

This schedule applies to: Department of Labor & Industries

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of the Department of Labor & Industries, which is dedicated to the safety, health and security of Washington’s 3.2 million workers. L&I helps employers meet safety and health standards; inspects workplaces, administers the state’s workers’ compensation system; provides medical and limited wage-replacement coverage to workers who suffer job-related injuries and illness; creates rules and enforcement programs to help ensure workers are paid what they are owed, that children’s and teens’ work hours are limited, and that consumers are protected from unsound building practices. 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 state 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 Labor & Industries are revoked. The Department of Labor & Industries 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 17, 2017.

Signature on File

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Cindy Evans**

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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) and four new records series.
1.1	September 5, 2012	Minor revision.
1.2	December 4, 2013	Minor revisions to the Industrial Hygiene Laboratory and Lab Analysis section.
1.3	September 3, 2014	Minor revisions to the All Offices; Industrial Hygiene Laboratory and Lab Analysis; Special Compliance Services; Customer Service Program – Regional Service Locations; and Legacy sections.
1.4	December 3, 2014	Addition of a new Structured Settlement section and minor revisions to the Consultation Program and Elevator Program sections.
1.5	June 29, 2016	Minor revision to the DOSH – Technical Services section.
1.6	December 7, 2016	Minor revisions to the Specialty Compliance Services – Apprenticeship section.
1.7	August 17, 2017	Minor revisions and formatting corrections throughout the schedule.

For assistance and advice in applying this records retention schedule,
please contact the Department of Labor & Industries’ Records Officer

or Washington State Archives at:

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TABLE OF CONTENTS

1.	ALL OFFICES.....	6
2.	DIRECTORS OFFICE – OFFICE NUMBER 100.....	8
2.1	OMBUDSMANS OFFICE – OFFICE NUMBER 106.....	9
3.	RISK MANAGEMENT AND INTERNAL SAFETY – OFFICE NUMBER 220.....	10
4.	ADMINISTRATIVE SERVICES DIVISION – OFFICE NUMBER 900.....	12
4.1	RESEARCH AND DATA SERVICES ADMINISTRATION – OFFICE NUMBER 953.....	12
4.2	RESEARCH AND DATA SERVICES ADMINISTRATION – BUREAU OF LABOR AND STATISTICS (BLS) INFORMATION – OFFICE NUMBER 953.....	13
5.	INSURANCE SERVICES DIVISION – OFFICE NUMBER 501.....	14
5.1	ACTUARIAL SERVICES – OFFICE NUMBER 502.....	14
5.2	CLAIMS ADMINISTRATION – OFFICE NUMBER 510.....	17
5.3	CLAIMS ADMINISTRATION – CLAIMS TRAINING AND COACH/MENTORING UNIT – OFFICE NUMBERS 561 AND 563.....	19
5.4	CLAIMS ADMINISTRATION – QUALITY ASSURANCE – OFFICE NUMBER 562.....	20
5.5	INTEGRATED CLAIMS SERVICES – LEGAL SERVICES – THIRD PARTY – STRUCTURED SETTLEMENT – OFFICE NUMBER 936.....	21
5.6	INTEGRATED CLAIMS SERVICES – LEGAL SERVICES – POLICY – OFFICE NUMBER 560.....	23
5.7	INTEGRATED CLAIMS SERVICES – RETURN TO WORK PROGRAM – VOCATIONAL DISPUTE RESOLUTION – OFFICE NUMBER 513.....	24
5.8	INTEGRATED CLAIMS SERVICES – RETURN TO WORK PROGRAM – PRIVATE SECTOR REHABILITATION SERVICES – OFFICE NUMBER 514.....	25
5.9	INTEGRATED CLAIMS SERVICES – RETURN TO WORK PROGRAM – PREFERRED WORKER PROGRAM – OFFICE NUMBER 515.....	26
5.10	INTEGRATED CLAIMS SERVICES – RETURN TO WORK PROGRAM – THERAPY SERVICES, WORKSOURCE PROGRAM – OFFICE NUMBER 518.....	27
5.11	INTEGRATED CLAIMS SERVICES – PENSIONS – PENSION BENEFITS – OFFICE NUMBER 564.....	28
5.12	CRIME VICTIM COMPENSATION PROGRAM – OFFICE NUMBER 520.....	30
5.13	CRIME VICTIM COMPENSATION PROGRAM – BILL PAYMENT UNIT – OFFICE NUMBER 521.....	31
5.14	CRIME VICTIM COMPENSATION PROGRAM – CLAIMS UNIT – OFFICE NUMBER 522.....	34
5.15	EMPLOYER SERVICES – OFFICE NUMBER 530.....	35

5.16	EMPLOYER SERVICES –RETROSPECTIVE RATING – OFFICE NUMBER 534.....	38
5.17	HEALTH SERVICE ANALYSIS (HSA) – OFFICE NUMBER 540	39
5.18	HEALTH SERVICE ANALYSIS (HSA) – HEALTHCARE POLICY AND PAYMENT METHODS – OFFICE NUMBER 542	40
5.19	HEALTH SERVICE ANALYSIS (HSA) – PROVIDER CREDENTIALING AND COMPLIANCE – OFFICE NUMBER 544.....	41
5.20	HEALTH SERVICE ANALYSIS (HSA) – TECHNICAL OPERATIONS – OFFICE NUMBER 546	44
5.21	SELF-INSURANCE – CERTIFICATION SERVICES – OFFICE NUMBER 572.....	46
5.22	SELF-INSURANCE – CLAIMS TRAINING UNIT – OFFICE NUMBER 571	48
5.23	SELF-INSURANCE – CLAIMS MANAGEMENT SERVICES — OFFICE NUMBER 573	49
5.24	SAFETY AND HEALTH ASSESSMENT RESEARCH AND PREVENTION (SHARP) – OFFICE NUMBER 580	50
5.25	CLAIMS SUPPORT SERVICES – MICROGRAPHICS – OFFICE NUMBER 594.....	51
6.	DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (DOSH) – OFFICE NUMBER 610	53
6.1	STANDARDS AND TECHNICAL SERVICES – OFFICE NUMBER 620.....	53
6.2	STANDARDS AND TECHNICAL SERVICES – EXPLOSIVES – OFFICE NUMBER 624	54
6.3	STANDARDS AND TECHNICAL SERVICES – TECHNICAL SERVICES – OFFICE NUMBER 625.....	56
6.4	STANDARDS AND TECHNICAL SERVICES – STANDARDS PROGRAM – OFFICE NUMBER 681.....	60
6.5	OPERATIONS – OFFICE NUMBER 630.....	61
6.6	OPERATIONS – DOSH RECORDS CENTER – OFFICE NUMBER 313.....	62
6.7	COMPLIANCE PROGRAM – CRANES – OFFICE NUMBER 621.....	63
6.8	COMPLIANCE PROGRAM – MARITIME – OFFICE NUMBER 623.....	64
6.9	EDUCATION AND OUTREACH – TRAINING PROGRAM – OFFICE NUMBER 672.....	65
6.10	EDUCATION AND OUTREACH – GOVERNOR’S SAFETY AND HEALTH CONFERENCE – OFFICE NUMBER 677	67
6.11	EDUCATION AND OUTREACH – SPECIAL EMPLOYER PROGRAM – OFFICE NUMBER 679	68
6.12	CONSULTATION PROGRAM – OFFICE NUMBER 671.....	69
6.13	DEPUTY PROGRAM AND LEGISLATIVE AND LABORATORY PROGRAM – DISCRIMINATION AND INVESTIGATIONS – OFFICE NUMBER 684.....	71
6.14	DEPUTY PROGRAM AND LEGISLATIVE AND LABORATORY PROGRAM – INDUSTRIAL HYGIENE LABORATORY AND LAB ANALYSIS – OFFICE NUMBER 641	72
7.	FRAUD PREVENTION AND COMPLIANCE – OFFICE NUMBER 710.....	74
7.1	AUDIT – OFFICE NUMBER 711	74

7.2	INVESTIGATIONS – OFFICE NUMBER 714	76
7.3	INVESTIGATIONS – PROVIDER FRAUD – OFFICE NUMBER 715.....	78
8.	SPECIALTY COMPLIANCE SERVICES (SCS) – OFFICE NUMBER 410	79
8.1	OPERATIONS – OFFICE NUMBER 425.....	79
8.2	APPRENTICESHIP – OFFICE NUMBER 430	81
8.3	BOILER – OFFICE NUMBER 450	84
8.4	CONTRACTOR, FACTORY ASSEMBLED STRUCTURES (FAS), PLUMBER ADMINISTRATION – OFFICE NUMBER 460.....	86
8.5	CONTRACTOR, FACTORY ASSEMBLED STRUCTURES (FAS), PLUMBER ADMINISTRATION – FACTORY ASSEMBLED STRUCTURES – OFFICE NUMBER 460	87
8.6	CONTRACTOR, FACTORY ASSEMBLED STRUCTURES (FAS), PLUMBER ADMINISTRATION –INSTALLER PROGRAM – OFFICE NUMBER 460	90
8.7	CONTRACTOR, FACTORY ASSEMBLED STRUCTURES (FAS), PLUMBER ADMINISTRATION –PLUMBER CERTIFICATION – OFFICE NUMBER 460	91
8.8	ELECTRICAL ADMINISTRATION – OFFICE NUMBER 480.....	92
8.9	ELECTRICAL ADMINISTRATION – ELECTRICAL PLAN REVIEW – OFFICE NUMBER 482.....	95
8.10	ELEVATOR PROGRAM – OFFICE NUMBER 485.....	96
8.11	EMPLOYMENT STANDARDS – OFFICE NUMBER 490	101
8.12	PREVAILING WAGE – OFFICE NUMBER 495	103
9.	CUSTOMER SERVICE PROGRAM – REGIONAL SERVICE LOCATIONS	106
10.	LEGACY RECORDS	109
	GLOSSARY	111
	INDEXES	114

1. ALL OFFICES

This section covers records relating to program area advisory boards and committee meeting minutes and files which include external stakeholders; program area continuing education courses, and confidential medical records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91-04-47807 Rev. 5	<p>Collection Account Files</p> <p>Provides documentation of all employers, contractors, and citations and infractions issues with outstanding fees. The records are deemed finalized uncollectible, unresolved, or revoked, and the collection process has been activated.</p> <p>The records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Suspension packets; • Legal documents; • Proof of service; • Final notice and order of assessment; • Director Compromise; • Warrants filed with Superior Court; • Foreign judgments; • Notes; • Copy of original infraction or citation; and, • Personal liability assessments and documentation/packet with write-up and proof of service. <p>Excludes records covered by <i>Audits and Investigations (DAN 92-09-51335)</i>.</p>	<p>Retain for 12 years after final action has been taken on account</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-03-68230 Rev. 0	<p><i>L&I Program Area Continuing Education Course Material</i></p> <p>Provides documentation of all L&I program area continuing education course materials. All program areas have different approval processes for their course material and may not require the same documents be maintained as another program. Courses may expire at various times, such as two or three years.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications; • Fees paid; • Course outlines; • Instructor qualifications; • Class rosters; • Course material approved or disapproved; • Course material created specifically by the program area; • Proof of attendance. 	<p>Retain for 6 years after:</p> <ul style="list-style-type: none"> • Course expired, <i>or</i> • Curriculum Review Committee Decision Made, <i>or</i> • Course Completion Date, <i>or</i> • Calendar Year, <p><i>whichever is applicable</i></p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
92-12-51666 Rev. 2	<p><i>Medical Records (Confidential)</i></p> <p>Copies of patient medical records reviewed during peer reviews, audits, or other evaluations. Per RCW 51.36.110(1), 'The Director, or the director's authorized representative, shall destroy all copies of patient medical records in their possession upon completion of the audit, investigation or proceedings.'</p>	<p>Retain until orders final and binding, investigation or audit complete</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

2. DIRECTORS OFFICE – OFFICE NUMBER 100

This section covers records relating to the Annual Workers Memorial Service, the Ombudsman Office, and the agency Wellness Program.

See the *State Government General Records Retention Schedule* for additional executive management records series along with records relating to Legislative Relations, Communications, and Mail Services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-01-61902 Rev. 0	<p>Workers Memorial Service Files</p> <p>Provides documentation of the Workers Memorial Service, held once a year in the spring, to honor individuals who were killed on the job in Washington State.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Invitation letters; • Invitations; • Posters; • Copies of e-mail correspondence; • Agendas; • Copies of handouts and/or presentations; • Pictures; • DVDs of service. <p><i>Note: Records will not include any personal identifiable information, such as claim file information, home addresses, telephone numbers, etc.</i></p>	<p>Retain for 6 years after end of calendar year</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

2.1 OMBUDSMANS OFFICE – OFFICE NUMBER 106

The activity relating to the Self-Insurance Ombudsmans Office.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
<p>10-12-62347 Rev. 0</p>	<p><i>Ombudsman Files</i> The Ombudsman Office is an advocate for injured workers of self-insured employers per chapter 51.14 RCW. They offer and provide information on industrial insurance to their clients and identify, investigate and facilitate resolution of industrial insurance complaints from injured employees. All communication is considered privileged and confidential and disclosure is prohibited per RCW 51.14.370. Documentation may include but is not limited to: authorization forms, correspondence, notes, and copies of medical files. Statistical data is maintained for annual reporting purposes to the Governor. The records series used for the annual reports is DAN GS 15008. Only Ombudsman files in which the investigation is closed, or the informational response is complete, will be destroyed.</p>	<p>Retain for 1 year after end of fiscal year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

3. RISK MANAGEMENT AND INTERNAL SAFETY – OFFICE NUMBER 220

This section covers records relating to insurance, Federal Emergency Management files, ergonomics, Occupational Safety and Health Administration 300 files, and job hazard analysis.

See the *State Government General Records Retention Schedule* for additional records series relating to risk management, vehicle management, and security.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-05-62022 Rev. 0	<i>Ergonomic Assessments for Agency Business Areas</i> Provides documentation of ergonomic assessments for specific business areas completed upon request. Documentation includes but is not limited to assessment review and final recommendations.	Retain for 6 years after superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
09-05-62021 Rev. 0	<i>Ergonomic Consultations for Agency Staff</i> Provides documentation of ergonomic consultations done for all agency staff. Consultations are done on request by either the ergonomic coordinator or a trained aide. Documentation may include but is not limited to: completed consultation form, final recommendations and correspondence.	Retain for 6 years after employee either transfers, retires, or leaves state service <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
09-05-62024 Rev. 0	<i>Job Hazard Analysis Files</i> Provides documentation of job hazard analyses done for each division or unit in the agency. The analysis is an overview of possible employee hazards for a particular job class or section. This reporting process is done approximately every three years.	Retain for 3 years after superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-11-59344 Rev. 1	<p><i>Risk Management – Federal Emergency Management (FEMA) Files</i> Provides documentation of L&I claims, following disasters, against FEMA and claims resolution. <i>Note: 44 CFR Part 206 states that documentation grant recipients must maintain financial and program records for three years following final payment for FEMA auditing purposes.</i></p>	<p>Retain for 3 years after final payment received <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
99-11-59343 Rev. 1	<p><i>Risk Management Insurance Files</i> Provides documentation of insurance information, such as coverage summaries and copies of billing invoices. <i>Note: The Department of Enterprise Services Risk Management Office maintains copies of the original insurance policies and manages all insurance claims. L&I have no originals and are not responsible for initiating or reapplying for the policy.</i></p>	<p>Retain for 2 years after policy renewal date <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

4. ADMINISTRATIVE SERVICES DIVISION – OFFICE NUMBER 900

This section covers records relating to the administrative duties of managing a state agency.

See the *State Government General Records Retention Schedule* for additional records series relating to facilities management, contracts and purchasing records, forms management, public disclosure, publishing, records management, and financial management.

4.1 RESEARCH AND DATA SERVICES ADMINISTRATION – OFFICE NUMBER 953

The activity relating to program specific studies.

See the State Government General Records Retention Schedule for additional records series relating to general agency administration.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-01-58223 Rev. 2	<p><i>Research and Data Services (RDS) Study Documentation</i></p> <p>Provides documentation on program specific studies related to projects and pilots to improve agency operations. The information compiled contains research and analysis on projects/pilots and is used for future studies conducted by RDS. Records may include but are not limited to: data files from administrative data and surveys, codes used to conduct data analysis, documentation of data elements, data gathered relating to practices of other states as they relate to agency operations (fact finding), logs of project events, timelines, draft reports with tracked changes and stakeholder comments, and final reports.</p>	<p>Retain for 15 years after end of study <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

4.2 RESEARCH AND DATA SERVICES ADMINISTRATION – BUREAU OF LABOR AND STATISTICS (BLS) INFORMATION – OFFICE NUMBER 953

The activity relating to data on injury, illness and fatalities gathered through a cooperative effort between the federal Bureau of Labor Statistics and L&I.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
74-09-06926 Rev. 6	<p>Bureau of Labor Statistics Survey File Provides documentation of injuries and/or illnesses in workplaces as reported by employers. <i>Note: Confidential.</i></p>	<p>Retain for 3 months after release of case and demographic data (annually in November) <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
08-08-61812 Rev. 1	<p>Census of Fatal Occupational Injuries (CFOI) Files Provides documentation of Washington workplace fatalities. <i>Note: Confidential per the signed agreements between L&I and the US Department of Labor Occupational Safety and Health Statistics Program Cooperative Agreement under section Q and the Washington State Department of Health agreement under sections V and VI.</i></p>	<p>Retain for 1 year after end of collection calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
08-06-61790 Rev. 0	<p>Occupational Safety and Health Statistics (OSHA) Program – Cooperative Agreement Agreement between L&I and the US Department of Labor for the participation in the Survey of Occupational Injuries and Illnesses and Census of Fatal Occupational Injuries program.</p>	<p>Retain for 3 years after end of federal fiscal year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

5. INSURANCE SERVICES DIVISION – OFFICE NUMBER 501

This section covers records relating to actuaries, Industrial Insurance claims, claims training, Self-Insurance, Crime Victims, Employer Services, Health Service Analysis, and Safety and Health Assessment and Research for Prevention.

See the *State Government General Records Retention Schedule* for additional records series relating to legal services and executive level records regarding policy, studies, quality performance and improvement, interpretive and policy statements.

5.1 ACTUARIAL SERVICES – OFFICE NUMBER 502			
<i>The activity relating to the actuarial and financial functions of the State Fund, recommending premium rates for industrial insurance coverage, establishing liabilities for industrial insurance benefits and expenses, and measuring and analyzing financial and operational performance.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-04-62438 Rev. 0	Annual Rate Documentation Provides documentation and data to develop premium rates.	Retain for 5 years after end of quarter <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
99-09-59293 Rev. 1	Class Experience By Subclass Provides documentation for exposure and loss incurred by subclass for the five years of experience used by ratemaking.	Retain for 5 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
99-09-59294 Rev. 1	Experience Rate Plan Provides documentation on experience rating by size of firm and size of experience modification factors.	Retain for 10 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

5.1 ACTUARIAL SERVICES – OFFICE NUMBER 502

The activity relating to the actuarial and financial functions of the State Fund, recommending premium rates for industrial insurance coverage, establishing liabilities for industrial insurance benefits and expenses, and measuring and analyzing financial and operational performance.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-06-34074 Rev. 2	L&I Basic Forecasts Provides documentation for budget, planning and Industrial Insurance assessment rates.	Retain for 3 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
84-06-34007 Rev. 2	Overall Loss Reserves – 2nd Quarter – Fiscal Year End Provides overall documentation and data to develop year-end claims reserves.	Retain for 20 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
84-06-34011 Rev. 2	Overall Premium and Base Rates Provides documentation of methods and results of calculations in fund level adjustments in premium rates, and parameters and steps used in setting manual rates by fiscal fund.	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
99-09-59287 Rev. 1	Pure Premium Review Provides documentation establishing Industrial Insurance and medical aid base rates by class.	Retain for 5 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

5.1 ACTUARIAL SERVICES – OFFICE NUMBER 502

The activity relating to the actuarial and financial functions of the State Fund, recommending premium rates for industrial insurance coverage, establishing liabilities for industrial insurance benefits and expenses, and measuring and analyzing financial and operational performance.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-06-34009 Rev. 2	<p><i>Retrospective Rating Rate Documentation</i> Provides documentation and data to develop quarterly rate tables.</p>	<p>Retain for 7 years after end of quarter <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

5.2 CLAIMS ADMINISTRATION – OFFICE NUMBER 510

The activity relating to receiving and managing all state fund industrial insurance claims.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-09-61619 Rev. 1	Industrial Insurance Compensable (Time Loss) Claim Files – State Fund Documentation pertaining to the processing and adjudication of an individual’s claim filed for an industrial insurance injury or illness. Media: Paper copies imaged into approved electronic imaging system, ORION, with some data maintained in the electronic application LINIIS.	Retain for 75 years after last claim closure <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
07-09-61620 Rev. 1	Industrial Insurance Non-Compensable (Medical Only) Claim Files – State Fund Documentation pertaining to the processing and adjudication of an individual’s claim filed for an industrial insurance injury or illness. Media: Paper copies imaged into approved electronic imaging system, ORION, with some data maintained in the electronic application LINIIS.	Retain for 40 years after last claim closure <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
09-01-61920 Rev. 1	Opioid Prescription Report Electronic report which identifies claims that opioid prescriptions have been paid in the last four months. Unit supervisors and/or claim staff review the report monthly, adding comments regarding the status of the claim when necessary. Report is managed by Operation Manager’s secretaries. This report is used for claim management and auditing purposes. <i>Note: The electronic copy is the original. All paper copies are considered secondary and can be destroyed when no longer needed under DAN GS 50005.</i>	Retain for 2 years after end of month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

5.2 CLAIMS ADMINISTRATION – OFFICE NUMBER 510

The activity relating to receiving and managing all state fund industrial insurance claims.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88-03-41809 Rev. 2	<i>Hardcopies of Industrial Insurance Claims Files – Compensable/Non-Compensable</i> Includes all documents pertaining to the processing and adjudication of an individual's claim filed for an industrial injury or illness prior to June 1994.	Retain for 75 years after last claim closure <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
88-MF-41810 Rev. 3	<i>Industrial Insurance Compensable/Non-Compensable Claims Files – Microfiche</i> Includes all documents pertaining to the processing and adjudication of an individual's claim filed for an industrial injury or illness prior to June 1994.	Retain for 75 years after last claim closure <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
93-11-53227 Rev. 1	<i>Hardcopies of Industrial Insurance Claim Files – Compensable/Non-Compensable</i> Includes all documents pertaining to the processing and adjudication of an individual's claim filed for an industrial injury or illness prior to June 1994.	Retain for 75 years after last claim closure <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR

5.3 CLAIMS ADMINISTRATION – CLAIMS TRAINING AND COACH/MENTORING UNIT – OFFICE NUMBERS 561 AND 563

The activity relating to developing, communicating and implementing internal policies, providing classroom training for the Worker's Compensation Adjudicator program and claims managers trainees, the curriculum for the initial and ongoing training of L&I staff on claims issues, and coaching/mentoring new claims staff.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-06-62224 Rev. 0	Claims Administration Training and Apprenticeship Program Records Records include all participant documentation throughout the 22-month Apprenticeship program and any other training program established for claims administration staff. Documentation may include but is not limited to: work checking documents, feedback reports, coach and trainer daily and monthly logs and submittal forms.	Retain for 4 years after Journeyman status is achieved <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
10-06-62225 Rev. 0	Claims Training and Coach/Mentoring Program Working Files Records include trainer, coach and mentor working files used to document class participation of trainees in the 22-month claims training program. Trainers and coach/mentors document their classes and students' progress on paper, then enter the information into electronic format. The electronic record is considered the original. Documentation may include but is not limited to: dailies and daily logs, critical breakout lists, related supplemental instruction, feedback sheets, and copies of all records needed for the Washington State Apprenticeship Training Council (WSATC).	Retain for 1 year after data entered and verified into electronic format, or submitted to the WSATC <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
12-03-68234 Rev. 0	Training Program History Files Provides documentation of the development and use of instructional and on-the-job material for the training of claims staff. Includes lesson plans and designs.	Retain for 25 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

5.4 CLAIMS ADMINISTRATION – QUALITY ASSURANCE – OFFICE NUMBER 562

The activity relating to conducting service performance audits to evaluate the agency's handling and management of State Fund claims, and special internal projects.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-12-62348 Rev. 0	<p>Quality Assurance Claims Review</p> <p>Provides documentation of evaluations and special review of state fund claim adjudication records. Records include but are not limited to: quality assurance review forms and statistical reports.</p>	<p>Retain for 2 years after end of quarter <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
10-12-62349 Rev. 1	<p>Quality Assurance Review – Special Projects</p> <p>Provides documentation of special internal projects requested by business area or program manager. Subject matter may include but is not limited to: reopening of claims, occupational disease, and wage calculations.</p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>State Publications (DAN GS 15008);</i> • <i>Studies (Major) – Final Reports (Unpublished) (DAN GS 10016).</i> 	<p>Retain for 6 years after project review is complete <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

5.5 INTEGRATED CLAIMS SERVICES – LEGAL SERVICES – THIRD PARTY – STRUCTURED SETTLEMENT – OFFICE NUMBER 936

The activity relating to seeking recovery of damages for a worker's injury caused by a third party, either by the agency on behalf of the employee or by the employee themselves while also receiving Workers' Compensation benefits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
97-03-57532 Rev. 1	Legal Documents Concerning Third Party Action Working Files Provides documentation of personal injury actions, mediation and court appearance to resolve third party claims. May include but is not limited to: mediation briefs and attorney/client-privileged communications. Final Mediation Disposition is scanned into the claim file and retained for 75 years under <i>Industrial Insurance Compensable (Time Loss) Claim Files – State Fund</i> (DAN 07-09-61619).	Retain until action resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
97-03-57530 Rev. 1	Special Assistant Attorney General (SAAG) Lists Provides documentation of private attorneys assigned SAAG status for third party litigation. Documentation includes correspondence and SAAG lists sent to the Washington State Bar Association and the Attorney General's Office on a yearly basis.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
10-06-62204 Rev. 0	Third Party Tracking System Provides documentation of third party files in their various stages. Used as a tracking tool to capture key information about the cases, including fiscal documentation.	Retain until 6 years after action resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

5.5 INTEGRATED CLAIMS SERVICES – LEGAL SERVICES – THIRD PARTY – STRUCTURED SETTLEMENT – OFFICE NUMBER 936

The activity relating to seeking recovery of damages for a worker's injury caused by a third party, either by the agency on behalf of the employee or by the employee themselves while also receiving Workers' Compensation benefits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-12-68724 Rev. 0	<p><i>Structured Settlement Application or Referral Negotiated and Non-Negotiated</i></p> <p>Provides documentation of Structured Settlement application or referral for negotiated and non-negotiated agreements. If a contract is negotiated, the Board Settlement Document (BSD) and the Claims Resolution Structured Settlement Agreement (Contract) are imaged into Orion and maintained in the claim file.</p> <p>Documents may include, but are not limited to:</p> <ul style="list-style-type: none"> • Original application; • Email referral; • Income and Expenses form; • Summary Templates that document review of the claim; • Settlement Recommendation that supports the presentation for approval or denial; • Copies of reports of accident, allowance orders and case reserves from original Orion file; • Notes during discussions leading to decision; • Communications to affected parties; • Internal communications to clarify position; • Best interest declaration; • Board settlement documents; • Claims resolution structured settlement agreement; • Beneficiary designation; • Request for withdrawal from structured settlement. 	<p>Retain until 6 years after action resolved <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

5.6 INTEGRATED CLAIMS SERVICES – LEGAL SERVICES – POLICY – OFFICE NUMBER 560

The activity relating to historical records creating, improving and updating Workers' Compensation rules (WAC) and policies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-06-62223 Rev. 1	<p><i>Policy Program History Files</i></p> <p>Provides documentation of historical records such as the creation and updating of policies and procedures, and projects related to the mission of the Policy program.</p>	<p>Retain for 25 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>

5.7 INTEGRATED CLAIMS SERVICES – RETURN TO WORK PROGRAM – VOCATIONAL DISPUTE RESOLUTION – OFFICE NUMBER 513

The activity relating to reviewing vocational disputes on the director’s behalf. The director makes the final decisions based on those recommendations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-03-61780 Rev. 0	<i>Dispute Tracking System Database</i> Electronic Access database tracks every vocational dispute filed by a claimant including but not limited to: when the dispute was received, the vocational services specialist the dispute is assigned to and the final resolution.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR

5.8 INTEGRATED CLAIMS SERVICES – RETURN TO WORK PROGRAM – PRIVATE SECTOR REHABILITATION SERVICES – OFFICE NUMBER 514

The activity relating to Vocational Rehabilitation Counselors (VRCs), and VRCs’ audit selection process regarding the consideration of their findings on Industrial Insurance claims.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-12-61981 Rev. 0	<p><i>Audit Selection Plans for Vocational Rehabilitation Counselor (VRC)</i> Provides documentation regarding why a VRC was audited. These records are used as a risk management tool to determine which VRCs may be audited in the following year. <i>Note: These records do not contain audit working papers or audit reports.</i></p>	<p>Retain for 5 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
08-12-61980 Rev. 0	<p><i>Vocational Rehabilitation Counselor (VRC) and Intern Application Records</i> Documentation tracks all incoming VRC and Intern applications by recording the date application is received, date sent to Provider Account, provider number, date entered into electronic system LINIIS, date informational letter sent out to provider and login ID if needed. Documentation also includes all records regarding the assignment of provider login IDs throughout a provider’s lifetime.</p>	<p>Retain for 25 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

5.9 INTEGRATED CLAIMS SERVICES – RETURN TO WORK PROGRAM – PREFERRED WORKER PROGRAM – OFFICE NUMBER 515

The activity relating to offering employers financial incentives to hire qualified injured workers who are unable to return to the employer where the industrial injury/occupational disease occurred.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-10-58815 Rev. 1	<p><i>Preferred Worker Statistics</i> Provides compiled documentation of employers, employees, and vocational service specialists that participate in the preferred worker program.</p>	<p>Retain for 6 years after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

5.10 INTEGRATED CLAIMS SERVICES – RETURN TO WORK PROGRAM – THERAPY SERVICES, WORKSOURCE PROGRAM – OFFICE NUMBER 518

The activity relating to ergonomic consultations that may or may not be related to a Workers' Compensation claim and WorkSource Vocational Services Specialists records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
96-06-56866 Rev. 2	<p>Therapy Services – Non-Claim Ergonomic Consultations</p> <p>Documentation created from an ergonomic worksite consultation, and recommendations that are not related to an industrial insurance claim.</p> <p><i>Note: Claim-related consultations are retained under Industrial Insurance Compensable (Time Loss) Claim Files – State Fund (DAN 07-09-61619).</i></p>	<p>Retain for 6 years after referral closure date <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
10-05-62196 Rev. 0	<p>WorkSource Vocational Services Specialist Working Files</p> <p>The WorkSource Vocational Services Specialists (VSS) provide a full range of vocational services. They perform standalone job analyses, assess injured workers' employability, and assist workers to find jobs and improve their skills to increase employability. VSS working files their skills to increase employability. VSS working files their skills to increase employability. VSS working files their skills to increase employability. VSS working files may include but are not limited to: case notes, vocational testing, and medical chart notes from the doctor, correspondence, and school transcripts. The documentation is compiled into a monthly progress report, which is imaged into the claimant's claim file and retained for 75 years under <i>Industrial Insurance Compensable (Time Loss) Claim Files – State Fund (DAN 07-09-61619)</i>.</p> <p><i>Note: Retention requirements per WAC 296-19A-400.</i></p>	<p>Retain for 5 years after referral closure date <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

5.11 INTEGRATED CLAIMS SERVICES – PENSIONS – PENSION BENEFITS – OFFICE NUMBER 564

The activity relating to workers or their families who receive pension benefits if their injury prevents them from ever becoming gainfully employed, or their family receives benefits after an on-the-job fatality.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-12-61952 Rev. 0	<p>Department of Retirement System Files – No Claim</p> <p>Provides documentation regarding the determination of entitlement for a one-time benefit of \$150,000 to the relatives of individuals who died on the job classified under PERS, SERS and TERS. This is a separate entitlement not related to a Workers' Compensation claim at the time of death.</p>	<p>Retain for 25 years after review process complete <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
08-12-61953 Rev. 0	<p>Fatality Files – No Claim</p> <p>Provides documentation of individuals who died on the job but the accident is not covered under Title 51.</p> <p>Documentation includes but is not limited to:</p> <ul style="list-style-type: none"> • Death certificates; • Obituaries; • Newspaper articles covering the accident; • Investigation reports; • Information from the employer or family. <p><i>Note: Title 51 is the laws and regulations that govern worker compensation benefits.</i></p>	<p>Retain for 25 years after review process complete <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

5.11 INTEGRATED CLAIMS SERVICES – PENSIONS – PENSION BENEFITS – OFFICE NUMBER 564

The activity relating to workers or their families who receive pension benefits if their injury prevents them from ever becoming gainfully employed, or their family receives benefits after an on-the-job fatality.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-06-62217 Rev. 0	<p><i>Pension Benefit Account Change Records</i></p> <p>Provides documentation of changes made to pension benefit accounts, including Social Security Administration (SSA) benefit coordination. A percentage of all changes are reviewed and compiled into a report used for auditing purposes by the State Auditor’s Office.</p> <p>Working files include but are not limited to:</p> <ul style="list-style-type: none"> • Pension benefit change reports; • Special on time payments of pension benefit coordination reports; • Tracking spreadsheet; • Final monthly statistic reports. 	<p>Retain for 6 years after review complete <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
08-05-61784 Rev. 0	<p><i>Pension Screen Reports</i></p> <p>Provides a snapshot of pension screens for each ‘folio’ (pension claim). Snapshots are used to recreate pension file screens on an as-needed basis. Screen shots are created once a month; when a new screen shot is taken, it supersedes the former month.</p>	<p>Retain for 1 month after monthly payment run <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

5.12 CRIME VICTIM COMPENSATION PROGRAM – OFFICE NUMBER 520

The activity relating to an individual who has suffered personal injury from a violent crime and receives compensation from the Washington State Crime Victim Compensation Program to assist in paying expenses such as medical bills, loss of financial support, and funeral expenses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-04-50266 Rev. 1	<p><i>Crime Victim Compensation (CVC) Program Administrative Files</i></p> <p>Documentation includes monthly and quarterly reports, administrative plans, policies, mission statements and procedures, and various working files specific to the administrative section of CVC.</p> <p>Records may also include, but are not limited to:</p> <ul style="list-style-type: none"> • Statistics; • CVC steering committee meeting minutes and files; • Ad hoc meeting minutes and files; • Customer surveys and results; • Program-related news clippings; • Projects; • Correspondence. 	<p>Retain for 6 years after end of calendar year</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
08-09-61847 Rev. 0	<p><i>Crime Victim Documentation – No Valid Claim Number on File</i></p> <p>Documentation received by the sections within the Crime Victim Compensation Program that cannot be matched to a filed claim. Records are researched and, if it is regarding a bill, after 45 days a remittance advice is sent to the provider noting that the bill was unpaid due to missing claim information. No notification is provided to senders of non-bill documents.</p>	<p>Retain for 2 months after end of month</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

5.13 CRIME VICTIM COMPENSATION PROGRAM – BILL PAYMENT UNIT – OFFICE NUMBER 521

The activity relating to the documentation and processing of Crime Victim Compensation Claims medical bills.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-03-61778 Rev. 0	Bill Quality Assurance Files Provides documentation pertaining to bill quality assurance files.	Retain for 6 years after end of quarter <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
09-07-62069 Rev. 0	Crime Victim Claims – Medical Bills Provides documentation of all medical bills received and processed on Crime Victim claims.	Retain for 25 years after date paid <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
09-01-61921 Rev. 1	Data Entry Batch Cover Sheets Documentation provided on the cover sheets is entered into the Medical Information and Payment System (MIPS) which activates the ‘batch’ (a group of medical bills) so the information from the medical bills can be keyed into the system. Documentation on the cover sheets includes: Internal Control Number (ICN); the batch number; the beginning and ending document numbers; the total documents in the batch; the batch type and accounting code; the date batch was activated and by whom; and the date keyed and by whom. If any bills are deleted from the batch during processing, this is also noted on the cover sheet.	Retain for 6 years after batch completed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
92-04-50264 Rev. 4	Forensics Assault Exam Bills Provides documentation of authorized payment for medical exams. Includes medical reports.	Retain for 6 years after bill processing complete <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

5.13 CRIME VICTIM COMPENSATION PROGRAM – BILL PAYMENT UNIT – OFFICE NUMBER 521

The activity relating to the documentation and processing of Crime Victim Compensation Claims medical bills.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-04-50268 Rev. 3	Preliminary Payment Summary Reports Documentation includes several fiscal reports of all crime victim bills approved for payment.	Retain for 6 years after end of quarter <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
08-05-61785 Rev. 1	Provider and Claimant Remittance Advices Documentation provides a detailed summary of a provider’s bill activity or a claimant’s request for reimbursement during a specific payment cycle for Crime Victims bills. The original copy is an electronic report produced from the Medical Information Payment System (MIPS) and maintained electronically in an Electronic Operating System (EOS). Also includes microfiche copies, which were no longer produced after July 2008.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
97-07-57851 Rev. 2	Provider Registration Records Documentation of provider eligibility and certification to provide medical treatment and mental health services to eligible crime victim claimants. Media: Originals are in paper; copies are scanned and imaged for reference purposes only.	Retain for 6 years after provider terminated <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

5.13 CRIME VICTIM COMPENSATION PROGRAM – BILL PAYMENT UNIT – OFFICE NUMBER 521

The activity relating to the documentation and processing of Crime Victim Compensation Claims medical bills.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-03-61947 Rev. 0	<p>Reference Summary Reports</p> <p>Provides documentation of updates, changes, and deletions made to Medical Information Payment System – Crime Victims (MIP-C).</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • Terminated provider numbers; • Tax verification; • 1099 reporting; • Procedure code changes; • Tax master reports; • Provider payment reports; • Ad hoc reports. 	<p>Retain for 6 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

5.14 CRIME VICTIM COMPENSATION PROGRAM – CLAIMS UNIT – OFFICE NUMBER 522

The activity relating to the processing and management of Crime Victim Compensation claim files.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
74-08-06757 Rev. 4	<p><i>Crime Victim Claim File</i></p> <p>Provides all documentation pertaining to a claim for an individual who has been injured during the commission of a crime and the subsequent responsibilities of the State of Washington’s Crime Victims Compensation Program in this regard.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application for benefits; • Medical records; • Law enforcement records; • Claim-related correspondence. 	<p>Retain for 75 years after claim closed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>

5.15 EMPLOYER SERVICES – OFFICE NUMBER 530

The activity relating to Employer (Firm) account files, Workers' Compensation base rates and risk classes, and quarterly premiums paid by employers.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
05-03-60843 Rev. 1	Annual Rate Notices Documentation of notifications to employers of annual industrial insurance rate changes. Media: formerly on microfiche. As of July 2008, rate notices are electronic.	Retain for 10 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
84-06-34101 Rev. 1	Class and Sub-Class Experience Provides documentation of loss and exposure data by policies that have sub-accounts and display risk classification and sub-classification information.	Retain for 10 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
10-01-62193 Rev. 0	Dividends Records include all documentation pertaining to the issuance of dividends to policyholders.	Retain for 6 years after final action taken <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
98-10-58817 Rev. 1	Employer Accounting Systems Enhancement (EASE) Adjustment Reports Provides documentation of adjustments of premiums and penalty/interest on employer accounts.	Retain for 3 years after report date <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

5.15 EMPLOYER SERVICES – OFFICE NUMBER 530

The activity relating to Employer (Firm) account files, Workers' Compensation base rates and risk classes, and quarterly premiums paid by employers.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
74-03-03623 Rev. 2	Employer Industrial Insurance Account Files Provides documentation of all firm files pertinent to the department of workers hours and premium payments in accordance with RCW 51.16.035. Documentation for the firm files includes but is not limited to: correspondence, appeals, and various reports. Media includes paper copies prior to May 2007; thereafter copies are electronic, with some data maintained in the electronic application LINIIS.	Retain for 6 years after final action taken <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
91-04-47808 Rev. 3	Employer Report of Hours for Industrial Insurance Provides documentation of man hours worked, and the payroll and premium reported and/or paid by employees.	Retain for 6 years after end of quarter <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
84-06-34089 Rev. 1	Experience Rating Calculation Adjustments Provides documentation of incurred losses for employers accounts for firm numbers.	Retain for 10 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
10-01-62194 Rev. 0	Experience Rating Calculations Provides documentation of incurred and expected losses for employers accounts by firm number. Media: formerly on microfiche. In 2000, switched to CD and is now available electronically.	Retain for 10 years after end of month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

5.15 EMPLOYER SERVICES – OFFICE NUMBER 530

The activity relating to Employer (Firm) account files, Workers' Compensation base rates and risk classes, and quarterly premiums paid by employers.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-01-62195 Rev. 0	<p>Potential Unregistered Employers Report</p> <p>Provides documentation of employers who may not have been registered prior to a claim being filed. The report is reviewed by an Employer Services staff member and, if there is a discrepancy, a copy is given to the account manager for further review. If fraud is determined, the information is given to the Fraud Prevention Investigation section to be investigated.</p>	<p>Retain for 6 years after end of month <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

5.16 EMPLOYER SERVICES –RETROSPECTIVE RATING – OFFICE NUMBER 534

The activity relating to an optional incentive program offered to employers to minimize their industrial insurance losses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-05-33893 Rev. 2	<p><i>Prospective Retrospective Rating Members</i> Provides documentation which enables groups to see how they might fare under retrospective rating.</p>	<p>Retain for 2 years after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
84-05-33895 Rev. 2	<p><i>Retrospective Rating Enrollment Files – Groups/Individuals</i> Documentation specific to retrospective enrollment, which includes but is not limited to: calculations, correspondence, coordinator contact records, account balance reports, membership, predominant risk reports, protests and appeals, and contractual agreement.</p>	<p>Retain for 6 years after resolution of all protests and appeals <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>

5.17 HEALTH SERVICE ANALYSIS (HSA) – OFFICE NUMBER 540

The activity relating to a second-opinion program in Washington State.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-06-62216 Rev. 0	<p><i>Chiropractic Consultation Files</i></p> <p>Provides documentation of Chiropractors who voluntarily apply to perform second opinions on injured workers referred by their doctors.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • Program application; • Copy of chiropractic license; • Continuing education credits; • Performance agreement; • Attestation letters; • Correspondence. 	<p>Retain for 3 years after agreement is terminated <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

5.18 HEALTH SERVICE ANALYSIS (HSA) – HEALTHCARE POLICY AND PAYMENT METHODS – OFFICE NUMBER 542

The activity relating to the development of policies, payment methods and maximum fees used to pay healthcare and vocational providers who treat injured workers and crime victims.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-08-58656 Rev. 2	<p><i>Provider Fee Schedule Documentation</i></p> <p>Provides a record of the complete development of the provider fee schedules, which includes workers' compensation payment codes, based on business needs and industry standards.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • Correspondence; • Benchmarking documents; • Coverage decisions; • Fee schedules; • Extracts; • Payment policies and billing instructions; • Web documents; • Work plans; • WAC changes. 	<p>Retain for 15 years after date of publication <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

5.19 HEALTH SERVICE ANALYSIS (HSA) – PROVIDER CREDENTIALING AND COMPLIANCE – OFFICE NUMBER 544

The activity relating to the management of provider accounts; provider quality, which includes medical care provided by healthcare providers and medical examiners or firms providing independent medical exams; billing audits; and continuing medical education seminars and webinars.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-04-62455 Rev. 1	<p>Claims Manager Complaint Tracking Files</p> <p>Provides documentation of complaints from Claims Managers regarding Independent Medical Exams (IME) doctor examination reports. Documentation may include but is not limited to: emails, databases, spreadsheets, faxes or written correspondence. Media: paper and electronic.</p> <p>Regarding the cut-off, ‘Tracking Completed’ means the provider complaint/referral has been reviewed and no further action will be taken by the department. If further action is required, the documentation becomes a part of the records series titled <i>Provider Peer Review and Complaint Files (DAN 11-04-62440)</i>.</p>	<p>Retain for 2 years after tracking completed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
98-08-58654 Rev. 1	<p>Independent Medical Exam (IME) Providers</p> <p>Provides documentation of IME firms and individual providers that perform independent medical examinations for Washington State Workers’ Compensation. Documentation may include but is not limited to: provider applications, inactivation of provider services, administrative action taken against provider based on complaints, orders of notice, correspondence and litigation records.</p> <p>Regarding the cut-off, ‘Final Action’ means the department’s action is not appealable, the provider’s debt has been paid in full and, if appropriate, all terms of the settlement agreement have been met.</p>	<p>Retain for 6 years after services end or final action completed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

5.19 HEALTH SERVICE ANALYSIS (HSA) – PROVIDER CREDENTIALING AND COMPLIANCE – OFFICE NUMBER 544

The activity relating to the management of provider accounts; provider quality, which includes medical care provided by healthcare providers and medical examiners or firms providing independent medical exams; billing audits; and continuing medical education seminars and webinars.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-04-62454 Rev. 0	<p><i>Injured Worker Complaint Tracking Files</i> Provides documentation of complaints from injured workers against Independent Medical Exam (IME) doctors. Documentation may include but is not limited to: faxes, written correspondence, or secure message.</p> <p>Regarding the cut-off: ‘Tracking completed’ means the provider complaint/referral has been reviewed and no further action will be taken by the department. If further action is required, the documentation becomes a part of the records series <i>Provider Peer Review and Complaint Files (DAN 11-04-62440)</i>.</p>	<p>Retain for 3 years after tracking completed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
77-10-20108 Rev. 5	<p><i>Provider Account Records</i> Provides documentation of assigning payee numbers to medical and non-medical providers and any related correspondence between L&I and the provider. Payee numbers are used to issue payments to providers for services provided to industrially injured workers. Media includes paper prior to July 2007, electronic copies scanned into ORION, and electronic information maintained in LINIIS.</p>	<p>Retain for 20 years after inactivation date <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
08-06-61783 Rev. 0	<p><i>Provider Account Statistical Reports</i> Documentation used for reference and compiling statistics. Reports may include but are not limited to: Lien Summary Report, reports of provider enrollment numbers, missing provider Social Security numbers, IRS Tax ID numbers, and the inactive Provider Account Report.</p>	<p>Retain for 2 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

5.19 HEALTH SERVICE ANALYSIS (HSA) – PROVIDER CREDENTIALING AND COMPLIANCE – OFFICE NUMBER 544

The activity relating to the management of provider accounts; provider quality, which includes medical care provided by healthcare providers and medical examiners or firms providing independent medical exams; billing audits; and continuing medical education seminars and webinars.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-12-51671 Rev. 2	<p>Provider Medical Bill Audits and Actions</p> <p>Provides documentation of provider medical bill audits. Documentation may include but is not limited to: complaint/referral; referral analysis; order and notice; correspondence; and litigation records. This series does not include medical records; see DAN 92-12-51666.</p> <p>Regarding the cut-off: ‘Action Final’ means the department’s action is not appealable, the provider’s debt has been paid in full and, if appropriate, all terms of the settlement agreement have been met. ‘Investigation Completed’ means the provider billing complaint/referral has been reviewed and no further action will be taken by the department.</p>	<p>Retain for 6 years after action final or investigation completed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-04-62440 Rev. 0	<p>Provider Peer Review and Complaint Files</p> <p>Provides documentation of professional peer reviews of treatment for quality and medical necessity. Also includes provider quality of care complaints/referrals. Documentation may include but is not limited to: professional peer review report, agency report, order of notice or letter of concern, follow-up, litigation records, reconsideration reports, monitoring report, complaint files, and individual quality care complaints submitted about providers. This series does not include medical records; see DAN 92-12-51666.</p> <p>Regarding the cut-off: ‘Action Final’ means the department’s action is not appealable, the provider’s debt has been paid in full and, if appropriate, all terms of the settlement agreement have been met. ‘Investigation Completed’ means the provider billing complaint/referral has been reviewed and no further action will be taken by the department.</p>	<p>Retain for 6 years after action final or investigation completed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

5.20 HEALTH SERVICE ANALYSIS (HSA) – TECHNICAL OPERATIONS – OFFICE NUMBER 546

The activity relating to maintaining the integrity of the Medical Information Payment System (MIPS), and the maintenance of all claimant data necessary to support medical bills payment and management reporting.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
77-10-20112 Rev. 1	Annual Claimant History Profile Provides a record of payments made to medical vendors by the claim number assigned to each industrially injured worker. Report is maintained in an electronic system called Enterprise Output Solution (EOS).	Retain for 25 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
08-09-61868 Rev. 1	Completed W-2 Forms for State Fund Claimants Secondary copies of completed W-2 forms for individuals with active state fund claim files. Copies are kept in case of loss by customer.	Retain for 7 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
89-10-45074 Rev. 5	Electronic Media Claims (EMC) Bill Reports Documentation provides an audit trail for multiple insurer format bills processed by Medical Information Payment System (MIPS). Includes but is not limited to: L&I LAN processing reports, EMC preprocessing reports, and MIPS processing reports. These reports are received and maintained electronically.	Retain for 6 years after end of month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
80-01-24085 Rev. 1	Firm Statement of Awards Monthly statement to employers detailing payments made to medical and miscellaneous providers. The report is broken down by claim number. Report is maintained in an electronic system called Enterprise Output Solution (EOS).	Retain for 25 years after end of month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

5.20 HEALTH SERVICE ANALYSIS (HSA) – TECHNICAL OPERATIONS – OFFICE NUMBER 546

The activity relating to maintaining the integrity of the Medical Information Payment System (MIPS), and the maintenance of all claimant data necessary to support medical bills payment and management reporting.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-03-49964 Rev. 2	Mass Adjustment Operational Records Provides documentation of detail reports in the Medical Information Payment System (MIPS) files and mass payment adjustment transactions.	Retain for 6 years after end of week <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
08-09-61867 Rev. 1	Reference Update Summary Provides documentation of updates, changes and deletions made to MIPS.	Retain for 6 years after end of month <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
89-10-45066 Rev. 1	Remittance Advices Provides detailed records of bi-monthly payments made to medical vendors for industrially injured workers. Report is maintained in an electronic system called Enterprise Output Solution (EOS).	Retain for 25 years after every other month (bi-monthly) <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
03-04-60514 Rev. 1	Service Request Release Documents Provides documentation of all supporting test plans, test scripts, test results including exception logic, new reports, and screen layouts and data elements of modifications/enhancements made to MIPS.	Retain for 6 years after end of month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

5.21 SELF-INSURANCE – CERTIFICATION SERVICES – OFFICE NUMBER 572

The activity relating to the management of qualified self-insurance employers, who provide their own coverage of L&I's workers' compensation program.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
74-07-05403 Rev. 6	<p>Employer Master Record File</p> <p>Provides documentation of correspondence related to self-insurers, including files related to safety, program compliance, audits and penalties.</p> <p><i>Note: These records were microfilmed through February 2007. Microfilm is currently stored at L&I headquarters in Tumwater on the 3rd Floor.</i></p>	<p>Retain for 30 years after the date imaged <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-04-62439 Rev. 0	<p>Self-Insured Employer Escrow Balance Sheets</p> <p>Escrow balance sheets, or statements, are reviewed each month to verify that an employer has the funds to pay their worker benefits in the event of a default by an employer. The statements are checked to insure that the market value of these securities is at least equal to the required amount that should be in the account.</p> <p>The balance sheets come either monthly or quarterly. When a new one is received the former one is obsolete as the new statement supersedes it. The escrow account documentation is maintained in the Self-Insured Surety Files (DAN 98-09-58677) for 11 years after the last claim is closed.</p>	<p>Retain until superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
07-12-61679 Rev. 1	<p>Self-Insured Employer Reporting Files</p> <p>Includes actuarial documentation of estimated loss exposure (claim costs) for Self-Insured businesses and documentation of assessment paid by self-insurers. Information utilized in actuarial estimates of loss exposure. May include but is not limited to: reinsurance, legal/special documents, subs/locations, quarterly and annual reports and reimbursements.</p>	<p>Retain for 30 years after imaged <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

5.21 SELF-INSURANCE – CERTIFICATION SERVICES – OFFICE NUMBER 572

The activity relating to the management of qualified self-insurance employers, who provide their own coverage of L&I's workers' compensation program.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-09-58677 Rev. 4	<p><i>Self-Insured Surety Files</i></p> <p>Provides documentation of collateral for Self-Insured claims liability. Source of payment in the event of a default to ensure payment of workers' compensation benefits. Documentation includes bond, escrow agreement, and letter of credit backing up financial surety.</p> <p>Correspondence releasing the surety will be placed in the series under DAN 74-07-05403 and maintained for 30 years.</p>	<p>Retain until 11 years after last claim closed</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

5.22 SELF-INSURANCE – CLAIMS TRAINING UNIT – OFFICE NUMBER 571

The activity relating to certifying self-insurance claims work leaders, claims managers and trainers.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-04-62437 Rev. 0	<i>Self-Insurance Electronic Data Reporting System (SIEDRS) Aggregate Data Reports</i> Quarterly reports on workers' compensation program outcomes for the self-insurance community as a whole. Includes a total of 21 various reports.	Retain until 5 years after end of quarter <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-04-62436 Rev. 0	<i>Self-Insurance Electronic Data Reporting System (SIEDRS) Enrollment Forms</i> Provides a record of companies that are sending claims data electronically to L&I via SIEDRS.	Retain until 1 year after data entered and verified <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-04-62434 Rev. 1	<i>Self-Insurance Qualified Claim Administrator Completed Exams</i> Provides a record of testing to become a qualified claims administrator. Includes application. Results are documented in the electronic system 'Quick Cards' under DAN 08-11-61909 and kept for 25 years.	Retain until data entered and verified <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-04-62435 Rev. 1	<i>Self-Insured Qualified Claim Administrator Updated Exam Questions</i> Provides documentation of updated exams with new or revised questions.	Retain for 1 year after superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

5.23 SELF-INSURANCE – CLAIMS MANAGEMENT SERVICES — OFFICE NUMBER 573

The activity relating to management of self-insurance claims files.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-12-61682 Rev. 1	<p><i>Self-Insured Agency Workers' Compensation Claims – Compensable</i></p> <p>Includes medical coverage and time loss and provides documentation of action taken, provides basis for future claim decisions, and allows research related to the claims.</p> <p><i>Note: The original claim files are kept by the self-insured employer, so L&I cannot certify completeness of file. See the Local Government Common Records Retention Schedule, DAN GS50-06C-27.</i></p>	<p>Retain for 75 years after close of claim <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
74-07-05400 Rev. 5	<p><i>Self-Insured Agency Workers' Compensation Claims – Compensable – Paper Copies Prior to 1988</i></p> <p>Includes medical coverage and time loss and provides documentation of action taken, provides basis for future claim decisions, and allows research related to claims prior to 1988.</p>	<p>Retain for 75 years after close of claim <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
78-11-21645 Rev. 6	<p><i>Self-Insured Agency Workers' Compensation Claims – Non-Compensable</i></p> <p>Provides documentation of action taken, provides basis for future claim decisions, and allows research related to the claims.</p> <p><i>Note: The original claim files are kept by the self-insured employer, so L&I cannot certify completeness of file. See the Local Government Common Records Retention Schedule, DAN GS50-06C-31.</i></p>	<p>Retain for 40 years after close of claim <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

5.24 SAFETY AND HEALTH ASSESSMENT RESEARCH AND PREVENTION (SHARP) – OFFICE NUMBER 580

The activity relating to research, monitoring and demonstration projects which promote healthy work environments and prevent workplace injuries and illnesses.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
03-02-60446 Rev. 1	<p>Human Research Study Washington State Institutional Review Board (WSIRB) Records</p> <p>Provides documentation of the WSIRB review and approval process for L&I to do research which involves human subjects. Records are maintained in accordance with 45 CFR Part 46.115. Records include but are not limited to: copies of all research proposals reviewed, scientific evaluations, approval sample consent documents, progress reports, and reports of injuries to subjects, records of continuing activities, copies of correspondence and statements of significant new findings provided to subjects. Data from Human Subject research projects, which have been de-identified by removing all personal identifiable information, may be used in DAN 03-02-60447 for further analysis.</p>	<p>Retain for 3 years after research is complete <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
03-02-60447 Rev. 1	<p>Safety and Health Assessment Research and Prevention (SHARP) Research and Data Files</p> <p>Provides documentation of the development of projects, data and resultant impacts of research studies. Records may include the documentation of a participant’s overall health and possible exposure to chemicals for research and prevention of occupational injury and illnesses in the workplace. Analysis of data is compiled to determine long term health conditions.</p>	<p>Retain for 10 years after analysis is complete <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

5.25 CLAIMS SUPPORT SERVICES – MICROGRAPHICS – OFFICE NUMBER 594

The activity relating to management of dangerous waste.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-05-62031 Rev. 0	<p><i>Dangerous Waste Determination Records</i></p> <p>Documentation may include records of any test results, waste analysis, or other determination made in accordance with WAC 173-303-170(1) for designating dangerous waste. Test result records must include, at a minimum, sample source, sampling date, sampling procedures, laboratory performing test, testing date, testing method, analytical result, or the quantitative range of the testing method for analysts not detected.</p> <p><i>Note: Retention requirements set per WAC 173-303-210(1).</i></p>	<p>Retain for 5 years after superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
09-05-62029 Rev. 0	<p><i>Dangerous Waste Report Files</i></p> <p>Documentation includes annual and exception reports as required by WAC 173-303-220.</p> <p><i>Note: Retention requirements set per WAC 173-303-210(1).</i></p>	<p>Retain for 5 years after report date <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
09-05-62030 Rev. 1	<p><i>Dangerous Waste Site Identification Form</i></p> <p>Record includes copy of Dangerous Waste Site Identification Form received by Department of Ecology after Annual Report is submitted, per WAC 173-303-220.</p> <p><i>Note: Retention requirements set per WAC 173-303-210(1).</i></p>	<p>Retain for 1 year after superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
09-05-62028 Rev. 0	<p><i>Dangerous Waste Transport Records</i></p> <p>Provides documentation of records to prepare a manifest to transport dangerous waste offsite in accordance with WAC 173-303-180(3). Manifest records include but are not limited to: signed manifest certificate and manifest procedures.</p> <p><i>Note: Retention requirements set per WAC 173-303-210(1).</i></p>	<p>Retain for 5 years after signed manifest certificate is received from transport facility <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

5.25 CLAIMS SUPPORT SERVICES – MICROGRAPHICS – OFFICE NUMBER 594

The activity relating to management of dangerous waste.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-05-62032 Rev. 0	<p><i>Miscellaneous Accumulating Waste Records</i></p> <p>Documentation includes all records regarding accumulating Dangerous Wastes on-site that do not include manifest, reporting and determination records, in accordance with WAC 173-303-200 and 173-303-201. May include but is not limited to: daily and weekly inspection checklists, compliance files and correspondence.</p> <p><i>Note: Retention requirements set per WAC 173-303-210(1).</i></p>	<p>Retain for 5 years after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

6. DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (DOSH) – OFFICE NUMBER 610

This section covers records relating to the business standards and technical services, operations, compliance, education and outreach, consultation, investigations and laboratory analysis.

See the *State Government General Records Retention Schedule* for additional records series relating to grants, training, audits, and executive level records regarding policy, studies, quality performance and improvement, interpretive and policy statements.

6.1 STANDARDS AND TECHNICAL SERVICES – OFFICE NUMBER 620			
<i>The activity relating to the requests to vary from agency rules and policy, explosives, and program standards and development.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-07-50932 Rev. 1	Variance Files Provides documentation of authorization to deviate from Safety and Health standards. May include but is not limited to: application, determination, inspector documentation and correspondence. Also includes interim and temporary variances. The variance becomes inactive when it is either revoked, withdrawn, or denied.	Retain for 6 years after inactive date <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

6.2 STANDARDS AND TECHNICAL SERVICES – EXPLOSIVES – OFFICE NUMBER 624

The activity relating to managing explosives licenses, dealers records, inspection files and radio signaling permits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
87-10-41115 Rev. 1	<i>Application for Radio Signaling Permit</i> Provides a record of all tones and frequencies issued for the radio signaling system per chapter 49.17 RCW and chapter 296-54 WAC.	Retain for 6 years after disposition of radio <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
87-10-41113 Rev. 1	<i>Applications for Explosive Licenses</i> Provides a record of purchaser, user, magazine, dealer and manufacturer licenses issued per chapter 70.74 RCW and chapter 296-52 WAC. Records include but are not limited to: application, background checks, renewals, blasters and handler tests, and correspondence.	Retain for 6 years after license not renewed or license revoked <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
87-10-41114 Rev. 1	<i>Dealer Records</i> Provides a record of all sales of explosives by dealers per chapter 70.74 RCW and chapter 296-52 WAC. Documentation is sent to L&I by dealers monthly.	Retain for 6 years after end of month <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
93-06-54556 Rev. 1	<i>Inspector's Daily Activity Files</i> Provides documentation of inspector's daily activities, specifically time spent to, from, and during an inspection. Includes assigned inspection case number but no specific information about the inspection itself. Submitted to Explosives supervisor monthly. <i>Note: The daily activities do not contain inspection information. Inspection documentation is maintained in the Inspection Case File records series under DAN 93-06-54582.</i>	Retain for 1 year after end of month <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM

6.2 STANDARDS AND TECHNICAL SERVICES – EXPLOSIVES – OFFICE NUMBER 624

The activity relating to managing explosives licenses, dealers records, inspection files and radio signaling permits.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93-06-54582 Rev. 1	<p><i>Inspector’s Explosives Job Inspection File</i> Provides documentation of inspector’s findings at job site inspections throughout the lifecycle of an individual or dealer’s license.</p>	<p>Retain for 6 years after final inspection complete <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OFM</p>

6.3 STANDARDS AND TECHNICAL SERVICES – TECHNICAL SERVICES – OFFICE NUMBER 625

The activity relating to the management of asbestos removal and exposure records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-03-61783 Rev. 0	<p><i>Applications for Certified Asbestos Abatement Contractors</i> Applications submitted for the purpose of certifying a contractor (company) to abate asbestos under chapter 296-65 WAC. <i>Note: It is recommended by the Environmental Protection Act to maintain initial applications for the life of employment.</i></p>	<p>Retain for 50 years after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>
05-10-61048 Rev. 1	<p><i>Applications for Qualified Asbestos Worker/Supervisors Certification – Approved</i> Provides proof of training for approved qualified workers/supervisors in the removal or encapsulation of asbestos and time history for health documentation under chapter 296-65 WAC. <i>Note: It is recommended by the Environmental Protection Act to maintain initial applications for the life of employment.</i></p>	<p>Retain for 50 years after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>
08-03-61784 Rev. 0	<p><i>Applications for Qualified Asbestos Worker/Supervisors Certification – Unapproved</i> File includes all applications that have been submitted and did not meet the requirements under chapter 296-65 WAC.</p>	<p>Retain for 6 years after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>

6.3 STANDARDS AND TECHNICAL SERVICES – TECHNICAL SERVICES – OFFICE NUMBER 625

The activity relating to the management of asbestos removal and exposure records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-05-62025 Rev. 1	<p><i>Cholinesterase Monitoring Blood Test Results</i></p> <p>Provides documentation of lab tests for agricultural pesticide handlers who use toxicity class I and class II organophosphate or N-methyl-carbonate pesticides per WAC 296-307-148. The results are faxed to L&I from Pathology Associates Medical Laboratory (PAML). Media: Received in paper format then scanned into a confidential, secure folder for easy reference.</p> <p><i>Note: The employer must keep these records for 7 years per WAC 296-307-148, so the agency has decided to align with the WAC and keep these records the same length of time. PAML, the employee's medical provider, and the employer, all have a copy of the test results.</i></p>	<p>Retain for 7 years after end of month <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
08-03-61785 Rev. 0	<p><i>Cholinesterase Monitoring Reimbursement Program Files</i></p> <p>Files include documentation of all medical, training, travel, and related records required for reimbursement of costs to the agricultural employers under the guidelines of the Cholinesterase Monitoring Reimbursement Program per WAC 296-307-148.</p>	<p>Retain for 6 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
05-10-61049 Rev. 1	<p><i>Evaluation of Material Safety Data Sheets (MSDS)</i></p> <p>Records include secondary copies of translations and evaluations of MSDS's for employers. Originals are given to the employers. The MSDS's are not for L&I workers.</p>	<p>Retain for 6 years after evaluation or translation completed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

6.3 STANDARDS AND TECHNICAL SERVICES – TECHNICAL SERVICES – OFFICE NUMBER 625

The activity relating to the management of asbestos removal and exposure records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-03-61782 Rev. 1	Notice of Asbestos Abatement Notice of Asbestos Abatement submitted from a certified asbestos contractor notifying of asbestos. Information is entered into database. (See DAN 07-04-61464.)	Retain for 1 year after notice is entered into database <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
07-04-61464 Rev. 1	Notice of Asbestos Abatement Project Database Electronic documentation of Notices of Asbestos Abatement received by the department. This notice provides a record of the job site address, building owner’s name and address, contractor’s name, building size, asbestos removal methods and the quantity of the asbestos being removed.	Retain for 75 years after abatement project complete <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
86-10-37837 Rev. 6	Renewal Applications for Qualified Asbestos Worker/Supervisors Certification – Approved Provides proof of training and tracks approved qualified workers/supervisors in the removal of encapsulation of asbestos.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
07-04-61465 Rev. 1	Training Materials for Asbestos Training Provides documentation of class outlines, curriculum and materials used in worker and supervisor certification classes.	Retain for 6 years after litigation end or certification of trainer <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.3 STANDARDS AND TECHNICAL SERVICES – TECHNICAL SERVICES – OFFICE NUMBER 625

The activity relating to the management of asbestos removal and exposure records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-12-61959 Rev. 1	<p><i>Unsolicited Employee Medical and Exposure Records</i></p> <p>Documentation received from unsolicited companies regarding their employee’s medical and exposure records. Upon receipt of these records, L&I will advise the company in writing that we will dispose of their records three months after the date of the notification letter. Unless notified by the company to make other arrangements, L&I will proceed in the destruction of these records per this retention schedule.</p> <p>WAC 296-802-60005 states that if a company is going out of business or is planning to dispose of employee and medical and exposure records they must notify L&I in writing of such, or transfer he records <i>if required per a specific agency rule</i>. L&I has one specific WAC – 296-62-07314(3)(a) for Carcinogens, which requires the transfer of the medical exposure records to the agency. This has never occurred but if it does, L&I will maintain these records under GS 03039. If medical or exposure records are requested for investigative purposes they become part of the Inspection File – See DAN 74-09-06925.</p>	<p>Retain for 3 months after date of notification letter <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

6.4 STANDARDS AND TECHNICAL SERVICES – STANDARDS PROGRAM – OFFICE NUMBER 681

The activity relating to development of safety and health standards.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
74-09-06883 Rev. 4	<p><i>Safety and Health Standards Development Files</i></p> <p>Provides documentation of public hearings, advisory and/or ad hoc committee minutes, research and public input to develop Safety & Health standards. Records may also include but are not limited to: Occupational Safety and Health Administration (OSHA) standards and approval concerning enactments of DOSH, filing of reports and filings of emergency and permanent rules with the code reviser.</p>	<p>Retain for 6 years after adoption date <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

6.5 OPERATIONS – OFFICE NUMBER 630

The activity relating to documenting the collection of fines and penalties.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
90-01-45344 Rev. 0	<p><i>Penalty Log Books</i> Provides documentation of collections of fines and penalties levied by Safety and Health Compliance.</p>	<p>Retain for 6 years after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

6.6 OPERATIONS – DOSH RECORDS CENTER – OFFICE NUMBER 313

The activity relating to safety and health inspections and investigations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
74-09-06925 Rev. 5	<p><i>DOSH Inspection Case Files</i></p> <p>Provides documentation of employer history, which may include: code violations, fines levied and paid, appeal proceedings for safety and hygiene compliance and audio hearings CDs. Complaint items within green file are protected by the Privacy Act.</p>	<p>Retain for 6 years after final order date <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

6.7 COMPLIANCE PROGRAM – CRANES – OFFICE NUMBER 621

The activity relating to the certification of cranes, derricks and spouts.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
74-09-06924 Rev. 3	<i>Certifiers of Cranes, Derricks, and Spouts</i> Provides documentation and supporting information regarding certified crane, derrick, and spout certifiers per chapter 49.17 RCW and chapter 296-56 WAC.	Retain for 6 years after inactive date of certified inspector <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
74-09-06923 Rev. 4	<i>Crane, Derrick, and Spout Certification Files</i> Provides documentation and supporting information regarding past and current certifications of cranes, derricks, and spouts for the life of the crane, along with Notices of Deficiencies per chapter 49.17 RCW and chapter 296-56 WAC.	Retain for 6 years after life of crane <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
09-03-61973 Rev. 0	<i>Crane, Derrick, and Spout Certifier Files – Certification Denied</i> Provides a record of crane, derrick, and spout certifiers who were denied certification.	Retain for 1 year after certification denied <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

6.8 COMPLIANCE PROGRAM – MARITIME – OFFICE NUMBER 623

The activity relating to the management of charter boats.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-03-61970 Rev. 0	Charter Boat Files Provides documentation and supporting information for the construction, certification, and stability of charter boats per chapter 296-115 WAC.	Retain for 6 years after life of vessel <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
09-03-61972 Rev. 1	Charter Boat Operator and Vessel Files – Denied License or Certificate Provides a record of charter boat operators who were denied a license and charter boat vessels that were denied a certificate.	Retain for 6 years after license or certificate denied <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
09-03-61971 Rev. 0	Charter Boat Operators Files Provides documentation and supporting information of current operators licensed to operate charter boats per chapter 296-115 WAC.	Retain for 6 years after inactive date of licensed operator <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

6.9 EDUCATION AND OUTREACH – TRAINING PROGRAM – OFFICE NUMBER 672

The activity relating to internal and external training on safety and health.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-06-62459 Rev. 0	<p><i>Division of Occupational Safety and Health (DOSH) Symposium Files</i></p> <p>Provides documentation of the annual three day DOSH Technical Safety and Health Symposium, which is a mandatory training for approximately 300 DOSH Safety and Health Specialists, Risk Managers, Ergonomists, Chemists, and their management. The Symposium provides technical safety and health training on workplace hazards and how to prevent them so DOSH inspectors and consultants can better assist employers in keeping their worksites safe. The Symposium also allows the opportunity to discuss changes in rule and share information and knowledge.</p> <p>Documentation may include but is not limited to: research to determine feasibility of various locations, communication with management to determine content, contracts with instructors and facilities and handouts.</p>	<p>Retain for 10 years after end of event <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

6.9 EDUCATION AND OUTREACH – TRAINING PROGRAM – OFFICE NUMBER 672

The activity relating to internal and external training on safety and health.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-03-68231 Rev. 0	<p><i>Occupational Safety and Health Administration (OSHA) Outreach Class Records</i></p> <p>The OSHA Outreach Training Program teaches workers about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid, and prevent job related hazards. OSHA authorizes safety and health professionals in L&I who complete an outreach trainer course to conduct occupational safety and health classes for workers.</p> <p>Class records, per OSHA requirements, must be kept for 5 years. The records must include at least the following:</p> <ul style="list-style-type: none"> • Student sign-in sheets; • Student contact information; • Topic outline; • Class documentation (a copy of the documentation sent in to request student course completion cards including the list of the topics taught and the class time spent on each topic); • Student course completion card numbers; • A list of each guest trainer, topics, and times covered by each and their qualifications; • Additional authorized trainers, including the name, list of topics covered, number of contact hours allocated for each topic, and a copy of their trainer card. <p>See OSHA Outreach Training Program Requirements, www.osha.gov/dte/outreach/.</p>	<p>Retain for 5 years after end of course <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

6.10 EDUCATION AND OUTREACH – GOVERNOR’S SAFETY AND HEALTH CONFERENCE – OFFICE NUMBER 677

The activity relating to the organization of the annual Governor’s Safety and Health Conference.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-08-34467 Rev. 2	<p><i>Governor’s Industrial Safety and Health Conference Committee Files</i> Provides documentation of all subcommittees who meet to plan the Boards decisions for the Governor’s Industrial Safety and Health Conference along with other special events. Media: Paper.</p>	<p>Retain for 2 years after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

6.11 EDUCATION AND OUTREACH – SPECIAL EMPLOYER PROGRAM – OFFICE NUMBER 679

The activity relating to agency’s Voluntary Protection Program offered to employers.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-04-61467 Rev. 1	<p><i>Voluntary Protection Program – Accepted Employers</i></p> <p>Provides a record of employers who are accepted into the Voluntary Protection Program (VPP). Documentation may include but is not limited to: application, self-evaluation, report for initial acceptance and recertification, safety plans, annual report, certification documentation if requested by the agency, and correspondence.</p>	<p>Retain for 6 years after recertification process is completed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-08-62511 Rev. 0	<p><i>Voluntary Protection Program –Employers Not Accepted</i></p> <p>Provides a record of employers who are not accepted into the Voluntary Protection Program (VPP). Documentation may include but is not limited to: application, assessment as to why they didn’t qualify and correspondence.</p>	<p>Retain for 3 years after application denied <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

6.12 CONSULTATION PROGRAM – OFFICE NUMBER 671

The activity relating to safety and health consultation visits with industries and agencies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-06-52245 Rev. 6	<p>Consultation Case Files</p> <p>Records documenting consultation initial visits, follow-up visits and on-site training visits with private industries and public agencies.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Request and visit forms; • Written reports to the employer; • Hazard records of abatement; • Checklist; • Documentation notes; • OSHA 300 log and summaries; • Safety & health program assessment worksheets (Form 25); • Requests from Self-Insurance to evaluate companies that want to be self-insured. 	<p>Retain for 6 years after consultation case closed date <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
07-04-61466 Rev. 1	<p>Consultants Assistance Records</p> <p>Records documenting consultants training and assistance to improving safety and health for employers and employees.</p>	<p>Retain for 6 years after date of activity <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

6.12 CONSULTATION PROGRAM – OFFICE NUMBER 671

The activity relating to safety and health consultation visits with industries and agencies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-04-61468 Rev. 2	<p><i>Safety Through Achieving Recognition Together (START) Program Records</i></p> <p>Records documenting recognition given through the START program of occupational safety and health excellence in a small business.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Employer’s Letter of Commitment; • Regional Program Manager recommendation for approval; • Letter from DOSH Assistant Director to employer approving START certification; • Copy of certification; • START checklist; • Employer achievement plan. <p><i>Note: The START program recognizes small business who have achieved a safer workplace through employer, employee and government collaboration and reduced hazards, injuries, and lowered insurance costs. A small business has no more than 50 at a specific site, and no more than 250 statewide.</i></p>	<p>Retain for 4 years after final recertification, or employer does not recertify</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>

6.13 DEPUTY PROGRAM AND LEGISLATIVE AND LABORATORY PROGRAM – DISCRIMINATION AND INVESTIGATIONS – OFFICE NUMBER 684

The activity relating to discrimination complaint files received by the agency from individuals, employers and the Occupational Safety and Health Administration.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
81-06-27945 Rev. 2	<p><i>Discrimination Complaint Files</i></p> <p>Provides documentation pertaining to discrimination complaints filed by individual or employers against L&I Division of Occupational Safety and Health (DOSH), and complaints filed by individuals or employers with the Occupational Safety and Health Administration (OSHA), called a 'Complaint Against State Program Administration' (CASPA). The agency is notified by OSHA of these allegations. Documentation may include, but is not limited to: copies of the complaint/CASPA, any correspondence between individual, employer, agency and OSHA, investigator notes, interview statements, photographs, copies of the initial discrimination investigation, copies of DOSH inspections, copies of claims records, medical information, technical information, findings, recommendations and corrective action plans.</p>	<p>Retain for 6 years after complaint resolved <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

6.14 DEPUTY PROGRAM AND LEGISLATIVE AND LABORATORY PROGRAM – INDUSTRIAL HYGIENE LABORATORY AND LAB ANALYSIS – OFFICE NUMBER 641

The activity relating to the documentation created in the DOSH laboratory.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-12-61685 Rev. 2	<p><i>Certificates of Analysis, Calibration and Accuracy</i></p> <p>Documentation provided to the laboratory by certified companies or agencies, or traceable to certifying agencies, showing the necessary data and specifications so that the laboratory can prove it utilized certified equipment, chemicals and other media to complete an accurate analysis of a contaminant. Shows the necessary data and specifications to prove that field sampling equipment ordered by the lab for Industrial Hygienists’ use is certified to perform field sampling and/or collection of field data.</p> <p>When issued for chemicals, includes, but is not limited to:</p> <ul style="list-style-type: none"> • Purity level and composition of chemical; • Expiration date, lot number, description of chemical, catalog number; • Chemical Abstract Registry number. <p>Laboratory items covered by these documents include, but are not limited to:</p> <ul style="list-style-type: none"> • Laboratory analysis instrumentation, measuring devices, field equipment, chemicals and sampling media. 	<p>Retain for 6 years after date of expiration <i>or</i> 6 years after date equipment is removed from service, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

6.14 DEPUTY PROGRAM AND LEGISLATIVE AND LABORATORY PROGRAM – INDUSTRIAL HYGIENE LABORATORY AND LAB ANALYSIS – OFFICE NUMBER 641

The activity relating to the documentation created in the DOSH laboratory.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
07-09-61621 Rev. 3	<p><i>Descriptive Laboratory Quality Control Documentation</i></p> <p>Documentation includes laboratory analytical methods and Standard Operating Procedures (SOPs). Analytical methods show how methods are developed and how accurate they are in determining laboratory procedures for testing differing contaminants through chemical analysis. Quality and technical records are required for accreditation. SOPs are written procedures regarding laboratory tasks. SOPs may include metal sample preparation, pre-weighed filter preparation and procedures used to validate methods to maintain laboratory accreditation.</p>	<p>Retain for 6 years after date of document <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
80-05-24919 Rev. 3	<p><i>Laboratory Inspection Reports and Files</i></p> <p>Provides chemical analysis of contaminants sent in by Industrial Hygienists as well as Industrial Consultants. Documentation includes Chain of Custody, inspection visit information, requested analysis, test results and technician/chemist commentary.</p>	<p>Retain for 6 years after inspection final order date <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
07-12-61684 Rev. 2	<p><i>Laboratory Notebooks</i></p> <p>Notebooks are created and maintained by either laboratory chemists, technicians or in the general use areas by multiple staff. Documentation might include pre-weights pertaining to data collected during the procedures and new procedures. The notebooks may also be used as a daily log book for work done in a particular day.</p>	<p>Retain for 6 years after last date of entry <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

7. FRAUD PREVENTION AND COMPLIANCE – OFFICE NUMBER 710

This section covers records relating to audits and investigations.

7.1 AUDIT – OFFICE NUMBER 711

The activity relating to auditing employer accounting files.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-09-51335 Rev. 4	<p><i>Audits and Investigations</i></p> <p>Records relating to procedures performed, evidence obtained and conclusions reached that support the employer audit.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Audit working papers; • Employer bank records, employer earning records, employer tax returns, and employer time records; • Final audit report; • Appeals; • Audit Collection. <p>Excludes records covered by <i>Audits and Investigations – Transitory/Temporary Documentation (DAN 17-06-69115)</i>.</p> <p><i>Note: Audit report is not closed if it is under reconsideration, appeal, or in collection.</i></p>	<p>Retain for 12 years after audit report closed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

7.1 AUDIT – OFFICE NUMBER 711

The activity relating to auditing employer accounting files.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
17-08-69118 Rev. 0	<p><i>Audits and Investigations – Transitory/Temporary Documentation</i></p> <p>Documentation obtained or created during the course of audits and investigations associated with employer premiums that is short-term in nature, such as routine correspondence, working copies of databases, working copies of records provided by auditees, superseded drafts, and other documentation not included in the final assembled audit file that supports the published report. Final audit report means when it is uploaded into the System for Reporting Employer Verifications (SERV).</p> <p>Excludes records covered by <i>Audits and Investigations (DAN 92-09-51335)</i>.</p>	<p>Retain until final audit produced <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

7.2 INVESTIGATIONS – OFFICE NUMBER 714

The activity relating to investigations related to fraud, validity and activity checks, and discrimination and claim suppression.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
93-11-53348 Rev. 1	<i>Criminal History Records</i> Provides documentation of criminal background.	Retain until review complete <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
93-11-53350 Rev. 1	<i>Discrimination and Claim Suppression Investigations</i> Provides documentation of work discrimination and claim suppression by employers of Industrial Insurance claimants. <i>Note: Restricted confidential.</i>	Retain for 3 years after investigation resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
09-04-62011 Rev. 0	<i>Evidence Logs</i> Documentation of evidence logged into the evidence depository.	Retain for 6 years after disposition of evidence <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
09-04-62012 Rev. 0	<i>Evidence Vouchers</i> Documentation of records of evidence received during the course of an investigation or seized during a search warrant.	Retain for 6 years after disposition date on voucher <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
93-11-53349 Rev. 2	<i>Fraud Investigations</i> Provides documentation of Industrial Insurance claimants or employers pertaining to possible fraudulent activities. Records may include but are not limited to: recorded statements, videotape and photographs. <i>Note: Restricted confidential.</i>	Retain for 6 years after investigation resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

7.2 INVESTIGATIONS – OFFICE NUMBER 714

The activity relating to investigations related to fraud, validity and activity checks, and discrimination and claim suppression.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-04-61984 Rev. 0	<p>Quality Assurance Check Sheets and Reports</p> <p>Documentation used to complete quality assurance checks of internal investigations. Compiled information from checklists is used to create quality assurance report.</p>	<p>Retain for 6 years after quality assurance report complete <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
93-11-53353 Rev. 2	<p>Validity and Activity Check Investigations</p> <p>Provides documentation of validity and claimant activities, along with other miscellaneous investigations of Industrial Insurance claims.</p> <p><i>Note: Restricted confidential.</i></p>	<p>Retain for 3 years after investigation resolved <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

7.3 INVESTIGATIONS – PROVIDER FRAUD – OFFICE NUMBER 715

The activity relating to provider fraud investigations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-09-60202 Rev. 2	<p><i>Provider Fraud Investigations</i></p> <p>Provides documentation of Industrial Insurance providers pertaining to possible fraudulent activities. Documentation may include but is not limited to: photographic evidence, recorded statements by claimants and others involved. Includes criminal and civil investigations.</p> <p><i>Note: Restricted confidential. Investigation resolved means all litigation is resolved and the appeal period has expired.</i></p>	<p>Retain for 6 years after investigation resolved <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

8. SPECIALTY COMPLIANCE SERVICES (SCS) – OFFICE NUMBER 410

This section covers records relating to the following programs: Apprenticeship, boilers, contractor compliance, electrical, elevators, factory assembled structures, and plumbers, along with setting employment standards and prevailing wage.

See the *State Government General Records Retention Schedule* for additional records series related to fiscal, legislative, and executive level records regarding policy, studies, quality performance and improvement, interpretive and policy statements.

8.1 OPERATIONS – OFFICE NUMBER 425			
<i>The activity relating to unresolved citations and infractions, permits and inspections, and all SCS program master files.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-09-61862 Rev. 1	<i>Electrical and Factory Assembled Structure (FAS) Permits and Inspections</i> Documentation includes all Electrical and Factory Assembled Structure (FAS) permits that are issued through the Customer Service Program. Applicants may complete requests online, or through the Customer Service counter. Documentation also includes Electrical and FAS inspection records such as itineraries and reports. Media: Mostly electronic, in the Permit and Inspection Recording System (PAIRS), and some paper.	Retain for 6 years after permit becomes inactive or inspection is complete <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
08-12-61956 Rev. 1	<i>Licensing, Registration and Certification Documentation</i> Documentation of all licensing, registration and certification of electrical and construction contractors, electricians and administrators, plumbers, trainees, and elevator individuals. Documentation includes historical program data used for research purposes. Media: Electronic program called Quick Cards.	Retain for 25 years after expiration of license, or expiration of certificate, whichever is applicable <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

8.1 OPERATIONS – OFFICE NUMBER 425

The activity relating to unresolved citations and infractions, permits and inspections, and all SCS program master files.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
12-03-68232 Rev. 1	<p><i>Specialty Compliance Services (SCS) Program Area Master Files</i></p> <p>Provides documentation of all SCS program area’s master files, which includes but is not limited to: Plumbers, Contractors, Amusement Ride/Bungee Jumping, Electrical, Conveyance, and Installer programs. All files may or may not contain the same records depending on their specific program area requirements. Documentation may include but is not limited to:</p> <ul style="list-style-type: none"> • Original and renewal applications and permits; • Final inspection documents; • Variances; • Data reports; • Five year safety tests; • Unsafe/red tagged documentation; • Insurance policies and bonds; • Inspection certification; • Work history documentation; • Renewal notifications or cards; • Tag order requests; • Proof of attendance at continuing education courses; • Assignment of savings; • Examinations and experience verification, and related correspondence. <p>Excludes records covered by <i>Drawing Portion of Plumbers Examinations (DAN 85-01-34913)</i>.</p>	<p>Retain for 6 years after documentation of conveyance removal</p> <p><i>or</i></p> <p>6 years after permit, license or certification expired/revoked</p> <p><i>or</i></p> <p>6 years after out-of-business</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>

8.2 APPRENTICESHIP – OFFICE NUMBER 430

The activity relating to the Apprenticeship program which provides on-the-job training programs and support to the Washington State Apprenticeship and Training Council.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06-07-61250 Rev. 2	<p><i>Apprenticeship Appeals and Investigations</i></p> <p>Records relating to the findings and determinations of the investigations on any apprenticeship complaints and/or violations related to apprenticeship standards.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Appeals; • Department Findings; • Complaints; • Final Orders; • Hearing Documentation. 	<p>Retain for 6 years after investigation completed</p> <p><i>or</i></p> <p>6 years after appeal period expired</p> <p><i>or</i></p> <p>6 years after final legal action is taken.</p> <p><i>whichever is applicable</i></p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

8.2 APPRENTICESHIP – OFFICE NUMBER 430

The activity relating to the Apprenticeship program which provides on-the-job training programs and support to the Washington State Apprenticeship and Training Council.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
06-07-61253 Rev. 2	<p><i>Apprenticeship Registration and Tracking</i> Provides documentation of the sponsor, employer and apprentice records. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Apprentice agreement; • Apprentice transfer agreement; • Approved training agent; • Apprenticeship Registration & Tracking System (ARTS) access and authorized signer; • Change of status forms; • Journey level wage rate; • On-the-job training reports; • Related supplemental instruction reports; • Sponsor/Employer contact information updates; • Sponsor meeting minutes. 	<p>Retain for 50 years after date of document <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>

8.2 APPRENTICESHIP – OFFICE NUMBER 430

The activity relating to the Apprenticeship program which provides on-the-job training programs and support to the Washington State Apprenticeship and Training Council.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-09-25775 Rev. 3	<p><i>Apprenticeship Sponsor Compliance Items</i></p> <p>Records documenting program sponsors efforts to meet administrative and Equal Employment Opportunity (EEO) compliance.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Compliance review and retention sub-committee agendas; • Correspondence sent and/or received by the department; includes reports and compliance reviews; • Field action plans; • Meeting minutes. <p><i>Note: Retention based on 5-year requirement in 29 CFR § 30.8 and WAC 296-05-431.</i></p>	<p>Retain for 5 years after review closed</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
74-07-05482 Rev. 3	<p><i>Washington State Apprenticeship and Training Council (WSATC) Business Items</i></p> <p>Records documenting the deliberations and decision of the WSATC.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • WSATC agendas, meeting minutes, meeting notices, council member travel and attendance sign in sheets; • Commendation/meritorious awards; • Correspondence sent and/or received by the department; • Court reporter transcripts; • Petitions to the council; • Appeal proceedings; • Case files. 	<p>Retain for 6 years after end of quarter</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

8.3 BOILER – OFFICE NUMBER 450

The activity relating to the inspections of pressure vessels and boilers.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
97-12-58196 Rev. 3	<i>Certificates of Authority</i> Provides documentation that company is approved and authorized to build and repair Pressure Vessels.	Retain until superseded <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
92-06-50765 Rev. 4	<i>Inspection and Audit Reports of Manufacturing/Repair Facilities</i> Provides documentation of periodic inspections and tri-annual audits by state inspector for manufacturers of boilers and pressure vessels. These inspections and audits are done on behalf of L&I for the National Board of Boiler and Pressure Vessel Inspectors (NB) and the American Society of Mechanical Engineers (ASME), both non-profit organizations. Both the NB and the ASME receive copies of the inspection and audit reports when complete.	Retain for 6 years after inspection/audit complete <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
09-06-62047 Rev. 1	<i>Boiler/Pressure Vessel Inspections and History Documentation – Jurisdiction Online (JO) System</i> Provides all aspects of documentation around pressure vessel and boiler inspections. Documentation includes but is not limited to: complete boiler history, which includes state numbers, pressure type, manufacturer date, National Board or serial numbers, address and specific locations of vessels, all inspection history, including inspection reports, insurance notices, certificates, fees paid, and infractions incurred. Media: electronic. The system is used by central office staff, field inspectors, and outside entities, such as insurance companies.	Retain for 6 years after life of vessel <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR

8.3 BOILER – OFFICE NUMBER 450

The activity relating to the inspections of pressure vessels and boilers.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-06-62048 Rev. 1	<p><i>Boiler/Pressure Vessel Inspections and History Documentation – Paper Files</i></p> <p>Documentation may include but is not limited to: complete boiler history, reports of inspection, new insurance coverage notifications, cancellations, and reinstatements. The information is entered into the electronic system titled Jurisdiction Online (JO) by central office staff and the inspectors out in the regions.</p>	<p>Retain for 6 months after entered and verified in Jurisdiction Online (JO)</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
10-12-62332 Rev. 1	<p><i>Boiler/Pressure Vessel Repair/Alteration Reports</i></p> <p>Repair/alteration reports on boiler/pressure vessels are reviewed by the Boiler Program for completeness. The reports are not required by L&I and the repair organizations are not certified by L&I. The date and outcome of the repair reports is entered into the electronic system Jurisdiction Online (JO) for those companies that do not have access to the JO program.</p>	<p>Retain until data entered and verified</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

8.4 CONTRACTOR, FACTORY ASSEMBLED STRUCTURES (FAS), PLUMBER ADMINISTRATION – OFFICE NUMBER 460

The activity relating to approving plans and inspecting both new and altered manufactured/mobile homes and recreational vehicles for safety.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-07-50905 Rev. 3	<p><i>Plumbing, Construction and Factory Assembled Structures (FAS) Infractions</i></p> <p>Provides documentation of registered/unregistered contractors, certified/uncertified plumbers and certified FAS installers charged with working illegally. Records include all supporting evidence, which includes but is not limited to: inspector’s notes, correspondence, statements, and any documentation received from contractors, plumbers, and installers, along with appeals documentation.</p> <p>Excludes infractions that have been sent to collections covered by <i>Collection Account Files (DAN 91-04-47807)</i>.</p> <p>‘Closed’ means the infraction is not appealable and it has been paid in full, or is voided/vacated.</p> <p><i>Note: As of July 2009, the inspectors in the Regional Service Locations will maintain the paper copy under this records series. All inspectors working files will now fall under this records series. The inspectors are responsible for responding to public disclosure requests in their regions. If the infraction is appealed, the inspectors MUST send ALL paper copies to the Central Office.</i></p>	<p>Retain for 6 years after closed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

8.5 CONTRACTOR, FACTORY ASSEMBLED STRUCTURES (FAS), PLUMBER ADMINISTRATION – FACTORY ASSEMBLED STRUCTURES – OFFICE NUMBER 460

The activity relating to approving plans and inspecting both new and altered manufactured/mobile homes and recreational vehicles for safety.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-09-60224 Rev. 1	Approved Alteration Plan Package for Manufactured, Mobile Homes, and Vendors/Medical Units Provides documentation of approved alteration plans packages and all approved documents. <i>Note: These records comply with WACs 296-150(m), and 150(v).</i>	Retain for 6 years after expiration date <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
84-07-34136 Rev. 3	Blueprints, Plumbing, Heating, Electrical and Structural Components Provides documentation of approved plans for plumbing, heating, electrical and recreational vehicle blueprints. Documentation includes but is not limited to: in-plant audits, inspection of certification checklists and quality control records. <i>Note: These records comply with WACs 296-150(r), and 150(p).</i>	Retain for 6 years after expired date <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
01-09-60220 Rev. 1	Commercial Coach and Factory Built Structures Approved Plans Package Provides documentation of applications and all approved materials. <i>Note: These records comply with WACs 296-150(c), and 150(f).</i>	Retain for 6 years after expiration date <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
01-09-60223 Rev. 1	Commercial Coach and Factory Built Structures Inspections Provides documentation of inspection reports by inspectors, special inspections and reciprocal inspections. <i>Note: These records comply with WACs 296-150(c), and 150(f).</i>	Retain for 6 years after final inspection <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

8.5 CONTRACTOR, FACTORY ASSEMBLED STRUCTURES (FAS), PLUMBER ADMINISTRATION – FACTORY ASSEMBLED STRUCTURES – OFFICE NUMBER 460

The activity relating to approving plans and inspecting both new and altered manufactured/mobile homes and recreational vehicles for safety.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-07-34137 Rev. 6	Housing and Urban Development (HUD) Label Control Provides documentation, by serial number, of manufacturer’s application and assigned department number for manufactured homes. These records comply with Federal HUD requirements.	Retain permanently after Primary Inspection Agencies (IPIA) Performance Review.	NON-ARCHIVAL NON-ESSENTIAL OPR
01-09-60222 Rev. 1	Insignia Records Provides documentation of insignias assigned to specific units and inspection reports for Commercial Coaches, Factory Built Structures (Housing and Commercial), Recreational Park Trailers and Recreational Vehicles. <i>Note: These records comply with WACs 296-150(c), 150(f), 150(m), 150(r), 150(p) and 150(v).</i>	Retain for 6 years after issued <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
01-09-60240 Rev. 0	Insignia Requests Provides documentation of requests for new, alteration or replacement insignias and supporting reports.	Retain for 6 months after end of month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
84-07-34141 Rev. 3	Inspectors Monthly Log Provides documentation of construction compliance plan review of inspectors daily work activity. <i>Note: These records comply with WACs 296-150(m), and 150(v).</i>	Retain for 3 years after end of month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

8.5 CONTRACTOR, FACTORY ASSEMBLED STRUCTURES (FAS), PLUMBER ADMINISTRATION – FACTORY ASSEMBLED STRUCTURES – OFFICE NUMBER 460

The activity relating to approving plans and inspecting both new and altered manufactured/mobile homes and recreational vehicles for safety.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
01-09-60229 Rev. 1	<p>Primary Inspection Agencies (IPIA)/Manufacturers Label Report Provides documentation of damages, lost label reports and IPIA/Manufacturer. These records comply with Federal HUD requirements.</p>	<p>Retain for 6 years after Primary Inspection Agencies (IPIA) Performance Review <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
01-09-60231 Rev. 2	<p>State Administrative Agency (SAA) Reports Provides documentation of all SAA reports formerly done for Community, Trade, and Economic Development (CTED). Legislation transferred this program to L&I. Also includes Primary Inspection Agencies (IPIA) subpart 'I' letters. These records comply with Federal HUD requirements.</p>	<p>Retain for 6 years after Primary Inspection Agencies (IPIA) Performance Review <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

8.6 CONTRACTOR, FACTORY ASSEMBLED STRUCTURES (FAS), PLUMBER ADMINISTRATION –INSTALLER PROGRAM – OFFICE NUMBER 460

The activity relating to FAS installers tagging reports and consumer complaint files.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
84-07-34140 Rev. 1	<p><i>Consumer Complaint Files</i> Provides documentation of manufactured homeowner consumer complaint and L&I follow-up. L&I will maintain consumer complaints per the federal retention guidelines that mobile home manufacturers must follow under 24 CFR 3282.404.</p>	<p>Retain for 5 years after complaint resolved <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
11-08-62668 Rev. 0	<p><i>Installer Monthly Certification Tag Reports</i> When manufactured home installer completes any work done related to an installation, they must tag the home with an installer certification tag purchased from L&I, noting the type of installation work performed and the installer certification number. Reports are required to be submitted by installers for all tags posted on a monthly basis. The report includes information such as certification tag number, building jurisdiction, retailer, installation date, and work performed.</p>	<p>Retain for 3 years after installer application renewal date <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

8.7 CONTRACTOR, FACTORY ASSEMBLED STRUCTURES (FAS), PLUMBER ADMINISTRATION –PLUMBER CERTIFICATION – OFFICE NUMBER 460

The activity relating to monthly plumbers continuing education course rosters and the drawing portion of the plumber’s exam.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
85-01-34913 Rev. 4	<i>Drawing Portion of Plumbers Examinations</i> Record includes drawing portion and Scantron card of examinations given to determine if applicant has met the minimum requirements to become a certified plumber. Record also includes signature log for each monthly exam.	Retain for 6 months after end of month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
09-03-61944 Rev. 0	<i>Plumbers Continuing Education Course Rosters</i> Record includes Plumbers continuing education course rosters which are submitted to the department on a monthly basis by course instructors. Per WAC 296-400A-028(20) rosters must be maintained by the agency for auditing purposes.	Retain for 4 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

8.8 ELECTRICAL ADMINISTRATION – OFFICE NUMBER 480

The activity relating to the administration of the electrical program including amusement rides/bungee jumping device incidents.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-01-61926 Rev. 0	<i>Amusement Ride/Bungee Jumping Device Incidents</i> Provides documentation of incidents that have occurred involving all amusement rides and structures. Incidents must be reported to L&I within 24 hours of happening. Documentation may include but is not limited to: date of incident, type of incident, outcome of incident, police reports and fatality records.	Retain for 6 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
90-01-45364 Rev. 4	<i>Closed Electrical Citations</i> Provides documentation of evidence and fees paid regarding licensing and certification violations.	Retain for 6 years after closed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
07-04-61469 Rev. 1	<i>Electrical Class B Permits</i> Provides documentation of the purchase or use of electrical inspection permits.	Retain for 6 years after permit issued <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
03-04-60515 Rev. 1	<i>Electrical Field Evaluation</i> Provides original documentation of requests for evaluations of installation and report of findings.	Retain for 6 years after request approved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

8.8 ELECTRICAL ADMINISTRATION – OFFICE NUMBER 480

The activity relating to the administration of the electrical program including amusement rides/bungee jumping device incidents.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-01-61923 Rev. 0	Electrical Permits Inspection System (EPIS) Files – Access Denied/Request Withdrawn Provides documentation of electricians who have been denied access or who have withdrawn their request for access to use the agency’s on-line permit system (PAIRS – see DAN 08-09-61862).	Retain until access denied or request withdrawn <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
09-01-61923 Rev. 0	Electrical Permits Inspection System (EPIS) Files – Access Granted Provides documentation of electricians who have received access to use agency’s on-line permit system (PAIRS – see DAN 08-09-61862). May include but is not limited to: application and approval letters.	Retain for 6 years after access terminated <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
09-01-61925 Rev. 0	Electrical Settlement Agreements Provides documentation of electricians or electrical contractors who have requested a settlement agreement for citations.	Retain for 6 years after date of settlement agreement <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
90-01-45370 Rev. 1	Electrical Testing Laboratory Accreditation Files Provides documentation of information provided by electrical testing laboratories seeking accreditation. Includes original and renewal applications and correspondence.	Retain for 6 years after expiration of license <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

8.8 ELECTRICAL ADMINISTRATION – OFFICE NUMBER 480

The activity relating to the administration of the electrical program including amusement rides/bungee jumping device incidents.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-01-61927 Rev. 0	Electrical Training Programs Provides documentation of approved training programs between the agency and Washington State colleges. Individuals who attend the courses get credit which goes toward their certification.	Retain for 6 years after course cancelled or course material superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
92-06-50508 Rev. 1	Electrical Variance Files Provides documentation of requests to vary from law and the responses generated from those requests.	Retain for 6 years after variance expired <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
85-02-34953 Rev. 2	Inspectors Working Files Provides documentation of inspections after permit has been issued. Information is entered in PAIRS (See DAN 08-09-61862); however, paper documentation is also created and maintained. May include but is not limited to: documents received from customers or other related parties and notes made by the inspector.	Retain for 6 years after permit becomes active or inspection complete <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

8.9 ELECTRICAL ADMINISTRATION – ELECTRICAL PLAN REVIEW – OFFICE NUMBER 482

The activity relating to the review of electrical plans submitted by private and public entities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
85-01-34911 Rev. 1	<p><i>Plan Review Log Sheets</i> Provides documentation of construction plans received daily. The plans are assigned a number and become a project under DAN 90-01-45367.</p>	<p>Retain for 3 years after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
90-01-45367 Rev. 3	<p><i>Plan Review Projects</i> Provides documentation of the electrical plan review project that is either approved, disapproved, or returned with no action taken. A project review is completed when the review is done. The project is closed out when the project review is paid for. In rare instances a project review will have no charges, at which point it would be considered closed. Documentation may include but is not limited to: worksheets, billing information and correspondence. Plans are returned to the private or public entity in which they originated.</p>	<p>Retain for 6 years after project closed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

8.10 ELEVATOR PROGRAM – OFFICE NUMBER 485

The activity relating to the management of all elevator and other lifting devices or conveyances documents, including elevator inspections, installations, investigations, and elevator mechanic licensing.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-10-62333 Rev. 0	<p>Conveyance Alteration Applications</p> <p>Provides documentation from businesses requesting a permit for alterations on a conveyance. The request is submitted to L&I in the form of an application. The permit is created and emailed to the requester. The permit is maintained under DAN 80-10-26198 for 6 years after the conveyance removal in the Conveyance Management System (CMS). The application request expires after one year. If the request is renewed, the expiration date is one year after the renewal date. The Elevator program will receive notice when the alteration is complete.</p>	<p>Retain for 2 years after expiration of license <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
09-09-62088 Rev. 3	<p>Conveyance Incident/Accident Investigations Files</p> <p>Provides documentation of all conveyance incidents and accidents. May include but is not limited to: incident report and investigation documentation.</p>	<p>Retain for 1 year after investigation resolved <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
10-05-62199 Rev. 0	<p>Conveyance Inspection Files</p> <p>Provides original documentation pertaining to all conveyance inspections. Records include but are not limited to: annual and non-annual inspection results, which includes: technical, supplemental, re-inspection, voluntary, after hours, jump and failed jump, temporary use, failed alterations, and unsafe/red tagged inspections, along with removal results, customer corrections and extension letters.</p>	<p>Retain for 6 years after date of inspection <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

8.10 ELEVATOR PROGRAM – OFFICE NUMBER 485

The activity relating to the management of all elevator and other lifting devices or conveyances documents, including elevator inspections, installations, investigations, and elevator mechanic licensing.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
80-10-26203 Rev. 3	Conveyances Removed or Deleted Provides documentation to free identification numbers when building is destroyed. Media: paper and electronic.	Retain for 6 years after documentation of conveyance removed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
10-12-62311 Rev. 0	Elevator Mechanic Exams Provides a pass (100) or fail (0) record of exams taken by individuals who have requested an elevator mechanics or primary point of contact license. Results are documented under DAN 08-12-61956, which has a 25 year retention. Exams are considered confidential and must be shredded when cut-off/retention has been met.	Retain until score entered and verified <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
10-12-62309 Rev. 0	Elevator Mechanic License Applications – Temporary Provides documentation from individuals requesting a temporary elevator mechanics license to perform work in the conveyance industry. Temporary licenses are issued for a 30 day period. When a temporary license expires, the former application becomes null and void and mechanics must resubmit another application. History of all temporary mechanic licenses issued is maintained under DAN 08-12-61956, which has a 25 year retention. Temporary applications are considered confidential and must be shredded when cut-off/retention has been met.	Retain until expiration of license <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

8.10 ELEVATOR PROGRAM – OFFICE NUMBER 485

The activity relating to the management of all elevator and other lifting devices or conveyances documents, including elevator inspections, installations, investigations, and elevator mechanic licensing.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-12-62307 Rev. 0	<p><i>Elevator Mechanic Licensing Applications – Original and Renewal</i></p> <p>Provides documentation from individuals requesting a full-time elevator mechanics license, or elevator companies and contractors requesting a license to perform work in the conveyance industry. First time (original) applications are reviewed to determine that individuals, companies, and contractors meet the minimum qualifications to receive a license. Documentation also includes most recent renewal application.</p> <p>All individual, company, and contractor mechanical licenses and history are maintained under DAN 08-12-61956, which has a 25 year retention. Individual, company, and contractor mechanical licenses expire after 2 years.</p> <p>Expiration of license means: a license is not renewed, or an individual retires or passes away, or a company goes out of business. Original and renewal applications are considered confidential and must be shredded when cut-off/retention has been met.</p>	<p>Retain for 6 years after date of inspection <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
10-12-62308 Rev. 0	<p><i>Elevator Mechanic Superseded Renewal Applications</i></p> <p>Documentation includes former renewal applications for full-time elevator mechanics, elevator companies and contractors. Once an application is renewed, the former renewal application is null and void and can be destroyed. Renewal applications are considered confidential and must be shredded when cut-off/retention has been met.</p>	<p>Retain until superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

8.10 ELEVATOR PROGRAM – OFFICE NUMBER 485

The activity relating to the management of all elevator and other lifting devices or conveyances documents, including elevator inspections, installations, investigations, and elevator mechanic licensing.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-09-62087 Rev. 1	<p><i>Inspector’s Conveyance Working File</i></p> <p>Provides documentation pertaining to annual inspections which is entered into the Conveyance Management System (CAMS). The electronic record is the original.</p> <p>The working file may include but is not limited to paper copies of annual and non-annual inspection results; which includes:</p> <ul style="list-style-type: none"> • Technical, supplemental, re-inspection, voluntary, after hours, jump and failed jump, temporary use, failed alterations and installations, and unsafe/red tagged inspections, along with removal results, customer corrections and extension letters. Media: paper. <p>Original documentation is maintained electronically in CMS and kept for 6 years after the investigation is complete. Data may be entered into CMS by inspectors or by headquarters staff.</p>	<p>Retain for 18 months after date of inspection <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
80-10-26198 Rev. 6	<p><i>Master Conveyance File</i></p> <p>Provides documentation pertaining to conveyances meeting department prescribed codes and inspection results. Records may include but are not limited to: installation applications and permits, installation final inspection documents, letters from owners, variances, data reports, one and five year safety tests, and unsafe/red tagged documentation. Media: Paper and the electronic Conveyance Management System (CMS).</p>	<p>Retain for 6 years after documentation of conveyance renewal <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

8.10 ELEVATOR PROGRAM – OFFICE NUMBER 485

The activity relating to the management of all elevator and other lifting devices or conveyances documents, including elevator inspections, installations, investigations, and elevator mechanic licensing.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
98-01-58262 Rev. 3	<p><i>Plan Review of Conveyance Installation</i> Provides graphic documentation of approved commercial and residential installation design. Media: paper and electronic.</p>	<p>Retain for 6 years after plan review complete <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

8.11 EMPLOYMENT STANDARDS – OFFICE NUMBER 490

The activity relating to employment standard complaints, investigations, assignments, child and farm labor, along with issuing permits to employ minors.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
17-08-69119 Rev. 0	<p><i>Employment Standards Variances</i> Records relating to Employment Standards variances includes subminimum wages applications, Child Labor variances. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application materials, copies of certificates to employ workers with a disability at a subminimum wage rate and copies of approved variances (issued pursuant to RCW 49.12.105 and WAC 296-126-130); • Application materials and copies of variances to allow for variances from WAC rules chapters 296-125 and 296-126. 	<p>Retain for 6 years after the variance has expired <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
80-03-24360 Rev. 6	<p><i>Employment Standards Complaints, Investigations and Wage Claim Assignments</i> Documentation pertaining to Wage Claim Assignments, Paid Sick Leave, Protected Leave, Farm Labor, and Child Labor complaints and investigations conducted by the Employment Standards agents. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Collected wages for employees and material that verifies payment or non-payment of claims; • Citations, correspondence, investigative files, agent notes, supplemental information provided by the parties. 	<p>Retain for 6 years after investigation complete or action on claim resolved <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

8.11 EMPLOYMENT STANDARDS – OFFICE NUMBER 490

The activity relating to employment standard complaints, investigations, assignments, child and farm labor, along with issuing permits to employ minors.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
74-07-05536 Rev. 4	<p><i>Farm Labor Contractors Licenses</i></p> <p>Records relating to issuing and recording licenses for farm labor contractors and, on rare occasions, the revocation of a license.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications, correspondence, and copy of license. 	<p>Retain for 6 years after expiration of license</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
17-08-69120 Rev. 0	<p><i>Farm Internship Program</i></p> <p>Records relating to review and approval of farm internship programs and the denial of approval.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Notices (received, approval, denial, closure); • Applications and certificates; • Interview forms; • Complaints. 	<p>Retain for 6 years after approval has expired or final letter of determination for programs that are not approved</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
80-03-24358 Rev. 3	<p><i>Minor Worker Injury Report Review</i></p> <p>The Department of Labor and Industries receives the minor injury report from Department of Revenue to review workers compensation claims for possible child labor violations. If a violation is reported, it will be transferred to Employment Standards Complaints, Investigations and Wage Claim Assignments (DAN 80-03-24360) for investigation. If no violation is reported, it is closed after reviewed.</p>	<p>Retain for 6 years after report reviewed</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

8.12 PREVAILING WAGE – OFFICE NUMBER 495

The activity relating to the payment of hourly wages to workers employed on public works projects or employed under building maintenance agreements of the state, county, municipality or political subdivision of the state.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
10-05-62201 Rev. 1	<p><i>Certified Project Payrolls</i> Provides documentation of certified public works payrolls (CP's) in response to requests to identify workers and payment. The employer must provide payroll documentation from the start of the work performed through the completion of work performed. Numerous requests may be made for the duration of the project. Requests may also be cancelled at any time during the project. Retention determination by WAC 296-127-320. These records do not include CP's for open investigations, which are maintained under DAN 80-03-24360 for 6 years.</p>	<p>Retain for 3 years after request completed or cancelled <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
09-10-62125 Rev. 1	<p><i>Prevailing Wage Complaint, Investigation and Notice of Violation Files</i> Provides documentation of response to complaints investigated by Prevailing Wage agents pertaining to Prevailing Wage claims and resolution of investigations. Documentation also includes intents and affidavits filed on behalf of subcontractors, which are investigated and receive notices of violations.</p>	<p>Retain for 6 years after investigation complete and appeal period expired, or final legal action <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
74-07-05532 Rev. 2	<p><i>Prevailing Wage Intents and Affidavits (PWIA)</i> Provides documentation of a contractor's intent to pay prevailing wages on a public works project and verifies that contractors comply with requirements. Also provides documentation of wages actually paid by a contractor on a public works project by job classifications. May include correction notices. 82% of intents and affidavits are filed online in the PWIA system by contractors.</p>	<p>Retain for 6 years after receipt of affidavit <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

8.12 PREVAILING WAGE – OFFICE NUMBER 495

The activity relating to the payment of hourly wages to workers employed on public works projects or employed under building maintenance agreements of the state, county, municipality or political subdivision of the state.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-10-62120 Rev. 1	<i>Prevailing Wage Intents and Affidavits (PWIA) – Paper Copies</i> Documentation of a contractor’s intent to pay prevailing wages on a public works project and verifies that contractors comply with requirements. All information is entered into the PWIA system by central office staff. Only 12% of intents and affidavits are received in paper. The paper documents are considered secondary once entered into the system.	Retain for 6 months after data entry complete and verified <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
09-10-62122 Rev. 0	<i>Prevailing Wage Rates for Public Works Contracts</i> The wage rates listed in these records are the minimum rates which must be paid to all workers, laborers or mechanics employed on public works contracts.	Retain for 10 years after publish date <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
09-10-62121 Rev. 0	<i>Surveys Received Without Data</i> Surveys received from employers that have been signed but do not contain any information on employee hours worked and wage data.	Retain for 6 months after published <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
93-01-51894 Rev. 3	<i>Wage and Hour Survey</i> Provides documentation of wage and reporting data and calculations used for publishing.	Retain for 3 years after published <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

8.12 PREVAILING WAGE – OFFICE NUMBER 495

The activity relating to the payment of hourly wages to workers employed on public works projects or employed under building maintenance agreements of the state, county, municipality or political subdivision of the state.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-10-62124 Rev. 1	<p><i>Wage Update Responses</i> Responses to the wage updates made by the unions. Wage updates are done twice a year. They are effective 30 days after completion.</p>	<p>Retain for 1 year after date wage update is effective <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

9. CUSTOMER SERVICE PROGRAM – REGIONAL SERVICE LOCATIONS

This section covers records relating to the Customer Service Program, at each L&I Service Location throughout the state. The records include processing documents, copies of permits, Electrical program warning letters, and copies of fiscal records.

See the *State Government General Records Retention Schedule* for additional records series related to banking, cash receipts, and mail.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-09-61864 Rev. 1	<p><i>Customer Service Program Processing Documents – Region Copy</i></p> <p>Secondary copies of all types of documents that are processed at the customer service counter and forwarded to the Central Office in Tumwater to be maintained in the original files. Documents processed for various L&I programs may include but are not limited to: General and Specialty Contractors registrations and Electrical, Elevator and Plumber licenses, along with other miscellaneous business areas such as Prevailing Wage. May include but is not limited to: applications, bonds, insurance statements, administrator’s certificates, and intents and affidavits.</p> <p><i>Note: Does not include Electrical and Factory Assembles Structure permits – see DAN 08-09-61863.</i></p>	<p>Retain for 2 months after end of month <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
08-09-61863 Rev. 2	<p>Applications for Permits – Paper Copy</p> <p>Applications, affidavits, and worksheets either faxed or hand-delivered to the customer service counter and used to process all types of permits, such as Electrical, Elevator and Factory Assembled Structures (FAS). Once the information is entered into the Permit and Inspection Records System (PAIRS), the paper copies become secondary. The original documentation is maintained electronically for 6 years under DAN 08-09-61862.</p> <p><i>Note: Only ‘Structural’ applications are faxed to the Central Office in Tumwater for a ‘plan review’. If it is determined that a plan review is necessary, the original application is mailed to the Central Office and maintained for 6 years under DAN 01-09-60223. .</i></p> <p><i>Note: If a service location issues a permit for work to be completed in another county, the paper documentation should be sent to and maintained by that service location, <u>not</u> the service location at which the permnit was issued.</i></p>	<p>Retain for 2 years after date of issuance <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
09-07-62080 Rev. 0	<p>Electrical Correction 15 Day, 5 Day and Final Warning Letters – No Citation Issued</p> <p>Letters, sent by the Customer Service program on behalf of the electrical program, which are notifications that electrical corrections have not been made in a timely manner. The letters warn individuals/businesses of possible consequences if they do not comply, such as citations and/or power disconnections. If there is no response, the Electrical Administration takes whatever action is appropriate. Fifteen day letters are sent first. If a response is not received within the allotted timeframe, the 5 day letters are sent out. If no response is received a warning letter is sent stating the action(s) that will be taken. The letters are created in PAIRS; however, they cannot be recreated once printed, so a primary copy of the letter, in paper form, must be maintained.</p> <p><i>Note: If a citation is issued, the letters become a part of DAN 90-01-45364 and are kept for 6 years after the citation is closed. They are no longer the responsibility of the Customer Service Program.</i></p>	<p>Retain for 3 years after end of month <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
74-07-05351 Rev. 5	<p><i>Industrial Insurance Payment On Account (POA) Fiscal Files</i></p> <p>Provides secondary documentation of Industrial Insurance checks processed at the customer service counter and mailed certified to the Seattle Lockbox. May include, but is not limited to: daily transmittals, POA's, copies of checks and copies of receipts.</p>	<p>Retain for 1 year after date of document <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

10. LEGACY RECORDS

This section covers records no longer being created/received by the Department of Labor and Industries which have yet to reach their minimum retention period.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
89-10-45070 Rev.3	Microfiche Medical Bills Provides documentation of all incoming medical bills to be processed by Medical Information and Payment System (MIPS).	Retain for 25 years after end of month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
02-MM-60341 Rev.2	Microfiche Produced by Medical Payment System Original microfiche sets of reports developed and received pertaining to making payment, drug reports, data development and various operations progress reports within Medical Information and Payment System (MIPS).	Retain for 25 years after end of month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
98-01-58214 Rev.3	Monthly LINIIS System Reports Provides documentation of claims activity for Insurance Services Monthly Management Report.	Retain for 10 years after end of month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
02-10-60473 Rev.2	Right to Know Billing Statements Provides documentation of receipt of payment for enforcement of the Right-to-Know (hazardous chemical) program.	Retain for 6 years after end of month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
99-09-59295 Rev.2	<i>RPM – All State Funds</i> Provides documentation for statistical tables of all state fund firms experience. Long term history has a significant impact in the Industrial Insurance Rate developing process.	Retain for 12 years after end of month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival (Appraisal Required)

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.

Archival (Permanent Retention)

Public records which possess enduring legal and/or historic value and must not be destroyed. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period.

WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as “Archival (Permanent Retention)” other than the removal of duplicates.

Disposition

Actions taken with records when they are no longer required to be retained by the agency.

Possible disposition actions include transfer to Washington State Archives and destruction.

Disposition Authority Number (DAN)

Control numbers systematically assigned to records series or records retention schedules when they are approved by the State Records Committee.

Essential Records

Public records that state government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with Chapter 40.10 RCW.

Non-Archival

Public records which do not possess sufficient historic 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 that 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 which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”

OPR (Official Public Records)

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

RCW 40.14.010 – Definition and classification of public records.

(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records.”

Public Records

RCW 40.14.010 – Definition and classification of public records.

“... The term “public records” shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and

including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business...”

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 of form or a number of different types of documents that are filed together to document a specific function.

State Records Committee

The 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.

INDEXES ARCHIVAL RECORDS

See the State Government General Records Retention Schedule for additional "Archival" records.

ADMINISTRATIVE SERVICES

Research and Data Services Administration	
Research and Data Services (RDS) Study Documentation.....	12
Research and Data Services Administration – Bureau of Labor and Statistics (BLS)	
Information	
Occupational Safety and Health Statistics (OSHA) Program – Cooperative	
Agreement	13

DIRECTORS OFFICE

Workers Memorial Service Files	8
--------------------------------------	---

DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (DOSH)

Compliance Program – Maritime	
Charter Boat Files	64
Charter Boat Operators Files.....	64
Consultation Program	
Safety Through Achieving Recognition Together (START) Program Records ...	70
Standards and Technical Services	
Variance Files	53
Standards and Technical Services – Standards Program	
Safety and Health Standards Development Files	60

INSURANCE SERVICES DIVISION

Actuarial Services	
Annual Rate Documentation	14

L&I Basic Forecasts	15
Overall Premium and Base Rates	15
Claims Administration – Claims Training and Coach/Mentoring Unit	
Training Program History Files	19
Crime Victim Compensation Program	
Crime Victim Compensation (CVC) Program Administrative Files	30
Health Service Analysis (HSA) – Healthcare Policy and Payment Methods	
Provider Fee Schedule Documentation.....	40
Integrated Claims Services – Legal Services – Policy	
Policy Program History Files.....	23
Integrated Claims Services – Pensions – Pension Benefits	
Fatality Files – No Claim	28
SPECIALTY COMPLIANCE SERVICES (SCS)	
Apprenticeship	
Washington State Apprenticeship and Training Council (WSATC) Business	
Items	83
Electrical Administration	
Amusement Ride/Bungee Jumping Device Incidents.....	92
Electrical Variance Files.....	94
Prevailing Wage	
Prevailing Wage Rates for Public Works Contracts	104

INDEX: ESSENTIAL RECORDS

See the State Government General Records Retention Schedule for additional "Essential" records.

ALL OFFICES	
Collection Account Files.....	6
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (DOSH)	
Standards and Technical Services – Explosives	
Application for Radio Signaling Permit.....	54
Applications for Explosive Licenses	54
Dealer Records	54
Inspector’s Daily Activity Files	54
Inspector’s Explosives Job Inspection File	55
Standards and Technical Services – Technical Services	
Applications for Certified Asbestos Abatement Contractors	56
Applications for Qualified Asbestos Worker/Supervisors Certification –	
Approved	56
Applications for Qualified Asbestos Worker/Supervisors Certification –	
Unapproved	56
Notice of Asbestos Abatement Project Database	58
Renewal Applications for Qualified Asbestos Worker/Supervisors Application –	
Approved	58
INSURANCE SERVICES DIVISION	
Claims Administration	
Hardcopies of Industrial Insurance Claim Files – Compensable/Non-	
Compensable	18
Industrial Insurance Compensable (Time Loss) Claim Files – State Fund.....	17
Industrial Insurance Compensable/Non-Compensable Claim Files – Microfiche	
.....	18
Industrial Insurance Non-Compensable (Medical Only) Claim Files – State Fund	
.....	17
Claims Administration – Claims Training and Coach/Mentoring Unit	
Claims Administration Training and Apprenticeship Program Records	19
Crime Victim Compensation Program – Claims Unit	
Crime Victim Claim File	34
Employer Services – Retrospective Rating	
Retrospective Rating Enrollment Files – Groups/Individuals	38
Health Service Analysis (HSA) – Technical Operations	
Reference Update Summary	45
Integrated Claims Services – Return to Work Program – Vocational Dispute	
Resolution	
Dispute Tracking System Database	24
SPECIALTY COMPLIANCE SERVICES (SCS)	
Apprenticeship	
Apprenticeship Registration and Tracking	82
Boiler	
Boiler/Pressure Vessel Inspections and History Documentation – Jurisdiction	
Online (JO) System	84
Certificates of Authority	84
Inspection and Audit Reports of Manufacturing/Repair Facilities	84
Operations	
Specialty Compliance Services (SCS) Program Area Master Files.....	80

INDEX: DISPOSITION AUTHORITY NUMBERS (DAN'S)

01-09-60202.....	78	07-12-61682.....	49	09-01-61923.....	93	09-10-62121.....	104
01-09-60220.....	87	07-12-61684.....	73	09-01-61925.....	93	09-10-62122.....	104
01-09-60222.....	88	07-12-61685.....	72	09-01-61926.....	92	09-10-62124.....	105
01-09-60223.....	87	08-03-61778.....	31	09-01-61927.....	94	09-10-62125.....	103
01-09-60224.....	87	08-03-61780.....	24	09-03-61944.....	91	10-01-62193.....	35
01-09-60229.....	89	08-03-61782.....	58	09-03-61947.....	33	10-01-62194.....	36
01-09-60231.....	89	08-03-61783.....	56	09-03-61970.....	64	10-01-62195.....	37
01-09-60240.....	88	08-03-61784.....	56	09-03-61971.....	64	10-05-62196.....	27
02-10-60473.....	109	08-03-61785.....	57	09-03-61972.....	64	10-05-62199.....	96
02-MM-60341.....	109	08-05-61784.....	29	09-03-61973.....	63	10-05-62201.....	103
03-02-60446.....	50	08-05-61785.....	32	09-04-61984.....	77	10-06-62204.....	21
03-02-60447.....	50	08-06-61783.....	42	09-04-62011.....	76	10-06-62216.....	39
03-04-60514.....	45	08-06-61790.....	13	09-04-62012.....	76	10-06-62217.....	29
03-04-60515.....	92	08-08-61812.....	13	09-05-62021.....	10	10-06-62223.....	23
05-03-60843.....	35	08-09-61847.....	30	09-05-62022.....	10	10-06-62224.....	19
05-10-61048.....	56	08-09-61862.....	79	09-05-62024.....	10	10-06-62225.....	19
05-10-61049.....	57	08-09-61863.....	107	09-05-62025.....	57	10-10-62333.....	96
06-07-61250.....	81	08-09-61864.....	106	09-05-62028.....	51	10-12-62307.....	98
06-07-61253.....	82	08-09-61867.....	45	09-05-62029.....	51	10-12-62308.....	98
07-04-61464.....	58	08-09-61868.....	44	09-05-62030.....	51	10-12-62309.....	97
07-04-61465.....	58	08-12-61952.....	28	09-05-62031.....	51	10-12-62311.....	97
07-04-61466.....	69	08-12-61953.....	28	09-05-62032.....	52	10-12-62332.....	85
07-04-61467.....	68	08-12-61956.....	79	09-06-62047.....	84	10-12-62347.....	9
07-04-61468.....	70	08-12-61959.....	59	09-06-62048.....	85	10-12-62348.....	20
07-04-61469.....	92	08-12-61980.....	25	09-07-62069.....	31	10-12-62349.....	20
07-09-61619.....	17	08-12-61981.....	25	09-07-62080.....	107	11-04-62434.....	48
07-09-61620.....	17	09-01-61902.....	8	09-09-62087.....	99	11-04-62435.....	48
07-09-61621.....	73	09-01-61920.....	17	09-09-62088.....	96	11-04-62436.....	48
07-12-61679.....	46	09-01-61921.....	31	09-10-62120.....	104	11-04-62437.....	48

11-04-62438.....	14	74-09-06926.....	13	86-10-37837.....	58	93-06-54582.....	55
11-04-62439.....	46	77-10-20108.....	42	87-10-41113.....	54	93-11-53227.....	18
11-04-62440.....	43	77-10-20112.....	44	87-10-41114.....	54	93-11-53348.....	76
11-04-62454.....	42	78-11-21645.....	49	87-10-41115.....	54	93-11-53349.....	76
11-04-62455.....	41	80-01-24085.....	44	88-03-41809.....	18	93-11-53350.....	76
11-06-62459.....	65	80-03-24358.....	102	88-MF-41810.....	18	93-11-53353.....	77
11-08-62511.....	68	80-03-24360.....	101	89-10-45066.....	45	95-06-52245.....	69
11-08-62668.....	90	80-05-24919.....	73	89-10-45070.....	109	96-06-56866.....	27
12-03-68230.....	7	80-09-25775.....	83	89-10-45074.....	44	97-03-57530.....	21
12-03-68231.....	66	80-10-26198.....	99	90-01-45344.....	61	97-03-57532.....	21
12-03-68232.....	80	80-10-26203.....	97	90-01-45364.....	92	97-07-57851.....	32
12-03-68234.....	19	81-06-27945.....	71	90-01-45367.....	95	97-12-58196.....	84
14-12-68724.....	22	84-05-33893.....	38	90-01-45370.....	93	98-01-58214.....	109
17-08-69118.....	75	84-05-33895.....	38	91-04-47807.....	6	98-01-58223.....	12
17-08-69119.....	101	84-06-34007.....	15	91-04-47808.....	36	98-01-58262.....	100
17-08-69120.....	102	84-06-34009.....	16	92-03-49964.....	45	98-08-58654.....	41
74-03-03623.....	36	84-06-34011.....	15	92-04-50264.....	31	98-08-58656.....	40
74-07-05351.....	108	84-06-34074.....	15	92-04-50266.....	30	98-09-58677.....	47
74-07-05400.....	49	84-06-34089.....	36	92-04-50268.....	32	98-10-58815.....	26
74-07-05403.....	46	84-06-34101.....	35	92-06-50508.....	94	98-10-58817.....	35
74-07-05482.....	83	84-07-34136.....	87	92-06-50765.....	84	99-09-59287.....	15
74-07-05532.....	103	84-07-34137.....	88	92-07-50905.....	86	99-09-59293.....	14
74-07-05536.....	102	84-07-34140.....	90	92-07-50932.....	53	99-09-59294.....	14
74-08-06757.....	34	84-07-34141.....	88	92-09-51335.....	74	99-09-59295.....	110
74-09-06883.....	60	84-08-34467.....	67	92-12-51666.....	7	99-11-59343.....	11
74-09-06923.....	63	85-01-34911.....	95	92-12-51671.....	43	99-11-59344.....	11
74-09-06924.....	63	85-01-34913.....	91	93-01-51894.....	104		
74-09-06925.....	62	85-02-34953.....	94	93-06-54556.....	54		

INDEX: SUBJECTS

Note: The use in this index of SGGRRS refers to the State Government General Records Retention Schedule.

A

accidents (investigations)	
amusement rides/bungee jumping devices	92
conveyance/elevators	96
accreditation (electrical testing laboratories).....	93
advisory boards/committees	<i>see SGGRRS</i>
agreements	<i>see also SGGRRS</i>
occupational safety and health statistics	13
amusement rides (incident investigations).....	92
annual rate notices	35
apprenticeships	
claims administration	19
asbestos abatement	
certification	56
renewals/training	58
notices received.....	58
asset management.....	<i>see SGGRRS</i>
audits	<i>see also SGGRRS</i>
boilers	84
employers	74
pressure vessels.....	84
provider medical bills	43

B

backups	<i>see SGGRRS</i>
base rates.....	15

bill quality assurance	31
boards (advisory)	<i>see SGGRRS</i>
boilers	84, 85
budgeting.....	<i>see SGGRRS</i>
bungee jumping devices (incident investigations)..	92

C

certification	
asbestos abatement	56
renewals/training	58
charter boats	64
cranes/derricks/spouts.....	63
certified project payrolls.....	103
charter boats (compliance).....	64
child labor cases.....	101
chiropractic consultations.....	39
cholinesterase monitoring	57
citations (electrical)	92
claim reserves	15
claim suppression (investigations).....	76
claimant history	44
claimant remittance advices	32
claims training.....	19
class experience	35
ratemaking.....	14
collections	6
commercial coaches.....	87
committees (advisory)	<i>see SGGRRS</i>

compensable claims	
industrial insurance	17
harcopies/microfiche (prior to June 1994)	18
self-insurance	49
complaints.....	<i>see SGGRRS</i>
discrimination.....	71
employment standards	101
independent medical exam providers.....	41, 42
industrial insurance (ombudsman).....	9
mobile homes.....	90
prevailing wage.....	103
construction (infractions)	86
consultation program	69
continuing education courses	
materials.....	7
plumbers.....	91
contracts	<i>see SGGRRS</i>
conveyances.....	96, 97
installation (plan review)	100
course materials (continuing education)	7
cranes (certification)	63
crime victim compensation.....	30
claim files.....	34
criminal histories.....	76
customer service programs	106

D

dangerous waste.....	51, 52
----------------------	--------

Department of Retirement Systems 28
derricks (certification) 63
discrimination
 complaints 71
 investigations..... 76
dispute tracking system database 24
dividends..... 35

E

electrical
 class B permits 92
 corrections warning letters 107
 field evaluations 92
 Permits Inspection System (EPIS) 93
 permits/inspections..... 79
 plan review 95
electronic media claims (bill reports) 44
elevator mechanics
 exams..... 97
 licensing 97, 98
elevators 96, 97
emergency contact information (employee) *see SGGRRS*
Employer Accounting Systems Enhancement (EASE)
 reports 35
employers
 audits 74
 industrial insurance accounts 36
employment standards
 complaints/investigations 101
 variances..... 101
ergonomic assessments/consultations 10
non-claim 27

escrow balance sheets (self-insured employers) 46
evidence logs/vouchers 76
exams
 elevator mechanics..... 97
 plumbers..... 91
experience rating calculations 36
explosives
 dealer sale records 54
 inspections..... 54, 55
 licensing 54
exposure records (employees)
 unsolicited 59

F

facilities *see SGGRRS*
factory assembled structures (FAS)
 infractions..... 86
 inspections..... 87
 permits/inspections..... 79
 plans 87
farm internship program 102
farm labor contractors (licensing)..... 102
fatalities 28
 census 13
 memorial services..... 8
Federal Emergency Management Agency (FEMA)
 claims..... 11
fees (collections) 6
financial records..... *see SGGRRS*
firm statement of awards 44
forecasts..... 15
forensics assault exams 31
fraud investigations 76

providers..... 78

G

Governor’s Industrial Safety and Health Conference
 67
grants *see SGGRRS*
grievances *see SGGRRS*

H

hours for industrial insurance (report) 36
HUD labels..... 88
human research studies 50
human resources *see SGGRRS*

I

incidents (investigations)
 amusement rides/bungee jumping devices 92
 conveyance/elevators 96
independent medical exam providers 41, 42
industrial insurance
 complaints (ombudsman)..... 9
 payment on accounts 108
information systems *see SGGRRS*
infractions (plumbing/construction/factory
 assembled structures) 86
insignia 88
inspections
 boilers 84, 85
 commercial coaches 87

conveyances 96
 electrical 79
 elevators 96
 explosives 54, 55
 factory assembled structures (FAS) 79, 87
 pressure vessels 84, 85
 safety and health standards 62
 inspectors
 monthly logs 88
 working files 94, 99
 installer monthly certification tag reports 90
 insurance (risk management) 11
 investigations
 discrimination/claim suppression 76
 employment standards 101
 fraud 76
 providers 78
 prevailing wage 103
 validity/activity checks 77

J

job hazard analysis 10

L

labels (HUD) 88
 laboratories
 inspections 73
 material (certification) 72
 notebooks 73
 leave *see SGGRRS*
 legal affairs *see SGGRRS*

licensing
 charter boat operators 64
 elevator mechanics 97, 98
 explosives 54
 farm labor contractors 102
 licensing/registration/certification 79
 LINIIS system reports 109

M

mail services *see SGGRRS*
 mass adjustment operational records 45
 master files
 conveyances 99
 specialty compliance services 80
 material safety data sheets (MSDS)
 evaluations/translations 57
 medical bills (MIPS) 109
 Medical Information and Payment System (MIPS) . 45
 data entry batch cover sheets 31
 medical records 7
 meetings *see SGGRRS*
 memorial services 8
 mentoring program 19
 minor worker injury reports 102
 minutes (boards/committees) *see SGGRRS*
 mobile homes (complaints) 90
 motor vehicles *see SGGRRS*

N

non-compensable claims
 industrial insurance 17

harcopies/microfiche (prior to June 1994) 18
 self-insurance 49

O

ombudsman (industrial insurance) 9
 opioid prescriptions (reports) 17
 OSHA 300 logs *see SGGRRS*
 outreach classes (OSHA) 66

P

paid sick leave (complaints/investigations) 101
 patient medical records 7
 payroll *see SGGRRS*
 penalty books (safety and Health compliance) 61
 pension (benefit accounts/screen reports) 29
 permits
 applications 107
 electrical 79
 class B 92
 factory assembled structures (FAS) 79
 radio signaling 54
 plan reviews (conveyance installations) 100
 plumbers exams (drawing portions) 91
 plumbing (infractions) 86
 policies/procedures *see SGGRRS*
 policy program history 23
 potential unregistered employers 37
 preferred worker statistics 26
 preliminary payment summary reports 32
 premium rates 14, 15
 reviews 15

pressure vessels 84, 85
 prevailing wage 103, 104
 intents and affidavits 103, 104
 surveys 104
 unions 105
 providers
 accounts 42
 fee schedules 40
 medical bill audits 43
 peer review/complaints 43
 registration 32
 remittance advices 32
 public disclosure *see SGGRRS*
 public records requests *see SGGRRS*
 publications *see SGGRRS*

Q

quality assurance
 checksheets/reports 77
 reviews 20
 quality control (laboratories) 73

R

radio signaling (permits) 54
 rates (premiums) 14
 recognition programs 70
 records management *see SGGRRS*
 reference summary reports 33
 remittance advices 45
 provider/claimant 32
 research 50

retrospective ratings 16, 38
 Right-to-Know billing statements 109
 risk management *see SGGRRS*

S

safe logs *see SGGRRS*
 safety and health standards
 development 60
 inspections 62
 variances 53
 Safety Through Achieving Recognition Together
 (START) 70
 security *see SGGRRS*
 self-insured employers 46
 service request releases 45
 settlement agreements (electrical) 93
 special assistant attorney general lists 21
 spouts (certification) 63
 structured settlement 22
 studies (research) *see also SGGRRS*
 research and data services 12
 sub-class experience 35
 surities (self-insured employers) 47
 surveys (prevailing wage) 104

T

telecommunications *see SGGRRS*
 third party (legal actions/tracking) 21
 timesheets *see SGGRRS*
 training *see SGGRRS*
 asbestos abatement certification 58

claims 19
 course materials (continuing education) 7
 DOSH Symposium 65
 electrical 94
 OSHA outreach classes 66
 program history files 19
 transitory records *see SGGRRS*
 travel *see SGGRRS*

U

unclaimed property *see SGGRRS*
 unions (prevailing wage) 105

V

variances
 electrical 94
 employment standards 101
 safety and health standards 53
 vehicles *see SGGRRS*
 visitor books/logs *see SGGRRS*
 vocational rehabilitation counselors 25
 voluntary protection program 68

W

W-2 forms 44
 wage and hour surveys 104
 wage claim assignments 101
 warrants *see SGGRRS*

Washington State Institutional Review Board (WSIRB).....	50	wellness programs	<i>see SGGRRS</i>	workplace injuries (surveys)	13
		workers memorial services	8	worksource vocational services specialists.....	27