

Summary of Changes

Department of Transportation Records Retention Schedule v.1.25 (August 2025)

New Records Series Added

- None

Retention Changes

- One (1) records series has changes to its retention period/cutoff:
 1. **City and Towns Annexation Records** (*was* City Annexation Records) **(DAN 81-07-28586) p.61**
Decreased from “75 years after end of fiscal year (Archival)” to “50 years after end of fiscal year (Archival)”
Rationale: Compliance with WAC 434-615-030.

Other Minor Changes

- Two (2) record series have changes to their titles and/or descriptions:
 1. **Certificate of Inspection and Stability Letters** (*was* Certificate of Inspection) **(DAN 83-06-32415) p.31**
 2. **City and Towns Annexation Records** (*was* City Annexation Records) **(DAN 81-07-28586) p.61**
- Minor improvements were made to the formatting throughout the schedule to align with current Washington State Archives practices.

Essential Designation Changes

- None

Archival Designation Changes

- None

Archival Series Being Revoked

- None

Non-Archival Series Being Revoked

- A total of two (2) “Non-Archival” records series are being revoked.
- Two (2) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:

1. **Journal Vouchers (DAN 82-06-29879)** covered by Financial Transactions – General (DAN GS 01001)
2. **Security Recordings – Non-Incident (DAN 22-06-69655)** covered by Security Monitoring – Non-Incident (DAN GS 25003)

Net Reduction in Records Series: 2 (from 179 series down to 177 series)