

## Summary of Changes

### ***Department of Labor and Industries Records Retention Schedule v.1.14 (October 2025)***

#### **New Records Series Added**

- Two (2) new records series have been added to this records retention schedule:
  1. **Discrimination (Civil Rights and Protected Class) Complaints (DAN 25-10-69867) p.10**  
*“6 years after complaint resolved (Non-Archival)”*
  2. **Office of the Medical Director (OMD) Referral Working Files (DAN 25-10-69868) p.87**  
*“6 years after referral closure date (Non-Archival)”*

#### **Retention Changes**

- One (1) records series has changes to its retention period/cutoff:
  1. **Claims Administration Training and Apprenticeship Program Records (DAN 10-06-62224) p.22**  
Increased from “4 years after either Journeyman Status is achieved or removed from training program (Non-Archival)” to “5 years after either Journeyman Status is achieved or removed from training program (Non-Archival)”  
*Rationale: The change is per WAC 296-05-100 which states in part, “Program sponsors must keep adequate records related to operations of the apprenticeship program...for a minimum of five years.”*

#### **Other Minor Changes**

- Ten (10) records series have changes to their title and/or description:
  1. **Closed Electrical Citations (DAN 90-01-45364) p.101**
  2. **Complaints, Investigations and Wage Claim Assignments (was Employment Standards Complaints, Investigations and Wage Claim Assignments) (DAN 80-03-24360) p.110**
  3. **Construction and Maritime Certifiers of Cranes, Derricks, and Spouts (was Certifiers of Cranes, Derricks, and Spouts) (DAN 74-09-06924) p.70**
  4. **Construction and Maritime Certifiers of Cranes, Derricks, and Spouts Certification Files (was Crane, Derrick, and Spout Certification Files) (DAN 74-09-06923) p.70**
  5. **Construction and Maritime Cranes, Derricks, and Spouts Certifier Files – Certification Denied (was Crane, Derrick, and Spout Certifier Files – Certification Denied) (DAN 09-03-61973) p.71**
  6. **Complaints, Investigations and Wage Claim Assignments (was Employment Standards Complaints, Investigations and Wage Claim Assignments) (DAN 80-03-24360) p.110**

7. **Employment Standards Variances (DAN 17-08-69119) p.111**
  8. **Independent Medical Exam (IME) Complaint Tracking Files** (*was* Injured Worker Complaint Tracking Files) **(DAN 11-04-62454) p.47**
  9. **Independent Medical Exam (IME) Providers (DAN 98-08-58654) p.48**
  10. **Provider Account Statistical Reports (DAN 08-06-61783) p.49**
- One (1) section/sub-section has changed its heading and/or section description:
    1. **STANDARDS AND TECHNICAL SERVICES – CRANES – OFFICE NUMBER 621** (*was* COMPLIANCE PROGRAM – CRANES – OFFICE NUMBER 621) **p.70**

### **Essential Designation Changes**

- None

### **Archival Designation Changes**

- None

### **Archival Series Being Revoked**

- None

### **Non-Archival Series Being Revoked**

- One (1) “Non-Archival” records series is being revoked as it is covered by another “Non-Archival” records series:
  1. **Claims Manager Complaint Tracking Files (DAN 11-04-62455)** covered by Independent Medical Exam (IME) Complaint Tracking Files (DAN 11-04-62454)

***Net Increase in Records Series: 1 (from 330 series up to 331 series)***