist in waters of Washington State.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Management plans (includes local, interagency, federal or tribal);• Tagging, laboratory operations, populations, locations;• Documentation of diseases or other threats for different fish species;• Fishways, fish passages and screening. <p>Excludes raw data/statistics/survey responses that have been consolidated/aggregated into another summary record or database are covered by <i>Records Documented as Part of More Formalized Records (DAN GS 50012)</i>.</p>	<p>Retain for 10 years after end of calendar year <i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>
74-10-07126 Rev. 5	<p><i>Hatcheries and Fish Farms</i></p> <p>Records documenting hatchery production, operation and management.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Fish arriving at traps and numbers for brood year species;• Plant and carcass disposition of eggs taken, fish spawned;• Annual salmon hatchery production plans. <p>Excludes raw data/statistics/survey responses that have been consolidated/aggregated into another summary record or database are covered by <i>Records Documented as Part of More Formalized Records (DAN GS 50012)</i>.</p>	<p>Retain for 10 years after end of calendar year <i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>



3.2 SPECIES RECOVERY AND MANAGEMENT

The activity relating to protection, restoration and recovery of fish and wildlife species.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-12-69024 Rev. 0	Microchip Records Records documenting the implantation of microchips in animals by the agency. Includes, but is not limited to: <ul style="list-style-type: none">• Microchip label;• Data related to movement;• Existing and deceased microchipped species.	Retain for anticipated lifetime of animal being microchipped <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
12-09-68300 Rev. 0	Problem/Dangerous Wildlife Field Incidents Documentation related to problem and/or dangerous wildlife incidents/encounters completed by commissioned enforcement staff. Includes, but is not limited to, black bear and cougar incident reports and forms.	Retain for 3 years after date of incident <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
77-02-18424 Rev. 3	Wildlife Management Records documenting wildlife management, protection and preservation. Includes, but is not limited to: <ul style="list-style-type: none">• Reports;• Status and Trends;• Management Plans;• Census studies. Excludes raw data/statistics/survey responses that have been consolidated/aggregated into another summary record or database are covered by <i>Records Documented as Part of More Formalized Records (DAN GS 50012)</i> .	Retain for 10 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



4. ENFORCEMENT

This section covers records created by the WDFW Enforcement Program including but not limited to criminal processes, actions, and resolutions implemented as a result of enforcement activities.

4.1 ADMINISTRATIVE

This section covers records relating to oversight and responsibility for the Enforcement Program's complaint and disciplinary procedures (including review and investigation of employee conduct, alleged misconduct, policy violations, etc.)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-10-69593 Rev. 0	<i>Directive Control Sheets</i> Records documenting staff acknowledgement of new Enforcement Regulations and General Orders.	Retain for 5 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



4.2 CASE MANAGEMENT

The activity involved in managing cases under enforcement jurisdiction, including hunting accidents.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-09-68998 Rev. 0	<i>Hunting Accidents – Routine</i> Records relating to Department of Fish and Wildlife Enforcement Program’s investigations into routine hunting accidents. Routine hunting accidents are those not covered by <i>Hunting Accidents – Significant (DAN 79-03-22123)</i> .	Retain for 6 years after date of accident <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
79-03-22123 Rev. 2	<i>Hunting Accidents – Significant</i> Records relating to Department of Fish and Wildlife Enforcement Program’s investigations into significant hunting accidents. Significant hunting accidents are those which involve: <ul style="list-style-type: none">• At least one fatality; or• Famous/infamous people; or• Receive significant national/international media attention. Excludes records covered by <i>Hunting Accidents – Routine (DAN 16-09-68998)</i> .	Retain for 6 years after date of accident <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR



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4.3 COMMUNITY INTERACTION

The activity involves enforcement interactions with the community.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68302 Rev. 0	<p>Rewards Program</p> <p>Provides documentation of the payment of rewards or preference points for information leading to issuance of citation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Rewards request forms;• Copies of order payment forms;• Copies of case report;• Reward letters. <p><i>Note: Information is highly confidential.</i></p>	<p>Retain for 5 years after date when violation was reported <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.4 INVESTIGATIONS

The activity involved in the collection of information and investigations of suspected or alleged criminal activity.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68306 Rev. 0	<i>Investigational Conversations – Recordings</i> Recordings of investigational conversations with victims, suspects, witnesses, or other individuals associated with criminal investigations.	Retain for 1 year after transcribed verbatim and verified <i>or</i> until disposition of pertinent case file(s), whichever is sooner <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
12-09-68307 Rev. 0	<i>Investigational Conversations – Transcriptions</i> Transcriptions of investigational conversations with victims, suspects, witnesses, or other individuals associated with criminal investigations.	Retain until disposition of pertinent case file(s) <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
12-09-68308 Rev. 0	<i>Special Operations Team</i> Provides documentation relating to special or tactical enforcement operations planned and/or executed by the Special Operations team. Includes, but is not limited to: <ul style="list-style-type: none">• Marijuana eradication;• Swift rescue. Excludes records that are part of a case file.	Retain for 2 years after completion of mission/operation <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



4.4 INVESTIGATIONS

The activity involved in the collection of information and investigations of suspected or alleged criminal activity.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-03-22119 Rev. 1	<p><i>Specialized Investigative Unit (SIU)</i></p> <p>Documentation that relates to undercover identity records produced for the purpose of creating an alternative identity for undercover investigations.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Vehicle tabs and licenses;• Other alternate forms of identification such as a Social Security card;• Other investigative accrued expenses.	<p>Retain for 3 years after investigation closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



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4.5 VIOLATIONS/CITATIONS

The activity involved in enforcing laws and ordinances and citing violations

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68315 Rev. 0	Officer Notebooks Notebooks used by commissioned enforcement staff and communications officers to take notes while on duty.	Retain for 10 years after last entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



5. LICENSES AND PERMITS

This section covers records relating to the licensing and permitting for hunting and fishing.

5.1 DEALER AND VENDOR MANAGEMENT

The activity of authorizing and monitoring the dealers and vendors who sell Department of Fish and Wildlife licenses and permits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
79-05-22337 Rev. 1	<p>Dealer/Vendor License Records</p> <p>Records documenting licenses issued to dealers/vendors authorized to sell fishing and hunting licenses, stamps, razor clams and shrimp licenses.</p> <p>Including, but is not limited to:</p> <ul style="list-style-type: none">• Applications and approvals;• Bonds and sales reports;• Terminated dealers/vendors. <p><i>Note: License does not expire. Active until terminated by the vendor or by Department of Fish and Wildlife. Incomplete or withdrawn applications are held for reference purposes.</i></p>	<p>Retain for 7 years after termination of license <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
08-03-61743 Rev. 2	<p>Returned Licenses from Dealers/Vendors</p> <p>All records pertaining to hunting and fishing license transactions and documents returned by authorized dealers for credit. Vendors issue licenses via a terminal system and documents numbered at time of sale.</p>	<p>Retain for 3 months after dealer account is charged <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



5.2 GRANTING LICENSES AND PERMITS

The activity relating to licensing and permitting for both commercial and private hunting, fishing and collecting.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-08-25204 Rev. 4	<i>Commercial Licensing/Registration Records</i> Records documenting the licensing of commercial boats and wholesalers for harvesting, selling and growing fish and shellfish. Includes, but is not limited to: <ul style="list-style-type: none">• Buoy brand licenses• Commercial gear licenses;• Aquaculture registrations;• Wholesale fish dealers, Aquaculture farms.	Retain for 6 years after expiration of license or inactive status of registrations <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
79-03-22120 Rev. 1	<i>Hunter Education Program</i> Records related to the Hunter Education program. Includes, but is not limited to: <ul style="list-style-type: none">• Course records and instructor files;• Course evaluations and surveys;• Registrations and Certificates of Completion.	Retain for 6 years after completion of course <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



5.2 GRANTING LICENSES AND PERMITS

The activity relating to licensing and permitting for both commercial and private hunting, fishing and collecting.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
13-12-68483 Rev. 0	<p><i>Hunter/Fisher Disability Privileges</i></p> <p>Records related to applications by persons with disabilities to be granted special status for access and special privileges for hunting, fishing and wildlife opportunities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Special Use Permit applications;• Exception to the Special Use Permit Application Submission For;• Hunter/Fisher Disability Status applications;• Hunter/Fisher Reduced Fees applications;• Road Access Entry Program Submission;• Approvals, denials, renewals. <p><i>Note: Special Use Permits and Exceptions provide accommodations in hunting, fishing or wildlife viewing activities. Reduced fees application is for reduced fees only. The Fisher Disability Status Application must be completed to receive disability status. Information is entered into WILD System and status remains until updated.</i></p>	<p>Retain for 7 years after the date of the original issuance or denial</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
72-05-02061 Rev. 4	<p><i>Hydraulic Project Approvals</i></p> <p>Records documenting permits approved/denied for construction activity that will divert, obstruct, or change the natural flow bed of state waters. Includes all marine waters and freshwaters of the state except artificial water courses.</p>	<p>Retain for 7 years after the date of the original issuance or denial of the permit</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR



5.2 GRANTING LICENSES AND PERMITS

The activity relating to licensing and permitting for both commercial and private hunting, fishing and collecting.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-09-68317 Rev. 0	<i>License Suspensions/Revocations and Reinstatements</i> Records relating to the notices issued to suspend, revoke or reinstate the rights of an individual to hunt or fish in the state of Washington.	Retain for 1 year after cancelled or expired <i>and</i> until exhaustion of appeals process <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
12-03-68235 Rev. 0	<i>Master Hunter (AHE) Permit Program</i> Records related to Advanced Hunter Education (AHE) Program. Provides training, education and upon successful completion of the course, a permit to participate in special hunts aimed at reducing property damage and/or public safety problems posed by wildlife. Includes, but is not limited to: <ul style="list-style-type: none">• Applications, tests, certification/re-certification;• Course records and instructor files;• Issuing/renewals of permits;• Unsuccessful attempts.	Retain for 6 years after permit expires or non- recertification <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



5.2 GRANTING LICENSES AND PERMITS

The activity relating to licensing and permitting for both commercial and private hunting, fishing and collecting.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
77-02-18412 Rev. 1	<p><i>Raptors/Wildlife Rehabilitator License Records</i></p> <p>Records pertaining to licensed falconers and wildlife rehabilitators who have been trained to care for and hunt raptors.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none">• Applications/renewal applications for licenses;• Exams, inspections;• Annual reports/ledgers;• Records of withdrawn applications and failed attempts to pass requirements successfully. <p><i>Note: Falconers submit a Renewal Application, Rehabilitators submit an Annual Report for renewal. If renewal requirements are not met, license is terminated and falconers and rehabilitators must go through application process again.</i></p>	<p>Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
15-12-68948 Rev. 0	<p><i>Recreational Passes</i></p> <p>Records relating to the issuance of passes required for parking, access and use of park grounds and facilities such as Sno-Park or Discover passes.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Applications• Supporting documentation for eligibility verification. <p>Excludes financial records for payment covered by <i>Financial Transactions – General (DAN GS 01001)</i>.</p>	<p>Retain until pass is expired <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



5.2 GRANTING LICENSES AND PERMITS

The activity relating to licensing and permitting for both commercial and private hunting, fishing and collecting.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
96-01-56409 Rev. 4	<i>Scientific Collection Permits</i> Permits issued to scientists/researchers, educators/educational institutions, museums, aquariums and zoos that authorize the permit holder to collect samples and specimens (such as fish, shellfish, mammals, reptiles, amphibians, their nests and eggs) for scientific and educational purposes.	Retain for 3 years after permit expires <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
77-02-18435 Rev. 3	<i>Special Permits, Licenses, Certificates, Authorizations or Permissions</i> Records related to special permits, licenses, certificates, permissions, waivers or authorizations granted by agency programs. Includes, but is not limited to: <ul style="list-style-type: none">• Applications, approvals, denials, renewals;• Eligibility verification documents;• Entries for contests. Excludes records covered by: <ul style="list-style-type: none">• <i>Hunter/Fisher Disability Privileges (DAN 13-12-68483);</i>• <i>Hydraulic Project Approvals (DAN 72-05-02061);</i>• SEPA comment requests from external entities covered by <i>Provision of Advice, Assistance, or Information (DAN GS 09022).</i>	Retain for 3 years after expiration <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



5.3 REPORTING

The activity relating to reporting of counts and catches by licensees and permittees.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-09-51256 Rev. 5	<p>Commercial Fish Catches</p> <p>Records relating to commercial fish catches and reports submitted by licensees. Catches are reported to document legal and compliance requirements for commercial licenses for annual renewals and are used for other compilations gathered to create statistical and analytical reports.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Catch reports and reconciliations (Non-Treaty & Treaty Quick Reports);• Commercial Fish Receiving Tickets• Aquaculture Production Reports• Season setting/closures;• Quota determinations. <p>Excludes:</p> <ul style="list-style-type: none">• Published reports covered by <i>Publications (DAN GS 15008)</i>;• Research data and plans covered by <i>Fish Species – Management (DAN 82-04-29818)</i>.<p><i>Note: Paper records which have been imaged may be destroyed (excluding original Fish Tickets which must be kept for 6 years) in accordance with Source Records – Imaged/Migrated (Non-Archival) (DAN GS 11012).</i></p>	<p>Retain for 6 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
02-01-60306 Rev. 3	<p>Recreational Sports Fish/Crab Catch Record Cards – Not Selected for Sampling</p> <p>Individual recreational paper based catch cards submitted by licensed fishers/catchers that are NOT selected for sampling.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



5.3 REPORTING

The activity relating to reporting of counts and catches by licensees and permittees.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-06-68506 Rev. 0	<p><i>Recreational Sports Fish/Crab Catch Record Cards – Selected for Sampling</i></p> <p>Records, regardless of format, relating to the data derived from sampled individual catch cards captured as images or other compilations gathered to create statistical and analytical reports.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Fisheries management reports;• Season setting/closures;• Quota determinations. <p>Excludes published reports covered by <i>State Publications (DAN GS 15008)</i>.</p> <p><i>Note: Paper records which have been imaged may be destroyed in accordance with Source Records – Imaged/Migrated (Non-Archival) (DAN GS 11012).</i></p>	<p>Retain for 5 years after the end of the licensing year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



GLOSSARY

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.



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